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| **Provider Checklist for Child Care Facilities (CCF) Initial Licensing** | | | |
| Yes | No | N/A |  |
|  |  |  | 1. Completed DHR-740 form (Application for a License to Conduct a Child Care Facility) (Including signature) (MSCCF, pages 56-60) |
|  |  |  | 1. Completed DHR-741 (Information for Licensing Study) (Including signature) (MSCCF, pages 56-60) |
|  |  |  | 1. A description of the focus and function of the facility; if this is and initial application or if amended since last application process. (This is also the program narrative, type of service (program), ages, and gender (MSCCF pages 1-7, 56-60) |
|  |  |  | 1. Admission and Discharge - Submit policy for admission and discharge. (MSCCF, pages 34-35) |
|  |  |  | 1. Any childcare facility accepting referrals from the Department of Human Resources shall be certified by the Department as being in compliance with all laws pertaining to non-discrimination (Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and Americans With Disabilities Act of 1990). (MSCCF, page 22) |
|  |  |  | 1. (Board)Submit a list of the names and addresses of all members of the Board; indicate when the term of each expires; and specify the chairman and committee members of each committee of the Board. Notate voting or non-voting member. (MSCCF pages 22-24) |
|  |  |  | 1. Submit policy regarding the responsibilities of the Board of Directors. (MSCCF pages 22-24) |
|  |  |  | 1. (Organization) If incorporated, submit a copy of incorporation papers, if this is an initial application or if amended since last application (MSCCF pages 56-60) |
|  |  |  | 1. Submit a copy of by-laws and constitution (MSCCF page 22) |
|  |  |  | 1. Submit projected or current budget. (MSCCF page 23) |
|  |  |  | 1. Submit a copy of most current audit, if applicable. (MSCCF page 23) |
|  |  |  | 1. Submit policies regarding charges and services, if this is an initial   application process. (MSCCF pages 23-24; 56-60) |
|  |  |  | 1. Agency must submit evidence that sufficient funds are available to equal 25% of the projected operating budget for the first year and annually thereafter. (MSCCF page 23) This documentation/evidence must be in the name of the agency/facility. |
|  |  |  | 1. Submit a copy of personnel policies which discusses salaries, fringe benefits, working hours, sick leave, vacation, holidays, retirement, and termination, grievance, and training. (MSCCF page 15) |
|  |  |  | 1. Submit policy to verify an application for employment or volunteer position will be on file. (MSCCF page 15) |
|  |  |  | 1. Submit personnel policy regarding the character and suitability of the staff. (MSCCF pages 7, 9-22) |
|  |  |  | 1. Submit personnel policy regarding results of criminal record checks ABI and FBI: (MSCCF pages 18 -22) |
|  |  |  | 1. Submit personnel policy regarding response to Clearance of State Central Registry on Child Abuse/Neglect. (MSCCF pages 18-22) |
|  |  |  | 1. Submit job descriptions and qualification for all staff. (MSCCF page 15) |
|  |  |  | 1. Submit policy regarding medical examination reports as required for staff. (MSCCF pages 16-18) |
|  |  |  | 1. Does Executive Director meet qualifications? (MSCCF pages 24-25) |
|  |  |  | 1. Submit copy of Executive Director’s resume. (MSCCF pages 24-25 |
|  |  |  | 1. Submit copy of Executive Director’s degree. (MSCCF pages 24-25) |
|  |  |  | 1. Submit copy of duties and responsibilities of the Executive Director. (MSCCF pages 23-25) |
|  |  |  | 1. Submit copy of the result of ABI for the Executive Director   (MSCCF pages 18-22) |
|  |  |  | 1. Submit copy of the result of FBI for the Executive Director   (MSCCF pages 18-22) |
|  |  |  | 1. Submit copy of the result of the response to State Central Registry for executive director. (MSCCF pages 18-22) |
|  |  |  | 1. A completed Alabama Department of Human Resources Declaration if Citizenship or Alien Status for Licensing Program for this licensing/renewal period. (Alabama Act 2011-535 -HB56), The Beason-Hammon Taxpayer and Citizen Protection Act. |
|  |  |  | 1. Submit policy regarding childcare staff’s qualifications to include age and education (MSCCF pages 25-27) |
|  |  |  | 1. Submit policy regarding staff training and development, including training guide (MSCCF pages 27-29) |
|  |  |  | 1. Social Service-Submit a detailed and specific description of the   provision for social service, if applicable. (If social service is provided through another source, attach a copy of the written agreement or contract along with the above) (MSCCF pages 26-27) |
|  |  |  | 1. Submit the name of Licensed Social Service Staff and copy of   license (MSCCF pages 26-27) |
|  |  |  | 1. Submit your policy regarding Care/Treatment Plan. (MSCCF   pages 31-34) |
|  |  |  | 1. Submit your policy regarding maintaining confidentiality.   (MSCCF page 32) |
|  |  |  | 1. Submit a statement showing compliance with all local zoning laws, where applicable. (MSCCF page 47) |
|  |  |  | 1. Submit a copy of your current business license to conduct business in the state of Alabama. |
|  |  |  | 1. Submit copies of your current property and liability insurances to conduct business in the state of Alabama. |
|  |  |  | 1. Submit your policy regarding Staff to Child Ratio. (MSCCF pages 55-56) |
|  |  |  | 1. The child care facility shall always have sufficient number of qualified paid staff to provide for each child’s physical and emotional needs and perform required tasks. (MSCCF pages 35-36) |
|  |  |  | 1. Submit policy regarding provision for medical care for residents. (MSCCF pages 36-37) |
|  |  |  | 1. Submit policy regarding provision for dental care for residents at least annually. (MSCCF page 37) |
|  |  |  | 1. Submit policy regarding medicines, drugs, and firearms. (MSCCF page 50) |
|  |  |  | 1. Submit policy and plans regarding a fire evacuation plan and a plan that will be implemented in the threat of a natural disaster, such as a tornado warning. (MSCCF page 51) Also to include policy regarding routine drills. |
|  |  |  | 1. Submit a copy of agency developed written policies regarding discipline, punishment and behavioral management. (MSCCF page 39-40) (No Corporal punishment policy) |
|  |  |  | 1. Submit a copy of your behavior level system policy if applicable. (MSCCF pages 39-40) |
|  |  |  | 1. Submit a copy of agency developed specific grievance policies and procedures for implementation. (MSCCF page 46) |
|  |  |  | 1. Submit policy regarding educational opportunities. (MSCCF pages 1-2, 30, 31, 39, 41-43, 45) |
|  |  |  | 1. Nutrition- The childcare facility shall provide wholesome nutritious and properly prepared daily meals, including: meats or meat substitutes, vegetables, milk, fruit, cereal, bread, and dessert. Special dietary needs shall be provided as recommended by a physician. (MSCCF pages, 5, 38) Submit policy |
|  |  |  | 1. The childcare facility shall ensure that each child receives an allowance, spending money, or has the opportunity to earn money. (MSCCF page 43) |
|  |  |  | 1. Submit policy regarding informing the SDHR of enrollment, changes, occurrence of incidents, and child abuse/neglect reports. Submit your policy regarding reports to the department. (MSCCF pages 63-65) |
|  |  |  | 1. Each childcare institution is expected to have a well-defined, clearly articulated program which is an integral part of the total service delivery system of its own community. (MSCCF, pages 2-3) Submit copy of your program. |
|  |  |  | 1. Submit policy to discuss the Rights of Children and Youth in Residential Care (MSCCF page 5) |
| **Physical Facility Requirement** | | | |
|  |  |  | 1. Attractive, well-kept grounds with sufficient outside play space shall be provided. (MSCCF pages 48-49) |
|  |  |  | 1. All buildings shall be equipped with furnishings that are sufficient to sustain the basic function of the building, adequate in condition, attractiveness, and durability, and appropriate to the age and size of the children who will be using the building. (MSCCF pages 48-49) |
|  |  |  | 1. Policy regarding swimming pool or body of water comply with Standards. (MSCCF pages 48-49) To include documentation of successful completion of basic water safety course on file, if applicable. |
|  |  |  | 1. The building shall be accessible to persons with disabilities in accordance with Americans with Disabilities Act Accessibility Guidelines (ADAAG) or Uniform Federal Accessibility Standards (UFAS). **Submit CREE current annual certification.** (MSCCF page 47) |
|  |  |  | 1. Living units shall accommodate groups not to exceed 10 children per living unit, but with a maximum of two living units in a single building. (MSCCF pages 49-50) |
|  |  |  | 1. Two children per bedroom are recommended, but there shall not be more than 3 children per bedroom. (MSCCF pages 49-50) |
|  |  |  | 1. There shall be no more than one child per bed. (MSCCF pages 49-50) |
|  |  |  | 1. All bedrooms and living units shall be as near the ground floor as possible, and in no case shall they be located above the second floor. (MSCCF pages 49-50) |
|  |  |  | 1. In living units, bedrooms shall have a minimum of 8-foot ceilings, with a minimum of 70 square feet of floor space, in addition to closet space, per child. (MSCCF page 49) |
|  |  |  | 1. Bedrooms shall have windows. The bedroom windows shall be standard window size. MSCCF pages 49-50) |
|  |  |  | 1. There shall be at least one tub and/or shower, one toilet and one lavatory with hot and cold water for each five children. Where there is more than one of these in a particular area, each shall be located in a separate compartment. All bath and toilet facilities shall be well lighted and well ventilated and heated. (MSCCF pages 49-50) |
|  |  |  | 1. Adequate ventilation shall be provided in all areas of the facility. (MSCCF page 50) |
|  |  |  | 1. A telephone shall be provided in every unit, cottage, and administrative building. (MSCCF page 50) |
|  |  |  | 1. First Aid supplies for minor cuts and abrasions shall be   available in each building. (MSCCF page 50) |
|  |  |  | 1. Does the child care facilities have childcare staff quarters? (MSCCF pages 50-51) |
|  |  |  | 1. Living quarters for a live-in staff member shall be located in close proximity to the sleeping area of the children. In a two-story building, or in a split-level building, staff sleeping quarters shall be located no more than one level removed from the sleeping quarters of the children. (MSCCF pages 50-51) |
|  |  |  | 1. Staff shall have bathroom facilities separate from the ones used by the children. (MSCCF pages 50-51) |
|  |  |  | 1. Submit policy regarding incident reporting. (MSCCF pages 63-65) |
|  |  |  | 1. Reports to the Department - (MSCCF pages 63-65)-Submit policy regarding reporting child abuse/neglect report. |