

Organizing your current licensing application and required documents

Organizing will ensure that your child care center/group child care home will be better equipped to handle situations such as staff transitions, OEC and local health inspections and other emergencies.

Now is a good time to make sure all your written policies are up to date. Remember if you make any changes to your written policies, you need to submit a notification of change form to the department.

According to Section 19a-79-3a(g) of the child care centers and group child care homes regulations: the operator shall keep on file for a two (2) year period at the child care center or group child care home all inspection reports, the current licensing application and correspondence related to licensure which shall be available to the parent(s) and the department on request.

A current licensing application includes all items listed on the coordinating checklist as well as the required policies, plans, and procedures (the coordinating checklist can be found under initial application forms on the OEC website). A well-organized application is beneficial to both you and to the department. One example of organizing your application is to use a 3-ring binder. Using the coordinating checklist as a guide, place all your documents under separate tabs in the order of the checklist into your binder. This method will allow for easy access of documents when they are needed.

You are also required to keep for a two-year period all inspections reports and correspondence related to licensure such as notification of change forms and complaint investigation forms. A section of the binder can be devoted to these documents as well. Lastly, keep this binder accessible. If the director is not available, another staff member should be able to locate the binder during inspections.

Good luck!