

**MARYLAND STATE DEPARTMENT OF EDUCATION
DIVISION OF EARLY CHILDHOOD EDUCATION
OFFICE OF CHILD CARE**

**APPLICATION TO OPERATE AN
EDUCATIONAL PROGRAM IN A NONPUBLIC NURSERY SCHOOL**

Regulated under COMAR 13A.16.16 Educational Programs in Nonpublic Nursery Schools

Directions: Complete this form and return it with all required documents. Each document must be submitted in the format in which it will be used and distributed by the nursery school. Identify each document with the Item number that corresponds to this Application. Incomplete applications will be returned.

SECTION I – Nursery School Information

Name: _____ Location Address: _____
Street

City _____ State _____ Zip Code _____

Mailing Address (if different than location): _____

City _____ State _____ Zip Code _____

Phone Number: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____

Legal Authority: _____
Name of the Entity

Chief Officer: _____
Name Title Phone

SECTION III – Authority to Operate (Check appropriate box and indicate license/letter number in blank.)

- Child Care Center License # _____ Letter of Compliance # _____
 Tax Exempt Religious Organization Applying for Nursery School Approval Only
 Montessori Validation _____

SECTION IV – Ages (Indicate the number of classes for each age group in which children will be enrolled.)

Nursery School:	Age 2	Age 3	Age 4

SECTION V – Documents

	APPLICANT	MSDE USE	
	Check Documents Enclosed	Received	Approved
<p>1. Authority to Operate</p> <p>A. Articles of Incorporation</p> <p>B. Copy of Child Care License or Letter of Compliance</p>			
<p>2. Personnel</p> <p>A. Educational Program Administrator</p> <p>1. Personnel Record Form with clear copy of complete college transcript(s) or evaluation of a foreign credential</p> <p>2. Written position description</p> <p>3. Daily schedule</p> <p>B. Teachers</p> <p>1. Personnel Record Form with clear copy of complete college transcript(s) or evaluation of a foreign credential for each teacher</p> <p>2. 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.</p>			
<p>3. Educational Program</p> <p>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. (Do not need to submit with application documents.)</p> <p>B. Written list of the name and number of instructional materials and equipment that the nursery school owns to implement the curriculum as specified in A above.</p>	Curriculum will be reviewed by licensing specialist during the initial onsite visit.	N/A	
<p>4. Child Records</p> <p>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)</p>			
<p>5. Daily Schedule</p> <p>Submit a copy of the center's daily schedule. Indicate the beginning and end of the nonpublic nursery school educational program (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). Indicate before and/or after school child care periods, as applicable.</p>			

SECTION VI – Certification (must be signed by the Legal Authority’s representative)

I hereby certify that the information provided in this application and in the attachments is true and correct.

Signature _____

Title _____

Printed Name _____

Date _____