

Child Day Center

Pre-Application Consultation

Phase 1

Participant Study Guide

Child Day Center (CDC) Pre-Application Consultation, Phase 1

The **Child Day Center Pre-Application Consultation (Phase 1)** is a PowerPoint presentation. The PowerPoint will be most helpful if you have the documents that are being discussed *in front of you* as you are reviewing the slides. Prior to starting the presentation, print out a hard copy of **all*** the documents in the “[Child Day Center Licensure Packet](#)”.

*** NOTE:** As long as you review the following documents and maintain an electronic copy for reference, it is not required to print out a hard copy of the following documents:

- Code of Virginia Chapters 1, 17, 18
- General Procedures and Information for Licensure
- Background Checks for Licensed Child Day Centers
- Any other document labeled **[resource]**

[Segment #1](#) **Getting Started** (slides #1 - #11)

[Segment #2](#) **Introduction and Definitions** (slides #1 - #7)

Slide #2 **Background Information**

- ▶ Reference document: Licensing Office – Contact Information

[Segment #3](#) **The Code of Virginia and Regulation** (slides #1 - #9)

Slide #3 **Code of Virginia**

- ▶ Reference Document: Code of Virginia Chapters 1, 17, 18

Slide #4 **General Procedures and Information for Licensure**

- ▶ Reference document: General Procedures and Information for Licensure

Slide #5 **Standards for Licensed Child Day Centers**

- ▶ Reference document: Standards for Licensed Child Day Centers

Slide #6 **Publication Order Form**

- ▶ Reference document: Publication Order Form

Segment #4 Before you Apply for a License (slides #1 - #23)

Slide #1 Before you Apply for a License

▶ **Reference documents:**

- Virginia Department of Business Assistance **[resource]**
- Virginia Business Registration Guide **[resource]**

Segment #5 Licensee Responsibilities (slides #1 - #17)

Slide #2 Regulations

▶ **Reference documents:**

- Standards for Licensed Child Day Centers*
- General Procedures and Information for Licensure*
- Background Checks for Licensed Child Day Centers*

Slide #6 Responsibilities of the Licensee

▶ **Reference document:**

- Virginia Guide to Establishing a Business 2009-2010 **[resource]**

Slide #12 Medication Policy

▶ **Reference documents:**

- Model Form Program Decision to Administer Medication
- Medication Administration Training: Next Steps

Slide #13 Training: Medication Administration Training (MAT)

▶ **Reference document:**

- MAT Information Sheet
- PMAT Information Sheet

Segment #6 Preparing the Application (slides #1 - #44)

Slide #1 Preparing the Application

- ▶ **Reference document:** Initial Application for a License to Operate a Child Day Center

Slide #4 Preparing the Application

- ▶ **Reference document:** CDC Form – Approval of Functional Design

Slide #6 I. Sponsorship and General Information

- ▶ **Reference document:** CDC Phase 1 Choosing a Business Structure

Slide #7 II. Center Information

- ▶ **Reference documents:**
 - CDC – Asbestos Inspections Facts
 - CDC Form – Asbestos Statement
 - CDC Form – Asbestos Inspection Plan

Slide #14 3. Building Codes

- ▶ **Reference documents:** CDC Form – Building Inspection CDC Form – Fire Inspection

Slide #15 4. Asbestos Statement

- ▶ **Reference documents:**
 - CDC – Asbestos Inspections Facts
 - CDC Form – Asbestos Statement [print only if building was constructed prior to 1978]
 - CDC Form – Asbestos Inspection Plan [print only if building was constructed prior to 1978]

Slide #16 5. Background Checks

- ▶ **Reference document:** *Background Checks for Licensed Child Day Centers*

(1) Sworn Statement or Affirmation (slide #18)

- ▶ **Reference document:** Background Checks – Sworn Disclosure or Affirmation

(2) Criminal History Record (slide #19)

- ▶ **Reference document:** Background Checks – Criminal Record Checks Link to VA State Police

Licensee: Use Form **SP-167** (slide #22)

Reference document: Background checks – Criminal History Record **SP-167**

Staff: Use Form **SP-230** (slide #24)

Reference Document: Background checks – Criminal History Record **SP-230**

(3) Child Protective Services Central Registry Clearance (slide #27)

- ▶ **Reference document:** Background Checks – CPS Central Registry Clearance

Slide #33 9. Budget Plans

- ▶ **Reference document:** CDC Budget Plan to Operate a Child Day Center

Slide #37 12. Sample Menu

- ▶ **Reference document:** Virginia CACFP Sponsors [resource]

Slide #38 13. List of Play Equipment

- ▶ **Reference document:** CPSC Public Playground Safety Handbook [resource]

Segment #7 *The Initial Inspection* (slides #1 – #10)

Segment #8 *The Role of the Licensing Inspector* (slides #1 – #4)

Slide #2 General Procedures

- ▶ **Reference document:** *General Procedures and Information for Licensure*

Segment #9 *Resources and Referrals* (slides #1 – #8)

Slide #1 Resources and Referrals

- ▶ **Reference document:** *Virginia Guide to Establishing a Business 2009-2010* [resource]

Slide #2 Resources and Referrals

- ▶ **Reference documents:**
 - CPSC Public Playground Safety Handbook [resource]
 - IRS – Child Care Tax Center [resource]
 - Licensing Office – Contact Information
 - CDC Virginia CACFP Sponsors (USDA Contact Info) [resource]
 - Virginia Department of Business Assistance [resource]
 - Virginia Business Registration Guide [resource]

Slide #4 Regulations

- ▶ **Reference documents:**
 - Code of Virginia*
 - General Procedures and Information for Licensure*
 - Background Checks for Licensed Child Day Centers*
 - Standards for Licensed Child Day Centers*

Segment #10 *Next Steps and Evaluation* (slides # 1 – #7)

Slide #1 *Next steps....*

At the end of the presentation remember to PRINT out your certificate and contact the licensing office in your region to register to attend Phase 2.

Register for Child Day Centers Pre-Licensure Orientation, Phase 2

After completing Phase 1, you are ready to attend **Pre-Licensure Orientation for Child Day Centers (Phase 2)**. In Phase 2, a licensing inspector will review and explain the key health and safety standards in the *Standards for Licensed Child Day Centers* in detail. The session will afford participants the opportunity to ask specific questions about standards to ensure that upon becoming licensed, the licensee will understand the standards well enough to maintain substantial compliance at all times.

To register for Phase 2, contact the regional licensing office in the locality in which you reside.

(Reference Document: [Licensing Office – Contact Information](#))

Once you are registered, you will receive a confirmation letter and directions to the regional licensing office.

To be admitted to the Phase 2 session you **must** provide the following documents upon arrival:

- (1) Confirmation letter to attend Phase 2
- (2) The Phase 1 training *certificate* you received after completing the training in the Knowledge Center
- (3) A hard copy of the *Standards for Licensed Child Day Centers*
- (4) Pencil and paper for taking notes

Closing thoughts on the advantages of being licensed...

Most providers enjoy greater peace of mind when a knowledgeable licensing inspector is regularly checking the program and sharing the heavy responsibilities for children's health, safety and well-being. We encourage all providers to consider the many other advantages of licensure, including:

- ▶ **The Standards.** Licensing standards are developed with the full benefit of advice from providers, the community and content experts. The standards are reasonable, sensible, minimum precautions that most providers can easily meet. Standards are good training and supervision tools for providers. Providers can use them to explain to staff and parents why safety policies must be followed. Parents can use the standards to select or monitor their care arrangements. The division considers requests for waivers or variances if a particular standard poses a hardship and the protective intent of the standard can be met another way.
- ▶ **Financial assistance for some parents.** All regulated child care automatically qualifies for subsidies to income-eligible parents or guardians who are determined eligible for local child care financial assistance, to the extent funds are available.
- ▶ **Marketing and customer relations.** Parents are increasingly aware of the hazards of group child care – and of the importance of licensing as a preventive protection. Parents and providers benefit from the licensing inspector's prompt, thorough and fair investigation of complaints. The division's website provides a directory of licensed care available to consumers and supplies information about specific facilities' compliance histories under the Freedom of Information Act. <http://www.dss.virginia.gov/facility/search/licensed.cgi>
- ▶ **Funding of food service.** The USDA Child Care Food Program reimburses meals and snacks in licensed or registered homes and in licensed centers that qualify. Reimbursement rates vary according to the incomes of participating children. This program also provides: child day program recipes; food service planning guides; food buying guides; food equipment guides; and nutrition updates.
- ▶ **Liability reduction.** If the worst happens and a child is injured, having followed the state's requirements may reduce the provider's liability. Insurance firms may also consider licensure status in accepting accounts or establishing rates.
- ▶ **Assistance with other regulatory requirements.** If a provider has problems with other state or local regulatory issues, the licensing inspector may serve as a resource.