



Maryland

STATE DEPARTMENT OF EDUCATION

Large Family Child Care Home Application Resource Guide

Division of Early Childhood, Office of Child Care, Licensing Branch

November 2024

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.

State Superintendent of Schools

Tenette Smith, Ed.D.

Interim Deputy State Superintendent
Office of Teaching and Learning

Shayna Cook, Ed.D.

Assistant State Superintendent
Division of Early Childhood

Wes Moore

Governor

MARYLAND STATE BOARD OF EDUCATION

Joshua L. Michael, Ph.D.

President, Maryland State Board of Education

Monica Goldson, Ed.D. (Vice President)

Chuen-Chin Bianca Chang, MSN, PNP, RN-BC

Kenny Clash

Clarence C. Crawford (President Emeritus)

Abhiram Gaddam (Student Member)

Susan J. Getty, Ed.D.

Nick Greer

Dr. Irma E. Johnson

Kim Lewis, Ed.D.

Dr. Joan Mele-McCarthy, D.A., CCC-SLP

Rachel L. McCusker

Xiomara V. Medina, M.Ed.

Samir Paul, Esq.

Table of Contents

Document Control Information3

Purpose and Definition 4

Is This the Career for Me?5

Child Care Regulations6

The Use of Names.....7

Steps to Become a Registered Large Family Child Care Provider8

Forms..... 11

Frequently Asked Questions 12

Resources..... 13

Document Control Information

Title:	Application Packet for a Family Child Care Home Registration
Security Level:	Unclassified – For Official Use Only
File Name:	Family Child Care Home Registration Application Resource Document

DOCUMENT HISTORY

Document Version	Date	Summary of Change
1.0	November 2024	Initial Document

Purpose and Definition

The Maryland State Department of Education's Division of Early Childhood, Office of Child Care (OCC) is responsible for all child care licensing and regulation in Maryland. OCC's goal is to make sure that safe child care is available to all Maryland families. OCC maintains 13 [Regional Licensing Offices](#) around Maryland, each of which is responsible for all child care licensing activities in its geographical area.

A large family child care provider is a person who uses their residence to provide child care. Child care is defined as care provided to one or more children who are not related to the provider for which the provider is paid in cash or in kind. In order to ensure a safe environment, the State of Maryland limits the number of children in a large family child care home. A large family child care provider may have a maximum capacity of twelve (12) children in care. The provider's own children younger than six (6) years old are counted in the capacity. The capacity of the home is determined by several factors including the number of staff present in the home and the amount of square footage of useable play space.

Is This the Career for Me?

Ask yourself the following questions:

- Do I enjoy working with children?
- Am I knowledgeable about child development or willing to take classes about child development?
- Am I willing to meet the educational and experience requirements of a Child Care Center Director?
- Would I like to be able to set my own hours and/or wages?
- Am I interested in running a competitive business in my own home?

If you answered "yes" to all of these questions, then you may be a good candidate for a career in large family child care.

Child Care Regulations

In Maryland, large family child care is regulated under the Code of Maryland Regulations [COMAR 13A.18](#). These regulations require a person to obtain a "certificate of registration" (which is a form of license) before the person may operate a large family child care home. Being registered means that your home meets certain child health and safety requirements. It also makes you eligible for tax deductions and certain subsidies. These benefits make your large family child care home attractive to parents and more profitable as a business. COMAR 13A.18 may be found online at <https://earlychildhood.marylandpublicschools.org/regulations>.

The Use of Names

COMAR 13A.09.01 prohibits an individual, partnership, group, association, cooperative, or corporation from using the words “preschool,” “school,” “institute,” or “academy” or words of like meaning, in such a manner as to connote the offering of a high school, junior high or middle school, elementary school, kindergarten, nursery school program, or any combination thereof, unless the entity holds a Certificate of Approval from the State Board of Education.

Steps to Become a Registered Large Family Child Care Provider

1. Take the Large Family Child Care Orientation

If you are interested in applying to become a large family child care provider, you must take an orientation. The orientation is largely designed to inform you about the application process and the requirements you'll need to meet to receive a certificate of registration. Information is available on the "Orientation" page of the MSDE website at:

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

2. Contact the OCC Regional Licensing Office in Your Area

Call the OCC Regional Licensing Office responsible for the county where you reside to let them know that you are interested in applying to become a large family child care provider. That office will be responsible for processing your application, inspecting your program to make sure it meets regulatory requirements, issuing your certificate of registration, and providing you with technical assistance.

3. Submit an Application

You must submit an application for a large family child care home. The application consists of the following items, all of which are discussed in detail during the orientation:

- OCC application form for a large family child care home
- Site plan
- Floor plans
- Written plan of operation
- Documentation of compliance with local zoning, building, health, and fire codes
- Documentation of workers compensation insurance coverage, if applicable
- Fire evacuation plan
- Menu plan for the first 4 weeks of operation
- Written child discipline procedures
- List of all facility personnel, along with staff qualification documents, if applicable
- Staffing pattern
- Results of a criminal background check application for the applicant and each employee, volunteer, substitute or adult resident of the home
- Release of information form to grant permission to examine records of abuse and neglect of children and adults. This is required for the applicant, each adult resident of the premises, each employee, volunteer, substitute and/or any adult who may interact with children in care
- Medical evaluation for the applicant, each resident of the home and each employee, substitute and/or volunteer

4. Criminal Justice Information Services (CJIS) Authorization Number and Fingerprinting

Each applicant must apply for a fingerprint authorization number from CJIS before fingerprinting any individuals associated with your program. All individuals getting fingerprinted must use both the provider's authorization number as well as the regional office's authorization number. Additional information may be found here:

- <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>
- <https://earlychildhood.marylandpublicschools.org/fingerprinting>.

5. Required Training

- 45-hour Director training
- 90-hour Preservice training for child care center Preschool Teacher and/or Infant/Toddler Teacher, as applicable
- Emergency Preparedness
- Medication Administration
- Including All Children and the Americans with Disabilities Act
- Supporting Breastfeeding Practices
- First Aid and skills-based (in-person) CPR certification
- Sudden Infant Death Syndrome (SIDS), if applicable

6. Make Sure Your Home Is Safe and Properly Equipped

A safe physical environment is critically important for child care. Examples of how you can make sure that your home is "child safe" include:

- Using safety gates to restrict access to potentially hazardous areas such as stairs
- Covering electrical sockets
- Making household cleaners, medicines, tools, sharp instruments, weapons, and other harmful items inaccessible to children by placing them under lock and key
- Having operable smoke detectors in each room where the children will nap or rest
- Maintaining a first aid kit
- Making sure your home is properly equipped for child care will be important for the proper growth and development of the children in your program. The following are examples of equipment large family child care providers usually need:
 - Cribs, playpens, cots and/or mats for children to nap or rest
 - A variety of age-appropriate toys, games, and books
 - Highchairs or booster seats
 - Outdoor play equipment and toys
 - Strollers

7. Pass OCC, Fire Safety, and Other Required Inspections

Your home will need to be inspected by the local fire authority to make sure that it meets all applicable fire codes. Depending on where the home is located, other pre-registration inspections by the Health Department or other local government agencies may also be required. An OCC licensing staff person will schedule an inspection with you to make sure your home meets large family child care regulations.

8. Fees

There are no fees for any inspections conducted by the regional licensing office. However, there may be fees for inspections by the local fire authority, health department, and/or other local agencies. There may be fees for the required training courses.

9. Application Completion Process

The application process is self-paced as determined by the applicant. The applicant has up to six (6) months to complete the application process. Once all the application documents have been submitted and the home inspection has been completed, the office has up to thirty (30) days to review and approve or deny the registration. You will be notified in writing of the decision.

10. Inspections

All registered large family child care homes receive at least one (1) annual unannounced inspection to determine if child health and safety requirements are being met. Additional unannounced inspections may be conducted as necessary to investigate complaints and to ensure the health and safety of the children in care.

11. Technology and Data Tracking

The Licensing Branch utilizes the Child Care Administration Tracking System (CCATS), Child Care Inspection System (CCIS) and Electronic Licensing Inspection System (ELIS) to track and manage data regarding applications, registrations, licenses, provider profiles, complaints, serious injuries and incidents, inspection reports and enforcement actions.

Forms

All forms are located on the MSDE website at: <https://earlychildhood.marylandpublicschools.org/child-care-providers/licensing/licensing-forms>.

For other resource information, you may click on “Resource Documents” in the right margin of that website.

Frequently Asked Questions

1. How long is the application considered valid or active?

The application will be tracked and monitored for 6 months. After that time, incomplete applications may be considered withdrawn, and you will be notified in writing.

2. What could delay the application process?

The Licensing Branch tracks and monitors your application documents and requirements to ensure there are no delays. However, there could be delays related to the 8-point background checks, prerequisite approvals from the local jurisdictions, and other agencies that are not within the control of the Office of Child Care.

3. What happens when the application has been completed?

Once all the application documents have been submitted and the home inspection has been successfully completed, the office has up to thirty (30) days to review and approve or deny the registration. You will be notified in writing of the decision.

4. How long is my registration in effect?

The initial registration is valid for up to two (2) years. The provider may apply to convert the initial registration into a continuing registration. Each continuing registration is valid for up to two (2) years.

Resources

The Office of Child Care maintains a website that contains resources to help you operate your business:

<https://earlychildhood.marylandpublicschools.org/>.

Child and Adult Care Food Program (CACFP) - The [Child and Adult Care Food Program](#) is funded by the U.S. Department of Agriculture and administered in Maryland by MSDE's School and Community Nutrition Programs Branch. Child care programs that participate in the program are eligible to receive reimbursement for program food costs.

Maryland Family Network - <https://www.marylandfamilynetwork.org/>

MD Infants and Toddlers Program - <https://marylandpublicschools.org/programs/Pages/Special-Education/MITP/index.aspx>

Child Care Scholarship Program - <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>

Maryland EXCELS - <https://marylandexcels.org/>