



Child Care Center Licensing Manual

(August 2016)

for use with

COMAR 13A.16 Child Care Centers
(as amended effective 7/20/15)

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.01 Requirements for Approval.

An applicant for a center offering care to children attending a middle school or a junior high school shall:

- A. Meet the requirements of this subtitle; or**
- B. Do both of the following:**
 - (1) Submit to and receive prior approval from the office of a written plan of operation for the center that meets the intent of the requirements of this subtitle; and**
 - (2) Operate according to the approved plan.**

.02 Plan of Operation.

A plan of operation submitted pursuant to Regulation .01 of this chapter shall include:

- A. A definition of the population to be served and the criteria for admission;**
- B. Center staffing information and a staffing pattern for the program at the center;**
- C. The space, materials, equipment, and furnishings to be used at the center;**
- D. The days and hours of operation;**
- E. Locations other than the center which will be used for activities;**
- F. Activities to be held at locations other than the center;**
- G. A method of accounting for children's whereabouts;**
- H. A method for assuring parental approval for activities held at locations other than the center;**
- I. A method for having a consistent staff member available to each child;**
- J. A transportation plan, if necessary; and**
- K. A nutritional plan as required.**

***INTENT:** A facility established to serve adolescent children must address the particular developmental needs, challenges, and support requirements of that age-group. To accomplish this, the facility must either meet all applicable requirements of COMAR 13A.16 – Child Care Centers, or operate on the basis of an approved service plan that meets the Chapter’s health, safety, and welfare requirements as they apply to an older population.*

***INSPECTION REPORT ITEM:** “Plan of Operation”*

***COMPLIANCE CRITERIA:** The facility:*

- Meets all applicable requirements of this Chapter, or*
- Has an approved plan of operation and operates in full accordance with it.*

***ASSESSMENT METHOD:** Observe and, as necessary, review facility documentation to determine if:*

COMAR 13A.16.14 Adolescent Centers

- *The facility complies with all applicable requirements of this Chapter, or*
- *The facility's space, staffing, supervision, equipment, activities, procedures, and support services are fully consistent with the approved plan of operation.*