

FAMILY CHILD CARE LICENSING CHECKLIST

This checklist will help you navigate the process of obtaining a family child care license. This checklist is for your use only and should not be submitted. If you have any questions, please give your licensing specialist a call. To find out who is your licensing specialist is, please call 287-5020 or 1-800-791-4080 and ask for Child Care Licensing.

The following requirements may be completed in any order. However, the starred (*) items should be given priority.

- _____ ***Obtain landlord approval** in writing if you rent or lease.
- _____ ***Complete Town/City permitting process** if required by your locality or obtain proof in writing that a permit is not required.
- _____ ***Complete and submit application, fee and floor plan** along with Authorization for release of Personal History Information (listed on the back of the application). Be sure to include any legal history that may be revealed from background checks; inaccurate reporting may result in immediate denial of your application.
***Please Note: If your check is returned to us due to insufficient funds, the licensing process will be suspended until payment is received and processed.**
- _____ After you submit your application, **Children’s Licensing and Investigation Services will contact the State Fire Marshal’s Office (SFMO) to request an inspection of your home.** After his/her inspection, the Fire Marshal may send you a List of Deficiencies and ask you for a Plan of Corrections. **Licensing cannot proceed until your home has passed the Fire Marshal’s inspection.** If you have questions the SFMO phone number is 207-626-3880. A guide to fire safety in childcare: <http://www.maine.gov/dps/fmo/inspections/nursery.html>
- _____ ***Register for Infant, Child and Adult CPR and First Aid Training.** The Red Cross, American Heart Association, local hospitals and rescue organizations have information about trainings available in your area. The Maine Roads to Quality website listed below for Pre-Service Training also lists local CPR/First Aid trainings on its statewide training calendar. Provide proof of CPR/First Aid certification to the Licensing Specialist. **Courses that do not have a hands on skills assessment are not accepted.**
- _____ Proof of completion of a Department approved transportation training for staff who transport children (if applicable).
- _____ ***Register for Pre-Service Training (Getting Started in Family Child Care).** Provide proof of completion of the course to your licensing specialist. It is offered at <https://www.earlycaremaine.org/>
- _____ ***If you checked on your application that you use a private water source, Children’s Licensing and Investigation Services will need a copy of a water test completed by one of the approved labs. A list of approved labs can be found at:** <https://www.maine.gov/dhhs/mecdc/environmental-health/dwp/consumers.shtml> once on that page select the following option: Certified Commercial Laboratories in Maine
- _____ **Read the “Family Child Care Provider Licensing Rule, Effective Date July 5, 2018”.** The Rulebook can be found at <http://www.maine.gov/dhhs/childcare>

YOUR LICENSING SPECIALIST WILL:

Contact you shortly after you have sent in your application. She/he will ask about your progress in completing the above and your proposed opening date. The Licensing Specialist will make an appointment to inspect your home. She/he will inspect the entire home and grounds for safety.

Provide sample forms such as Medication Permission and Child Record forms as needed.

Provide resource information useful to Child Care Providers.

Perform a lead hazards survey. Please see information about lead available on the website.

Inform you of what needs to be done in order to qualify for a license. A Licensing Specialist will give you a copy of his/her inspection which lists items pending. If all requirements for licensure have been met, the Licensing Specialist will recommend licensure subject to supervisory approval.