



**child
development
services**

State Intermediate Educational Unit, 146 State House Station, Augusta, ME
04333 Telephone: (207) 624-6660; Fax: (207) 624-6661; TTY: 1-888-577-6690

Date:

Dear Program Administrator,

Enclosed is a State of Maine Child Development Services (CDS) Program Approval Application for programs that are considering serving children ages birth to five with disabilities. Please read the following instructions, complete the enclosed application and send all application materials to: **Maine Department of Education, Child Development Services, 146 State House Station, Augusta, ME 04333-0146.**

Please Note: If your program has more than one site you are seeking to be approved, you will need to fill out a Cover Page, Part I and II and submit Child Care License, staff and consultant profile and the ADA Self-Assessment checklist for each site.

For this application to be considered complete, please include the following documents:

- θ Letter of support from your regional CDS Director indicating the program has been designed in a collaborative way and is needed in the community to deliver services to children. The letter should address to the best of your knowledge the following program criteria:
 - Age and population served
 - Need to serve a population of children
 - Use of evidence-based practice
 - Accessible indoor and outdoor environments
 - Ability and competency of staff and administration to meet children's goals on their IFSP/IEP
 - Approved MaineCare provider
 - Commitment to provide inclusive opportunities in Natural and Least Restrictive Environments

- θ Staff and Parent Handbook, including policies and procedures. The following are required documents for a successful application. If included in your handbook, please indicate in the appropriate area of the application and provide the page number where the item can be found.

- Copy of manual or written guidelines to control/prevent communicable diseases
 - Copy of the program's immunization policy
 - Evacuation and emergency procedure
 - Policy on training staff who directly work with children in emergency first aid/CPR
 - Notification to family of serious incidents
 - Procedure for secured storage of adequate first aid supplies
 - Procedure in case of child illness or emergency if parents cannot be reached
 - Procedure informing parents of any medical care administered to their child
 - Child discipline and behavior management including positive behavioral supports
 - Time out policy
 - New staff orientation and annual in-service training policy/procedure
 - Confidentiality policy
- θ Copy of Department of Health & Human Services (DHHS) license for either Child Care or Nursery School (if more than one site, please submit license for each program)
- θ Copies of legal incorporation documents
- θ Child data collection system sheet
- θ Copy of certifications, licenses and liability insurance (if required) for all staff and consultants
- θ Staff profile(s) for each classroom
- θ Consultant profile(s) for each classroom
- θ Copy of current annual budget
- θ ADA Checklist
- θ Additional information that may be included if available:
- Copy of your DHHS Quality Rating System certificate/status rating (if applicable)
 - Copy of your National Program Accreditation certificate (if applicable) (NAEYC, NAFCC, Head Start)
 - Copies of Maine Roads to Quality (MRTQ) Registry Certificate & Transcripts for each staff (as applicable)

Once the completed application form and all supporting documents are submitted to the State Child Development Services office, we will review your application to assure that

all criteria are complete. When the criteria review is concluded, a representative of Maine Child Development Services may contact you to schedule a program site visit. The site visit will evaluate program facilities, record storage, curriculum, and instructional materials. If your Program Approval Application is accepted, you will receive a Letter of Approval, which will be submitted to MaineCare. If your program is approved, it will be added to Approved Sites on the Child Development Services website: <http://www.maine.gov/education/speced/cds/index.html>

This Program Approval Application process is valid for 3 years. It is recommended that you re-submit a new application 2 months prior to the end of the approval period. Any changes to your program during the approval period which include, but are not limited to: change in personnel/administration, facilities, staffing patterns, or population served require the submission and approval of an amendment application that can be found under forms on the CDS website: <http://www.maine.gov/education/speced/cds/index.html>

In addition, it is the responsibility of programs to submit an annual report to CDS State IEU in or before the month of approval. This annual report will include the following documents:

- Staff/Consultant Profile/s,
- Copy of Annual Budget,
- Current Child Care License.

Sincerely,

Debra Hannigan
Director, Child Development Services

Enclosures