This is a preliminary list of items that must be submitted and reviewed by the child care consultant for the initial license of a preschool or child care center. The child care consultant assigned to your center may review or require you to submit other materials before issuing a license. More comprehensive licensing material can be found at the following link: http://ccmis.dhs.state.ia.us/providerportal/LicensedProviderInfo.aspx.

- **Steps 1-6** are required to secure permission to open.
- **Steps 7-15**, as well as overall compliance with the Licensing Checklist, found in Comm. 204, will be evaluated during an on-site evaluation within 120 days of being granted permission to open.

1. Fire inspection certificate signed by the State Fire Marshal or local designee.
   **Note:** Prospective centers should ensure that the location and facility meet local building and zoning ordinances.

2. Floor plan of the building (or center area if co-located in a building) showing the length and width of rooms, location and dimension of windows, and ceiling height. The plan does not have to be drawn to scale and can be drawn on 8 1/2 x 11 inch paper.

3. 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.

4. *Child Care Center Licensing Application and Invoice*, form 470-4834, signed by the owner, operator or the chairperson of the board. (An application will be sent upon completion of items 1-3.)

5. The application and regulatory fee is received by the Department.
5a) The center may establish a SING account for Iowa record checks after 1-5 are received.

6. Center has completed state record checks on all staff and has initiated national record checks.

7. Written statement of the program’s purpose and objectives.

8. A written description of the curriculum or program structure and an activity plan that is appropriate to the developmental and special needs of the children served.

9. Fee policies and financial agreements given to parents.

10. Written policies as required by licensing standards for enrollment and discharge of children (include policies for excluding children)
    - Field trips and non-center activities
    - Transportation
    - Discipline
    - Nutrition
    - Health and safety policies
    - Emergency plans

11. A written plan for staff orientation to the center’s policies and applicable licensing standards and ongoing training and development of staff.

12. A written plan for the ongoing training and development of staff.

13. Written requirements and procedures for mandatory reporting of suspected child abuse and neglect.

14. Samples of all forms to be used by the center, including parent authorization forms.

15. Menus for a two-week period.

**Note:** An on-site visit of the center and review of additional materials, including staff and children’s files, will occur before a license is issued (within 120 days of being issued permission to open). Directors are encouraged to conduct a self-audit with the entire checklist before DHS makes a licensing visit. Child Resource & Referral can also assist with the preparations for opening ([http://iowaccrr.org/](http://iowaccrr.org/)).