

**Connecticut Office of Early Childhood
Division of Licensing**

**UNDER THREE ENDORSEMENT APPLICATION
for Child Care Centers and Group Child Care Homes**

Regulations 19A-79-10 UNDER THREE ENDORSEMENT:

The operator of a program caring for children under three (3) years of age shall comply with sections 19a-79-1a through 19a-79-8a and section 19a-79-10 of the Regulations of Connecticut State Agencies.

1. **PROGRAM NAME:** _____

Location Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone on Premises: _____ **License #:** _____

2. **LICENSED CAPACITY and ENROLLMENT:**

Ages of children under the age of three you will accept: _____

Requested capacity for children under three years of age: _____

3. **CLASSROOMS for INFANTS/TODDLERS:**

Sketch indoor program space and specify the following: **(attached)**

- a. Dimensions + total square footage (in **FEET**) of each room/program area.
- b. Relationship of this space to any other program space.
- c. How groups of eight (or of ten two-year-olds) are divided with physical barriers.
- d. Where sinks and changing tables are located.

4. **NURSE CONSULTATION:** Attach a copy of the following:

Name, resume and copy of current registered nurse's license **(attached)**

Specific duties of the Health Consultant shall include but not be limited to: (ii) Reviewing health and immunization records of children and program staff; (iii) Reviewing the contents, storage and plan for maintenance of first aid kits; (iv) Observing the indoor and outdoor environments for health and safety; (v) Observing children's general health and development; (vi) Observing diaper changing and toileting areas

and diaper changing, toileting and hand washing procedures; (vii) Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medication; (viii) Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed; and (ix) Quarterly review of all injury, illness, incident and accident reports.

5. HEALTH AND HYGIENE:

You are required to develop and post on site the following written policies and procedures, to be kept on file at the facility:

- a. Diapering, handwashing and toileting: include a description of the diapering procedure, the disposal of soiled diapers, hand washing procedures and sanitizing procedures.
- b. If cloth diapers or training pants are used, you are required to develop a written plan for their use and care. The plan shall include, but not be limited to, these procedures:
 - (A) Placing soiled clothing and diapers in a sealed air tight container;
 - (B) Removing soiled clothing and diapers from the child care center or group child care home daily; and
 - (C) Cleaning and sanitizing the container daily.

6. SLEEP ARRANGEMENTS:

You are required to develop written policies and procedures for sleep arrangements (including all of the requirements in Regulation 19a-79-10(g)), to be posted in a conspicuous place in the areas where infants under twelve months of age sleep.

You must also document that the child's parent(s) has been informed of the child care center or group child care home's policies and procedures for sleep arrangements prior to enrollment and reviewed as needed during the period of the child's enrollment.

The OEC must be notified of any change in plan of operation involving facility, staff, children served at any one time from that indicated on this application. Additional approval is required for continued licensure if there are any changes in the conditions on which any earlier licensure is granted. The official license to operate a child care center/group child care home must be posted on the premises in a conspicuous manner.

The facts as stated in completion of this application are true.

Signature of Operator or Legal Representative: _____

Printed Name of Operator or Legal Representative: _____

Date: _____

See the Licensing Division website for more information:

<https://www.ctoec.org/licensing/child-care-centers-group-child-care-homes>

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