

Child Care Licensing – A Brief Look into the Process

Why Become Licensed?

- Protect Yourself
- Protect Your Business
- Protect Children and Families



Topics of Interest

- **Contact Information**
- **Application Packet**
- **Background Checks**
- **The Site Visit**
- **Complaint Investigations**
- **Technical Support & Follow Up**
- **Benefits of Licensing**
- **How Long Will It Take?**
- **Questions? Here's Where to get Answers!**



5/10/2004

Contact Information

- Interested in becoming licensed and need more information? Call your local regional office at:

- | | |
|--------------------------|----------------|
| – Southcentral | 1-907-269-4600 |
| – Northern | 1-907-451-3198 |
| – Southeastern | 1-907-465-4756 |
| – Or toll-free statewide | 1-888-268-4632 |
| – Muni. of Anchorage | 1-907-343-6536 |



5/10/2004



Application Packet

- ❖ There are several forms to complete a packet.
- ❖ Take it one form at a time.
- ❖ Please call if you have *any* questions, we are glad to provide technical assistance.
- ❖ Double check to make sure that forms are complete and signed and all supporting documents – CPR & 1st Aid, fire evacuation plan, background information, etc. – are included.



5/10/2004



Application Packet (cont.)

❖ **When complete, send your packet to your regional office:**

Southcentral
619 E. Ship Creek Ave.
Suite 230
Anchorage, AK 99501

Southeast
P.O. Box 110640
Juneau, AK 99811

Northern
542 4th Ave #212
Fairbanks, AK 99701

Municipality of Anchorage
PO 196650
Anchorage, AK 99519



5/10/2004

Background Checks

- ✓ A background check, including fingerprinting, is done on each person age 16 years or older that works, volunteers, or lives in a licensed child care facility.



5/10/2004



Background Checks (Cont.)

- ✓ **Background checks are conducted:**
 - prior to an initial license being issued
 - when a family member, employee, or volunteer turns 16
 - when there is a new person, age 16 or older, living in the facility



5/10/2004

The Site Visit!

- We will discuss regulations and conduct an on-site health & safety inspection with you.
- We will thoroughly check all rooms and areas, indoors and out, that children have access to.
- We will check cupboards, drawers, closets, cabinets, etc.



5/10/2004



The Site Visit! (Cont.)

- **Most “child proof” locks are not acceptable. Children can often access them easier than we can! Out of reach is better, locked and out of reach is best.**
- **Guns must be unloaded, stored in a locked gun safe, or other locked place, and ammunition stored separate from the guns and inaccessible to children. Guns must not be visible to children.**



5/10/2004

The Site Visit (Cont.)

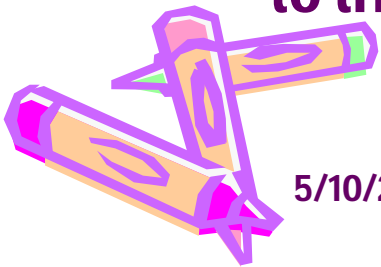
- **The visit may take a few hours – so don't be surprised!**
- **It is fine for you to have children in care during the site visit. If children are not present, we will return at another time to observe you with the children.**



5/10/2004

Complaint Investigations

- o Licensing staff are required by statute to investigate complaints.
- o An unannounced, on-site visit is usually conducted as part of the investigation.
- o You will receive the final report that outlines the department's findings and Plan of Correction if needed. A copy will remain in your licensing file.
- o You are welcome to respond to any complaint in writing and that information will also be maintained in your file.
- o Complaint information, including your response, is open to the public.



5/10/2004

Technical Support & Follow Up

- **The Licensing Specialists and Supervisors are here to help you through the application process and after you are licensed.**
- **Feel free to call with questions! Call on any related topic - such as regulations, statutes, policies, child and family issues, etc.**



5/10/2004

Benefits of Licensing

- **As a licensed provider you can care for more children if you wish, up to your licensed capacity.**
- **Participation in the Child Care Grant, Individual Reimbursement Fund for training, and more!**
- **Increased reimbursement amounts for families receiving subsidies.**
- **Viewed as more professional.**



5/10/2004

How Long Will It Take?

- The department has 90 days from receipt of a complete application to process and make a decision on the license.
- Therefore, how complete your application is when you turn it in, or how quickly you can provide additional information makes a big difference in how quickly you are licensed.
- Many applications are processed in less than the maximum 90 days.



5/10/2004

Questions? Here's Where to get Answers!

- Please feel free to contact us, we'd be glad to help!

- Southcentral 1-907-269-4600
- Northern 1-907-451-3198
- Southeastern 1-907-465-4756
- Or toll-free statewide 1-888-268-4632
- Muni. Of Anchorage 1-907-343-6536



5/10/2004