



Licensing 101

An introduction to Child Care Licensing



State of Alaska
Department of Health and Social Services
Division of Public Assistance



Who must get a child care license?

In general, anyone caring for more than four non-related children

- Some types of facilities are exempt from licensure - click [here](#) to view.



Who regulates licensing?

The Alaska Child Care Program Office is part of the Division of Public Assistance. They make sure that child care facilities meet State and Federal Laws and Regulations.



Who is accountable?

The Owner/Administrator and Staff of the child care facility are responsible for understanding and complying with State child care licensing regulations.

- ***To view the regulations, click [here](#)***



What is a Licensed Child Care Facility?

A State approved safe place where children are supervised, educated, and shown positive interactions in a healthy environment.



A Licensed Child Care Facility is:

- a facility that is safe for children
- a facility where children can grow and learn
- a facility where educated and trained adults of good character supervise children at all times

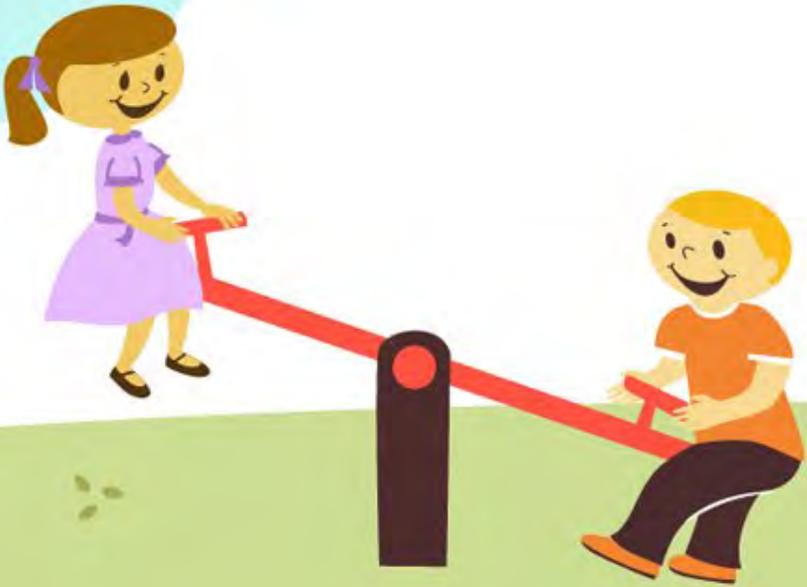


A Licensed Child Care Facility is:

- a facility with a program that promotes quality of care
- a facility that promotes positive interactions with children and parents



Benefits of Licensing



Why be licensed?

- Professional recognition by clients and community – licensed providers are viewed favorably by families



Why be licensed?

- Care for more children – increase your capacity and grow your business



Why be licensed?

Professional development support: *thread* is a statewide network of professionals who work with child care providers to help them learn the best practices in early childhood education.

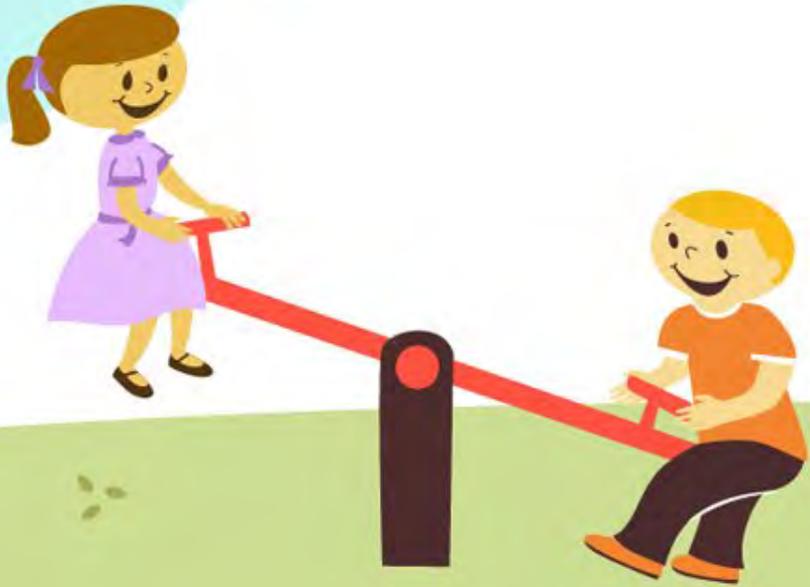


Why be licensed?

Qualify for subsidized support programs like
Child Care Assistance, Child Care Grant, and
the Child Care Food Program



Types of Licenses



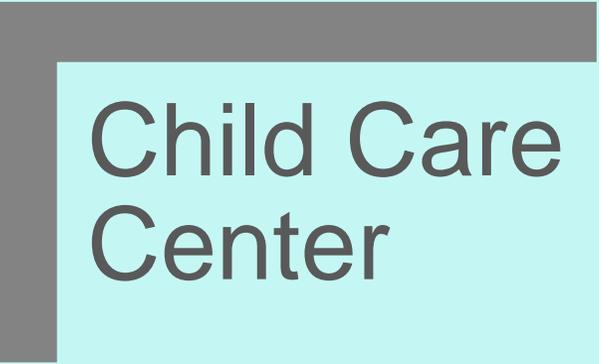
What are the 3 kinds of Licensed Child Care Facilities?



Child Care Home



Child Care Group Home



Child Care Center



What is the difference?



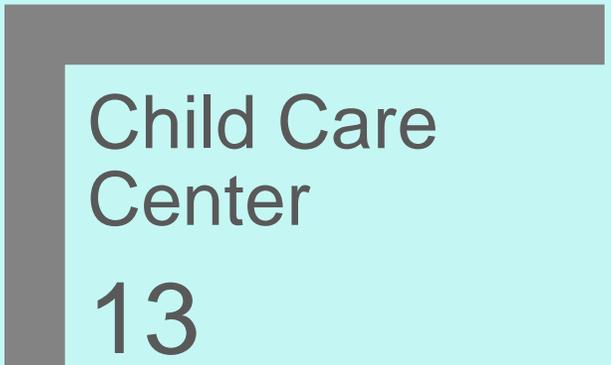
Child Care
Home

Up to 8
Children



Child Care
Group Home

9 to 12
Children



Child Care
Center

13
Children +

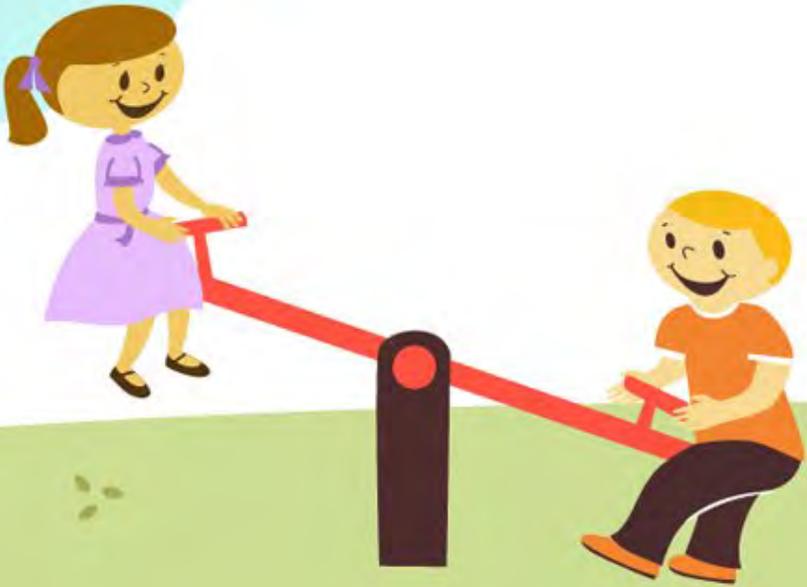


What other differences are there between Homes, Group Homes and Centers? (click for regulations)

- [Caregiver-to-child ratio requirements](#)
- [Caregiver age qualifications](#)
- [Administrator education/Caregiver training qualifications](#)



The Licensing Process



Consider.....

Will I have enough employees who can pass a background check? Are the Administrators and Caregivers qualified?

Will they need more training?



Consider.....

Will I have an approved location (permits and regulations) with enough safe indoor and outdoor play space?



Consider.....

- Do I have the appropriate Business License(s) for my location?
- Will I have enough supplies, toys, furniture and learning materials for the children?



Are there potential costs to becoming licensed?

- Permits and licenses
- Fire safety review and inspection fees
- Alaska Background Check program fees



Are there potential costs to becoming licensed?

- Possible repairs/modifications to building
- Possible well water test fees
- Pediatric First Aid/CPR and other required certifications and trainings



Steps to becoming licensed:

- Complete and submit a Provisional Child Care Licensing Application packet
- Obtain valid background checks for you and all household members and/or caregivers 16 years of age and older



Steps to becoming licensed:

- Obtain Fire Marshal Inspection/Plan Approval if applicable
- Participate in an administrator orientation to child care licensing regulations, statutes and requirements

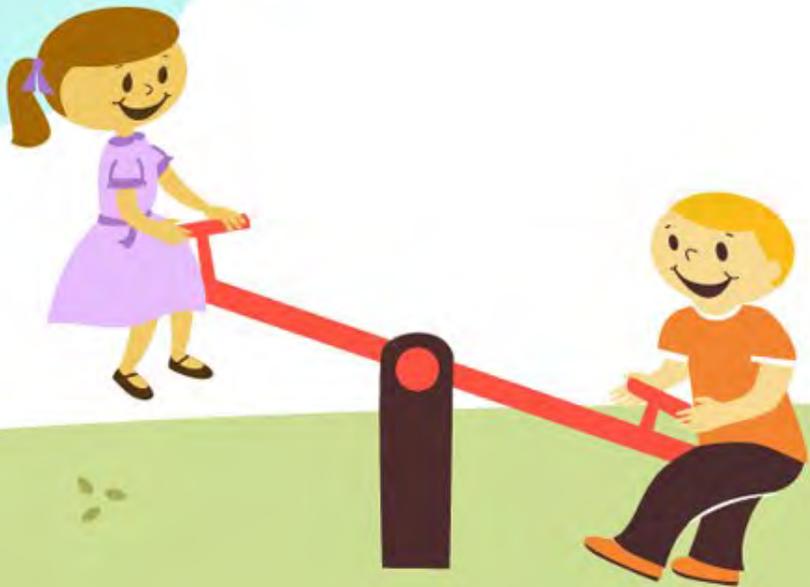


Steps to becoming licensed:

- Participate in an onsite compliance evaluation – a full premises inspection of the entire inside of the facility and outside of the property



After Licensing



Once you're licensed....

- You will be subject to announced and un-announced inspections
- Your licensing specialist will work cooperatively with you on a plan of correction for any findings



Once you're licensed....

- If the facility continues to be out of compliance, or the violations are severe, providers may be subject to financial and other penalties up to and including closure.



You'll continue to work with other agencies...

**Alaska Background
Check Program**

Business License

**DEC
(water/food service)**

**Fire
Marshal**

**Local or Regional
requirements**

***thread*
(Resource &
Referral)**



Call the

Child Care Program Office

1-888-268-4632

Tell them you want to be a
licensed child care provider and
where you live.

*I want to be
licensed – what
do I do now?*

