



INITIAL CHILD DEVELOPMENT CENTER LICENSING REQUIREMENTS CHECKLIST

1. ORIENTATION

Complete *the child development center licensing orientation*. Completing an orientation in person or through the online licensing webinar is required prior to applying for a child care license (5 DCMR 103.2). A copy of your certificate must be submitted with your application. Certificates will only be given to those individuals who complete the session. Submitting an application prior to completing the required orientation may result in suspending the processing of the application until this requirement is met.

2. CERTIFICATE OF OCCUPANCY

Select a location and obtain a *Certificate of Occupancy* from the Department of Consumer and Regulatory Affairs (DCRA), Building and Land Regulation Administration, Zoning Division at 1100 Fourth Street, SW, Second Floor (see 5 DCMR 103.5 (a)). Your Certificate of Occupancy should include the following information: Child care center, the maximum number of infants and children to be cared for, hours of operation, and number of staff. Note: If you apply for a 24-hour child development center license, you must inform the Zoning Division when you apply for the Certificate of Occupancy.

3. INITIAL APPLICATION

Submit the following document to the Office of the State Superintendent of Education, Division of Early Learning, Licensing and Compliance Unit (LCU):

Child Development Center Application, application fee of \$75, and all applicable forms which include the following (See 5 DCMR 103.4, 103.5, 108.2):

- Documentation of completion of Criminal Background Checks and Child Protection Register Checks for applicant
- Clean Hands Act Certification (Within 30 days of the date the application is submitted)
- Director Qualifications (if hired by time of application)
- Proof of insurance that includes a reasonable coverage (i.e., commercial general liability, umbrella "Follow Form" liability, sexual abuse and molestation liability, and vehicle liability)
- Fire Safety Inspection Certification from D.C Fire and Emergency Medical Services (FEMS)
- Lead-based Paint Certification or Clearance Report by Department of Energy and Environment
- Notarized Building Use Agreement (if applicable)
- Safe Evacuation Site with facility closure consent statement (if applicable)
- If you are incorporated or plan to be incorporated, you must submit an original Certificate of Good Standing (valid for 30 days) from the DCRA, Corporation Division at 1100 Fourth Street, SW, Second Floor.

A. Original Certificate of Occupancy

B. Develop and submit your program policies and procedures for review and approval (See 5 DCMR 127)

C. Develop an Emergency Preparedness and Response Plan in the event you need to evacuate the premises. The owner of your approved contingency location (Building Use Agreement) must sign the plan. The plan must also be notarized and updated annually. (Official OSSE template can be found in the application package).

D. Sample 5-day menu following the USDA Child and Adult Care Food Program Meal Pattern for review and approval (see 5 DCMR 155 and DC Food Code Title 25). *You must include additional meals and snacks for evening, nighttime, and/or a 24-hour child care.*

4. INITIAL INSPECTION

The licensing specialist will call you within 10 business days of receiving the application from the supervisor and schedule an appointment to conduct the initial onsite inspection. At this time, you may receive statement of deficiency(ies) if the facility is out of compliance with the licensing regulations that must be corrected within the timeframes in the regulations before a license can be issued.

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5. **STAFF**
 - Recruit staff, submit to the LCU complete health certificates, appointment forms, resumes, and credentials for review and approval. Official transcripts for the director and teachers must have the college or university's seal. All credentials (including CDA certificates) must be verified. (See 164, 166, 166). *You must submit a staffing pattern for evening, nighttime, and/or 24-hour child care.*
6. **FIRST AID, CPR and Sudden Infant Death Syndrome (SIDS)**
 - Submit documentation of 2 staff members with First Aid and CPR Certification information. At least two staff certified in First Aid and CPR must be present with the children at all times. (See 150.2 and 158.22).
 - Purchase sufficient first aid supplies for the number of children to be served and for off-site trips (5 DCMR 150.3, 150.4, 150.6).
 - SIDS Training (if applicable)
7. **FOOD SERVICE**
 - Obtain and submit a Certified Food Protection Manager Certificate picture identification card to prepare and serve foods (see 25-A DCMR 155.4, 155.15, 156). Information is available from the Department of Health, Food Safety, and Hygiene Inspection Services Division, 825 North Capitol St. NE, Eighth Floor, (202) 535-2180. *A Certified Food Protection Manager must be present whenever meals and/or snacks are prepared and served.*
8. **EQUIPMENT, MATERIALS, AND FURNISHINGS**
 - Purchase developmentally-appropriate toys, manipulatives, equipment, and cots/cribs (see 5 DCMR 126). *The Facility must have adequate supplies for the number of children enrolled.*
9. **STORAGE SPACE/ACTIVITIES AND CURRICULUM**
 - Identify individual storage space for children and set up program learning/activity areas for children (see 5 DCMR 122.5, 163.4, and 140).
10. **CHILDREN'S RECORDS**
 - Obtain complete copies of applicable forms for children and maintain in individual files including but not limited to Registration Record, Authorization for Emergency Medical Treatment, current immunizations, and a Child Health Universal Certification (see 5 DCMR 130).
11. **STAFF RECORDS**
 - Obtain complete copies of applicable forms for staff and maintain in individual files including but not limited to: health record, criminal background history checks (suitability determination letters issued by OSSE) (if applicable, credentials or transcripts) (see 5 DCMR 131, 133).
12. **FOLLOW-UP INSPECTION**
 - Correct all deficiencies that were given during inspection and schedule an appointment to conduct a follow-up inspection within 60 days to ensure that all requirements are met.
13. **VALIDATION INSPECTION**
 - A validation inspection will be conducted by a supervisor to ensure compliance with licensing regulations before a child care facility license shall be issued.

When all licensure requirements are met, a child development center license will be issued. Applicants seeking a child care facility license are required to pay the facility licensure fee. The facility licensure fee depends on the licensed capacity of the facility. The hours of operation, ages, and the number of infants and/or children you can care for will be included on the facility license. Your child development facility license must be renewed every three years. You must have a child development facility license before you can take care of children or you shall be subject to civil fines, criminal prosecution, and injunctions (see 5 DCMR 136).