MARYLAND STATE DEPARTMENT OF EDUCATION OFFICE OF CHILD CARE

APPLICATION FOR A LARGE FAMILY CHILD CARE HOME REGISTRATION

<u>CHECKLIST</u>

The applicant must submit the following information to the Office of Child Care (OCC) before the application for a Large Family Child Care Home (LFCCH) can be considered complete. *(Check appropriate column for each listed item.)*

	Submitted	N/A
A. Application for Large Family Home Registration (OCC 1240)	☐	☐
B. Floor Plans *(with architectural detail)*	☐	☐
C. Plan of Operation *(Schedule of Activities)*	☐	☐
D. Discipline Policy	☐	☐
E. Menu Plan for 4 weeks (OCC 1218)	☐	☐
F. Evidence of Compliance with Local Building and Zoning Codes *(U&O Permit)*	☐	☐
G. Homeowner's Liability Insurance (*if home located in areas which requires Homeowner Association Membership*	☐	☐
H. Environmental Health Survey (OCC 1268)	☐	☐
I. Private Sewage & Water inspection Results	☐	☐
J. Fire Inspection Report	☐	☐
K. Fire Evacuation Plan(s)	☐	☐
L. Lead Safe Environment *(Certificate for Pre 1978 Residential Rental Property)*	☐	☐
M. Rabies Certificate for each animal on premises	☐	☐
N. Swimming Pool Certificate	☐	☐
O. Workers Compensation Insurance Information (OCC 1201)	☐	☐
P. Personnel List (OCC 1203) *(with all related supporting documentation)*	☐	☐
Q. Medical Reports (OCC 1204)		
1. Applicant	☐	☐
2. Each Resident of the Home	☐	☐
3. Each staff person	☐	☐
R. Individual Personnel Information (OCC 1205) *(with all requested documentation)*		
1. Applicant	☐	☐
2. Child Care Home Director *(applicant must also qualify as a Director)*	☐	☐
3. Family Child Care Teacher(s)	☐	☐
4. Aide(s)	☐	☐
5. Substitute(s)	☐	☐
S. Staffing Pattern (OCC 1206)	☐	☐
T. Emergency Adult Agreement/On-Call Statement *(for LFCCH with children ages 2 and above)*	☐	☐
U. Release of Information (OCC 1260) for:		
1. Applicant *(applicant must qualify as a Director)*	☐	☐
2. Each Employee *(teachers, aides, support staff)*	☐	☐
3. Each resident of the home 18 years old or older	☐	☐
4. Each Substitute *(whether paid or unpaid)*	☐	☐
5. Others with access to child care area during approved hours of operation	☐	☐

<u>**NOTE: The applicant, each employee, including paid substitutes, and each resident of the home who is 18 years old or older, must get Criminal Background Checks. Be sure to use the LFCCH and OCC authorization numbers.**</u>