



# Start Licensed Child Care **Group License**

Caring for up to 30 children in a home or facility



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Child Care Aware® of North Dakota is a program of Lutheran Social Services of North Dakota.

# Consider These Things Before You Start

Opening and operating a group child care business requires careful consideration and planning. Before you make your final decision, think about the following.

## Do you fit the part?

Successful child care providers use the following words to describe themselves. Can you see yourself “fitting” the part?

- Energetic - Providers typically work 10 hours a day with few breaks. Do you have the physical and emotional strength to keep up with children?
- Organized - Child care providers inherently become experts at multi-tasking as they juggle the responsibilities of talking with parents, nurturing children, preparing nutritious meals, keeping play areas clean and organized and more.
- Committed - Families depend on child care providers so they can work. Children depend on providers to care and nurture them. Do you have the ability and desire to be reliable to children and families?
- Able to communicate - The number one reason families leave a provider stems from misunderstandings and a lack of communication. Providers must be willing to reach out to families to build strong relationships.

## Will it impact your family if you choose to operate a child care business in your home?

There may be a significant impact on your family if you choose to operate a group child care business in your home. You may want to discuss the following items with your family.

- Will your children adapt to sharing their parent, toys, and home with other children?
- Will the morning drop-off rush interfere with your family’s morning schedule?
- Can the family pet be integrated into the child care program?

## What are the professional benefits?

Operating a licensed group child care can be personally and financially rewarding. As a licensed provider, you will

- Enjoy being your own boss
- Play a key role in your community by offering a needed service
- Support families and impact the lives of children
- Offer families peace of mind by having a regulated and inspected facility
- Qualify for tax deductions
- Allow parents a higher Child Care Assistance reimbursement



# We Will Assist You with the Start-Up Process

Contact a Child Care Aware® of North Dakota Start-Up Consultant for more information.

 800-997-8515 (option 3)

 [StartChildCare@ndchildcare.org](mailto:StartChildCare@ndchildcare.org)

 [www.ndchildcare.org](http://www.ndchildcare.org)

# Complete the Licensing Process

## How many children can I care for?

Child care providers who hold a Group License can **care for up to 30 children** in a home or non-residential facility.

The total number of children who can attend at any given time is based on

- Children's ages
- Local ordinances (check with city or town)
- Staffing availability
- Square footage (minimum of 35 sq. ft. per child indoor and minimum of 75 sq. ft. per child outdoor)
- Plumbing available (minimum of 1 toilet for every 15 children who are potty trained)
- Point levels - One adult can care for children totaling 1.34 points. Each additional provider can care for children totaling 1.0 points. Note that ratios must be met and a group of children may not contain more than 4 children under the age of 18 months per provider.

CHILDREN'S AGES	POINT LEVEL
0 thru 17 months	.25 points
18 thru 35 months	.20 points
3 years	.14 points
4 years	.10 points
5 years	.08 points
6 to 12 years	.05 points

Learn more about North Dakota child care licenses: <http://www.nd.gov/dhs/services/childcare/info/>

## STEP ONE: Contact Your Child Care Licensing Specialist

Your Child Care Licensing Specialist can help you start the application process and answer your questions.

- Does my community have additional local ordinances that regulate child care?
- Where do I go to get fingerprinted? Is there a charge? Do other people need to get fingerprinted as well?
- Do I need a fire inspection?
- Do I need a health inspection?
- Where can I get CPR and first-aid training?

Connect with the Child Care Licensing Specialist for your area: <http://www.nd.gov/dhs/services/childcare/docs/nd-ecs-map.pdf>

## Who will I work with to get licensed?

### Your Child Care Licensing Specialist

- provides a list of specific state, county and local licensing requirements you must meet.
- performs the on-site inspection of your child care business to confirm that requirements are met
- oversees on-going compliance with regulations

### Child Care Aware® of North Dakota consultants

- provide assistance and resources to help you meet licensing requirements including:
  - Setting up your child care space
  - Writing contracts and policies
  - Budgeting
  - Marketing
  - Planning daily activities
  - Emergency planning
  - Assist with registering for required training
  - Health & safety requirements

### Your local inspectors

- Fire inspector
- Health Inspector
- Building Inspector

*\*NOTE: Some communities have child care licensing standards in addition to the state regulations outlined in this guide. Contact your Child Care Licensing Specialist to verify community-specific requirements.*



## STEP TWO: Submit Criminal Background Checks

SFN forms highlighted in red are available at: <http://www.nd.gov/eforms/?type=p&agency=3250>

- Personal Authorization for Criminal History Record Information Inquiry (SFN 829)
- Criminal History Record Check Request Form (SFN 60688)
- Fingerprint Identity Verification (SFN 836)
- Fingerprint scan\*. Your Child Care Licensing Specialist can tell you where to go for fingerprinting and if there is a charge for this service.

\* Other household members, child care staff or volunteers may need to be fingerprinted and receive background checks. Contact your Child Care Licensing Specialist to verify requirements.

## STEP THREE: Prepare for the Inspection

This checklist highlights the main licensing requirements.

SFN forms highlighted in red are available at: <http://www.nd.gov/eforms/?type=p&agency=3250>

### Complete personnel requirements

Child care supervisor requirements:

- Meet at least one of the following
  - One year experience working in a child care with two parent references
  - Certification from a Montessori teaching program
  - Child Development Associate credential
  - Director's Credential
  - Associate degree with at least 8 semester hours or 12 quarter hours in early childhood education or child development or 120 hours of approved early childhood training
  - Bachelor's degree in the field of Early Childhood Education or Child Development
- Present in at least 60% during child care hours
- Meets staffing requirements based on the number of children present at any given time
- CPR/First Aid certified
- Complete required SIDS and Getting Started trainings
- Complete orientation (in person or online)

Child care staff/volunteer requirements:

- At least 12 years of age if an immediate family member
- Has written parental permission if between ages 14 and 16 years
- Is supervised by the provider at all times if under age 18
- Receives orientation within the first week of employment
- Has completed authorized background checks

- Staff with current CPR and first-aid certification is on duty at all times (substitute staff are exempt - parents are notified if a substitute who is not CPR/First Aid certified is sole care provider on duty)

### Complete and organize required paperwork

Have the following documents completed and available for the licensing inspection.

- Copy of the [Early Childhood Services Rules - Group Child Care](#)
- [Century Code](#)
- Evacuation Disaster Plan (SFN 517)
- Documentation of pet immunizations, if applicable
- Written policies and procedures including, but not limited to
  - Guidance and discipline of the children
  - Accident and illness response procedures
  - Reporting procedure if parents or staff wish to file a complaint, suspected licensing violation, or suspected child abuse or neglect
  - Hiring practices
  - Daily reports for their child upon request
  - Accountability procedure if a child fails to arrive
  - Transportation procedures if applicable
  - Aquatic activities policy
- Written contract notifying parents of fees and time of payment

Prepare for the Inspection continued on page 5

## Prepare individual files

Each child must have an individual file that includes

- Child Information Sheet (SFN 845)
- Parent Statement of Health (SFN 847)
- Infant Sleep Permission Form
- Health Care Plans for individuals diagnosed with special needs
- Certification of Immunization (SFN 16038)
- Official documentation verifying the identification of the child - birth certificate or passport
- Water Activities Permission Form

## Prepare your child care environment

- Plan and post meal plans
- Design a written daily schedule
- Set up a child care environment providing adequate supply of safe materials and toys for indoor/outdoor play.
- Minimum 35 sq. ft. per child of usable play space indoors
- Minimum 75 sq. ft. per child of usable play space outdoors OR 75 sq. ft. usable indoor recreational space
- Fenced-in outdoor play area

- One working smoke detector in each sleeping area and one on each level
- One working fire extinguisher on each level
- Hand soap and paper towels/individual towels available at each sink
- Hot water is 120 degrees Fahrenheit or less
- Drinking water is from an approved source
- Approved first-aid kit
- Railings or gates in places where necessary to prevent falls
- Establish napping areas
- Post signage to assure a smoke-free environment
- Bathroom (1 flushable toilet per 15 children, excluding those not toilet trained)

## Schedule inspection

If you have completed all items you are now ready to schedule your licensing inspection. Call your Child Care Licensing Specialist to schedule an inspection and complete the licensing process.

Contact a Child Care Aware® Start-Up Consultant if you have questions or want to apply for a start-up grant for your home or non-residential group child care

## Establish Your New Business

These steps are not required by licensing, but they will help you launch your new child care business.

- Obtain an Employer Identification Number (EIN) to identify a business entity: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>
- Register your business with the ND Secretary of State: <http://www.nd.gov/businessreg/>
- Inform a tax accountant about your new business
- Consult your insurance agent about specific insurance coverage for your child care
- Establish a financial record keeping system
- Establish a business checking account
- Apply for Child Care Assistance Self-Service Payment Portal <http://www.nd.gov/dhs/services/financialhelp/childcare.html>
- Apply for the Child Care Food Program <http://www.nd.gov/dpi/districtschools/child-nutrition-and-food-distribution/child-adult-care-food-program>

## Marketing Your Business Through Child Care Aware

Once licensed, complete your Business Profile form to participate in this no-charge service: <https://ndchildcare.org/providers/business/business-profile.html>

Licensed child care providers can market their business through this service by completing a

Business Profile. The information you provide about your child care services and vacancies is entered into the Child Care Aware® referral database.

Families in turn, can enter their criteria for care and the system will refer them to a list of child care providers that match their needs.