

**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
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"/>
F. Proof of Montessori Validation For Montessori Programs	<input type="checkbox"/>	<input type="checkbox"/>
G. Site Plans	<input type="checkbox"/>	<input type="checkbox"/>
H. Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>
I. Local Building U&O Permit	<input type="checkbox"/>	<input type="checkbox"/>
J. Zoning	<input type="checkbox"/>	<input type="checkbox"/>
K. Environmental Health Survey (OCC 1268)	<input type="checkbox"/>	<input type="checkbox"/>
L. Boiler Inspection	<input type="checkbox"/>	<input type="checkbox"/>
M. Fire Inspection	<input type="checkbox"/>	<input type="checkbox"/>
N. Fire Evacuation Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
O. Lead Safe Environment (Certificate for Pre 1978 Residential Rental Property)	<input type="checkbox"/>	<input type="checkbox"/>
P. Workers Compensation Insurance Information (OCC 1201)	<input type="checkbox"/>	<input type="checkbox"/>
Q. Personnel List (OCC 1203)	<input type="checkbox"/>	<input type="checkbox"/>
R. Medical Reports for all staff (OCC 1204)	<input type="checkbox"/>	<input type="checkbox"/>
S. Individual Personnel Information (OCC 1205) Not required for LOC		
1. Director	<input type="checkbox"/>	<input type="checkbox"/>
2. Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>
3. Assistant Teacher(s)	<input type="checkbox"/>	<input type="checkbox"/>
4. Aide(s)	<input type="checkbox"/>	<input type="checkbox"/>
T. Staffing Pattern (OCC 1206)	<input type="checkbox"/>	<input type="checkbox"/>
U. Emergency Adult Agreement/On-Call Statement	<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 (paid or unpaid)	<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 (paid or unpaid)	<input type="checkbox"/>	<input type="checkbox"/>
5. Each Volunteer	<input type="checkbox"/>	<input type="checkbox"/>
6. The applicant, if the applicant is an individual	<input type="checkbox"/>	<input type="checkbox"/>
7. 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"/>
W. Schedule of Daily Activities for all children	<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"/>
Z. Operations Care Plan(s) (Sick Care, Adolescent, Drop-in Centers)	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE: The applicant, if an individual who will have frequent contact with children in care, each employee (whether paid or unpaid), including substitutes and volunteers, and each individual 18 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.**