

MARYLAND STATE DEPARTMENT OF EDUCATION OFFICE OF CHILD CARE  
**APPLICATION FOR CHILD CARE CENTER LICENSE OR LETTER OF COMPLIANCE**

**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
<span style="color: red;">■</span> Remove for LOC		
A. Notice of Intent (OCC 1270)	<input type="checkbox"/>	<input type="checkbox"/>
B. Application for Child Care Center License or LOC (OCC 1200)	<input type="checkbox"/>	<input type="checkbox"/>
C. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
D. IRS Letter of Determination stating Tax-Exempt Status	<input type="checkbox"/>	<input type="checkbox"/>
E. MSDE Exemption Letter	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">F. Proof of Montessori Validation</span>	<input type="checkbox"/>	<input type="checkbox"/>
G. Site Plans	<input type="checkbox"/>	<input type="checkbox"/>
H. Floor Plans <i>(with architectural detail)</i>	<input type="checkbox"/>	<input type="checkbox"/>
I. Evidence of Compliance with Local Building and Zoning Codes <i>(U&amp;O Permit)</i>	<input type="checkbox"/>	<input type="checkbox"/>
J. Environmental Health Survey (OCC 1268)	<input type="checkbox"/>	<input type="checkbox"/>
K. Private Sewage & Water inspection Results	<input type="checkbox"/>	<input type="checkbox"/>
L. Boiler Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
M. Fire Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>
N. Fire Evacuation Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
O. Lead Safe Environment <i>(Certificate for Pre 1978 Residential Rental Property)</i>	<input type="checkbox"/>	<input type="checkbox"/>
P. Workers Compensation Insurance Information (OCC 1201)	<input type="checkbox"/>	<input type="checkbox"/>
Q. Personnel List (OCC 1203) <i>(with all related supporting documentation)</i>	<input type="checkbox"/>	<input type="checkbox"/>
R. Medical Reports (OCC 1204) <i>(for all staff)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">S. Individual Personnel Information (OCC 1205) <i>(with all requested documentation)</i></span>		
<span style="color: red;">1. Director</span>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">2. Teacher(s)</span>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">3. Assistant Teacher(s)</span>	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">4. Aide(s)</span>	<input type="checkbox"/>	<input type="checkbox"/>
T. Staffing Pattern (OCC 1206)	<input type="checkbox"/>	<input type="checkbox"/>
U. Emergency Adult Agreement/On-Call Statement <i>(for centers with children ages 2 and above)</i>	<input type="checkbox"/>	<input type="checkbox"/>
V. Release of Information (OCC 1260) for:		
1. The Director	<input type="checkbox"/>	<input type="checkbox"/>
2. Each Employee	<input type="checkbox"/>	<input type="checkbox"/>
3. Each individual 18 years old or older living on the same premises as the center	<input type="checkbox"/>	<input type="checkbox"/>
4. Each Substitute	<input type="checkbox"/>	<input type="checkbox"/>
5. The applicant, if the applicant is an individual who will have frequent contact with the children in care	<input type="checkbox"/>	<input type="checkbox"/>
6. Trustee, managers, or board members who may have frequent contact with the children in care, if the applicant is a corporation, agency, association, or organization	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">W. Plan of Operation <i>(Schedule of Activities)</i></span>	<input type="checkbox"/>	<input type="checkbox"/>
X. Discipline Policy	<input type="checkbox"/>	<input type="checkbox"/>
Y. Menu Plan for 4 weeks (OCC 1218)	<input type="checkbox"/>	<input type="checkbox"/>
<span style="color: red;">Z. Operations Care Plan(s) <i>(Sick Care, Adolescent, Drop-in Centers)</i></span>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE: The applicant, if an individual who will have frequent contact with children in care, each employee, including paid substitutes and each individual 14 years old or older living on the premises as the child care center, must get Criminal Background Checks. Be sure to use the child care facility and the OCC authorization codes.**