

Slide 1

Large Family Child Care Home Orientation.

Welcome.

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Slide 2

Introduction

Welcome! This online orientation from the Maryland State Department of Education's Office of Child Care will provide you with information on how to apply for a registration to operate a large family child care home. This kind of child care home can operate with a maximum of 9 to 12 children.

To get started, watch the video below and then click the Next button.

Orientation Overview Video

Welcome to the Maryland State Department of Education's Office of Child Care orientation about registering your large family child care home in Maryland.

The Licensing Branch within Maryland's Office of Child Care is responsible for approving large family child care home registrations.

An individual wishing to care for children in a facility other than the child's home for any part of a 24 hour day, caring for 9 to 12 children, must apply for registration.

This orientation explains Maryland's requirements and instructions for how to apply for registration for a large family child care home.

You will learn about the Code of Maryland Regulations (or COMAR) that regulate large family child care homes.

You will also learn about the forms you need to complete, and the permits you must receive, in order to register a large family child care home.

Owning and operating a large family child care home is a wonderful business, but it also comes with many responsibilities.

There are many steps involved when opening a large family child care business. The steps include:

- ensuring that your home is suitable
- hiring staff who have the proper credentials
- making an emergency plan
- planning meals and activities
- submitting all your required documentation

Applications for large family child care home registrations are processed by the Licensing Branch's regional office that regulates child care in the county where you desire to provide services.

If you decide to apply for a registration, completion of this orientation is mandatory.

You must click on and review every slide in order to successfully complete this orientation.

Once you finish, the Office of Child Care will be notified.

Now a quick word about how to navigate through the presentation. It will take about one hour to review all slides and complete the Check Your Understanding activities.

You can complete a portion of the orientation and return later to pick up where you left off.

Click the Next and Previous buttons to move ahead or go back.

You can also use the Menu links on the left to move from slide to slide.

Click the orange audio button to hear the slides narrated, and click blue links to go to forms and resources.

There is also a link to all Forms & Resources in the upper right of the orientation.

On slides with a video, click the pointer to play and pause the video, and the CC button to read closed caption narration.

Please bookmark this presentation so you can return frequently.

Now, let's get started!

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Resources & Support

Maryland has 13 regional Offices of Child Care across the state. As you go through this orientation, you will see many steps that suggest you check with your regional office.

Once you turn in your application and other initial documents, licensing staff will be assigned to work with you as you move through the process.

--The licensing staff will:

- Answer questions about the documents you are required to submit when applying for a registration.
- Direct you to find training resources.
- Provide guidance before and after you start your large family child care home.

Take a moment now to visit the Regional Licensing Offices

<<http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/regional-licensing-offices> > page and find the phone number and web page for your regional office.

Another resource to explore is the Maryland Child Care Resource Network

<<http://www.marylandfamilynetwork.org/for-child-care-providers/>>. Their regional centers direct you to find training and help explain registration requirements.

Click the Next button to move to the next page.

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COMAR Regulations

All regulations and requirements for operating a large family child care home in Maryland are listed in the Code of Maryland Regulations (COMAR) 13A.18.

Before you start the registration process, download COMAR 13A.18

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle_18_ifcch_comar_online.pdf>. You must read and understand this document in order to operate a large family child care home. Then, watch the video below for a brief overview of COMAR 13A.18.

When you are finished watching the video, click the Next button.

COMAR Overview Video

In the introduction video to this orientation, you learned that the Code of Maryland Regulations (or COMAR) regulates large family child care homes.

Many topics are covered under COMAR, but the one that deals with large family child care homes is COMAR 13A.18.

The goal of COMAR 13A.18 is to create safe and nurturing large family child care home environments for children in Maryland.

You will need to fully understand these regulations to be successful in applying for a large family child care home registration.

To get familiar with the regulations, let's take a brief look at COMAR 13A.18.

The document covers more than 40 pages, so there is a lot to read.

There is a table of contents, and then 16 sections, which group the regulations into topics.

COMAR 13A.18 provides requirements on everything from a home's physical space, to program requirements, to the nutritional value of the meals served.

The regulations also outline safety procedures that large family child care homes must follow, as well as the rules that govern the home's staffing and hiring.

On the next few pages of this orientation, you will learn more about some of these regulations.

Please bookmark COMAR 13A.18 on your computer so you can refer to it now and in the future.

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Check Your Understanding

Reading COMAR 13A.18 can be overwhelming. However, as a large family child care owner or director, you must know all of these regulations. Let's see if you know where to get help.

Check all of the boxes that show organizations that can offer you help as you apply for your large family child care registration in Maryland. Make your selection and click Submit.

The choices are:

Regional Offices of Child Care

Maryland Department of Natural Resources

Maryland Child Care Resource Network

Answer:

The correct answers are:

Regional Offices of Child Care and

Maryland Child Care Resource Network

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COMAR Close-Up: Home Environment & Equipment

Now take a closer look at some of the COMAR requirements.

Watch this video to review areas covered under **COMAR 13A.18.05 Home Environment and Equipment**. Remember, the video offers highlighted information but you must read COMAR carefully to understand all of the regulations.

When you are finished watching the video, click the Next button.

Home Environment and Equipment Overview Video

A safe and inviting space is essential to a successful large family child care home.

COMAR 13A.18.05 Home Environment and Equipment states many regulations for indoor and outdoor space.

Let's review some of these regulations by touring a large family child care home. Remember, the information in COMAR is very detailed and specific.

According to COMAR, the space used for child care purposes in a large family child care home may include space within the family living area of the residence.

However, any space used must:

- (1) Be approved for use by the Office of Child Care
- (2) Meet the requirements of all applicable fire and zoning codes and
- (3) Be free of any conditions that may pose a risk to the health, safety, or welfare of the children in care.

Information regarding local government requirements may be obtained from licensing staff in the regional Office of Child Care.

When it comes to indoor space, Maryland law requires that large family child care homes provide at least 35 square feet of usable space per child.

That means that a home with ten children enrolled would need 350 square feet of usable interior space.

There are a few exceptions to this rule, so carefully review the requirement if you do not have this amount of space.

And – this is very important – areas of the home that are not suitable or available for the daily program activities of the children, such as storage areas or corridors, do not count for the 35 square feet per child allotment.

If you will be providing care to infants or toddlers, the home will also need to have a designated space for mothers to breastfeed or express breast milk. This space may not be a bathroom.

You will also need to be very aware of lead paint. It poses a serious health risk to everyone, but particularly to young children.

Maryland law requires large family child care homes to operate in lead-safe environments.

If your home is a residential rental property built before 1978, you must submit a copy of the current lead-risk reduction or lead-free certificate.

If the building was constructed prior to 1978 and is not certified as lead-free, you must ensure there is no chipping or peeling of paint. If there is, you must arrange to get a lead dust test. An inspector must verify that the building can be used.

Maryland regulations also require large family child care homes to provide:

- at least one drinking water source that is reachable by children 2 and older and is not located in a toilet room or in a sink that is used for hand washing
- a diapering area for infants and toddlers that has its own hand-washing sink (Other arrangements may be made to comply with the intent of this regulation, so be sure to discuss this requirement with your licensing specialist.)
- one toilet and sink that is easily accessible to the children
- sufficient natural or artificial lighting to allow children to engage in activities safely
- a telephone that remains on the premises and

- a clean environment that is free of infestation.

Now that we have covered some important regulations inside, let's step outdoors to see what the requirements are.

Each large family child care home is required to have an outdoor play area, either on its premises, or safely accessible to the home.

The outdoor area must provide at least 75 square feet per child.

There are a few exceptions to this rule, so carefully review the requirement and exceptions if you do not have this amount of space.

Usable play space may include only the area and the activity equipment approved for use by children in care.

The activity area shall be free from potential hazards to child health or safety, and all outdoor activity equipment must be safe, in good repair, clean and nontoxic.

For more details about the regulations listed in this video – and further regulations stipulated by Maryland law -- please refer to COMAR 13A.18.05.

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Check Your Understanding

Now that you are a bit more familiar with regulations about the space in your home, let's make sure you remember one of the crucial facts.

How much indoor space is required per child in a large family child care home? Make your selection and click Submit.

The choices are:

10 square feet

25 square feet

35 square feet

40 square feet

Answer:

The correct answer is 35 square feet.

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COMAR Close-Up: Staff and Children

COMAR contains very specific guidelines about qualifications for a large child care home director and staff. The regulations include information about how many staff must be present, based on the age and number of children in care.

Watch this video to review areas covered under **COMAR 13A.18.06 Provider and Staff Requirements** and **COMAR 13A.18.08 Child Supervision**. Remember, the video offers highlighted information but you must read COMAR carefully to understand all of the regulations.

When you are finished watching the video, click the Next button.

Overview of Staff Requirements and Child Supervision Video

Qualified, responsible staff members are an important part of a successful large family child care home. COMAR 13A.18.06 Provider and Staff Requirements, and COMAR 13A.18.08 Child Supervision, list the requirements and clearances required of each large family child care staff member.

Many forms must be submitted to your regional Office of Child Care to verify that staff meet COMAR requirements.

These forms include:

- A criminal background clearance (this is called the Criminal Justice Information Systems form)
- A release of information form, which gives the Office of Child Care permission to check the person's child and adult abuse and neglect history with the Department of Social Services, and
- A medical report on the person's health.

In addition to these basic clearances, COMAR lists specific requirements for different jobs within a large family child care home. These jobs include the director, teachers, aides, substitute teachers, support personnel and volunteers. You must qualify as a Director even if you plan to hire a Director.

The requirements for each position may vary depending on the ages of the children served. There may also be a minimum age for the staff member, as well as specific education, experience and ongoing training requirements.

Family child care home directors must pay careful attention to the number of staff members hired. COMAR has specific rules regarding the staff-to-child ratios that must be maintained for each group of children. For instance, children who are between 6 weeks and 18 months require

a 1:3 staff-to-child ratio – meaning for every 3 children in this age range, there must be 1 adult. The maximum group size for this age group is 6. Children ages 19 months to 23 months also require a 1:3 staff-to-child ratio, but the maximum group size is 9.

Same-age groups of 2-year-old children require a 1:6 ratio, with a maximum group size of 12; 3 and 4-year-old children require a 1:10 ratio, with a maximum group size of 12; and children 5 years and older require a 1:12 ratio, with a maximum group size of 12. Mixed-age groups have different requirements so be sure to carefully read COMAR 13A.18.08.03 Group Size and Staffing.

Remember to consult with COMAR when hiring staff members to make sure that your hiring practices are in line with Maryland law.

For more details about the staffing regulations listed in this video – and further regulations stipulated by Maryland law -- please refer to COMAR 13A.18.06 and 13A.18.08.

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Check Your Understanding

Now let's see how well you understand regulations about how many staff must be present, based on the age and number of children in care.

If you have nine toddlers in your large family child care home, how many staff must you have? Remember, as the director you supervise children, so you count as one staff member. Make your selection and click Submit.

The choices are:

One

Two

Three

Four

Answer:

The correct answer is three. A group of toddlers requires a staff-to-child ratio of 1 to 3. If you have nine toddlers, you need three staff. You and two additional staff are needed.

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Check Your Understanding

As the owner of your large family child care home, you are required to meet all of the requirements of a director. However, you may want to hire a director so you can be sure that you have enough time to run your child care business too.

Review resume highlights of four people applying to be the director. Look again at COMAR 13A.18.06.05, the Child Care Home Directors requirement. Next, decide which two candidates seem best qualified and would be candidates you would want to interview for director. Click on the pictures of the two best candidates and then click Submit.

Candidate 1:

- Director at Magnolia Large Family Child Care Home
- Certified as a teacher of early childhood education by MSDE/Office of Early Childhood
- Associate degree, Early Childhood Education

Candidate 2

- Volunteer at Catoctin Child Care Center
- High school diploma
- Signed up for first aid training

Candidate 3

- Pursuing degree in special education
- Worked for Teach for America, elementary teacher
- Bilingual in English and Spanish

Candidate 4

- Retired director at Chesapeake Large Family Child Care home
- Certified by New Jersey as a teacher of early childhood education
- Bachelor's degree, Early Childhood Education

Answer:

The best candidates to interview are candidates 1 and 4.

- Candidate 1 – She has work experience, training and the education background that fit a director position.
- Candidate 4 – She also has work experience, training and the education background that fit the director position.

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COMAR Close-Up: Program Requirements

COMAR 13A.18.09 Program Requirements reviews daily activities, furnishings and equipment you need to provide for children in your care.

Watch the video below to review these areas. Remember, the video offers highlighted information but you must read COMAR to understand all of the requirements.

When you are finished watching the video, click the Next button.

Program Requirements Overview Video

Daily activities for large family care homes, which are called Program Requirements, are listed in COMAR 13A.18.09.

Maryland law requires that child care homes plan daily activities that promote the emotional, social, intellectual and physical growth of each child.

Program activities should vary throughout the day and include:

- vigorous play
- creative and dramatic play
- socialization
- manipulation (including using construction materials)
- exploration of art, music, language arts, and science
- individual pursuits

Activity plans should accommodate children of different ages and developmental levels.

In addition, the toys, equipment and activity materials available within a large family child care home should be age-appropriate.

This means a home must provide strollers or carriages for non-walkers and age-appropriate tables and chairs for toddlers. (Please note, large family child care homes are forbidden from using walkers and high chairs that do not have safety straps.)

Sleep is another important part of child development, and it is also an important part of a successful large family child care home. COMAR requires that large family child care homes have appropriate napping equipment.

Children between the ages of 6 weeks and 12 months should nap in a crib that is approved by the Consumer Product Safety Commission. Children between the ages of 12 and 24 months should sleep on a cot or mat, unless the parent has requested a crib; and children ages 2-5 should have cots or mats.

Another important aspect of daily care is “screen time” -- this is the time children spend watching television or using tablets and smart phones. Screen time may be interactive or passive. There are requirements for the type of screen time and how long the technology may be used.

Interactive technology means educational and age-appropriate technology. Limited use of appropriate interactive technology may support, but does not replace, other forms of learning, such as outdoor play, creative play, hands-on exploration, social interactions, etc.

Passive technology means non-interactive television, videos and streaming media. Viewing restrictions for passive technology are:

- Children under the age of 2 must not engage in any passive technology.
- Children older than 2 are not permitted to view more than 30 minutes of age-appropriate, educational passive technology per week.

COMAR lists a few exceptions so review the regulation closely.

For more details about the program requirements outlined in this video -- and further regulations stipulated by Maryland law -- please refer to COMAR 13A.18.09.

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Check Your Understanding

Now check your understanding about activities.

It is a rainy and cold day so you do not want to take the children in your care (ages 3–5) outside.

Which of the following options is not an approved activity? Make your selection and click Submit.

The choices are:

- Read children a story and help them role-play scenes from the story.
- Turn on a 2-hour educational movie so children can relax and stay warm.

-Help the children construct a miniature town using building blocks.

-Provide the children with large markers and paper, and ask them to draw today's weather.

Answer:

A maximum of 30 minutes per week of passive screen time viewing is acceptable, but 2 hours of passive viewing is completely unacceptable.

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COMAR Close-Up: Safety

The safety of the children in your care is one of your highest responsibilities.

Watch this video to review areas covered under **COMAR 13A.18.10 Safety**. Remember, the video offers highlighted information but you must read COMAR to understand all of the regulations.

When you are finished watching the video, click the Next button.

Safety Overview Video

COMAR 13A.18.10 Safety covers Maryland requirements for safety in a large family child care home. These regulations include compliance with local fire codes, and a written emergency and disaster plan.

Your emergency and disaster plan should establish procedures for the following:

- Evacuating the home
- Sheltering in place if evacuation is not possible
- Contacting parents, and
- Addressing the individual needs of children in the home, including those with special needs.

The plan should also include contact numbers for staff members and emergency response teams.

Remember, an emergency and disaster plan is only as good as the people who carry it out. To this end, both the large family child care home staff and the children in your care must be familiar with the plan.

When hired, all employees of the family child care home must receive orientation regarding the emergency and disaster plan. Family child care home staff must practice the fire evacuation plan with children once per month, and practice other emergency and disaster situations with the children twice per year.

Maryland law also requires that at least one teacher or the provider must be certified in basic first aid and cardiopulmonary resuscitation (CPR), and must be on the premises at all times. The large family child care home must also maintain a first-aid kit that is easily accessible to staff members.

Finally, hazardous materials and cleaning solutions must be kept out of children's reach.

For more details about the safety regulations listed in this video -- and for further regulations stipulated by Maryland law -- please refer to COMAR 13A.18.10.

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Check Your Understanding

Now let's review what you learned about safety.

The only staff member trained in CPR is sick for the day. You have her cell phone number in case there is a medical emergency. This is sufficient to get you through one day.

True or False? Make your selection and click Submit.

True

False

Answer:

The correct answer is False. At all times, including during an off-site activity, at least one family child care teacher or the provider must be present who has successfully completed basic first aid training.

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Check Your Understanding (Continued)

Once a month, a fire evacuation drill must be practiced and once a year, the written emergency and disaster plan must be updated.

True or False? Make your selection and click Submit.

True

False

Answer:

The correct answer is True. Once a month, a fire evacuation drill must be practiced, and once a year, the written emergency and disaster plan must be updated.

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COMAR Close-Up: Nutrition

In COMAR 13A.18, food preparation, food storage and infant feeding are covered under the section on Nutrition.

Watch the video below to review areas under **COMAR 13A.18.12 Nutrition**. Remember, the video offers highlighted information but you must read COMAR to understand all of the regulations.

You can visit the USDA Child and Adult Care Food Program [<http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>](http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program) website to learn more about the food program described in the video.

When you are finished watching the video, click the Next button.

Overview of Nutrition Requirements Video

Nutrition plays a vital role in a child's physical and mental development. It is also an important part of a successful large family child care home. COMAR 13A.18.12 Nutrition stipulates that family child care homes serve a certain number of snacks or meals each day, depending on the home's hours of operation. The snacks and meals may be provided by the child's family or by the family child care home.

If you plan to prepare meals and snacks in your large family child care home, you will need to submit a 4-week sample menu to your regional Office of Child Care. The meals and snacks in your plan should follow the USDA Child and Adult Care Food Program Guidelines. You will also need the following within your large family child care home:

- A weekly menu, which must be posted on-site and visible to parents

- A place for food storage. All perishable items, either provided by the center or the parents, must be refrigerated. Non-perishable items should be stored at least 6 inches off the floor, be free from infestation, and should not be placed beneath cleaning products. Food for the large family child care home may be stored with family food if the provider chooses to have the entire family food storage area inspected.
- Finally, a large family child care home needs a food preparation area and supplies that are clean and in good condition

Maryland law also requires that child care homes provide all beverages and milk with all meals. For children 2 years and older, you are required to serve 1% or nonfat milk, unless otherwise ordered by a health care provider or requested by the parent. Any other beverages served may not contain added sweetener or caffeine, except infant formula or other beverages prescribed by a health-care provider. This does not apply to parents who provide lunch for their child.

Also, be sure to check with your regional Office of Child Care to see if your large family child care home qualifies for the Child and Adult Care Food Program. Eligible homes receive cash reimbursements to supplement the cost of nutritious meals.

For more details about the nutritional regulations listed in this video – and further regulations stipulated by Maryland law -- please refer to COMAR 13A.18.12.

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Check Your Understanding

You are planning the nutritional requirements for your large family child care home.

Check all of the boxes that apply. Make your selection and click Submit.

The choices are:

Post a weekly menu that is visible to parents.

Serve whole milk to children 2 and older.

Make sure food is stored properly and safely.

Keep kitchen equipment and supplies clean and in good condition.

Answer:

All answers are nutritional requirements except serving whole milk. Children over 2 get 1 percent or nonfat milk, unless otherwise ordered by a health care provider or requested by a parent.

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Review Frequently

You have just completed an initial review of COMAR 13A. 18. Good job! It is not easy to read and understand all of the requirements.

Go back and review COMAR 13A.18 frequently during this orientation and in the coming months. You must know these regulations very well to run a large family child care home.

Now it is time to move ahead and learn the steps needed to apply for a large family child care home registration.

Click the Next button to move to the next page.

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Applying for a Large Child Care Home Registration

The time to obtain a registration varies for each person. You should allow at least six months for processing, once you have submitted your Application.

The timeline on the right shows the big steps in obtaining your registration. The following pages in the orientation will review these steps in greater detail.

Step 1

Registration Application

Step 2

Permits

Step 3

Additional Documents

Click the Next button to move to the next page.

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Step 1: Registration Application

The first step in applying for a large child care home registration is to fill out the application. Watch the video below for a step-by-step explanation of what is required in the application.

- Download the Application for Large Family Child Care Home Registration <http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1240-largefamilychildcarehomeapplication-032015.pdf> form before watching the video so you can follow along.
- Jot down questions you have and contact your regional Office of Child Care or the local Maryland Child Care Resource Network to find out answers to your questions.

When you are finished watching the video, click the Next button.

Completing Your Registration Application Video

When you fill out an Application for Large Family Child Care Home Registration, be sure you carefully fill in all the information requested.

Let's take a quick look at the application document OCC 1240.

Section I of this form will be completed by the regional office.

Section II is for you to complete.

This section requests information about your large family child care home, including your name and personal information; information about your home and the individuals living in your residence; and the ages of the children you will serve in your home.

Make sure you check the appropriate box and fill out additional information if needed.

You and each resident in your home who is 18 years old or older, or any other individual with regular access to the child care area during the approved hours of operation, must obtain:

- a criminal background clearance
- a child abuse and neglect clearance, (a release of information form must be signed and notarized), which gives the Office of Child Care permission to check the person's child and adult abuse and neglect history with the Department of Social Services, and
- a medical report on the person's health

Forms used to complete these items may be obtained from the regional office.

In Section III, check the appropriate box about the referral list.

Finally, be sure to sign and date your application.

Mail the application or bring it in person to your regional Office of Child Care.

Remember, you can call the licensing staff in your regional office with questions as you complete your application. Good luck!

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Step 1: Registration Application (Continued)

When you send in your application, you must also submit a floor plan. A floor plan is a drawing that shows what is inside your large family child care home. It includes all areas of the home used for child care.

Click the Next button to move to the next page.

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Step 2: Building Inspections and Permits

There are local government permits you may be required to obtain after you have submitted your application. Check with your regional Office of Child Care to know what local government requirements you will have to meet and how to acquire the appropriate permits and approvals. Obtaining some permits and approvals may require an inspection of your facility. The Office of Child Care must receive permits and approvals from the required local government offices in order for you to proceed with the registration process.

Click the Next button to move to the next page.

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Step 3: Additional Documents

In addition to completing the application, there are many forms that you need to send to the Office of Child Care as part of your application package.

Review the Application Checklist

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/checklist-initial_application-large_family_home_registration.pdf> to see a list of required forms.

Click the Next button to move to the next page.

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Check Your Understanding

Let's check to see how much you learned about the requirements for the application process.

Which of the following steps are part of the process to apply for a large family child care home registration? Check all that apply. Make your selection and click Submit.

The choices are:

- Submitting an Application for a Large Family Child Care Home Registration
- Requesting a Loan Application
- Acquiring local government permits and approvals.
- Filling out and submitting additional application documents
- Taking an oral exam about COMAR 13A.18.

Answer:

The steps to apply for a large family child care registration are:

- Submitting an Application for a Large Family Child Care Home Registration
- Acquiring local government permits and approvals and
- Filling out and submitting additional application documents

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Congratulations

You have completed the orientation. Great job!

Watch the video below and then click the button **Confirm Orientation Complete** under the video. If you do not click the button, the Office of Child Care will not have a record of your orientation completion.

Next Steps Video

Congratulations! You have completed the Maryland State Department of Education's Office of Child Care orientation about applying for a registration for your large family child care home.

You should now be very familiar with COMAR 13A.18 if you want to open a large family child care home.

You will need to submit many forms and inspections, beginning with the registration application (Form 1240).

Check with the licensing staff within your regional Office of Child Care or contact your local Maryland Child Care Resource Network for guidance as you work on your application and gather documents.

Once you click the **Confirm Orientation Completion** button below, you will be asked some simple information that will be sent to the appropriate regional Office of Child Care. You will receive an email that verifies you completed this orientation. Keep the email for your records.

If you have not visited every slide in this presentation, you will be directed to review skipped slides.

Congratulations again!

You must scroll to the bottom of this document in order to click the Confirmation button. If you do not click this button, the regional Office of Child Care will not have a record of your orientation completion.

Important Links:

Regional Licensing Offices

<http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/regional-licensing-offices>

Maryland Child Care Resource Network

<http://www.marylandfamilynetwork.org/for-child-care-providers/>

COMAR 13A.18

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle_18_lfch_comar_online.pdf

Large Family Child Care Home Application

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1240-largefamilychildcarehomeapplication-032015.pdf>

Criminal Justice Information Systems (CJIS)

<http://www.dpscs.state.md.us/publicservs/pdfs/bgchecks/General-Registration-Form.pdf>

Menu Plan for 4 Weeks

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1218menuplan_ages_112_cacfp_rev0208.pdf

Environmental Health Survey

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1268.pdf>

Worker's Compensation Insurance Information

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1201_workers_compensation_insurance_information_ctrlfh_dec2015.pdf

Personnel List/Staff Change Form

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1203-personnellistandstaffchanges.pdf

Medical Report for Child Care

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1204alljun08.pdf>

Individual Personnel Information

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/individual_personnel_information.pdf

Staffing Pattern

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1206ctrllocjun08.pdf>

Emergency Adult On-Call Agreement

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/on_call_agreement.pdf

Release of Information

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1260releaseinformationall-112015.pdf

USDA Child and Adult Care Food Program

<http://www.fns.usda.gov/cacfp/child-and-adult-care-food-program>

Checklist for Application for a Large Family Child Care Home Registration

http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/checklist-initial_application-large_family_home_registration.pdf

Confirm Orientation Complete