CHILD DEVELOPMENT HOME LICENSING ORIENTATION

Child Care Licensing Staff

	Wards 1, 8	Wards 2, 5, 7	Wards 4, 6	Ward 3, Out of School Time, Relative Childcare
Licensing Specialist	Candia Faison 442-4783	Pushpa Agarwal 442-4712	Zahra Ali 442-4713	Yesset Makonnen 727-8132
	Joy Miller 727-8156	Cynthia Mitchell 442-4716	Kimberly Handon- Lindsey 442-5871	
		Nykisha Haley 442-5860	Sheena King 727-8129	

Step One: Orientation

- View the online licensing webinar.

- Please note in- person licensing orientations are available if there is a high volume of requests.

Step Two: Obtain Home Occupation Permit

- **Obtain a Home Occupation Permit from:**

Department of Consumer and Regulatory Affairs (DCRA)

Building and Land Regulation Administration

Zoning Division

1100 4th Street, SW -2nd Floor

Washington, DC 20024

http://dcra.dc.gov

dcra@dc.gov

Step Three: Submit Application

- Prepare the Initial Application Materials
  - Application
  - Clean Hands Act Certification
  - Original Certificate of Good Standing (if incorporated)
  - $75 Application Fee (made payable to DC Treasurer)
  - Copy of Certificate of Occupancy
  - Copy of Orientation Certificate
  - Federal Background and Criminal History Check Results for applicant
  - Provider Credentials (if hired at this point)
  - Proof of current liability insurance coverage

- Submit the Initial Application Materials to:

Office of the State Superintendent of Education
Division of Early Learning
Child Care Licensing Unit
810 First Street, NE-4th Floor
Washington, DC 20002

Step Four: Prepare for Initial Inspection

- The Licensing Specialist assigned to your Ward will contact you within 10 business days of application receipt.
- Prepare the following for review:
  - Program and Policy Statement
  - Emergency Contingency Plan
  - Sample 5-day menu following USDA Child and Adult Food Care Program meal pattern

Step Five: Initial Inspection

- Licensing Specialist will:
  - inspect your home to ensure all safety, health, and licensing requirements are met
  - review all documents submitted by applicant for initial inspection
  - issue a Statement of Deficiencies Report with recommended Plan of Correction
- Applicant has 60 days to abate existing deficiencies.

Step Six: Lead Inspection

- Obtain a Lead-Based Paint Clearance from a certified Lead Risk Assessor if the site was built prior to 1979.

- A list of Certified Lead Risk Assessors can be found at:

  District Department of the Environment
  1200 First Street, NE 5th Floor
  Washington, DC 20002
  http://www.ddoe.dc.gov

- Submit a copy of your Lead-Based Paint Clearance to your Licensing Specialist upon receipt, prior to the issuance of the license.

Step Seven: Approved Fire Evacuation Plan

- Your Licensing Specialist will make a referral on your behalf to the Department of Consumer and Regulatory Affairs (DCRA), Fire Protection Branch, and Building and Land Regulation Administration.

- A DCRA representative will contact you to schedule a full on-site Fire Prevention Inspection and Fire Evacuation Plan review.

- Submit a copy of your Final Inspection Approval and Fire Evacuation Plan to your Licensing Specialist upon receipt.

Step Eight: Prepare Site

- Purchase developmentally appropriate materials, manipulatives, equipment, cots/cribs that is sufficient for the number of children enrolled.

- Identify program space and set up program learning/activity areas for children.

- Complete staff files which include: a current health certificate, employee health information form, employee appointment form, educational credentials, resume, Sudden Infant Death Syndrome (SIDS) Training, First Aid and CPR certification.

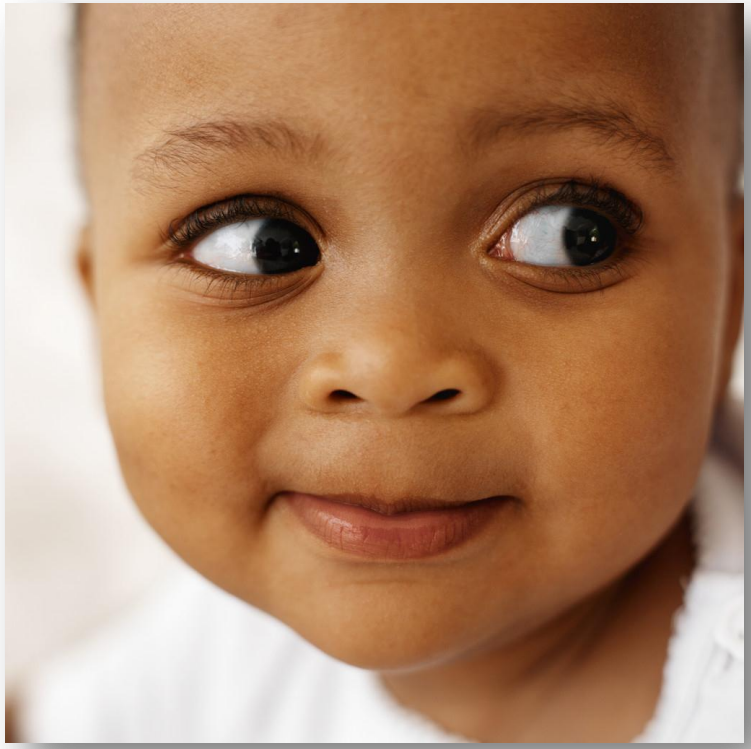
- Prepare sample children's recordkeeping filing system.

Step Nine: Schedule Follow-Up Inspection

- Contact your Licensing Specialist to schedule a follow up inspection and Validation Inspection.

Step Ten: Initial License Issuance

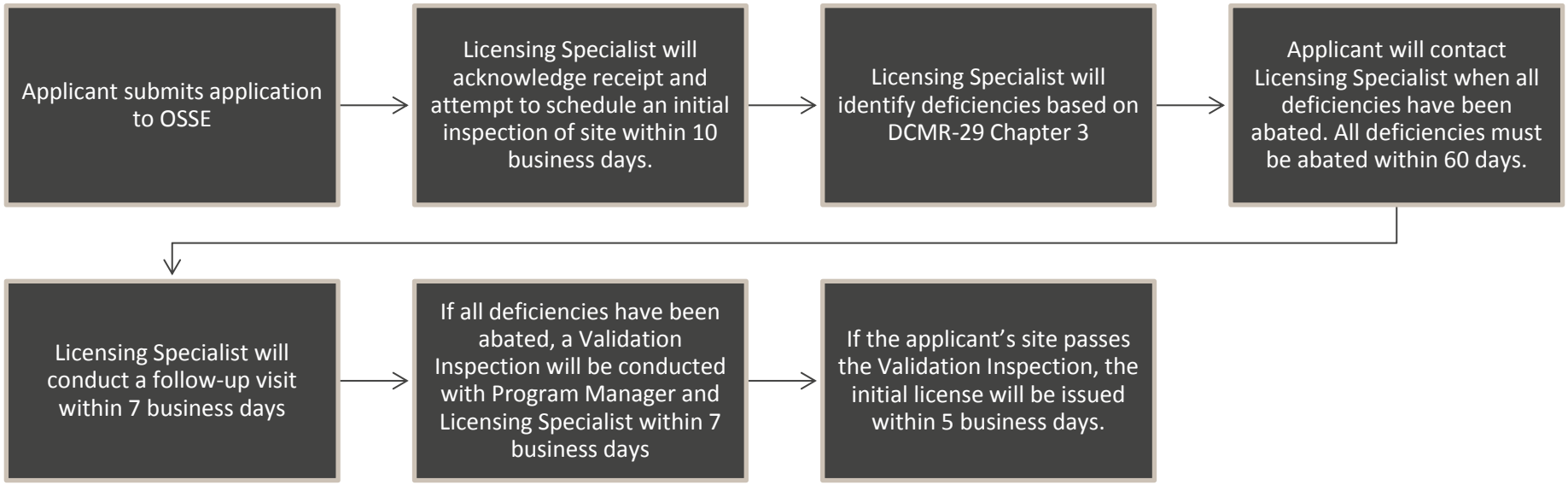
- Licensing Specialist will access steps one through nine for completion and will issue an initial license.



Licensing Timeline

Licensing Timeline

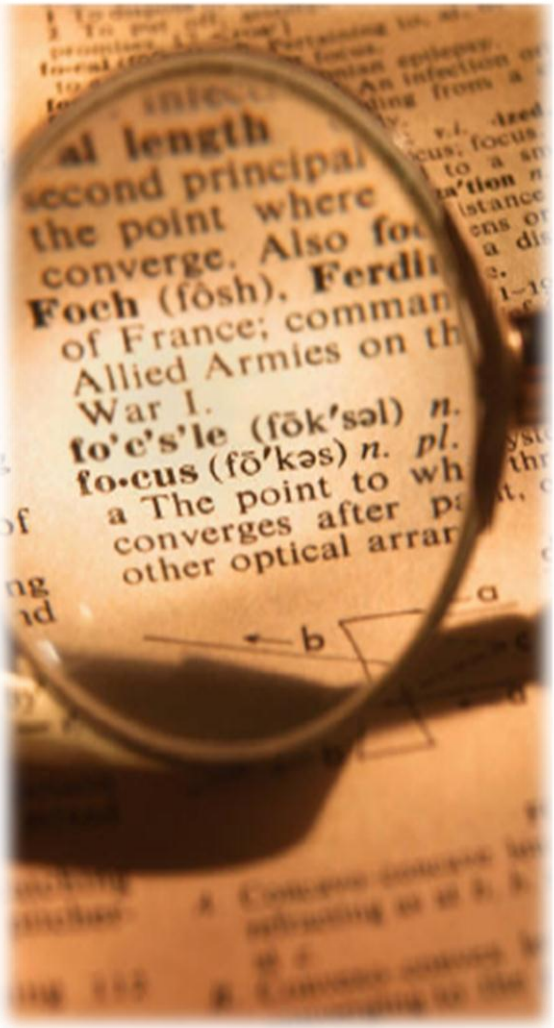
The licensing process takes approximately 1- 3 months. The timeframe in which an applicant receives his/her license heavily depends on his/ her availability and the timeframe it takes for the applicant to correct any identified deficiencies.



Regulations and Requirements

Inspection Authority

- The Child Care Licensing Unit has the authority to:
  - Enter the premises of any licensed Child Development Facility either with or without notice after presenting proper government identification.



Role of A Licensed Child Development Facility

- To protect the health, safety, and well-being of children in licensed Child Development Facility and to ensure the provision of developmentally appropriate programs to those children.
- To be in compliance with The District of Columbia, Title 29 DCMR, Chapter 3, Child Development Facility Regulations

Child Development Facilities Regulations

- The District of Columbia, Title 29 DCMR, Chapter 3: Child Development Facility Regulations can be found:
  - http://osse.dc.gov/sites/default/files/dc/sites/osse/publication/attachments/611_Licensing_Regulations_29_DCMR_3.pdf
  - http://www.dcregs.dc.gov/Gateway/ChapterHome.aspx?ChapterNumber=29-3

Capacity

- A Child Development Home may be licensed to provide care for up to six children.
- Up to six children maybe under the age of 2 as long as the provider maintains a 1:2 student child ratio to children under 2, provided that the adults posses a CDA or are currently enrolled in a CDA program.
- The number of the children in the Child Development Home, and the number of children under two (2) years of age, shall include all children age four (4) and younger who reside in the home of the Caregiver.

Indoor Space Requirements

- Each Child Development Home must obtain approval from the Superintendent for the use of all program space, and may only offer child care in approved space.
- The Caregiver shall arrange the play space and the furniture in the approved program space within the Child Development Home so as to allow adequate room for active and quiet play and for individual and group activities.
- Each Child Development Home shall provide a sufficient amount of developmentally appropriate materials, games, equipment, and books to meet the needs of the children enrolled at the Facility.

Indoor Space Requirements cont.

- Storage space/cubbies/napping equipment
- Space for individual groups/classes
- Drinking water
- Food preparation area to include sink, hot and cold water, refrigeration, and storage
- Facility must be clean, safe, sanitary and in good repair
- Hazardous materials must be inaccessible (i.e. paint, cleaning supplies, etc.)
- Storage areas for poisons must be locked

General Furnishings, Equipment, & Supplies

Each Child Development Facility shall provide a variety and sufficient quantities of materials, equipment and supplies for indoor and outdoor activities, consistent with the numbers, ages and needs of the infants, toddlers, preschool and school-age children enrolled.

Cots and Cribs

- Each child development facility must provide every child enrolled in a full day program with an individual crib or cot.
- Blanket(s) are to be provided by the facility or child's family.

Examples of Items Not Permitted

- Walkers
- Crib gyms
- Stacked cribs
- Playpens
- Projectile toys
- Tricycles with spokes

Outdoor Space Requirements

- All children should be given regular opportunities for outdoor play, in a safe, developmentally appropriate outdoor environment.

- If an outdoor play space is not available on the premises, the caregiver shall ensure that all enrolled children are given regular opportunities for safe play at one or more nearby parks or playgrounds.

Health and Sanitation Requirements

- The facility shall ensure that no person; including staff, parents, and visitors smoke or use tobacco products within the program space. During hours of operation, all tobacco products must remain out of the reach of children at all times.
- When children are in the care of the facility, on or off-site, no staff member shall be under the influence or consume alcoholic beverages or illegal drugs.

Health and Sanitation Requirements cont.

- Each Child Development Facility shall establish, implement, and display a written policy regarding hand washing, which addresses:
  - When hand washing is required for staff and for children
  - Specific hand washing procedures

Health and Sanitation Requirements cont.

- Each Child Development Facility shall locate its diaper-changing area so that it is in close proximity to a source of warm running water and soap and is not in or near the facility kitchen area.

Health and Safety Requirements cont.

- Each Home shall have, at all times, one staff person who possesses current certification in First Aid and CPR for children, and the prevention, recognition and management of communicable diseases.

- Each Home shall obtain and maintain a sufficient quantity of first aid supplies.

Health and Sanitation Requirements cont.

- Each facility shall comply with the latest recommendations of the American Academy Pediatrics with regard to SIDS which include:
  - Unless otherwise ordered by a physician or other qualified health care practitioner, each infant shall be placed on his or her back for sleeping;
  - Each infant shall be placed on his or her stomach for some part of the time during which he or she is awake and observed;
  - No positioning device shall be used to restrict the movement of an infant unless such device is ordered by a physician or other qualified health care practitioner;
  - No soft materials or objects such as pillows, quilts, comforters, sheepskins, and stuffed toys, shall be permitted in a infant's sleep environment;
  - If bumper pads are used in an infant's crib, they shall be this, firm, well-secured and not pillow-like, and they shall not be placed under a sleeping infant.
  - No infants shall be put to sleep on a sofa, soft mattress, waterbed, chair cushion or other soft surface.

Health and Sanitation Requirements cont.

- In the event that a Child Development Facility permits animals on the premises, it shall comply with the following requirements:
  - The Facility shall adhere to all local ordinances governing the keeping and maintenance of animals and shall maintain on the Facility premises, proof of current compliance with all applicable vaccination requirements.
  - The Facility shall advise the parent(s) or guardian(s) of the enrolled children of the presence of animals and shall ensure that all pets or animals permitted on the premises are in good health, show no evidence of carrying disease, are friendly toward children, and do not present threat to the health, safety, and well-being of children.

Health and Sanitation Requirements cont.

- Administration of Medication
  - No Child Development Facility may provide medicine or treatment with the exception of emergency first aid, to any child, unless the facility has obtained a written medical order or prescription from the child's licensed health care practitioner and the written consent of the child's parent(s) or guardian(s).
  - The facility may administer nonprescription topical ointments, including sun block, petroleum jelly, and diaper ointment, to a child, upon obtaining the permission of the child's parent(s) or guardian(s). Each nonprescription topical ointment must be maintained in its original container, and shall be administered in accordance with the manufacturer's instructions.

Transportation

Each Child Development Facility that owns, operates, or maintains one or more motor vehicles used for transporting children shall comply with all applicable federal and District of Columbia laws and regulations governing the maintenance and operation of motor vehicles and the transportation of children.

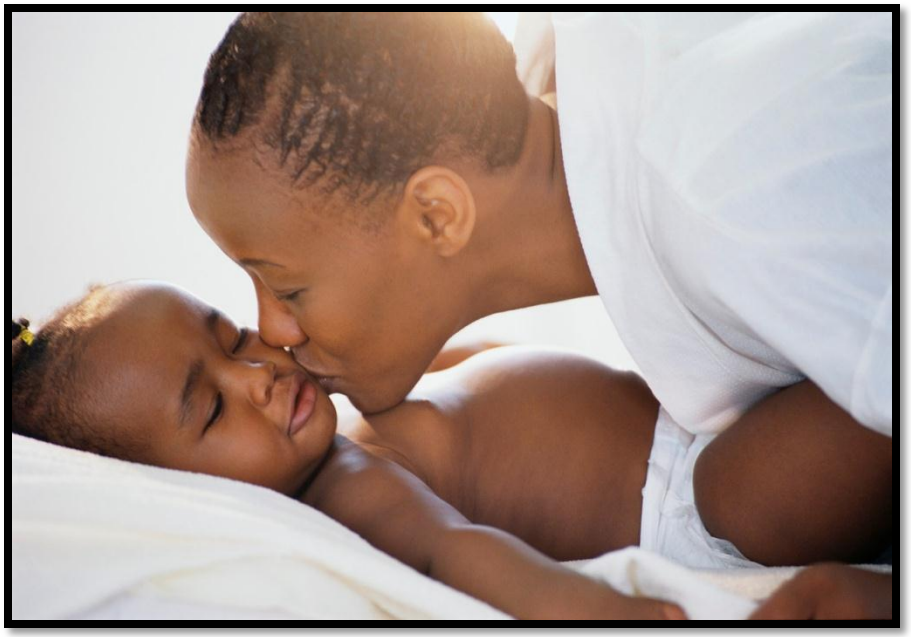
Child and Adult Care Food Program (CACFP)

CACFP in Childcare Homes

- All enrolled infants and/or children must be served all of the meal pattern components and their minimum portion sizes for each meal type (Breakfast, Lunch/Supper, Snack) whether the parent or center (which includes self-prep or catered meals) provides each component.
- Childcare providers must keep a menu which specifies all of the meal pattern components actually served to infants and/or children for each meal type.
- A Certified Food Manager must be on-site during meal preparation and service.
- Childcare providers must have a 3-day emergency supply of food that meets the CACFP meal pattern requirements on-site to distribute.

Infants in the CACFP

- Ages:
  - Birth through 11 months (up to 1 year old)
  - Subcategories:
    - 0-3 months
    - 4-7 months
    - 8-11 months



USDA Infant Meal Pattern

Meal	Meal Pattern Component	Ages 0-3 months	Ages 4-7 months	Ages 8-11 months
BREAKFAST	Breast Milk or Iron-Fortified Infant Formula	4-6 fluid ounces†	4-8 fluid ounces†	6-8 fluid ounces†
	Iron-Fortified Infant Cereal	N/A	0-3 tablespoons	2-4 tablespoons
	Fruit or Vegetable or Both♦	N/A	N/A	1-4 tablespoons
LUNCH/SUPPER	Breast Milk or Iron-Fortified Infant Formula	4-6 fluid ounces†	4-8 fluid ounces†	6-8 fluid ounces†
	Iron-Fortified Infant Cereal*	N/A	0-3 tablespoons	2-4 tablespoons
	Meat or Meat Alternate*	N/A	N/A	
	Meat, fish, poultry, egg yolk, or cooked dry beans or peas			1-4 tablespoons
	Cheese			1/2 - 2 ounces
	Cottage cheese			1-4 ounces (volume)
	Cheese food or cheese spread			1-4 ounces (weight)
	Fruit or Vegetable or Both♦	N/A	0-3 tablespoons	1-4 tablespoons
SNACK	Breast Milk or Iron-Fortified Infant Formula**	4-6 fluid ounces†	4-6 fluid ounces†	2-4 fluid ounces†
	Bread or crackers***	N/A	N/A	0-1/2 slice OR 0-2 crackers

USDA Meal Pattern Requirements - Infants

- Infant formula must be USDA-approved and iron-fortified
- Introduce table (solid) foods when infant is developmentally ready (4 through 11 months)
- For infants ages 8 – 11 months:
  - Serve infant cereal and/or appropriate meat or meat alternate at lunch/supper. You are not required to serve both.
  - 100% fruit/ vegetable juice may be substituted for breast milk or formula **at snack only**
  - Serve bread or crackers at snack when developmentally appropriate. You are not required to serve both.
- Meat/meat alternates must be single-ingredient (no combination jarred baby foods, ex: turkey dinner, chicken and apples)
- Combination foods cannot be served (spaghetti, casseroles, etc)

USDA Child Meal Pattern

Meal	Meal Pattern Component	Ages 1-2	Ages 3-5
BREAKFAST	Fluid Milk*	1/2 cup	3/4 cup
	Juice or Fruit or Vegetable	1/4 cup	1/2 cup
	Bread or Bread Alternate	1/2 slice, or 1/4 cup cereal or other grain	1/2 slice, 1/3 cup dry cereal, or 1/4 cup cooked cereal or other grain
LUNCH/SUPPER	Fluid Milk*	1/2 cup	3/4 cup
	Meat or Meat Alternate	1 ounce equivalent	1-1/2 ounce equivalents
	Meat, poultry or fish	*1 ounce*	*1-1/2 ounces*
	Cheese	*1 ounce*	*1-1/2 ounce*
	Egg	*1/2 egg*	*3/4 egg*
	Cooked dry beans or peas	*1/4 cup*	*3/8 cup*
	Nut or seed butters	*2 tablespoons*	*3 tablespoons*
	Nuts or seeds	*1/2 ounce***	*3/4 ounce***
	Yogurt	*4 ounces*	*6 ounces*
	Fruit or Vegetable (2 types)	1/4 cup (total)	1/2 cup (total)
	Bread or Bread Alternate	1/2 slice, or 1/4 cup cereal or other grain	1/2 slice, 1/3 cup dry cereal, or 1/4 cup cooked cereal or other grain
SNACK Choose Two Components	Fluid Milk	1/2 cup	1/2 cup
	Juice or Fruit or Vegetable	1/2 cup	1/2 cup
	Meat or Meat Alternate	1/2 ounce equivalent	1/2 ounce equivalent
	Bread or Bread Alternate	1/2 slice, or 1/4 cup cereal or other grain	1/2 slice, 1/3 cup dry cereal, or 1/4 cup cooked cereal or other grain

**All meal pattern components listed for each meal type must be served to every child with the exception of "Snack" when only two of the four components must be served.*

**The portion sizes listed above are the minimum portion sizes that each child must be served for each meal pattern component for the meal type specified.*

For lunch: please note two fruits, two vegetables, **or a fruit and a vegetable must be served.*

USDA Meal Pattern Requirements – Children

- Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 and older
  - There are seven brands of non-dairy soy milks approved by the USDA for substitution of fluid cow's milk in the CACFP meal pattern requirements:
    - 8th Continent Original Soy Milk
    - Pacific Natural Ultra Soy Milk
    - Pacific Natural Ultra Soy Milk, Vanilla
    - Kikkoman Pearl Organic Soymilk Smart, Creamy Vanilla
    - Kikkoman Pearl Organic Soymilk Smart, Chocolate
    - Safeway Lucerne Original Soy Milk
    - WhiteWave Foods Silk® Original Soymilk
- Fruit or vegetable juice must be full-strength (100%)
- Breads and grains must be made from whole-grain or enriched grain or flour
- A serving of meat/meat alternates consists of the edible portion of cooked lean meat or poultry or fish.
- For lunch/supper: nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the meal pattern component requirement
- For snack: milk and juice cannot be served together
- For snack: a fruit and vegetable cannot be served together because both of those would be considered the same component (juice/fruit/vegetable)

CACFP Reimbursement

Interested in Receiving Monthly Reimbursement to help offset your costs for CACFP meals?

A family home provider may be eligible to receive reimbursement for meals served to children up to the age of 12 who are enrolled for child care in the day care home. In addition, the provider may be eligible to receive reimbursement for their own children if they are eligible for free or reduced-price meals and receive meals with at least one nonresidential child enrolled for care.

FDCH providers can participate in the CACFP through the authority of the non-profit agency that serves as the sponsoring organization. The sponsoring organization signs an agreement with the Office of the State Superintendent of Education to manage the CACFP.

To learn more about enrolling in the CACFP, contact these local sponsors:

- The Planning Council: 202-331-1782 or 855-334-5347 (toll free)
- T&T Tutor World, Inc: 301-599-7960
- United Planning Organization: 202-238-4632

Record Keeping

Staff Recordkeeping

STAFF/VOLUNTEER RECORDKEEPING CHECKLIST

- Child care employee appointment, promotion, or separation notification
- Child development facility employee health information form
- Staff health certificate
- Credential/ transcript
- First aid and CPR certification
- Food handling identification (if applicable)
- Sudden infant death syndrome training (if applicable)
- Federal criminal and background history check results
- Any applicable forms

Children's Recordkeeping

CHILDREN'S RECORDKEEPING CHECKLIST

- Registration record
- Travel activity authorization
- Proof parents received, read, and understand program's policies and procedures
- Authorization for child's emergency medical treatment
- DC universal health certificate exam
- DC oral health exam certificate
- Medication authorization record (if applicable)
- Developmental progress reports
- Unusual incident reports
- Any applicable forms

Next Steps: Comprehension Quiz

- In order to receive your licensing application, you must take and pass the online comprehension quiz.
  - The quiz has 10 multiple choice questions and one short answer.
  - In order to pass the quiz, you must receive 10 out of 10 correct on the multiple choice and a “satisfactory” on the short answer.
  - There is no time limit.
  - One applicant is allowed **two** attempts to pass the quiz. If you do not pass after **two** attempts, you must wait 60 days before taking the quiz again.
  - You will receive an email stating whether you passed or failed. Once you have passed, bring a copy of the email to 810 First Street NE, 4th floor to receive your licensing application.

Comprehension Quiz

Access the quiz by clicking the link below:

ONLINE COMPREHENSION QUIZ

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