



Lillian M. Lowery, Ed.D  
State Superintendent of Schools

Rolf Grafwallner  
Assistant State Superintendent

Division of Early Childhood Development • Office of Child Care

Dear \_\_\_\_\_ :

The purpose of this correspondence is to remind you of requirements to maintain your Continuing \_\_\_\_\_. While your Continuing \_\_\_\_\_ never expires, you must submit certain information to the Office of Child Care every two years for updating purposes. This information is due on or before your anniversary date which is calculated on a two year cycle. Your anniversary month and day is noted in the remarks section of your Continuing \_\_\_\_\_. The month and day will always remain as your anniversary date with the year simply changing every two years.

Attached is a list of information you must submit to my attention on or before your anniversary date. The box checked on the attached list pertains to your facility. To allow adequate time for processing, it would be greatly appreciated if you would mail the completed documents or deliver them to the Office no later than \_\_\_\_\_.

Please notify me as soon as possible if you do not plan to maintain your Continuing \_\_\_\_\_. If you have any questions about the process or about the submission of any of the required information, please let me know. I may be reached by phone at \_\_\_\_\_ or email at \_\_\_\_\_. Thank you for your cooperation in this important matter.

Sincerely,

Licensing Specialist

Attachments:

Checklist

Applicable Forms

*MarylandPublicSchools.org*

**CHECKLIST FOR 24-MONTH SUBMISSION OF INFORMATION  
For Maintenance of Continuing Child Care Center Licenses, Letters of Compliance  
Family Child Care Registrations and Large Family Child Care Registrations**

In accordance with Child Care Center, Letter of Compliance (LOC) and Family Child Care regulations, the following information is needed on or before your next anniversary date to maintain your non expiring status. **Information at the checked box pertains to your facility.**

**Child Care Center and Letter of Compliance (LOC) regulations** state **(1)** by the end of each 24-month period the operator shall provide to the Office signed and notarized permission (**OCC Form 1260**) to examine records of abuse and neglect of children and adults for information about:

- a. The Director,
- b. Each Employee
- c. Each individual 18 years old or older living on the same premises as the child care center
- d. If applicable – the applicant, trustees, managers, or board members who may have frequent contact with children in care (if operator is a corporation, agency, or other business entity)

**(2)** Any other documentation required by law or regulation:

- a. Evidence of current Fire inspection
- b. Other:

**Family and Large Family Child Care regulations** state that by the end of each 24-month period the operator shall provide to the Office **(1)** medical evaluations (**OCC Form 1204**) for the provider, each staff member (**Large Family only**), each resident who has child care responsibilities, and if applicable, the additional adult; **(2)** notarized release of information forms (**OCC Form 1260**) that permits the Office to examine child abuse and neglect of children and adults for:

- a. The Provider
- b. Each staff member (**Large Family Homes only**)
- c. Each provider substitute
- d. Each resident in the home who is 18 years old or older
- e. If applicable, the Additional Adult and Additional Adult’s substitute
- f. Any other individual with regular access to children in care during the approved hours of operation

**(3)** Any other documentation required by law or regulation:

- a. Evidence of current Fire inspection
- b. Other:

Forms are attached and are also available online at:

[www.marylandpublicschools.org/MSDE/divisions/child\\_care/licensing\\_branch/forms](http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/forms)

**MAIL ALL DOCUMENTS TO:**

**Licensing Specialist:                      Office of Child Care Region #**

**Mailing Address:**

**City:**

**State:**

**Zip code:**