

Introduction to Child Care Licensing

STATE OF ALASKA

Department of Health and Social Services

Division of Public Assistance



Child Care Program Office
3601 C Street, Suite 140
Anchorage, AK 99503

What is a High Quality Child Care Facility ?

It's a Child Care Facility

- that is safe and secure for children
- where children can grow and learn
- where children will be supervised by adults at all times
- with educated and trained caregivers to care for children.
- with a program set up to promote quality
- that promotes positive interactions with children and parents



State of Alaska Statutes and Regulations Govern 3 Types of Child Care Licenses:

- Child Care Home License
- Child Care Group Home License
- Child Care Center License

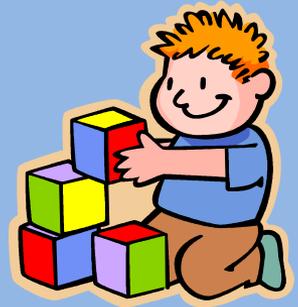
You will be responsible for understanding and complying with the following State of Alaska Statutes and Regulations:

- AS 47.05.300 – AS 47.05.390
- AS 47.32.010 – AS 47.32.900
- 7AAC 10.010 – 7AAC 10.9990
- 7AAC 57.010 – 7AAC 57.990

Child Care Licensing statutes and regulations are located on the CCPO website: <http://dhss.alaska.gov/dpa/Pages/ccare/regs.aspx>

CHILD CARE HOMES

- Administrator must be 18 years of age or older
- No more than 8 children total under age 13, including caregiver's own children under age 12
- No more than 5 children without Fire Marshal approval
- No more than 3 children under 30 months
- No more than 2 non-ambulatory children
- At least 1 adult caregiver 18 years of age or older
- No more than 5 children in nighttime care including caregiver's own children under age 18



CHILD CARE GROUP HOMES

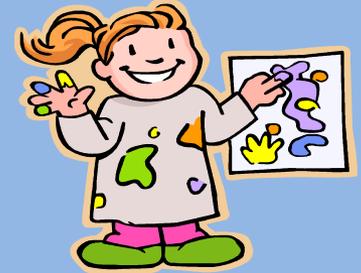
- Administrator must be 21 years of age or older
- No more than 12 children total under age 13
- No more than 5 children under 30 months
- No more than 4 non-ambulatory children
- No more than 5 children in nighttime care including caregiver's own children under age 18
- 2 caregivers are required.

EXCEPTION: 1 caregiver may be allowed, if that caregiver meets the experience and education requirements; and the facility may only have:

- No more than 10 children; none under 30 months, or
- No more than 12 children; all school age.

CHILD CARE CENTERS

- Administrator must be 21 years of age or older
- Provide care for 13 or more children
- 1 caregiver for every 5 infants (birth through 18 months)
- 1 caregiver for every 6 toddlers (19 months to 36 months)
- 1 caregiver for every 10 preschool children (3 & 4 years)
- 1 caregiver for every 14 kindergarten children (5 & 6 years)
- 1 caregiver for every 18 school age children (7 through 12 years)



ADMINISTRATOR QUALIFICATIONS

- ALL Child Care Facility Administrators must have:
 - ✓ An understanding of the development of children
 - ✓ The ability to care for children
 - ✓ Skills to work with children, family members, department staff, community agencies, and, if applicable, staff of the child care facility.
- Administrator of a Child Care Center must have:
 - ✓ Management and supervisory skills necessary to handle finances, plan and evaluate programs, and select and supervise personnel, including delegation of responsibility and motivation of staff
 - ✓ At least 12 semester hours of college credit in early childhood development, child development, child psychology, or the equivalent, or must hold either a current Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognition or a Montessori certificate issued by a program accredited by the Montessori Accreditation Commission for Teacher Education

Steps to Becoming Licensed:

1. Complete a Child Care Licensing Application Packet for the type of License you would like to obtain (Home, Group Home or Center)
2. Obtain valid criminal history clearances for you and all household members and/or caregivers 16 years of age and older.
3. Submit all required items:
 - ✓ Fire Marshall Approval if applicable
 - ✓ Any missing items from your Application Packet requested on your '10 Day Letter.'
4. Participate in an Administrator Orientation to Child Care Licensing regulations, statutes and requirements.
5. Participate in an On-site Compliance Evaluation (full premises inspection of the entire inside of the facility and outside property where the facility is located).

Work With Other Agencies:

- **Background Check Program (BCP)**
(Provisional & Final clearance process)
- **State of Alaska Business License**
- **Department of Environmental Conservation (DEC)**
(Food Establishment Permit, Water tests for Class C wells and non-public water systems)
- **Fire Marshall Inspection and Approval**
- **Municipal/City ordinance requirements and business license**
- Alaska Immunization Program/ Alaska Department of Public Health, Epidemiology
- *thread* – Alaska's Child Care Resource & Referral Network
(Visit www.threadalaska.org to contact your local office)
- Child Care Assistance Local Administrators
(Visit http://dhss.alaska.gov/dpa/Documents/dpa/programs/ccare/files/LA_list.pdf)
- Child Care Program Office (CCPO)
(Child Care Licensing (except MOA), Child Care Assistance Program, Alaska Inclusive Child Care Program and Child Care Grant Program)



Initial On-Site Compliance Evaluation

- On-site Compliance Evaluation occurs at the facility after the Child Care License Application Packet is complete
- Administrator training on Child Care Licensing statutes and regulations, including a review of the on-site checklist used for full premises inspections
- Administrator questions are answered and any areas of concern are addressed
- Participate in an On-site Compliance Evaluation (full premises inspection of the entire inside of the facility and outside property where the facility is located)
- Will take at least 3-5 hours

Costs of Becoming a Licensed Child Care Provider

- Health and safety equipment
- Background clearance(s)
- Age appropriate CPR/First Aid certification(s)
- Required annual trainings
- Equipment & supplies for children
- Fire inspection fees
- Well water test fees, if applicable
- Possible repairs and/or modifications to the premises (indoor/outdoor) of the facility, if applicable
- State of Alaska Business License & other applicable Municipal Licenses and permits, if applicable



Benefits of Becoming a Licensed Child Care Facility?

- Licensed Providers are viewed as an early childhood professional
- Families seek safe and secure child care through Licensed Providers
- As a Licensed Provider you may care for more children
- Licensed Providers may participate in the Child Care Grant Program to receive monthly reimbursements for operating costs and training
- Child Care Assistance: Licensed Providers are eligible to receive increased reimbursement amounts if caring for participating families
- Licensed Providers have access to additional supports such as the Child and Adult Care Food Program and professional development through *thread*, Alaska's Statewide Child Care Resource and Referral Network.

Child Care Licensing Resources

- **Municipality of Anchorage Child Care Licensing:** TL: (907) 343-4738 Fax: (907) 343-4727
Physical Address: 825 L Street, 3rd Floor, Anchorage, AK 99501
<http://www.muni.org/Departments/health/services/Pages/Child.aspx>
- ***thread*, Alaska's Statewide Child Care Resource & Referral Network:** <http://www.threadalaska.org/>
- **Child and Adult Care Food Program:** <http://education.alaska.gov/tls/cnp/CACFP.html>
- **Alaska 2-1-1:** <http://www.alaska211.org/>
- **Best Beginnings: Alaska's Early Childhood Investment:** <http://www.bestbeginningsalaska.org/>
- **Alaska Department of Education and Early Development (DEED):** <http://education.alaska.gov/>
- **Alaska Department of Public Health, Epidemiology:** <http://www.epi.alaska.gov/>
- **Alaska Department of Environmental Conservation (DEC):** <http://www.dec.state.ak.us/>
- **Alaska Department of Health & Social Services, Office of Children's Services (OCS):**
<http://www.hss.state.ak.us/ocs/>
- **National Association for the Education of Young Children (NAEYC):** <http://www.naeyc.org/>
- **Child Care Aware (formerly NACCRRRA):** <http://childcareaware.org/>
- **Zero to Three, National Center for Infants, Toddlers and Families:** <http://zerotothree.org/>
- **The Technical Assistance Center on Social Emotional Intervention (TACSEI):**
<http://www.challengingbehavior.org/>
- **Early Childhood Technical Assistance Center (ECTA Center)** <http://www.ectacenter.org/>

State of Alaska CCPO Child Care Licensing Contact Information

Email: CCPO@alaska.gov

Website: <http://dhss.alaska.gov/Pages/ccare>

Toll Free TL: 1-888-268-4632

Anchorage CCPO Office:

Physical Address:

3601 C Street, Suite 140

Anchorage, AK 99503

TL: (907) 269-4500

Fax: (907) 269-4536

Toll Free Fax: 1-888-224-4536

Mailing Address:

PO Box 241809

Anchorage, AK 99524-1809



Fairbanks CCPO Office:

Physical & Mailing Address:

542 4th Avenue, Suite 212

Fairbanks, AK 99701

TL: (907) 451-3198

Fax: (907) 451-3196

Toll free fax: 1-888-451-3196

Juneau CCPO Office:

Physical Address

130 Seward Street, Suite 107

Juneau, AK 99801

TL: (907) 343-4758

Fax: (907) 465-6982

Toll free fax: 1-888-465-6982

Mailing Address

PO Box 110640

Juneau, AK 99801-0640