

MARYLAND STATE DEPARTMENT OF EDUCATION OFFICE OF CHILD CARE
APPLICATION TO OPERATE AN EDUCATION PROGRAM IN A NONPUBLIC NURSERY SCHOOL
CHECKLIST

	Submitted	N/A
1. Authority to Operate		
A. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
B. Copy of Child Care License or LOC	<input type="checkbox"/>	<input type="checkbox"/>
C. Montessori Validation	<input type="checkbox"/>	<input type="checkbox"/>
D. Application to Operate Nonpublic Nursery School (OCC 200)	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel		
A. Educational Program Administrator		
1. Personnel Record Form (OCC 201) with clear copy of complete College transcript(s) <i>(or evaluation of foreign credential)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Montessori Credential(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Written Position Description	<input type="checkbox"/>	<input type="checkbox"/>
4. Daily schedule	<input type="checkbox"/>	<input type="checkbox"/>
B. Director in an Approved Montessori School		
1. Montessori Credential(s)	<input type="checkbox"/>	<input type="checkbox"/>
C. Teachers		
1. Personnel Record Form with clear copy of complete college transcripts(s) <i>(or evaluation of foreign credential)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2. Montessori Credential(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. If the degree, college credit, or foreign credential required does not include at least 6 semester hours of approved early childhood coursework, the teacher shall, in addition hold or have completed:		
a. Child Development Associate Credential or	<input type="checkbox"/>	<input type="checkbox"/>
b. 6 semester hours or 90 clock hours of approved pre-service Training or	<input type="checkbox"/>	<input type="checkbox"/>
c. Certified by MSDE as a teacher for early childhood in Nursery through third grade.	<input type="checkbox"/>	<input type="checkbox"/>
4. Written statement of the qualifications of each teacher in the format in which the nursery school will give it to parents or legal guardians of prospective and enrolled students	<input type="checkbox"/>	<input type="checkbox"/>
3. Educational Program		
A. Written curriculum of the educational program for the development skills in personal and social development, language and literacy development, mathematical and scientific thinking, social studies, the arts and physical development and health. <i>(Do not need to submit application documents. Curriculum will be reviewed by licensing specialist during the initial onsite visit.)</i>		N/A
B. Written list of the name and number of instructional materials and equipment that the nursery school owns to implement the curriculum	<input type="checkbox"/>	<input type="checkbox"/>
4. Child Records		
Sample of the cumulative student record form(s) that will be used for each child enrolled in the educational program and includes all information required by COMAR 13A.16.16.08B(1) –(12) or 13A.16.16.08C	<input type="checkbox"/>	<input type="checkbox"/>
5. Daily Schedule		
Submit a copy of the center’s daily schedule. Indicate the beginning and end of the nonpublic nursery school educational program <i>(that sequential period of time during the day in which instruction will be implemented by teachers who meet the requirements of COMAR 13A.16.16.06B or C)</i> . Indicate before and/or after school child care periods, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: The applicant, and all paid individuals ages 14 years or older, must get Criminal Background Checks. All individuals age 18 and older must sign clearance to review child and adult neglect and abuse records.