

Virginia Department of Social Services
CHILD DAY CENTERS



Phase 1
Pre-application Training

Updated 3/28/14



Welcome to Phase 1: Pre-Application Training for Child Day Centers.

This training reviews the steps that must be completed in order to be granted a license by the Virginia Department of Social Services (VDSS) Division of Licensing Programs (DOLP). The completion of this training is the first step.

The Standards for Licensed Child Day Centers, the application, forms, and other material necessary to prepare to apply for a license are available by selecting the “Attachments” button to this training in the upper right hand corner. You may decide that you do not need to print all of the materials right now. At this point, you may want to access the Standards for Licensed Child Day Centers and the Initial Application forms for child day centers.

You can also find these documents on this website. Go to the “Child Day Center” page and click on “Regulations & Code References” and “Application Forms.”

Agenda:

1. Introduction and Definitions
2. The Code of Virginia and Regulations
3. Before You Apply for a License
4. Licensee Responsibilities
5. Preparing the Application
6. The Initial Inspection
7. The Role of the Licensing Inspector

This Power Point presentation will cover the following segments/topics:

- Introduction and Definitions
- The Code of Virginia and Regulations
- Before You Apply for a License
- Licensee Responsibilities
- Preparing the Application
- The Initial Inspection
- The Role of the Licensing Inspector

Segment 1

Introduction and Definitions



Introduction and Definitions

Background Information:

Division of Licensing Programs—Adult and Children’s Programs

- **Eight Regional Licensing Offices in Virginia.**
 - 88 Licensing inspectors for children’s programs
 - 33 Licensing inspectors for adult programs
 - 9 Licensing administrators for children’s programs
 - 4 Licensing administrators for adult programs
 - 2 Licensing administrators who supervise inspectors from both programs

http://www.dss.virginia.gov/contact_us/dolp_district



Virginia maintains a total of eight regional licensing offices which are located in Richmond, Fairfax, Warrenton, Virginia Beach, Newport News, Roanoke, Fishersville, and Abingdon. Each office has at least one licensing administrator responsible for issuing licenses, overseeing licensing activities, and supervising licensing inspectors who are assigned to inspect and monitor children’s and/or adult programs.

The Contact Information for your area can be found on the DSS Public Website under “Child Day Centers.” Click on “New CDC Applicants,” and then “Becoming Licensed.” It provides a list of each office, addresses, phone numbers and the cities and counties served by that office.

What is a Child Day Program?

- Regularly operating service arrangement
- Absence of a parent or guardian
- Agreement of person or organization to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period
- Activities regulated and monitored by Division of Licensing Programs (DOLP)
- Licensed or regulated by Virginia Department of Social Services (VDSS)

The *Code of Virginia* references “child day programs.” So...“What is a *child day program*?”

A ***child day program*** in Virginia is a regularly operating service arrangement for children where, during the absence of a parent or guardian, a person or organization has agreed to assume responsibility for the supervision, protection, and well-being of a child under the age of 13 for less than a 24-hour period. The Virginia Department of Social Services, Division of Licensing Programs regulates and monitors the activities of child day programs in Virginia. Child day programs offering services are either licensed or regulated by VDSS.

Segment 2

The Code of Virginia **and Regulations**



The *Code of Virginia* and Regulations

The *Code of Virginia* and The State Board of Social Services

§63.2-1735 of the *Code of Virginia*

- The [Code of Virginia](http://law.lis.virginia/vacode) is located at the following address --
<http://law.lis.virginia/vacode>
- **The State Board of Social Services** is authorized by the *Code of Virginia* to adopt regulatory standards for licensure and operation of child day care centers in Virginia.

The State Board of Social Services is authorized by the *Code of Virginia* to adopt regulatory standards for licensure and operation of child day care centers in Virginia. This adopted regulation is entitled the *Standards for Licensed Child Day Centers*. The Division of Licensing Programs is granted the authority to interpret and enforce the standards.

A child day center must be in compliance with this regulation in order to be licensed.

<https://law.lis.virginia.gov/vacode>



The screenshot shows the Virginia Legislative Information System (LIS) website. The header includes the Virginia General Assembly logo and the text "LEGISLATIVE INFORMATION SYSTEM". Navigation links for "LIS Home", "LIS Help", "Privacy Statement", and "Live Help" are visible. The main content area is titled "Code of Virginia" and displays "Title 63.2 - WELFARE (SOCIAL SERVICES)". Below this, "Chapter 17 - Licensure and Registration Procedures" is listed with a "create report" link. A search box is provided with a "submit" button. A list of sections follows, including 63.2-1700 through 63.2-1709, each with a brief description of its content.

63.2-1700	Application fees, regulations and schedules; use of fees; certain facilities, centers and agencies ...
63.2-1701	Licenses required; issuance, expiration and renewal; maximum number of residents, participants or c...
63.2-1702	Investigation on receipt of application
63.2-1703	Variances
63.2-1704	Voluntary registration of family day homes; inspections; investigation upon receipt of complaint, r...
63.2-1705	Compliance with Uniform Statewide Building Code
63.2-1706	Inspections and interviews
63.2-1707	Issuance or refusal of license; notification; provisional and conditional licenses
63.2-1708	Records and reports
63.2-1709	Enforcement and sanctions; assisted living facilities and adult day care centers; interim administr...

Title 63.2, Chapters 1, 17, and 18, of the Code of Virginia, grants the Department of Social Services the authority for the oversight and the requirements for the licensing process, including the enforcement of regulations. Using the address on the slide, scroll to 53.2 to see the Code section on Welfare (Social Services).

The applicable sections of the *Code of Virginia* are also located on the DSS Public Website under Regulations & Code References. The Division of Licensing Programs recommends that you familiarize yourself with these sections.

General Procedures and Information for Licensure

As mentioned earlier, child care in Virginia is governed by the *Code of Virginia*, Title 63.2., Chapters 1, 17 and 18.

There are two regulations derived from the Code which will help you understand what is expected of you and what you can expect from the Division of Licensing. One regulation is the *General Procedures and Information for Licensure*.

The *General Procedures* provide the legal guidelines for obtaining a license; the licensing process; requesting an allowable variance; problem solving conferences; complaint investigation; sanctions and the hearing process. The document clearly outlines your responsibilities as a licensee and the responsibilities of the department. The *General Procedures* serve as the foundation for all actions taken by the Division of Licensing Programs.

This document can be found on the “Child Day Center” page under “Regulations & Code References.” It can also be found with the “Attachments” tab to this training.

Standards for Licensed Child Day Centers

The second regulation is the *Standards for Licensed Child Day Centers*. The legal base for the *Standards for Licensed Child Day Centers* is derived from the *Code of Virginia*. The standards are referred to as administrative law and contain the rules and regulations under which a child day center must be operated in order to be licensed. Therefore, a child day center operator must read and understand all the requirements of the standards. .

A copy of the standards can be printed from the VDSS website .Go to the “Child Day Center” page and “Regulations & Code References

You may also order a copy of the standards for a fee of \$8.00. All orders must be made using the “Publication Order Form” located on the “Child Day Center.” Go to “Current CDC Providers” and then “Forms – All Other.” Remember to include the appropriate fees in order to be processed. **The Division of Licensing Programs strongly recommends that each applicant bring their own copy of the standards to the Phase 2 training. The Division provides an office copy for anyone who might forget to bring a copy. However, all office copies must be returned to the licensing staff at the end of the training. No copies of the standards will be available for purchase at the training.**

When is a License Required?

- The *Code of Virginia* mandates that a license be obtained when two or more children under the age of 13 receive care in a facility that is not the residence of the provider or of any of the children in care or 13 or more children at any location.
- An illegal child care operation is a Class 1 misdemeanor.
- There are 14 exemptions to licensure.

WHEN IS A LICENSE REQUIRED?

The code of Virginia mandates that a license be obtained when two or more children under the age of 13 receive care in a facility that is not the residence of the provider or of any of the children in care , or when 13 or more children are in care at any location.

Operating a child day program is a PROHIBITED activity... unless your program is licensed, regulated or exempt from licensure. An illegal child care operation is a Class 1 misdemeanor.

If you look at your copy of the *Standards for Licensed Child Day Centers*, beginning on page 2, you will notice that there are 14 exemptions to licensure. If a child day program meets one of the exemptions, the program does not have to be licensed.

If you have any questions regarding whether or not your program is “exempt from licensure” please contact your regional licensing office.

Segment 3

Before you Apply for a License

Critical items to address:

- **Location – Zoning & Functional Design**
- **Financing**
- **Business structure**
- **Local licenses & permits**

Operating a child day center is a business. Starting a business requires you to complete a number of steps and make some key decisions. As parts of your overall plan, you will need to select a location, decide on a business structure and obtain the necessary licenses and permits. In addition, determining which financing options will meet your short-term needs and long-term goals is crucial.

Selecting a Location

Zoning Ordinances and Regulations

- Define and restrict property use
- Set by local governments to assure land is used for the common good
- Public notice and variance process required to change zoning ordinance

Zoning laws come into play on most real estate development, regardless of how big or small. If you are thinking about buying property or making improvements to property you already own, you will need to understand the zoning restrictions before you commit to anything.

One zoning use is typically not compatible with another. For example, a commercial building usually cannot be constructed on property that is zoned for residential uses.

If you buy open ground to build your facility that is in an agricultural zone, you may not be able to build it without a change in the zoning law or ordinance.

Getting the zoning changed on property requires a process of giving public notice and then having a variance approved by government agencies that oversee enforcement of the zoning plan. Opposition to zoning changes may be raised by neighbors and other interested parties.

You can find out how property is zoned by calling your local planning department and asking what your requirements will be.

Functional Design

Submit if:

- Building not previously used for child care
- Renovations being made to child care center
- New structure being planned



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The options for the building of a child care center include:

1. A building not previously used for child care
2. A building that was previously used for child care that will be renovated
3. A new structure built for child care
4. An existing child care center building that will not be renovated

If you plan to build a new center or renovate an existing structure you should submit the floor plans for the building to Department of Social Services regional office in your area. The floor plans should clearly indicate the use of space including each room's function, location of toilets and sinks, and measurements of the rooms. A licensing inspector will review the plans to identify if the proposed design features of the building are in accordance with the applicable regulations. A preliminary approval does not mean that VDSS will approve the application as many other factors affect the licensure decision. The purpose of this early review is to help avoid costly errors that may occur when functional design requirements have not been considered and incorporated into the plan.

Finances

Start up costs

Borrowing money



Start Up Costs

Every business is different and has its own specific cash needs at different stages of development, so there is no generic method for estimating your startup costs. Some businesses can be started on a shoestring budget, while others may require considerable investment in inventory or equipment. You will need to know whether you will have enough money to begin operating your center.

To determine your startup costs, you must identify all the expenses your business will incur during its startup phase. Some of these expenses will be one-time costs, such as the fee for incorporating your business and the price of a sign for your building. Some expenses will be ongoing, such as the cost of utilities, inventory, insurance, etc.

While identifying these costs, decide whether they are essential or optional. A realistic startup budget should only include those elements that are necessary to start the business. These essential expenses can then be divided into two separate categories: fixed (overhead) expenses and variable (related to business sales) expenses.

An effective way to calculate your startup costs is to use a worksheet that lists the various categories of costs (both one-time and ongoing) that you will need to estimate prior to starting your business.

Borrowing Money

Borrowing money is a common source of funding for a small business. Before you approach your banker for a loan, it is a good idea to understand as much as you can about the factors the bank will evaluate when they consider making you a loan.

Choose a Business Structure



Forms of Ownership

One of the first decisions that you will have to make as a business owner is how the company should be structured. This decision will have long-term implications and you may want to consult with an accountant and /or an attorney to help you select the form of ownership that is right for you.

Obtain Licenses and Permits

Types include:

- Business licenses
- Tax registration
- Employer registrations

While business licensing requirements vary from state to state, some of the more common types include:

1. A business license which is the main document required for tax purposes and to conduct other basic business functions.
2. An employer identification number for tax purposes.
3. Registration for unemployment insurance contributions.

Other State Licenses or Permits

Other state agencies for various licensing requirements:

- **Workplace safety**
- **Environmental regulations, and**
- **Building code and construction regulations**



You may need to contact other state agencies for various licensing requirements, including those regarding: workplace safety, environmental regulations, and building code and construction regulations.

Labor Regulations

Virginia Department of Labor and Industry

- Right to Work Law
- Payroll & Wages
- Minimum Wage
- Equal Pay
- Unlawful Discrimination
- Rights of Persons with Disabilities
- Child Labor
- Employment of Aliens
- Bulletin Board Poster Requirements



The Virginia Department of Labor and Industry is responsible for administering and enforcing most of the state labor laws, with the major exceptions being those pertaining to unemployment and workers' compensation insurance.

Segment 4

Licensee Responsibilities

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Licensee Responsibilities

Regulations

- *Standards for Licensed Child Day Centers;*
- *General Procedures and Information for Licensure;*
- *Background Checks for Child Welfare Agencies*

As stated earlier, to be successful as a licensed child day center, you will need to be knowledgeable of and in compliance with the *Standards for Licensed Child Day Centers*, and *General Procedures and Information for Licensure*. You will also be required to be in compliance with the *Background Checks for Child Welfare Agencies*. The *Background Checks* document can be found on the “Child Day Center” page under “Background Investigations.”

Responsibilities of the Licensee

Reporting suspected child abuse and/or neglect

As a licensed child day center, you and your staff are MANDATED reporters and must report any suspected abuse or neglect of children.

The purpose of mandated reporting is to identify suspected abused and neglected children as soon as possible so that they can be protected from further harm. Child Protective Services, known as CPS, cannot act until a report is made. As a mandated reporter, you play a critical role in preventing any future harm to children.

Anyone can report suspected child abuse or neglect, but if you are identified in the Code of Virginia as a mandated reporter, you are required by law to immediately report your concerns to the local department of social services or to the Child Abuse and Neglect Hotline.

When a report of suspected child abuse or neglect is made, CPS will determine if the report is valid and whether or not to conduct an investigation.

Responsibilities of the Licensee

Compliance with:

- ✓ Local planning authority & zoning
- ✓ Building code requirements
- ✓ Fire codes
- ✓ Environmental health
- ✓ Taxes
- ✓ Labor laws & worker's compensation

Other responsibilities include compliance with local planning and zoning, building code requirements, fire codes, environmental health, taxes and labor laws and workers' compensation.

Local planning and zoning:

Make sure the location you choose is zoned for child care **before** you make a financial commitment. Ask about such things as parking or road access requirements, environmental impact reports, hook-up costs for utilities, etc. Exceptions or variances can be made, but the process can be lengthy and usually has charges.

Building code requirements:

Virginia's Uniform Statewide Building Code requires each building used for child care meet certain structural requirements. Before you decide to use an existing building, ask the local building official if it is approved for child care and if a special permit is required. The building official may refer you to the appropriate fire official who will inspect your building to assure it meets fire safety requirements. Also, requirements will be more stringent if you plan to serve children under 30 months of age because they would be at greater risk and more difficult to evacuate in a fire or other emergency. A license cannot be issued until there is written documentation of approval by the authority having jurisdiction that the building meets building and fire codes. The "Building Evaluation or Inspection" form, which is found on the DSS Public Website, can be used by the building official to provide the required documentation. **Renovations can be costly. It can save you added expense to have a building checked early in your planning and before you make a commitment.**

Health department.:

The local health department will regulate matters involving your kitchen and kitchen staff, water supply, sewage hookups, etc. Again determine the requirements before your purchase or sign a rental agreement.

As with any business, prepare to comply with employment laws, local business taxes, licenses and/or permits, as well as any other applicable federal and state requirements.

Other things to consider...



Other things to consider....

Is there a need for child care in your area?

Evaluate your local child care market:
It is important to know whether there are demands for your services before you invest your time and money.

IS THERE A NEED FOR CHILD CARE IN YOUR AREA?

Your child care center is a business and a well run business starts with a business plan. Conducting a needs assessment is an important part of any business plan. Evaluation of your local child care market can be accomplished by contacting area businesses, schools, friends, and neighbors to name a few resources. Checking with your local chamber of commerce or community development organization can help to gauge the possibility of increased child care needs from businesses that your community may be recruiting. It is important to know whether there are demands for child care services before investing your time and money.

Will you administer medications to the children in care?

You need to make a decision regarding the administration of medications to a child in your program.

- Prescription and non-prescription?
- No medications?



Another thing to consider is whether or not you will administer medications to the children in your care. If you plan on administering any prescription and/or non-prescription medications to the children in your care, you must be Medication Administration Training certified, otherwise known as MAT certified.

TRAINING: Medication Administration Training (MAT)



https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/new_applicants/additional_resources/pmat_information_sheet.pdf

For more information about the MAT program, go the “Child Day Center” page and click on “Current CDC Providers.” Then click on “Additional Resources – Child Day Center Provider Training & Development.” Click on “Medication Administration Training Program” , which is located on the right on the page.

If you are planning on administering **prescription and/or non-prescription medications** to the children in your care, you must successfully complete the **MAT course**.

If you are planning to serve children who have diabetes, and require insulin be administered, you must successfully complete the **MAT/Diabetes course**.

If you are planning to serve children who require rectal medications for seizures and/or diabetes, you must complete the **MAT/Rectal Medications course**.

If the only prescription medication that you will administer is an **EpiPen** in an emergency situation, and/or topical medications, you must complete the

PMAT course or the MAT course.

Information about PMAT is available on the PMAT Information Sheet which can be accessed via the hypertext link on the slide or on the DSS Public Website. Select Child Day Centers tab, then new CDC Applicants, then Additional Resources and then the PMAT Information Sheet.

Are you qualified to be the Program Director?

Finding Qualified Staff



- Staff qualifications
 - ✓ Program leader 22 VAC 40-185-210
 - ✓ Aides 22 VAC 40-185-220
 - ✓ Program director 22 VAC 40-185-190

- Staff-to-child ratios and staffing pattern
22 VAC 40-185-340 and 350

Every center must have a qualified program director or a qualified back-up program director who meets one of the director qualifications and is regularly on site at least 50% (in some cases 75%) of the center's hours of operations. The licensee, if qualified, may choose to be the program director or s/he may choose to hire someone who meets the qualifications.

- Program Director qualifications are outlined in Standard 190.
- A Program Leader qualifications are outlined in Standard 210.
- Aide qualifications are listed in Standard 220.
- Staffing and supervision requirements are found in Standards 340 and 350.

QUIZ

1. A child day center may open and care for children while completing the initial application. True/False
2. Child day center staff are required to report suspected abuse and/or neglect of a child. True/False
3. There is no special training required if a center administers medication. True/False

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1. Let's take a brief quiz to see what you have learned so far.

ANSWERS

- 1. False. Operating a child day center is prohibited unless the center is currently licensed.**
- 2. True.**
- 3. False. A center must have Medication Administration Training certified staff to administer prescription and/or non-prescription medication.**

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Answers.

1. False. Operating a child day center is prohibited unless the center is currently licensed.
2. True. Child day center staff are required to report suspected abuse and neglect of a child.
3. False. A center must have Medication Administration Training certified staff to administer prescription and/or non-prescription medication.

Segment 5

Preparing the Application



It would be helpful to have a copy of the initial application to refer to as you proceed with this training. You can access this form by going to the website to the “Child Day Center” page. Click on “New CDC Applicants” and then on “Application Forms.”

Application Updates

- The CDC Initial Application is available on the VDSS Public Website under the Application Forms tab

https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/new_applicants/forms/032-05-0431-11-eng.pdf

- This section of the training that covers completing the initial application is currently under revision.

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•Please access the CDC Initial Application on the public website, or via the web address on the slide. Please contact your Regional Licensing Office with any questions. The department's **first** means of communication with a provider is via email as it will ensure timeliness of information sharing and help keep down printing and mailing costs. If available, provide us with an email address.

•Please review the application "line by line. It is vital that the application that we receive is complete, including any addenda. Many applications received by our department are NOT complete. You may forfeit your application fee if a complete application is not received within the specified timeframe. Before you mail in your application, be sure to complete all line items and attach all the required documents.

Required Financial Documentation

- Operating budget
- One credit reference

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An operating budget and one credit reference are required with the initial application. A model form for a budget can be found on the website on the “Child Day Center” page. Click on “New CDC Applicants” and then on “Application Forms,”.

Insurance Coverage

Maintain public liability insurance
for bodily injury



Minimum limit of
\$500,00 each
occurrence

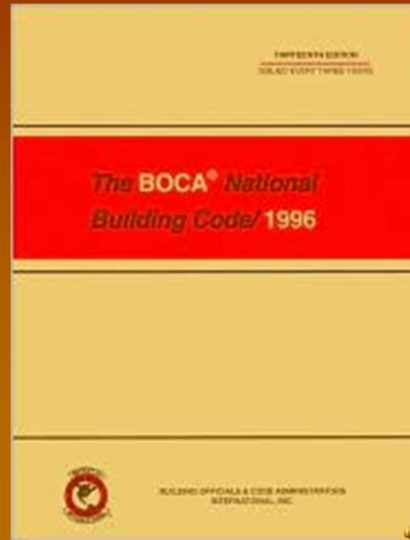
Minimum limit of
\$500,000
aggregate

Insurance Coverage

Another required attachment is documentation that you have a policy with insurance coverage that includes a minimum limit of at least \$500,000 per occurrence and a minimum limit of at least \$500,000 aggregate.

Building Codes

The building must meet
applicable
Building Codes



Building Codes

Another required attachment is a copy of completed (signed and dated) "Request For Building Evaluation Or Inspection" and the completed Fire Inspection Report.

Virginia Department of Social Services
REQUEST FOR BUILDING EVALUATION OR INSPECTION

SECTION I (To be completed by applicant)

(Applicant's Name) _____ (Telephone number) _____

(Applicant's Address) _____

I hereby request the building located at the following address be evaluated by the Building Official (and inspected if determined necessary by the Building Official) for compliance with the Virginia Uniform Statewide Building Code (VUSBC).

Building Address (provide complete address) _____ Building name or number _____

NOTE: If multiple buildings are used, please enter information for each building on a separate form.

I plan to use the building to operate the following:

Family Day Home* Licensed Child Day Center* Children's Residential Facility*

Religious Exempt Child Day Center* Certified Preschool or Nursery School*

Adult Day Care Center† Assisted Living Facility†

*For children's programs, specify the total number of children to be served _____ and the number of children served who will be 2½ years of age or less _____.

†For adult programs, specify the total number of adults to be served _____ and the maximum number of adults who at any given time will not be capable of self-preservation (non-ambulatory) _____.

I will bear any associated costs incurred.

Date: _____ Signature of Applicant: _____

SECTION II (To be completed by the Building Official)

The VUSBC Group Classification _____ Maximum Occupancy Load (including staff) _____ (_____ non-ambulatory)

The building identified above has been evaluated based on the information provided and inspected, if necessary, and is determined to be properly classified under the VUSBC for the indicated use and number of occupants.

Comments (if any): _____

Date: _____ Signature of Building Official: _____

Printed Name of Building Official _____ Telephone Number _____

801-68-4841-64-ENG (08/11)

As was referenced earlier, the “Request for Building Evaluation or Inspection” can be found on the website under “New CDC Applicants “ - “Application Forms” and under the “Attachments” tab.

Approval from the Health Department

- Approval for meeting requirements for:
 1. Water
 2. Sewage disposal system
 3. Food service, if applicable

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You must provide documentation of the local health department approval.

Asbestos Statement



Asbestos inspection needed
if building was built before
1978

Asbestos Statement

If your building was constructed prior to 1978, the building must be inspected for asbestos. The inspection must be done by a person licensed in Virginia as an asbestos inspector and management planner.

The forms and directions are available on the website under "New CDC Applicants – Application Forms."

Background Checks

▼ Background Investigations

Forms

- Request for Search of the Child Protective Services (CPS) Central Registry (PDF)
- Sworn Statement or Affirmation for Child Day Programs (PDF)

Documents & Procedures

- Background Checks for Child Welfare Agencies (PDF)
- Background Investigation Procedures Child Day Care Programs (PDF)
- Barrier Crimes (PDF)
- Convictions Requiring Registration in the Sex Offender and Crimes Against Minors Registry
- Other States - Instructions for Out of State CPS Searches (PDF)
- Other States - Interstate Child Care Background Check Contact List (PDF)
- State Police Sex Offender and Crimes Against Minors Registry

As part of the initial application process, you will need to apply for background checks for yourself, and any individuals listed on the business entity page of the CDC application (the licensee and any agent involved in the day to day operations of the child day center).

You should begin by accessing and reviewing all the documents and procedures on the DSS Public Website under the Tab entitled Background Investigations, including the Background Checks for Child Welfare Agencies regulation.

Background Checks required for all

1. Sworn Statement of Affirmation
2. National Criminal Background through Fingerprinting
3. Virginia Child Protective Services (CPS) Central Registry Clearance

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The licensing inspector will review the background clearances at the initial inspection. Three background checks are required for any applicant, all individuals listed on the applicant's business entity page, any caregiver, and adult household members who are 18 years of age and older. IMPORTANT NOTE: If any of these individuals have lived in another state in the past five years, they also must obtain three additional out-of-state background checks. You, your staff and any volunteers who will be alone with, in control of, or supervising children, must have the Sworn Statement or Affirmation, Virginia CPS Central Registry Check and National Criminal Background Check through Fingerprinting.

1. Sworn Statement or Affirmation. This is completed by the person needing the background checks. You have the option of using the model form on the DSS Public Website that is available on the hypertext link that follows:

https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/forms/032-05-0160-10-eng.pdf

2. National Criminal Background Check. This is fingerprint based and results are obtained through the VDSS Office of Background Investigations (OBI). It is a determination as to whether the person has criminal convictions. Barrier crimes are certain convictions which prevent a person from being able to work with children in a licensed facility or applying for a license. This is completed after your initial application has been submitted. You will be contacted by your regional licensing office and provided with information on how to obtain this check.

3. Virginia Child Protective Services (CPS) Central Registry Check. This check is obtained from VDSS. This check is done to determine if a person is listed on the

Virginia Child Abuse and Neglect Central Registry which would prevent them from working with children in a licensed facility or applying for a license. It only checks the registry in Virginia. You can find the form to request a search on the Virginia DSS website under Background Investigations. The direct link to the form is:

https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/forms/032-02-0151-12-eng.pdf

IMPORTANT NOTE: The applicant, any individuals listed on the applicant's business entity page, any caregiver, and adult household members who are 18 years of age and older and have lived in another state in the past five years also must obtain three additional out-of-state background checks.

Out-of-State Background Checks

- Interstate Criminal Background Check
- Interstate Sex Offender Registry Check
- Interstate Child Abuse and Neglect Registry Check

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Out-of-State Background Checks are required for applicants and staff who have had residency in another state(s) in the past five years..

1. Interstate Criminal Background Check. This checks for additional criminal convictions which a state has not reported to the FBI and therefore could not be identified during the National Criminal (fingerprint) Background Check. Use the link below to find the state and follow the instructions in Column 1 to obtain this check. **NOTE:** If your state is listed in RED font on this page, it is a state that does share all convictions with the FBI and, therefore, you DO NOT need to complete this particular check.)

2. Interstate Sex Offender Registry Check. This checks to see if the person is listed on a state's Sex Offender Registry. Use the link below to find the state and follow the instructions in Column 2 to obtain this check.

3. Interstate Child Abuse and Neglect Registry Check. This checks to see if the person is listed on a state's Child Abuse and Neglect Registry. Use the link below to find the state and follow the instructions in Column 3 to obtain this check.

The link to the **Interstate Child Care Background Check Contact List** is where you will find instructions on how to find the above three background checks. **IMPORTANT NOTE:** Make sure to read and follow the instructions because each state has a different way to request the checks/searches.

https://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/guidance_procedures/other_states_request_for_search_of_the_cps_central_registry.pdf

When due?

- Before a License can be issued
- May not be more than 90 days old at time of license issuance

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All required background checks **MUST** be complete before a license can be issued, **BUT** completed background checks may not be more than 90 days old at the time your license is issued.

Office of Background Investigations

The VDSS Office of Background Investigations (OBI) oversees the Virginia CPS Central Registry and the interpretation of criminal history fingerprinting results.

Phone number: (804) 726-7884

VDSS Webpage for Background Investigations information



The VDSS Office of Background Investigations oversees the Virginia CPS Central Registry and interpretation of criminal history fingerprinting results. Their phone number is (804) 726-7884.

For information on background checks, please visit the VDSS background investigations web page. It is available from the Child Day Center Page by selecting the Background Investigations tab. The Background Checks regulations and Background Investigations Procedures, as well as other information are available under the Documents and Procedures bullet.

https://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/index.cgi

Barrier Crimes

- The provider is responsible for reviewing any record received for a barrier crime conviction.
- An individual with a barrier crime is prohibited from working, volunteering or being an applicant, agent or household member for a child day program.
- The Child Care Barrier Crimes list is available on the VDSS website.

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Results of the background checks will be used to determine if the individual has a barrier crime that would prevent him from legally caring for children or operating a child care facility or family day home. After receiving the results of background checks, providers must access the Barrier Crimes List via the DSS Public Website or hypertext link provided to see if any convictions that are in the background check results would be a barrier crime. If a staff discloses a felony conviction within the past 5 years, a conviction of a barrier crime, or a central registry finding, then the staff is not eligible for employment. The Barrier Crimes list is available on the DSS Public Website on the Child Day Centers page – then select the Background Investigations tab – and then the Documents and Procedures tab.

https://www.dss.virginia.gov/files/division/licensing/fdh/intro_page/background_investigations/guidance_procedures/barrier_crimes.pdf

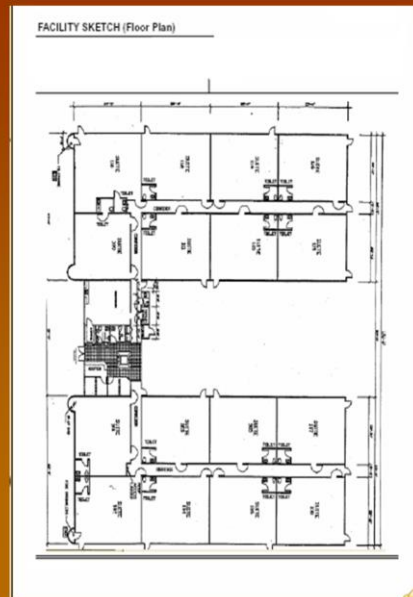
Your Regional Licensing Office

For questions about
Background Checks, contact
your Regional Licensing Office.

Floor Plans

Floor plans indicating:

- Exact dimensions of rooms (length & width)
- Function of each room
- Locations of bathrooms
- Number of toilets/sinks
- Position of any fixed equipment & furniture



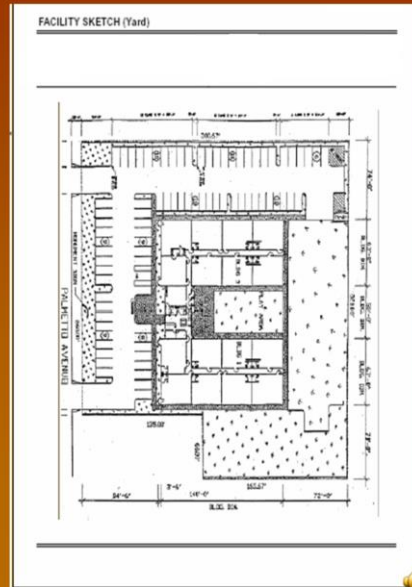
You will need to submit a floor plan indicating the exact dimensions of the rooms to be used, including the room length and width; the function of each room; the toilet facilities, including basins and toilets; and the position of any fixed equipment and furniture.

You do NOT need to provide a blueprint. An outline (drawn to scale) on a 8 ½ X 11 paper will be sufficient.

Site Plan

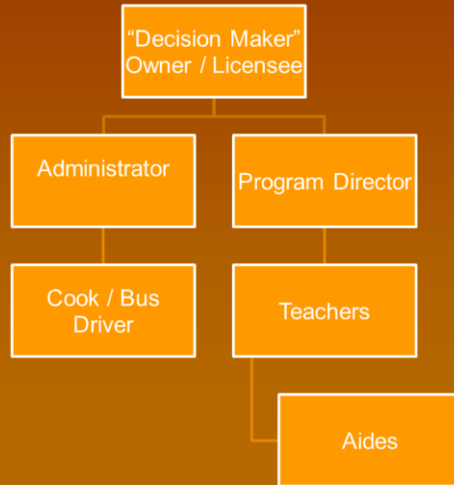
Site plan or sketch showing:

- Building location on the property
- Outdoor play areas (include dimensions)
- Adjacent streets & parking areas
- All fences, fixed equipment and secondary buildings or structures



You must also submit a site plan showing: the outdoor play areas, (including dimensions,) the location of the building on the site, adjacent streets and parking areas, and all fences, fixed equipment and secondary buildings or structures.

Sponsorship & Organization of the Center



You will need to submit a written statement regarding the sponsorship and organization of the center, with information showing who is responsible for policy making, operation and management decisions.

Sample Forms

Submit copies of all forms developed when you are not using model forms from VDSS.



Submit copies of all forms developed (i.e., application form, parent agreement, medication administration, etc.) when you are not using model forms from VDSS.

Sample Menu

- Sample menus for one month



We will need a sample menu for one month. Include all snacks, lunches, and/or other meals.

List of Play Equipment



Outdoor Play Equipment

Indoor Play Equipment



We need a list of indoor and outdoor equipment that will be available to the children. You should have a sufficient supply based upon your capacity. The equipment should be age appropriate and safe.

Daily Activity Schedule



A copy of the daily activity schedule(s).

You will need to provide a copy of the daily activity schedule for the center. The schedule will be different for infants and toddlers, preschoolers and school-age children.

Brochures and Policies

A copy of all
brochures and
policies....



Submit all of the center's policies, procedures, and brochures regarding children and staff.

Staff Information

STAFF INFORMATION

Name of Facility: _____

Staff Member	Date of Employment	Position	Work Hours/Shift	Work Location (Building, Office, Unit, or Room)	Check if Currently Certified		Check if Currently Certified Registered Medication Administration
					First Aid	CPR	

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The Staff Information form should be completed and attached with your application. List any staff you have hired. You will need at least two staff when you open. If you are to be the director, administrator, or a teacher, list yourself on this form. This form can be found on the VDSS Public website.

Tuberculosis Screening

Provider, assistants, and staff shall each have a statement that:

- They are free of TB in communicable form
- Is signed by physician, his designee, or health department representative
- Was completed in the past 30 days.

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Tuberculosis, referred to as TB, is a disease caused by germs that are spread from person-to-person through the air. Screening for TB infections and providing treatment to prevent progression to active disease are important in the ultimate elimination of tuberculosis.

Please note that you are not required to have a TB skin test; instead your physician or health department representative will conduct a risk assessment or screening to determine whether or not additional testing or treatment will be required. You need to submit the results of the TB screening with your application. The statement must indicate that the person is free of tuberculosis in a communicable form. The statement must be signed and dated by a physician, physician's representative, or representative of the health department and shall have been completed within the past 30 days.

Sample TB Screening Form

- Update the screening every two years
- Submit a copy with your application

**REPORT OF TUBERCULOSIS SCREENING
CHILDREN'S PROGRAMS**

Standards and child care policy require certain individuals to submit a report indicating the absence of tuberculosis in a communicable form when involved with (i) children's facilities regulated by the Department of Social Services or (ii) legally operating child care programs, including care by relatives, that receive Child Care and Development Fund. Each report must be dated and signed by the examining physician, the physician's designee, or an official of a local health department. When signed by the physician's designee, the form must also identify the physician/physician practice with which the physician-designated screener is affiliated.

Name: _____ Date of Birth: _____
Address (Street, City, State, Zip Code): _____

1) _____ A tuberculin skin test (TST) is not indicated at this time due to the absence of symptoms suggestive of active tuberculosis, risk factors for developing active TB or known recent contact exposure.

2) Tuberculin Skin Test (TST): Date given _____ Date read: _____
Results: _____ mm Positive _____ Negative _____

3) _____ The individual has a history of a positive tuberculin skin test (latent infection). Follow-up chest x-ray is not indicated at this time due to the absence of symptoms suggestive of active tuberculosis.

4) _____ The individual either is currently receiving or has completed medication for a positive tuberculin skin test (latent TB infection) and a chest x-ray is not indicated at this time. The individual has no symptoms suggestive of active tuberculosis disease.

5) _____ The individual had a chest x-ray on _____ (date) at _____ (location) that showed no evidence of active tuberculosis. As a result of this chest x-ray and the absence of symptoms suggestive of active tuberculosis disease, a repeat film is not indicated at this time.

Based on the available information, the individual can be considered free of tuberculosis in a communicable form.

Signature/Title: _____ Date: _____
(MD/Designee or Health Department Official)
(Print Name/Title)
Address (including name of practice, if appropriate): _____

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This is a sample TB screening form. You may use a form from your physician or health care provider. Remember to send a copy of the screening with your application and keep the original in your files. The subsequent screenings will need to be obtained every two years.

The sample form can be found on the DSS Public Web Site – Child Day Center page under New CDC Applicants – Application Forms.

Program Director

- Written confirmation of the qualifications of the program director

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You will need a qualified program director to be in place when you open your center. Attach documentation of the qualifications of your designated director.

SUMMARY: Completing the Application

- How to avoid delays
 - Send only a complete original application
 - Include all required documents and attachments
 - Have all of the required background clearances completed and on file

To summarize:

- Send only a complete original application.
- Include **all** required documents and attachments.
- Have all of the required background clearances on file.

The 60 day time frame begins upon the Licensing Office's receipt of a **COMPLETE** application.



The Code Of Virginia requires the DOLP to take action on a complete application within 60 days of being received...but the "clock" doesn't start "ticking" until we have a COMPLETE application. Sending in an incomplete application will only slow down the process of obtaining a license.

QUIZ

1. An operating budget and one credit reference are required with the initial application. True/False
2. Background checks can be completed after a license is issued. True/False
3. Liability insurance for a child day center is optional. True/False

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Let's take another quiz.

ANSWERS

1. True.
2. False. Background checks must be completed and on file for the initial inspection.
3. False. A center must have liability insurance with a minimum of \$500,000 per occurrence and minimum limit of \$500,000 aggregate.

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Answers.

1. True. An operating budget and one credit reference are required with the initial application.
2. False. Background checks must be completed and on file for the initial inspection.
3. False. A center must have liability insurance with a minimum of \$500,000 per occurrence and a minimum limit of \$500,000 aggregate.

Segment 6

The Initial Inspection

When you are ready, the **Initial Inspection** will be scheduled and conducted at a mutually convenient time. Your Licensing Inspector will inspect your center and outdoor area and review all licensing standards.

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After you have attended the next training, Child Day Center Phase 2:Pre-Licensure Training, and we have received your complete application, a licensing inspector will be assigned to your application. The licensing inspector will contact you to set up a mutually convenient time to conduct an initial inspection.

When a licensing inspector comes to your center to conduct an initial inspection, **all** standards will be checked to determine compliance.

Segment 7

The Role of the Licensing Inspector



What is the role of the licensing inspector?

Responsibilities of the Licensing Inspector

- Reviewing the application
- Determining compliance with the standards
- Making a recommendation to the licensing administrator of the appropriate action
- Monitoring continued compliance with the standards
- Providing technical assistance and consultation

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A Licensing Inspector is responsible for:

- Reviewing your application.
- Determining if your facility is in compliance with the *Standards for Licensed Child Day Centers* through an inspection of your facility prior to licensure.
- Recommending to the licensing administrator the appropriate action to be taken based upon your compliance with the standards and confirmed by the inspection findings and the information you have provided.
- Monitoring your continued compliance with the standards after a license is issued through a series of unannounced inspections and providing written notification of the findings of these inspections.
- Assisting you in developing ways to comply with the standards and discuss options when applicable.
- Providing consultation in the areas of program, nutrition, health, administration and other aspects of child care.

The licensing inspector will welcome comments, input and recommendations you may have about the licensing process. After an inspection, if you find that you disagree with the interpretation or applicability of a standard by the licensing inspector, you can make arrangements to discuss

your concerns with the licensing administrator in the regional licensing office. The *General Procedures for Licensure* will give guidance on this. Often problems can be resolved quickly and easily through this informal administrative review process.

Next Steps...

Sign-up for Phase II

If you plan to submit an application, please sign-up for the next training session. The Phase II **Pre-Licensure Orientation** is free of charge and is **REQUIRED** prior to the issuance of your license.

Remember to bring your copy of the Standards!



Congratulations! You have completed Phase 1: Pre-Application Consultation for Child Day Centers . Now you are ready to attend the Phase II Pre-Licensure Orientation for Child Day Centers. If you plan to submit an application, please sign up for the next training session. The Phase II Pre-Licensure Orientation is free of charge and is required prior to the issuance of your license.

In Phase II, a licensing representative will focus on the key health and safety standards, as contained in the *Standards for Licensed Child Day Centers*. Remember to bring a copy of the *Standards*.

Thank you.