CHILD CARE LICENSING PROGRAM
Division of Public Assistance
Child Care Program Office

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 State of Alaska child care licensing statutes and regulations.

The statutes and regulations are located on the Child Care Program Office (CCPO) website at: http://www.hss.state.ak.us/dpa/programs/ccare/. 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 your local CCPO at one of the following numbers:

Statewide:	1(888) 268-4632 (toll free)
Anchorage Office:	(907) 269-4500
Fairbanks and Juneau Offices:	(907) 465-4756

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 your local CCPO to complete the licensing requirements for a Provisional Child Care License. Additional forms and resources are also available on the CCPO website at: http://www.hss.state.ak.us/dpa/programs/ccare/.

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 be submitted on forms supplied by the department as listed below, unless specified in this section or on the form, and include any additional supplemental documentation and action required, as applicable.

1. **APPLICATION FOR PROVISIONAL CHILD CARE LICENSE**
   The *Application for Provisional Child Care License* CC52 form provides the CCPO 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 several sections which all need to be completed. Some sections identify supplemental forms which also need to be completed, if applicable to your facility.

2. **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 an application packet for a Provisional Child Care License is received by the CCPO, additional instructions on how to obtain a valid criminal history check will be provided.

3. **CPR AND FIRST AID**
   Regulations require all caregivers to have pediatric cardiopulmonary resuscitation (CPR) and First Aid certifications. A copy of both sides of the valid certifications must be submitted as part of your application packet.

4. **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 current State of Alaska Business License must be submitted as part of your application packet.

5. **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 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 schedule of activities, parent visiting and access, plan of supervision, and additional requirements as applicable. Enclosed is a *Child Care Facility Parent Policies Checklist* CC77 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* CC60 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 substitute caregiver (Administrator Designee) or other qualified caregiver.

Child Care Facility Staffing Plan

The *Child Care Facility Staffing Plan* CC71 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 are maintained at all times.

For a Child Care Home, a *Child Care Facility Staffing Plan* CC71is required only if the facility employs a substitute caregiver (Administrator Designee) or other qualified caregiver.

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* CC67 has been provided for your convenience to document your facility's disaster preparedness and emergency evacuation plan or to use as a guideline for developing your own plan that meets licensing requirements.

Please Note: A *First Aid and Disaster Kit Checklist* CC62 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* CC73 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 CCPO, 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 MARSHAL

Fire Inspection Report: Licensed child care facilities caring for six or more children must have approval from their local or State of Alaska Fire Marshal's office depending on jurisdiction. Fire Marshal approval is not needed to be licensed for five or fewer children, unless required by a municipality to which the state Fire Marshal has deferred building fire safety inspection and enforcement activities under 13 AAC 50.075(c). A child care facility applying to operate any hours after 10:00pm or before 6:00am, or 24 hours a day will also need approval from their local or state Fire Marshal's office prior to a nighttime care specialization being approved by the department. After receipt of an application packet for a Provisional Child Care License, your Child Care Licensing Specialist will request the fire inspection from the appropriate Fire Marshal's office by submitting a *Fire Safety Inspection Request* form or will provide you with contact information for the appropriate Fire Marshal's office so you can contact them, as applicable to your facility's location. It is the responsibility of the applicant to ensure payment of any fee, if applicable, is submitted to the Fire Marshal's office.

APPROVAL BY DEPARTMENT OF ENVIRONMENTAL CONSERVATION (DEC)

Food Service (Child Care Centers Only): Licensed child care centers serving or preparing food may be required to have a *Food Service Permit*. Your Child Care Licensing Specialist will submit a request to the facility's local DEC office requesting an inspection of the facility. DEC will contact you regarding any forms that may need to be completed, any additional required documentation to submit, notify you of any associated fees (if applicable), and to schedule an on-site inspection.

Well Water (All Facilities): If your facility has a 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/Home/Index.
A copy of the approved water test must be submitted as part of your application packet and annually thereafter.

Septic System (All Facilities): If your facility has a septic system it must meet the requirements of 7 AAC 10.1030 Toilet facilities, sinks, showers, and bathing, and comply with wastewater disposal regulations 18 AAC 72. For more information visit: http://dec.alaska.gov/water/wwdp/onsite/index.htm or contact the Alaska Division of Water at (907)465-5180 or 1(800)770-8973. A copy of the approval or installation authorization received from DEC must be submitted as part of your application packet.

APPROVAL BY LOCAL CITY PLANNING AND/OR ZONING OFFICE(S)

Licensed child care facilities may be required to obtain specific approval or permits from their local city planning and/or zoning office(s) to operate a licensed child care facility in their community. It is your responsibility to contact your local city planning and/or zoning office(s) to determine if specific approval or permits are required and to take action as necessary to comply with the requirement(s). A copy of the approval(s) or permit(s) must be submitted as part of your application packet.

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. 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.

The Provisional Child Care Licensing Orientation will be completed with the Child Care Licensing Specialist at the facility during the scheduled on-site inspection appointment. Please plan at least three to five hours to complete both the Provisional Child Care Licensing Orientation and the on-site 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.

ON-SITE INSPECTION

The 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 an examination of any vehicle(s) 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 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 concerns; 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.

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.