

Questions submitted for Nov. 17

Information Session

Licensing

- Can you please discuss the Family child care revised 11/2022 OCC 1204 form Medical Report for Child Care. Authorization for Release of Medical information signature was added. What if a household members refuse to sign due to HIPPA? must my spouse sign?
 - A completed medical report is required for all residents of the home for the approval of a registration. If the individual does not wish to sign the release box the doctor will still complete the medical as the signature applies to the release of information not for completing the form.
- Will you be discussing both the home childcare and the center childcare requirements? Specifically, is it possible to have a childcare center in a home that is owned by a church but run by an individual in a home setting until a building is procured?
 - A family child care provider must be a resident of the family child care home.
 - A center can be operated in a home with zoning, Use and Occupancy and Fire permits.
- Do we get a completed PQE for every new employee?
 - PQEs are completed for Lead Teachers and Directors. You should contact your regional licensing office for questions regarding an individual's PQE. The Individual Personnel form does include the documents needed to complete the PQE.
- May we use a play area outside of the fenced in playground where groups of children can play in the natural environment?
 - This is determined on an individual basis after an on-site inspection has been conducted.
- Is it possible for providers to be sent an email when MSDE updates forms? For example, the Staffing Pattern form was just updated. It would be so helpful if this information could be provided to us.
 - Notification of form updates will be shared in the Tuesday Tidbits and by the regional licensing offices.
- What is the process for becoming child care provider?
 - The first step is to complete the online information session. The session will outline the application process, review the required forms, and discuss the requirements.
- Do we still need to remove cot materials off cots if stacking cots at the end of day?
 - Sheets and blankets must not be touching other sheets and blankets when stored. There should be enough space between the stacked cots for air to flow through.

- Out of State finger prints-Time consuming ! Should we just pass on applicants that have lived in neighboring State? This process takes to long and the potential employee is no longer willing to wait for job.We are wasting too much time and resources.
 - The OCC does not determine who should be hired or terminated. If an out of state clearance is not received within 45 days of the request date, the OCC may make a decision on the individual's suitability of employment.
- Once everyone is fingerprinted under the new registry system do we still have to re fingerprint every 5 years?
 - According to the Criminal Justice Information System (CJIS), now that Maryland has been accepted in the Federal Rapback system as of May 1, 2022, re-fingerprinting will not be required every 5 years.
- How do you notify us when forms have been updated on the website?
 - Notification of form updates will be shared in the Tuesday Tidbits and by the regional licensing offices.

EXCELS

- Please explain the bonus? Is it for family care providers?
 - There are two bonuses currently being distributed to child care providers, including family child care providers and center-based providers. These are Maryland EXCELS Bonuses and Child Care Provider and Employee Bonuses.
 - Maryland EXCELS bonuses are being awarded to providers who participate in Maryland EXCELS and meet the eligibility requirements. Those requirements are that you have published a first time rating, increased your quality rating, or re-published a Quality Rating 5 since July 1, 2022. If you meet the requirements, your bonuses will be distributed to you by check or direct deposit. There is no application form required.
 - Child Care Provider and Employee Bonuses are being awarded to eligible providers for the purpose of boosting staff retention. In order to be eligible, your program must be able to enroll children receiving scholarships and staff must be credentialed at any level. There is an application and information packet on our website at marylandpublicschools.org.