



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Division of Academics
Department of Early Learning

Vendor Managed Child Care Programs

**Steps to Take to Obtain a Child Care Center
License**

1616 Owens Road, Room 1

Oxon Hill, MD 20746

Telephone Number: 240-724-1675

- I. Contact the Maryland State Department of Education Office of Child Care (MSDE-OCC), Regional Licensing Office
 - a. Contact the Regional Licensing Office responsible for your area to let them know that you are interested in applying for a child care facility license or letter of compliance.

- II. Take the Child Care Center Orientation Session
 - a. The “on-line” interactive orientation session that is available on the “Orientation” page of the MSDE, OCC, Licensing Branch website.

- III. Submit a Complete Application
 - a. At least 60 days before the proposed opening date, you must submit an application packet for a Child Care Facility License or Letter of Compliance.
 1. Notice of intent to operate a child care facility
 2. MSDE-OCC application form for a child care facility license or letter of compliance
 3. Site plan
 4. Floor plans with architectural details
 5. Written plan of operation
 6. Documentation of compliance with local zoning, building, health, and fire codes
 7. Documentation of workers' compensation insurance coverage
 8. Fire evacuation plan
 9. Menu plan for the first 4 weeks of operation
 10. Written child discipline procedures(In addition, the following items must be submitted to the Regional Licensing Office for review before the application process can be considered complete)
 11. List of all facility personnel, along with staff qualification documents (if applicable)
 12. Staffing pattern
 13. Submit to the criminal background check
 14. Facility staff must submit a completed medical evaluation before being allowed to begin work.

- IV. Pass MSDE-OCC, Fire Safety, and Other Required Inspections

- a. The facility will need to be inspected by the local fire authority to make sure that it meets all applicable fire codes.
- b. A Use and Occupancy permit (U&O), from the local government agency is required to use the property as a child care center.
- c. Once everything is in place for your business, a regional office licensing specialist will schedule and application inspection of your facility. This inspection is designed to determine if the facility and the child care program you will offer meets all applicable child care licensing regulations.
- d. After all application requirements have been met and all necessary inspections have been passed, the MSDE-OCC regional licensing office will issue your Child Care Facility License or Letter of Compliance.