

## Checklist of Items to be Submitted for Initial Licensure

This is a preliminary list of items that must be submitted and reviewed by the child care consultant for the initial license of a preschool or child care center. The child care consultant assigned to your center may review or require you to submit other materials before issuing a license. More comprehensive licensing material can be found at the following link: <http://ccmis.dhs.state.ia.us/providerportal/LicensedProviderInfo.aspx>.

- **Steps 1-6** are required to secure permission to open.
- **Steps 7-15**, as well as overall compliance with the *Licensing Checklist*, found in Comm. 204, will be evaluated during an on-site evaluation within 120 days of being granted permission to open.

- 1. Fire inspection certificate signed by the State Fire Marshal or local designee.
  - a. Building Code Plan Review <http://www.dps.state.ia.us/fm/inspection/>.
  - b. After getting a Building Code Plan Review contact the Fire Inspector (see Territory Map on the link in 1a).

**Note:** Prospective centers should ensure that the location and facility meet local building and zoning ordinances.
- 2. Floor plan of the building (or center area if co-located in a building) showing the length and width of rooms, location and dimension of windows, and ceiling height. The plan does not have to be drawn to scale and can be drawn on 8 1/2 x 11 inch paper.
- 3. Documentation to support that the center director and on-site supervisor meet the qualifications outlined in 441 IAC 109.6(1) and (2), including certification in CPR, first aid, and mandatory reporting of child abuse.
- 4. *Child Care Center Licensing Application and Invoice*, form 470-4834, signed by the owner, operator or the chairperson of the board. (An application will be sent upon completion of items 1-3.)
- 5. The application and regulatory fee is received by the Department.
  - 5a) The center may establish a SING account for Iowa record checks after 1-5 are received.
- 6. Center has completed [state record checks](#) on all staff and has initiated [national record checks](#).

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- 7. Written statement of the program's purpose and objectives.
  - 8. A written description of the curriculum or program structure and an activity plan that is appropriate to the developmental and special needs of the children served.
  - 9. Fee policies and financial agreements given to parents.
  - 10. Written policies as required by licensing standards for:
    - Enrollment and discharge of children (include policies for excluding children)
    - Discipline
    - Field trips and non-center activities
    - Nutrition
    - Transportation
    - Health and safety policies
    - Emergency plans
  - 11. A written plan for staff orientation to the center's policies and applicable licensing standards and ongoing training and development of staff.
  - 12. A written plan for the ongoing training and development of staff.
  - 13. Written requirements and procedures for mandatory reporting of suspected child abuse and neglect.
  - 14. Samples of all forms to be used by the center, including parent authorization forms.
  - 15. Menus for a two-week period.

**Note:** An on-site visit of the center and review of additional materials, including staff's and children's files, will occur before a license is issued (within 120 days of being issued permission to open). Directors are encouraged to conduct a self-audit with the entire checklist before DHS makes a licensing visit. Child Resource & Referral can also assist with the preparations for opening (<http://iowaccrr.org/>)