

Checklist for Becoming a Child Care Provider in Maine

Directions: Use this checklist to keep track of your progress as you move through the steps of applying to be a child care provider in Maine.

Part 1: What are the types of child care in Maine?

Review the various types of child care in Maine and make a decision as to which type of child care business you want to open.

Part 2: Now That I Know Which Type of Child Care Business I Want to Open

What's First?

Determine if you can operate a child care business where you live, or where you have identified a location.

If you are renting, you will need to get permission from your landlord.

Determine whether you have the required education or experience for the license you are applying for.

Have you been fingerprinted/background checked and found eligible to provide child care by the Department of Health and Human Services, Office of Child and Family Services?

Where do I go next?

Do I have the minimum qualifications to open a child care?

Do I have the **required training** to open a child care program?

Pre-Licensing Training (getting Started in Family Child Care – 6-hour training).

Infant, Child and Adult CPR and First Aid Training. Courses that do not have a hands-on skills assessment are not accepted.

Department-approved mandated reporter training.

On-Demand CCDF Health and Safety Training.

Part 3: You are now ready to apply!

Complete and submit the application.

Pay application fee, if applicable.

Submit your floor plan with your application.

Include the Authorization for Release of Personal History Information with your application.

What Happens After You Submit Your Application?

Your Child Care Licensing Specialist will contact you about your application.

If you want to be licensed for 13 or more children:

Apply for a construction permit and receive approval through the State Fire Marshal's Office in order to use new or existing buildings for child care.

Inspection will be requested by Child Care Licensing and Investigation Services.

An inspection by the State Fire Marshal's Office will be conducted.

***If you are sent a List of Deficiencies and are asked for a Plan of Corrections, you must return the plan within 10 days to the Fire Marshal's Office.**

The Child Care Licensing Specialist will:

Make an appointment to inspect your home;

Inspect the entire home and grounds for safety;

Complete a Bureau of Motor Vehicles driving record check, **if you indicate that you plan to transport children;**

Provide sample forms such as Medication Permission and Child Record forms as needed;

Provide resource information useful to child care providers;

Perform a lead hazards survey;

Inform you of what needs to be done in order to qualify for a license;
Give you a copy of their inspection which lists items pending; and
Give you Proof of Completion of a Department approved transportation training for staff who transport children (**if applicable**).

If you checked on your application that you use a private water source, Children's Licensing and Investigation Services will need a copy of a water test completed by one of the approved labs.

If all requirements for licensure have been met, the Child Care Licensing Specialist will recommend licensure subject to supervisory approval.

Part 4: Applying to Be a Child Care Subsidy Provider

If you are going to apply to be a Child Care Subsidy Provider:

Complete the Child Care Provider Agreement that pertains to your business.

Your licensed child care facility/family child care program must be enrolled in the Quality for ME, Quality Rating and Improvement System (QRIS).

All staff must complete the On-Demand CCDF Health and Safety Training.

Part 5: Interested in Participating in the Child and Adult Care Food Program (CACFP)?

Enroll in the CACFP program by locating and contacting one of the sponsoring agencies near you geographically on the Family Child Care Association of Maine's web page.