

MARYLAND STATE DEPARTMENT OF EDUCATION – OFFICE OF CHILD CARE
CONTINUING LARGE FAMILY CHILD CARE HOME REGISTRATION APPLICATION

CHECKLIST

The applicant must submit the following information to the Office of Child Care (OCC) before the application can be considered complete. *(Check appropriate column for each listed item.)*

	Submitted	N/A
A. Request for Continuing Large Family Home Registration (OCC 675)	<input type="checkbox"/>	<input type="checkbox"/>
B. Medical evaluations (OCC 1204) for:		
1. The provider	<input type="checkbox"/>	<input type="checkbox"/>
2. Each staff member	<input type="checkbox"/>	<input type="checkbox"/>
3. Each resident in the home who has child care responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
4. Each new resident <i>(notify your regional Office immediately of any new residents)</i>	<input type="checkbox"/>	<input type="checkbox"/>
C. Notarized Release of Information (OCC 1260) for:		
1. The provider	<input type="checkbox"/>	<input type="checkbox"/>
2. Each provide substitute	<input type="checkbox"/>	<input type="checkbox"/>
3. Each resident, 18 years or older, residing in the home	<input type="checkbox"/>	<input type="checkbox"/>
4. Each staff member	<input type="checkbox"/>	<input type="checkbox"/>
5. Any other individual who has regular access to children in care	<input type="checkbox"/>	<input type="checkbox"/>
D. Professional Development Plans, (OCC 100) evidence of approved continued training for:		
1. Provider	<input type="checkbox"/>	<input type="checkbox"/>
2. Director	<input type="checkbox"/>	<input type="checkbox"/>
3. Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Aide(s)	<input type="checkbox"/>	<input type="checkbox"/>
E. Personnel List (OCC 1203)	<input type="checkbox"/>	<input type="checkbox"/>
F. Current and age-appropriate First-aid/CPR staff certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>
G. Staffing Pattern (OCC 1206)	<input type="checkbox"/>	<input type="checkbox"/>
H. Current Fire Inspection Results	<input type="checkbox"/>	<input type="checkbox"/>
I. Current Private Sewer and Water Inspection Results	<input type="checkbox"/>	<input type="checkbox"/>
J. Each required local code approval <i>(e.g., boiler, zoning, pool, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
K. Current rabies certificate for each animal on premises	<input type="checkbox"/>	<input type="checkbox"/>

Note: Criminal background checks are required for all new employees. Be sure to use the child care facility and the OCC authorization codes.