



CHILD CARE LICENSING PROGRAM

Introduction to the Provisional Child Care Licensing Process

(Keep this document for your business records)

This packet is designed to provide explanation and instructions to assist you in completing the requirements for a Provisional Child Care License. Child care licensing requirements are based on Municipality of Anchorage (MOA) and State of Alaska (SOA) child care licensing statutes and regulations.

The statutes and regulations are located on the MOA Child Care Licensing (CCL) Program and the SOA Child Care Program Office (CCPO) websites.

MOA/CCL: <http://www.muni.org/Departments/health/DirectServices/Pages/Child.aspx>

SOA/CCPO: <http://dhss.alaska.gov/dpa/Pages/ccare/regs.aspx>

Applicants are expected to read the child care licensing statutes and regulations thoroughly prior to licensure. Once licensed, a child care facility is required to comply with each statute and regulation.

If you have questions at any time during your review of the child care licensing statutes and regulations or the licensing process, please contact the CCL Program at 907-343-4758 or email hsccl@muni.org.

The requirements and forms listed in this packet are all components of the licensing process for a Provisional Child Care License. Each form must be legibly completed and submitted with the required supporting documentation to the CCL Program to complete the licensing requirements for a Provisional Child Care License.

Please note: Application packets submitted with incomplete forms or required forms missing will be considered incomplete and those incomplete or missing forms/items will be returned to the applicant, delaying the licensing process.

Provisional Child Care Licensing Application Requirements

A complete application packet for a provisional child care license must contain the required forms listed below, including any additional supplemental documentation and action required, as applicable.

1. APPLICATION FOR PROVISIONAL CHILD CARE LICENSE

The *Application for Provisional Child Care License* form provides the CCL Program with information the department needs to determine if the Applicant/Administrator meets regulatory requirements to operate a licensed child care facility. The application consists of thirteen sections which all need to be completed. Some sections identify supplemental forms which also need to be completed, if applicable to your facility.

2. PLAN REVIEW FEE

A fee is required with your application for a provisional child care license.

1 to 8 children	\$30.00
9 to 20 children	\$30.00
21 to 80 children	\$65.00
81 plus children	\$130.00

3. VALID CRIMINAL HISTORY CHECK

A valid criminal history check is required for all individuals described in 7 AAC 10.910(a) who are associated with a child care facility and who are 16 years of age or older. Applicants/Individuals are required to submit an application to the Alaska Background Check Program (BCP) and receive a valid criminal history check through the New Alaska Background Check System (NABCS) prior to having contact with children.

In order to obtain a criminal history check, you must have a myAlaska username and password as well as a valid email address. If you need to establish a myAlaska account, please visit: <https://my.alaska.gov>.

Once a complete application packet for a Provisional Child Care License is received by the Child Care Licensing program, additional instructions on how to obtain a valid criminal history check will be provided.

4. CPR AND FIRST AID

Regulations require at least one caregiver for every 20 children or part thereof, in attendance be on site at all times with valid cardiopulmonary resuscitation (CPR) and First Aid certifications. The certifications must be applicable to the ages of children in care. A copy of both sides of the valid certifications must be submitted as part of your application packet.

For a child care center, at least one infant caregiver with current infant CPR and current FA shall be in the infant area at all times.

5. STATE OF ALASKA BUSINESS LICENSE

The State of Alaska requires all businesses to obtain a State of Alaska Business License prior to operating. To apply on-line for a State of Alaska Business License to operate as a child care facility, visit: <https://www.commerce.alaska.gov/web/cbpl/BusinessLicensing.aspx>. When applying for a business license to provide child care services, the primary or secondary line of business must be *62-Health Care and Social Assistance*, and the primary or secondary Northern America Industry Classification System (NAICS) code to be used is *624410 Child Day Care Services*. A copy of your State of Alaska Business License must be submitted as part of your application packet.

6. PLAN OF OPERATION

Child care licensing regulations require all licensed child care facilities to have a Plan of Operation. The following are required items that must be included in a child care facility's Plan of Operation and must be submitted with the application packet.

A. Organization Chart and Staffing Chart

An organization chart is a graphic outline of the organizational layout of a licensed child care facility with more than one position, which includes the hierarchy of each position represented in the structure of the facility. The staffing chart lists every position and if known at the time of application, the staff member associated with each position, including: the administrator, child care associates, caregivers, substitute caregiver, cooks, etc. The information required in a staffing chart could be submitted on a separate document or included in the organizational chart.

For a child care home with only one position, an organization chart and staffing chart are not required; however, the facility's parent policies must include information regarding the use of substitutes and/or the procedures for closing the facility when the administrator/administrator designee is unavailable.

B. Facility Policies and Procedures, Plans, and Rules:

A licensed child care facility is required to adopt procedures, program descriptions, materials and forms into a policies and procedures manual and make it available to the department, all employees, families enrolled in the facility, and other individuals associated with the facility. Your facility policies and procedures manual must include the following:

Parent Policies:

A licensed child care facility is required to provide parents with written information regarding their policies on enrollment and fees, typical daily schedules of activities, parent visiting and access, plan of supervision, and additional requirements as applicable. Enclosed is a *Child Care Facility Parent Policies Checklist* outlining the information that must be provided in writing to parents at or before a child's admission. This checklist is enclosed to assist you in developing parent policies for your facility and should be cross referenced to ensure all items listed are included and submitted as part of your application packet.

Plan of Supervision:

A licensed child care facility is required to ensure children are supervised at all times, including when children are indoors, outdoors, when participating in activities away from the facility, naptime, and during transportation. The child care facility's policies must include the following: group size; child-to-caregiver ratios; and how children will be supervised at all times, including during periods of rest. Your Plan of Supervision may be included in your Child Care Facility Parent Policies.

Personnel Policies:

A licensed child care facility is required to create and maintain personnel policies that include, but are not limited to, the following: a job description for each position; qualifications required for each position; and a description of the facility's procedure for completing annual evaluations. A *Child Care Facility Personnel Policies Checklist* is enclosed to assist you in developing personnel policies for your facility and should be cross referenced to ensure at minimum all "required" items listed are included and submitted as part of your application packet.

For a child care home, personnel policies are required only if the facility employs a qualified caregiver.

Child Care Facility Staffing Plan

The *Child Care Facility Staffing Plan* must include each caregiver's position and their daily schedule and reflect the facility's daily children's attendance to ensure appropriate child-to-caregiver ratios.

For a child care home, a *Child Care Facility Staffing Plan* is required only if the facility employs a qualified caregiver.

GET OUT ALIVE! Disaster Preparedness and Emergency Evacuation Plan:

A licensed child care facility is required to create a disaster preparedness and emergency evacuation plan and submit it to the department. A *Get Out Alive! Disaster Preparedness and Evacuation Plan* has been provided to assist you in developing your Child Care Facility's Disaster Preparedness and Evacuation Plan.

Please Note: A *First Aid and Disaster Kit Checklist* is included in this packet to assist you in ensuring your kits are complete.

Other Plans and Rules:

A licensed child care facility must submit any other plans or rules they have in addition to their policies and procedures and the required plans listed above, related to operating their facility. Examples may include but are not limited to: plan to address behavioral challenges; plan of care for children identified with special needs; plan for shared use spaces and alternate outdoor recreation spaces.

Please Note: A *Plan for Shared Use of a Child Care Facility* is included in this packet for you to complete if applicable to your facility.

Once your complete application packet for a provisional child care license is received by the CCL Program, the following additional requirements will determine if your facility meets all of the regulatory health and safety requirements for licensure. Once these additional requirements are completed a provisional child care license may be issued.

APPROVAL BY STATE OR LOCAL FIRE MARSHALL

Fire Inspection Report: Licensed child care facilities caring for six or more children must have an approval from their local or State of Alaska Fire Marshal's office depending on jurisdiction. After receipt of an application packet for a provisional child care license, the CCL Program will request the fire inspection from the appropriate Fire Marshal's office by submitting a Fire Prevention Review of Application request form. For applicants outside of Anchorage (Eagle River, Chugiak, Peters Creek, Eklutna, Indian, or Girdwood) an additional fire application packet will need to be completed. This packet is available at the CCL Program office or on-line at <http://www.dps.alaska.gov/Fire/PRB/docs/homedaycareapplication2016.pdf>. It is the responsibility of the applicant to ensure payment of any fees associated with the fire inspection. Any fees associated with this process are the responsibility of the applicant.

For a child care center:

Fire Inspections.

Fire inspectors must follow a very complex set of codes called the International Building Code and the International Fire Code. Because of the complexity, it is not possible for us to list the basic fire requirements in this document. However, you should be aware that fire requirements are dependent on several factors including:

- Is the building use E – Educational or I – Institutional?
- On what level of the building will child care take place?
- Is the building fully sprinklered?

Based on these answers the fire department will determine:

- If children can be cared for in the space.
- What ages of children can be cared for.
- How many door exits each classroom must have.
- If the classroom has to have a door exiting directly to the exterior of the building.
- The maximum number of children the program can be licensed for.

APPROVAL BY ENVIRONMENTAL HEALTH FOOD SAFETY & SANITATION (FS&S) PROGRAM

Food Service (child care centers only): Licensed child care centers serving or preparing food may be required to obtain a *Food Service Permit*. Submit to the CCL Program a written description of your plan for serving meals and snacks. Include a full month's sample menu and a narrative describing who will prepare the food, methods of preparation, and any other details regarding food service.

The licensing specialist will review the plan and refer you to FS&S if applicable for plan review. Any fees associated with this process are your responsibility.

For specific questions related to food permit plan review contact FS&S at 343-4200.

Well Water (all facilities): If your facility has a Class C well water system your water must be tested for Nitrates and Coliform and approved by a DEC authorized water testing laboratory.

For a list of authorized water testing laboratories visit:

<https://dec.alaska.gov/applications/eh/EHLabStatus/MicroReport/Index>

Septic System (all facilities): If your facility has a septic system it must meet the requirements of 7 AAC 10.1025 Solid Waste Disposal and comply with 18 AAC 60 DEC Solid Waste Management, for more information visit: <http://dec.alaska.gov>.

APPROVAL BY THE LOCAL CITY AND ZONING ORDINANCE

Licensed child care facilities may be required to obtain specific approval or permits from their local city and zoning office to operate a licensed child care facility in their community. It is your responsibility to contact your local city and zoning office to determine if specific approval or permits are required and to take action as necessary to comply with the requirement(s). Once you know your site is zoned for child care the CCL Program will request Land Use approval.

For a child care center:

Land Use.

1. **ZONING:** One of the most critical aspects of licensing any property is finding a location that is zoned to permit child care. The main zoning designations in MOA are residential, business, or industrial. Each of the 25 zoning designations either:
 - a. Permits child care (P);
 - b. Requires an Administrative Site Plan Review (ASPR);
 - c. Requires a Conditional Use (CU); or
 - d. Does not permit child care (NP)

If child care is not permitted there is no recourse and the property is not licensable. For an ASPR, applicants meet with the Land Use staff who determine what modifications need to be made to the property in order for approval. If a CU is required, applicants meet initially with Land Use staff and are put on the Planning and Zoning Commission calendar for consideration. Both the ASPR and CU have fees ranging from \$3,600 to \$10,000 or more and the process can take several months to complete. To determine the zoning designation of a property, go to <http://redirect.muni.org/propappraisal/public.html> or <http://myneighborhood.muni.org/> and enter the property address then see the table below to determine if child care is permitted in this area.

R-1/R-1A	CU		R-9	ASPR		I-1	CU
R-2A/R-D2	CU		R-10	ASPR		I-2	NP
R-2M	ASPR		R-11	ASPR		I-3	NP
R-3	ASPR		R-O	P		T	P
R-4	ASPR		B-1A	P		MC	NP
R-5/R-5A	ASPR		B-1B	P		MI	NP
R-6	ASPR		B-2A, B, & C	P		PL1	P
R-7	ASPR		B-3	P			
R-8	ASPR						

2. **PARKING**: Land use codes require a specific number of off street parking spaces at each center. The formula for the number of spaces is based on the size of the property and the use. For child care this formula is

Total square footage of center space divided by 400 times 1.5

Example: Total square footage is 11,000. $11,000/400 \times 1.5 = 42$ spaces

Parking spaces must be at least 10' x 9' and there are additional requirements for identifying handicap and drop off parking spaces.

3. **OTHER**: Land use will also look to ensure your property meets requirements for items such as landscaping, dumpster screening, shed size and placement, and fencing. The building, play yard and parking must all be located on one lot.

PROVISIONAL CHILD CARE LICENSING ORIENTATION

The Provisional Child Care Licensing Orientation involves a thorough review of the child care licensing statutes and regulations with the facility's administrator, and if applicable, a representative of the facility's governing body.

For child care homes: Applicants are required to attend pre-licensing Health & Safety and Records Training provided by the CCL Program office. Once a complete application packet is submitted, the CCL Program office will contact the applicant to schedule the trainings.

For child care centers: The provisional child care licensing orientation will be completed with the licensing specialist at the facility during the scheduled provisional on-site pre-licensing inspection appointment. Please plan at least three to five hours to complete both the provisional child care licensing orientation and the provisional pre-licensing inspection during the facility visit. The amount of time necessary for the scheduled appointment will vary based upon the facility type and questions posed by the administrator and/or board representative during the facility visit.

During this orientation the administrator and/or board representative will have the opportunity to meet one-on-one with a child care licensing specialist and have any questions answered prior to licensure

LICENSE FEE

A license fee is due before an on-site pre-licensing inspection visit is conducted. The fee depends on the licensed capacity approved by the CCL Program. You will receive an invoice at the time the licensing specialist schedules your pre-licensing inspection.

PROVISIONAL PRE- LICENSING ON-SITE INSPECTION

The provisional pre-licensing on-site inspection involves a thorough examination and evaluation to ensure the facility meets the regulatory health and safety requirements of licensure. Prior to the inspection, you will be provided with a copy of the *Child Care Licensing Inspection Checklist* used during the inspection for your review and preparation. Please note this checklist is not all inclusive of child care licensing statutes and regulations.

A child care licensing specialist will inspect the entire premises, regardless of where care is planned to occur. This inspection includes a walkthrough of the inside of the facility, the outside property, and any vehicle used to transport children to ensure all areas meet child care

licensing requirements. All areas not meeting regulatory requirements during the inspection will be reviewed and discussed, and you will have an opportunity to make any changes necessary to bring the facility into full compliance prior to a provisional child care license being issued.

The inspection involves, but is not limited to, evaluation of the following: the overall environment; equipment, supplies, materials, and age appropriate toys and books required to be available for children in care; hot water temperature measuring between 100 and 120 degrees Fahrenheit throughout the facility; drawers, cabinets, and closets in bedrooms, bathrooms and kitchen inspected for health and safety hazards; and measurement of the square footage in care areas inside and outside of the facility to ensure there is sufficient space appropriate for the number (capacity) of children for which the facility is applying to be licensed.

COMPREHENSIVE GENERAL LIABILITY INSURANCE (AMC 16.55.115C.1)

A licensed child care facility is required to maintain comprehensive general liability insurance coverage at all times to include transportation coverage if applicable. Once the pre-licensing inspection is completed and the child care licensing specialist has determined your facility is eligible for a provisional license, you will be required to obtain insurance coverage in an amount not less than:

1. \$300,000 per occurrence, and \$300,000 aggregate, for a facility licensed for 5 or fewer children;
2. \$500,000 per occurrence, and \$500,000 aggregate, for a facility licensed for 6 through 8 children;
3. \$1,000,000 per occurrence, and \$1,000,000 aggregate, for a center licensed for 9 through 40 children; and
4. \$1,000,000 per occurrence, and \$2,000,000 aggregate, for a center licensed for 41 or more children.

The facility shall provide written proof of a policy required by AMC 16.55 with the initial application, whenever the policy is renewed, and when the facility's license from the municipality is renewed.

PROVISIONAL CHILD CARE LICENSE ISSUANCE

Once you have met the requirements for licensure, a provisional child care license will be issued for your child care facility with an effective date of the first day of the following month. A provisional child care license is issued for a period of one year, during which time your facility will be monitored through announced and unannounced inspections and investigations (as applicable), to ensure compliance with child care licensing regulations and requirements. You must be able to demonstrate compliance with child care licensing statutes and regulations in order to remain licensed and be eligible to renew your license and receive a biennial child care license.

Please Note: A licensed child care facility found out of compliance with child care licensing requirements may be subject to enforcement actions including but not limited to: specific conditions, fines, revocation or non-renewal of licensure, and/or revocation of the ability to provide child care services in the State of Alaska.