

## Slide 1

### **Child Care Center Orientation**

Welcome

Click the Next button to move to the next page.

## 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 child care center license.

To get started, watch the video below. When you are finished watching the video, click the Next button.

### **Welcome Video**

Welcome to the Maryland State Department of Education's Office of Child Care orientation about applying for a license to open a child care center in Maryland. The Licensing Branch within Maryland's Office of Child Care is responsible for approving child care center licenses.

This orientation is appropriate for an organization or individual wishing to care for children in a facility other than the child's home for any part of a 24-hour day, on a regular schedule for at least 2 days per week and for at least 2 hours per day. In order to operate a child care center, you must have a child care center license.

This orientation explains Maryland's requirements and instructions for how you may apply for a child care center license.

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

You will also be introduced to the forms you need to complete and the permits you need to receive in order to be approved to open a child care center.

Owning a child care center is a wonderful career but it also comes with a great deal of responsibilities.

There are many steps involved when opening a child care center. The steps include

- finding a location that is suitable
- hiring staff who have the proper credentials

- making an emergency plan
- planning meals and activities
- and submitting all your required documentation.

Applications for child care center licenses 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 you do wish to apply for a license, completion of this orientation is mandatory. Once you finish it, the Office of Child Care will be notified. You must click on and review every slide in order to successfully complete this orientation.

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 and 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.

After you turn in your Notice of Intent, 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 license.
- Direct you to find training resources.
- Provide guidance before and after you start your center.

Take a moment now to visit the 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. Their regional offices direct you to find training and help explain licensing requirements.

Click the Next button to move to the next page.

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### **COMAR Regulations**

All regulations and requirements for operating a child care center in Maryland are listed in the Code of Maryland Regulations (COMAR) 13A.16.

Before you start the licensing application process, download COMAR 13A.16. You must read and understand this document in order to operate a child care center. Then, watch the video below to get a brief overview of COMAR 13A.16.

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 child care centers.

Many topics are covered under COMAR, but the one that deals with child care centers is COMAR 13A.16.

The goal of COMAR 13A.16 is to create safe and nurturing child care environments for children in Maryland.

You will need to fully understand these regulations to be successful in applying for a child care license.

To get familiar with them, let's take a brief look at COMAR 13A.16.

The document covers 49 pages, so there is a lot to read.

There is a table of contents, and then 19 sections, which group the regulations into topics.

COMAR 13A.16 provides requirements on everything from a center's physical space, to program requirements, to the nutritional value of the meals served at the center.

The regulations also outline safety procedures that child care centers must follow, as well as the rules that govern a center'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.16 on your computer so you can refer to it now and in the future.

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#### **Check Your Understanding**

Reading COMAR 13A.16 can be overwhelming. However, as a child care center owner, 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 child care license in Maryland. Make your selection and click Submit.

The choices are:

Maryland Child Care Resource Network

Regional Offices of Child Care

Maryland Department of Natural Resources

Answer:

The correct answers are:

Regional Offices of Child Care and

Maryland Child Care Resource Network

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#### **COMAR Close-Up: Space & Equipment**

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

Watch this video to review areas covered under COMAR 13A.16.05 Physical Plant & Equipment. 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.

### **Physical Plant and Equipment Overview Video**

A safe and inviting space is essential to a successful child care center.

In COMAR 13A.16.05, Physical Plant and Equipment, there are many regulations for indoor and outdoor space.

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

When it comes to indoor space, Maryland law requires that child care centers provide at least 35 square feet of usable space per child, so a center 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 important - bathrooms, hallways, and space used exclusively by teachers - such as storage closets or staff rooms - do not count for the 35 square feet per child allotment.

When selecting a space for your center, be sure to first have a good sense of your desired enrollment, and measure your space carefully.

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 child care centers to operate in lead-safe environments. If you want to use a residential rental property built before 1978 for your child care center, 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 a child care center to provide:

- at least one drinking water source, reachable by children 2 and older, for every 40 children
- a diapering area for infants and toddlers that has its own hand-washing sink
- one toilet and sink for every 15 children who are 2 years and older
- 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 center is required to have an outdoor play area, either on its premises, or safely accessible to the center.

If a center has 20 or fewer children enrolled, the outdoor area must provide at least 75 square feet per child.

If a center has 21 children or more, the outdoor space must provide 75 square feet for one-half of the center's approved capacity.

This allows you to take half of the children outside at a time.

So, a center with 10 children enrolled would need an outdoor space of 750 square feet, while a center with 30 children would need 1125 square feet.

For more details about the regulations listed in this video – and further regulations stipulated by Maryland law -- please refer to COMAR 13A.16.05.

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### **Check Your Understanding**

Now that you are a bit more familiar with regulations about physical space, take a few minutes to explore this interactive image of an indoor space. There are several areas that could be improved for children.

Can you find areas to improve? Click on the orange buttons for suggestions.

Let's begin with the Nap Area, so click the orange button on the window.

Nap Area: Placing beds by the window is not a great idea since the sunshine may keep children from napping. In addition, all window shades must be cordless. Consider locating the nap area farther from the windows.

Now click the orange button above the Arts and Crafts Table.

Arts & Crafts Table: Clean-up will be more difficult if the arts and craft area is not close to the sink. In addition, placing the table on a rug, not the floor, may make clean-up harder. If the table is on the floor, it will be easier to sweep away loose paper under it. Consider moving the table closer to the sink.

Let's go to the food area next, so click the orange button next to the fruit bowl.

Food Area: The area for eating is surrounded by toys. This could be a problem since children may be distracted by the toys during snack time. A better solution would be to put the eating area off to the side and closer to the sink.

Finally, let's visit the diaper area so click the orange button above the changing table.

Diaper Area: If the diaper table is set against the wall, a caregiver must have her back to other children while she changes a baby. Instead, place the diaper area so that a caregiver can watch all children while she changes a diaper.

Click the Next button to move to the next page.

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### **COMAR Close-Up: Staff & Children**

COMAR contains very specific guidelines about qualifications for a child care director and staff. The regulations also 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.16.06 Staff Requirements and COMAR 13A.16.08 Child Supervision. 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.

### **Overview of Staff Requirements and Child Supervision Video**

Qualified, responsible staff members are an important part of a successful child care center. COMAR 13A.16.06, Staff Requirements, and COMAR 13A.16.08, Child Supervision, list the requirements and clearances required of each child care staff member. Many forms must be submitted to the licensing staff within 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 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 child care center. These jobs include the director, teachers, assistant teachers, aides, substitute teachers and volunteers.

The requirements for each position vary depending on the size of the child care center and 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.

Center 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. Toddlers who are 19 months to 23 months require a One to Three ratio, with a maximum group size of 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 20; and children 5 years and older require a 1:15 ratio, with a maximum group size of 30. Mixed-age groups have different requirements so be sure to carefully read COMAR 13A.16.08.03 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.

Child care support personnel, such as cooks, housekeepers and secretaries, are not required to submit high school or college information during the hiring process. However, these staff members must complete the criminal background clearance, release of information form, and a medical report.

For more details about the staffing regulations listed in this video – and further regulations stipulated by Maryland law -- please refer to COMAR 13A.16.06 and 13A.16.08.

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#### **Check Your Understanding**

Review resume highlights of four people applying for child care staff positions below. Next, decide which two candidates seem best qualified and would be candidates you would want to interview. Click on the pictures of the two best candidates and then click Submit.

Candidate 1:



- Teacher at Baltimore's Best Child Care Center
- First aid training
- Associate degree, Early Childhood Education

#### Candidate 2

- Volunteer at Catocin 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

- Substitute teacher at Chesapeake Child Care Center
- First aid training
- Bachelor's degree in early childhood education

Answer:

The best candidates to interview are candidates 1 and 4.

- Candidate 1 – She has work experience, first aid training and the education background that fit a center staff position.
- Candidate 4 – She also has work experience, first aid training and the education background that best fit the position.

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#### **COMAR Close-Up: Program Requirements**

COMAR 13A.16.09 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 child care centers, which are called Program Requirements, are listed in COMAR 13A.16.09. Maryland law requires that child care centers 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;
- And individual pursuits

Activity plans should accommodate children of different ages and developmental levels. In addition, the toys, equipment and activity materials available within a center should be age-appropriate. This means a center must provide strollers or carriages for non-walkers and age-appropriate tables and chairs for toddlers. (Please note, centers are forbidden from using 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 child care center. COMAR requires that centers 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.16.09.

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#### **Check Your Understanding**

Now check your understanding about daily 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 the children a story and help them role-play scenes from the story.

Help the children construct a miniature town using building blocks.

Give the children large markers and paper, and ask them to draw the weather.

Turn on a 2-hour educational movie so the children can relax and stay warm.

Answer: The correct answer is that 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 greatest responsibilities.

Watch this video to review areas covered under COMAR 13A.16.10 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.16.10, Safety, covers Maryland requirements for safety in a child care center. 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 center
- Sheltering in place if evacuation is not possible
- Contacting parents, and
- Addressing the individual needs of children in the center, 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 center staff and the children in your care must be familiar with the plan. When hired, all employees of the center should receive orientation regarding the emergency and disaster plan.

Center staff should 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 child care centers have on the premises, at all times, at least one staff member who is certified in basic first aid and cardiopulmonary resuscitation (CPR). If your center has an approved capacity of more than 20 children, you must have at least one staff person who is trained in first aid and CPR for every 20 children on site.

A child care center 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.16.10.

### Slide 13

#### **Check Your Understanding**

The 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 through one day.

True or False? Make your selection and click Submit.

Answer:

The correct answer is False. At all times, including during an off-site activity, at least one family child care teacher 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.

Answer:

The 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.16, food preparation, food storage and infant feeding are covered under the section on Nutrition.

Watch this video to review areas covered under COMAR 13A.16.12 Child Nutrition. 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.

*(Learn more about the USDA Child and Adult Care Food Program described in the video.)*

#### **Nutrition Overview Video**

Nutrition plays a vital role in a child's physical and mental development. It is also an important part of a successful child care center. COMAR 13A.16.12 stipulates that child care centers serve a certain number of snacks or meals each day, depending on the center's hours of operation. The snacks and meals may be provided by the child's family or by the center.

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

- A weekly menu, which must be posted on-site and visible to parents
- A place for washing hands. There must be a hand-washing sink in the food prep area.
- 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, free from infestation and not placed beneath cleaning products.
- Finally, a center needs kitchen equipment and supplies that are clean and in good condition.

Maryland law also requires that child care centers 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 center qualifies for the Child and Adult Care Food Program. Eligible centers 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.16.12.

#### Slide 16

#### **Check Your Understanding**

You are planning the nutritional requirements for your child care center.

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.

Provide a place to wash hands in the food-prep area.

Make sure food is stored properly and safely.

Keep kitchen equipment and supplies clean and in good condition.

Answer:

The correct answers are: post a weekly menu; provide a place to wash hands in the food-prep area; make sure food is properly stored; and keep kitchen equipment and supplies clean.

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#### **Review Frequently**

You have just completed an initial review of COMAR 13A.16. Good job! It is not easy to read and understand all of the requirements.

Go back and review COMAR 13A.16 frequently during this orientation and in the coming months. You must know these regulations very well to run a child care center.

Now it is time to move ahead and learn the steps needed to apply for a child care license.

Click the Next button to move to the next page.

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#### **Applying for a Child Care Center License**

The time to obtain a license varies for each person. You should allow at least six months, once you have submitted your licensing application.

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

Step 1: Notice of Intent

Step 2: License Application

Step 3: Permits

Step 4: Additional Documents

Click the Next button to move to the next page.

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### **Step 1: Notice of Intent**

The first step in applying for a child care center license is to fill out and submit a Notice of Intent form to your regional Office of Child Care. This document informs the licensing staff that you plan to submit a licensing application.

When you submit a Notice of Intent, you must also submit:

- A site plan. A site plan is a drawing that shows the area around your child care center. It includes your building and the streets around it. The drawing can be done by hand or on a computer.
- A floor plan. A floor plan is a drawing that shows what is inside your child care center. It includes rooms, hallways, exits and arrows that show how everyone gets out in case of an emergency. Like the site plan, the floor plan can be drawn by hand or by using a computer.

Watch the video on the next slide for an overview of what is required in the Notice of Intent form.

Click the Next button to move to the next page.

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### **Step 1: Notice of Intent (Continued)**

The video below explains how to fill out the Notice of Intent.

When you have your documents finished, you may email them to the licensing staff at your regional Office of Child Care or deliver the documents in person. To find out the location and email of your regional office, visit [MSDE's Regional Licensing Offices page](#).

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

### **Notice of Intent Video**

Step 1 in the process to apply for a child care center license is to fill out and submit a form called a Notice of Intent.

You must fully complete the 2-page Notice of Intent form. In the first section, be sure to include the facility name and proposed opening date, as well as all other fields.



In the Proposed Building, Scope of Service and Food Service sections, answer every question. If you do not know the answer, ask your regional Office of Child Care how you can find out the information.

The Notice of Intent form must be accompanied by a site plan and a floor plan of the facility, both of which must be drawn to scale.

Your site plan is an “aerial view” of your center. It must show the location of the playground, parking areas, roads and adjacent buildings in relation to the facility.

Your floor plan must show the general layout of the interior of your child care center. The plan must indicate if any changes are being made to the facility, such as the addition of toilets, sinks, drinking fountains, walls, etc. If the room is a large open space, then the plan must indicate how the space will be used if more than one group of children will be accommodated.

The purpose of submitting these plans prior to construction is to allow time for the licensing staff to review the plans and provide consultation and recommendations. It is far simpler and less expensive to make changes to a plan on paper rather than having to make changes after a structure is built.

Once you have completed the Notice of Intent and the accompanying documents, you should mail the documents to your regional Office of Child Care, or drop the form off in person.

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### **Step 2: Licensing Application**

Once your regional Office of Child Care has received your Notice of Intent, you are ready to work on your Child Care Facility Application for License. Watch the video below for a step-by-step explanation of what is required in the application.

- Download the Child Care Facility Application for License 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.

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

### **Reviewing Your Application Document Video**

When you fill out a Child Care Facility Application for License, be sure you carefully fill in all the information requested.

Let's take a quick look at the application document OCC 1200.

On page 1, in the Organizational Structure section, make sure you check the appropriate box and fill out additional information if needed.

Fill out all fields for the Facility and Operator sections, and write your proposed opening date at the bottom of page 1.

Page 2 asks for detailed information about your center. In the Scope of Service, be sure to state the exact days, hours and months that your center will operate, and the type of care you plan to provide.

Answer all questions in Proposed Capacity and Proposed Building.

Page 3 covers Proposed Food Service. Make sure you can perform the food service that you select.

Finally, on page 4, you are asked to provide information about yourself, persons who live on the premises and corporate or partnership members.

Make 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 3: Building Inspections and Permits**

After you have submitted your Notice of Intent and related documents, local government offices of Building Inspection and Fire Inspection will come to your site and inspect it. Your site must be approved by both the building inspector and the fire inspector for use as a child care center.

Check with your regional Office of Child Care to know the steps you need to take. In some counties, applicants contact the Building and Fire offices; in other counties, the Office of Child Care contacts these offices.

The Office of Child Care must receive approvals from these offices in order for you to proceed with the licensing process.

What to expect from an inspection:

Fire Inspection: Someone from the Fire Marshal's Office will contact you directly. A Fire Permit is needed in order for the site to be used as a child care center.

Building Inspection:

A building inspector will contact you. A Use and Occupancy Permit is required in order for the site to be used as a child care center.

If a building was used for anything other than a child care center, a change of occupancy permit will be required. This means a licensed contractor and architect need to design the space, pull the required construction permits and oversee the construction.

Click the Next button to move to the next page.

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#### **Step 4: Additional Application 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.

Read over the Application Checklist now.

You can review the required forms by clicking on the checklist link above or you can click the blue boxes on the left. These blue boxes group the documents from the checklist into categories for easier reading.

Click the Next button to move to the next page.

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#### **Check Your Understanding**

Which of the following steps are part of the child care center licensing application process?

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

The choices are:

Submitting a Notice of Intent

Submitting a Child Care Facility Application for License

Requesting a Loan Application

Preparing for inspections and gathering permits

Filling out and submitting additional application documents

Taking an oral exam about COMAR 13A.16.

Answer:

The steps for applying for a child care center license are:

- Submitting a Notice of Intent
- Submitting a Child Care Facility Application for License
- Preparing for inspections and gathering permits
- Filling out and submitting additional application documents

## Slide 25

### **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 that 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 license to open a child care center in Maryland.

To review, you should now be very familiar with COMAR 13A.16 if you want to open a child care center.

You will need to submit many forms and inspections, beginning with a Notice of Intent and then the license application.

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

COMAR 13A.16:

[http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle\\_16\\_centers\\_comar\\_online.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/12/subtitle_16_centers_comar_online.pdf)

Notice of Intent:

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1270ctrlociun08.pdf>

Child Care Facility Application for License:

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1200-childcarecenterapplicationforlicense-loc-032015.pdf>

Criminal Justice Information Systems (CJIS):

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

Worker's Compensation Insurance Information:

[http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ\\_1201\\_workers\\_compensation\\_insurance\\_information\\_ctrlfh\\_dec2015.pdf](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](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>

Staffing Patter for Child Care Centers:

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1206ctrlocjun08.pdf>

Emergency Adult On-Call Agreement:

[http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/on\\_call\\_agreement.pdf](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](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/occ_1260releaseinformationall-112015.pdf)

Individual Personnel Information:

[http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/individual\\_personnel\\_information.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/individual_personnel_information.pdf)

Environmental Health Survey:

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

Menu Plan for 4 Weeks:

[http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1218menuplan\\_age\\_s112\\_cacfp\\_rev0208.pdf](http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/1218menuplan_age_s112_cacfp_rev0208.pdf)

Child Care Application Checklist:

<http://earlychildhood.marylandpublicschools.org/system/files/filedepot/3/checklist-initialapplicationchildcarecenterlicenselettercompliance.pdf>

USDA Child and Adult Care Food Program:

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

**Confirm Orientation Complete**