



New Center Guidance Tool

Name of Center	Name of Contact Person
Address of New Center	
Phone Number of New Center	Email of New Center

Date licensing administrator emailed the following: _____

Read the Steps in the Process, then click on Step 1, Documentation. Carefully review all information by clicking on the document links provided there:

1. Introductory letter
2. Checklist of items to be submitted for initial licensure
3. Center director requirements (*includes qualifications worksheet*)
4. Iowa Administrative Code Chapter 109
5. *Child Care Centers and Preschools Licensing Standards and Procedures* (Comm. 204)
6. State record check process
7. National record check process
8. Child care center resources
9. Child care regulation checklist

Other resources:

DHS licensing material: <https://ccmis.dhs.state.ia.us/providerportal/LicensedProviderInfo.aspx>

Iowa Admin. Code, Handbook and more. DHS: <http://dhs.iowa.gov/childcare/tool-and-resources>

First Children's Finance: <http://www.firstchildrensfinance.org/businessresourcecenter/centers-2/>

Child Care Resource & Referral: <http://iowaccrr.org/> AND <https://iowaccrr.org/providers/ccc/>

Healthy Child Care Iowa (HCCI): <http://idph.iowa.gov/hcci/products>

Mandatory Reporter and Universal Precautions: <https://training.hs.iastate.edu/login/index.php>

Reports on Line: https://secureapp.dhs.state.ia.us/dhs_titan_public/ChildCare/ComplianceReport

Example discussions to have with owner or director:

- Always encourage collaboration with Child Care Resource & Referral (CCR&R) specialists and any other community resources that apply.
- General business plan – name of center, days and times, ages serving, etc.
- Participation in Child Care Assistance
- Development of required written policies and handbook expectations
- Owning or renting the property
- Director and on-site supervisor qualifications
- Profit or non-profit status; access to various funds, grants, etc. related to this; possible impacts to participation in quality initiatives, CACFP, etc. related to this

- Numbers of sinks and restrooms (how this may or may not impact capacity)
- Access to or plan for drinking water; discussion about why drinking fountains do not work well for little people
- Food service – preparing food or catering it; facilities/location of kitchen; commercial vent hood system expense
- Outdoor play space (location considerations; enclosed outdoor play space; supervision design issues)
- Will they be providing any kind of transportation and how will they do this
- City or county’s response to their business; have they contacted them
- Discussion about the overall obvious “friendliness” of the property (parking for families and staff, vestibule or entryway area, possible outdoor urban playground privacy fencing, overall security, lighting – parking lot and classroom, fresh air and window access, ease of building flow, possible lead paint and radon hazards, age of property, obvious dilapidated features such as worn flooring and damaged walls, who will be doing maintenance for the property including mowing and snow shoveling, evidence of insects and vermin, possible concerns if it is going to be a shared space such as a church or school, and etc.)
- Reminder to complete radon testing within the first year.

Documentation	Date Received or Sent
Contact information for Fire Marshal, CCR&R, child care nurse consultant	
Playground handbook	
Licensing notebook organization tool	
Examples of center handbooks	
Fire inspection certificate signed by the State Fire Marshal or local designee. Prospective centers should ensure that the location and facility meet <u>local</u> building and zoning ordinances.	
Floor plan of the building (or center area if co-located in a building) showing the length and width of room, location and dimension of windows, and ceiling height.	
Documentation to support that the center director and on-site supervisor meet the qualifications outlined in 441 IAC 109.6(1) and (2), including certification in CPR, first aid, and mandatory reporting of child abuse.	
Request that licensing administrator sends application and invoice to the program	
Permission to open date	

Floor Plans/Square Footage of Each Room:
Total Capacity:

Areas to Review: Bathroom Facilities	Does area need correction?
Are sinks present in infant room?	
Do sinks and toilets accommodate capacity?	
Are sinks and toilets accessible from classroom or is escort needed?	
Are there needed repairs?	

Areas to Review: Outdoor Play Area	Does area need correction?
Sufficient space to accommodate capacity	
Shade availability	
Drainage (concerns of standing water)	
Equipment present and type of fall surfacing (appropriate and in good repair)	
Presence of utilities or mechanicals? Power lines, air conditioning units, etc.? Do they need to be secured or fenced?	

Areas to Review: Additional Hazards or Risks	Does area need correction before opening?
Body of water near the center	
Busy road near the outdoor play area	
Accessibility of program space by neighbors or other tenants	
Blind area such as half walls or L-shaped space where children could be unobserved	
Potential issues with State Fire Marshal (children on the second floor, no direct access, commercial range hood)	
Exposed electrical wires, low hanging wires, or electrical covers with burn marks	
Peeling paint that may suggest lead exposure concern?	
Construction incomplete or poor general maintenance (damaged walls or floors, poor cabinetry, etc.)	
Kitchen facilities: cleaning supplies, appropriate dry pantry and refrigeration access, accessibility to children	
Ventilation and lighting: windows, fencing, fans. Sufficient electrical lighting? Window blinds and curtains appropriate? Other hardware? Screens?	
Vermin or bug concerns?	