

Checklist of Items to be Submitted for Initial Licensure

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 Iowa Department of Inspections, Appeals, & Licensing (DIAL) or local designee.
 - Building Code Plan Review Information: (Note: Architectural plans are required)
<https://dial.iowa.gov/i-need/licenses/building/plan-review>
<https://dial.iowa.gov/i-need/licenses/building/how-do-i-submit-construction-plan-review>
<https://dial.iowa.gov/media/7493/download?inline=>
 - a. Contact David Ruffcorn. david.ruffcorn@dia.iowa.gov. bcinfo@dps.state.ia.us
 - b. Fire inspections for new and existing licensed buildings. Contact Jennifer Ware. jennifer.ware@dia.iowa.gov

A center must submit a well-drawn floor plan, indicating ages and number of children intended for each space, dimensions of each space, location of windows, doors, swing of doors and exterior exits to the child care consultant when making an initial application and when the location or floor plan has changed. The floor plan must show, exit signs, emergency illumination, panic hardware, location of all sinks/toilets and any cooking equipment.

If the center is not in an existing operating school and there are children in the facility 2 ½ years or younger, a Licensed Architect will need to prepare the floor plans and do the submission to the State Building Code Bureau. Submit plans for new construction, additions, and alterations of existing facilities to both the child care consultant and the office of State Building Code. The center must obtain approval for the plan from both the Department, State Building Code, and get an inspection report from the State Fire Prevention Bureau before proceeding. This allows the Consultant and State Building Code to troubleshoot with you regarding areas of concern about fire safety or capacity before you incur additional costs. Certain approved city jurisdictions can do the plan review normally done by the State.

When the State Building Code Bureau has approved the submission, State Fire Prevention will be sent to do the final inspection/report.

Note: Prospective centers should ensure that the location and facility meet local building & zoning ordinances. Fire Prevention Inspectors [link](#):

- 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](#).
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- 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
 - Health and safety policies
 - 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/>).