

(DATE)

(Name of Director) (Note needs to be formatted for window envelope.)

(Name of Center)

(Mailing Address)

(City, IA Zip)

SUBJECT: Permission to Open Without a License

Dear (Name):

Section 237A.2(1) of the Code of Iowa and 441 Iowa Administrative Code 109.2(1)“c” allows a child care center to open without a license for a period of up to 120 days, pending a licensing decision when Department receives the following:

1. A complete application for a license.
2. An approved fire marshal’s report.
3. A floor plan indicating room descriptions and dimensions, including location of windows and doors.
4. Occupancy approved by the local building inspector.  
(Choose one of the following.)
5. Center director meets the minimum personnel qualifications.
5. Center director has a plan approved by the Department of Human Services to meet the minimum personnel qualifications.

You have met these criteria and have permission to open at (address) without a license on (date).

Sincerely,

(Licensing Consultant Name)  
Child Care Consultant