



# Licensing 101

*An introduction to Child Care Licensing*



State of Alaska  
Department of Health and Social Services  
Division of Public Assistance

## *Who must get a child care license?*

In general, anyone caring for more than four non-related children

- Some types of facilities are exempt from licensure - click [here](#) to view.



# *Who regulates licensing?*

The Alaska Child Care Program Office is part of the Division of Public Assistance. They make sure that child care facilities meet State and Federal Laws and Regulations.



# *Who is accountable?*

The Owner/Administrator and Staff of the child care facility are responsible for understanding and complying with State child care licensing regulations.

- ***To view the regulations, click [here](#)***



# *What is a Licensed Child Care Facility?*

A State approved safe place where children are supervised, educated, and shown positive interactions in a healthy environment.



# *A Licensed Child Care Facility is:*

- a facility that is safe for children
- a facility where children can grow and learn
- a facility where educated and trained adults of good character supervise children at all times



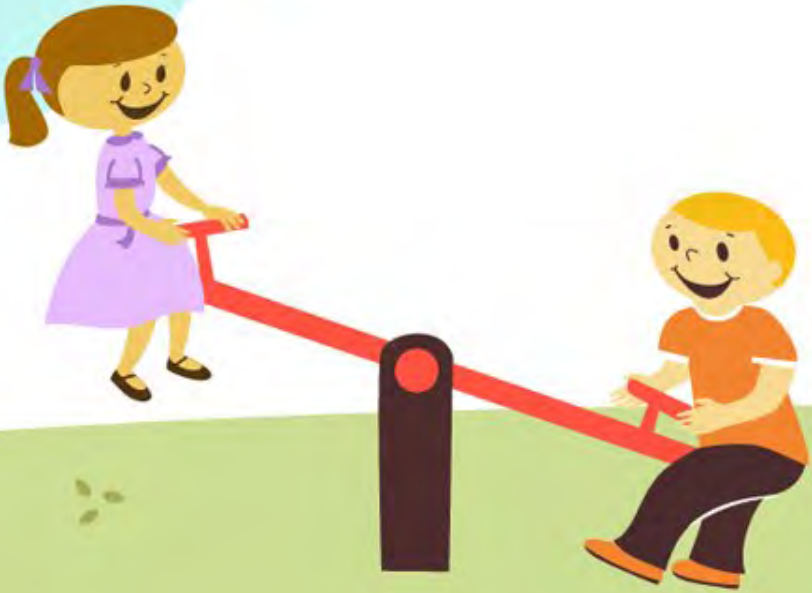
# *A Licensed Child Care Facility is:*

- a facility with a program that promotes quality of care
- a facility that promotes positive interactions with children and parents





# Benefits of Licensing





# *Why be licensed?*

- Professional recognition by clients and community – licensed providers are viewed favorably by families



# *Why be licensed?*

- Care for more children – increase your capacity and grow your business



# *Why be licensed?*

Professional development support: *thread* is a statewide network of professionals who work with child care providers to help them learn the best practices in early childhood education.

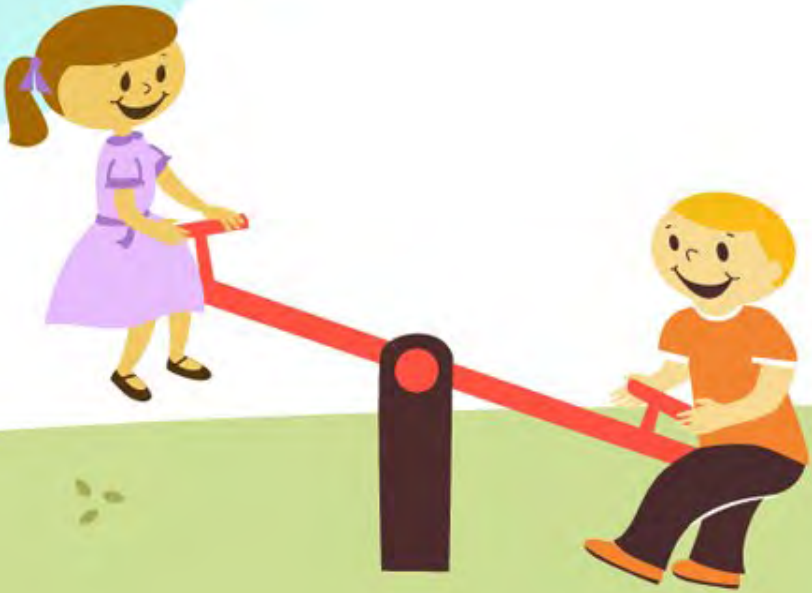


# *Why be licensed?*

Qualify for subsidized support programs like  
Child Care Assistance, Child Care Grant, and  
the Child Care Food Program



# Types of Licenses



# *What are the 3 kinds of Licensed Child Care Facilities?*



Child Care Home



Child Care Group Home



Child Care Center



# *What is the difference?*



Child Care  
Home

Up to 8  
Children



Child Care  
Group Home

9 to 12  
Children



Child Care  
Center

13  
Children +



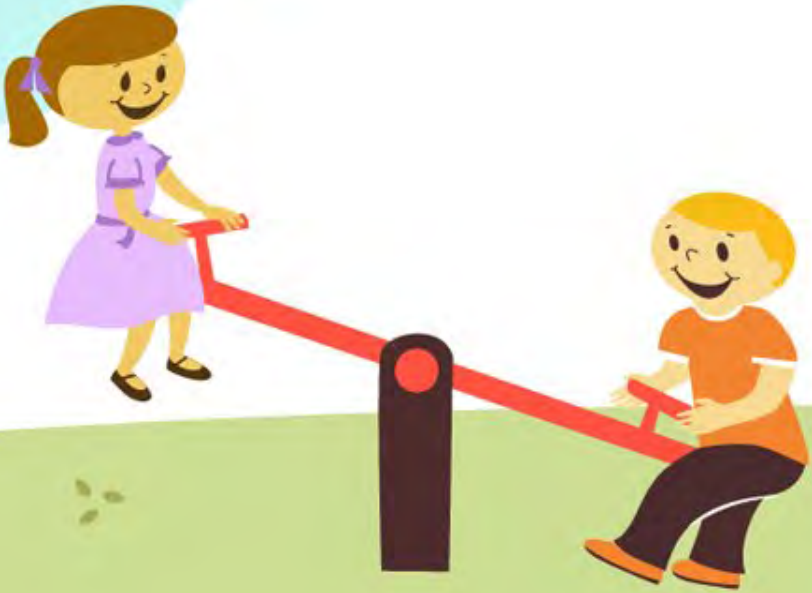


# *What other differences are there between Homes, Group Homes and Centers? (click for regulations)*

- [Caregiver-to-child ratio requirements](#)
- [Caregiver age qualifications](#)
- [Administrator education/Caregiver training qualifications](#)



# The Licensing Process



# *Consider.....*

Will I have enough employees who can pass a background check? Are the Administrators and Caregivers qualified?

Will they need more training?



*Consider.....*

Will I have an approved location (permits and regulations) with enough safe indoor and outdoor play space?



# *Consider.....*

- Do I have the appropriate Business License(s) for my location?
- Will I have enough supplies, toys, furniture and learning materials for the children?



# *Are there potential costs to becoming licensed?*

- Permits and licenses
- Fire safety review and inspection fees
- Alaska Background Check program fees



# *Are there potential costs to becoming licensed?*

- Possible repairs/modifications to building
- Possible well water test fees
- Pediatric First Aid/CPR and other required certifications and trainings





## *Steps to becoming licensed:*

- Complete and submit a Provisional Child Care Licensing Application packet
- Obtain valid background checks for you and all household members and/or caregivers 16 years of age and older



# *Steps to becoming licensed:*

- Obtain Fire Marshal Inspection/Plan Approval if applicable
- Participate in an administrator orientation to child care licensing regulations, statutes and requirements

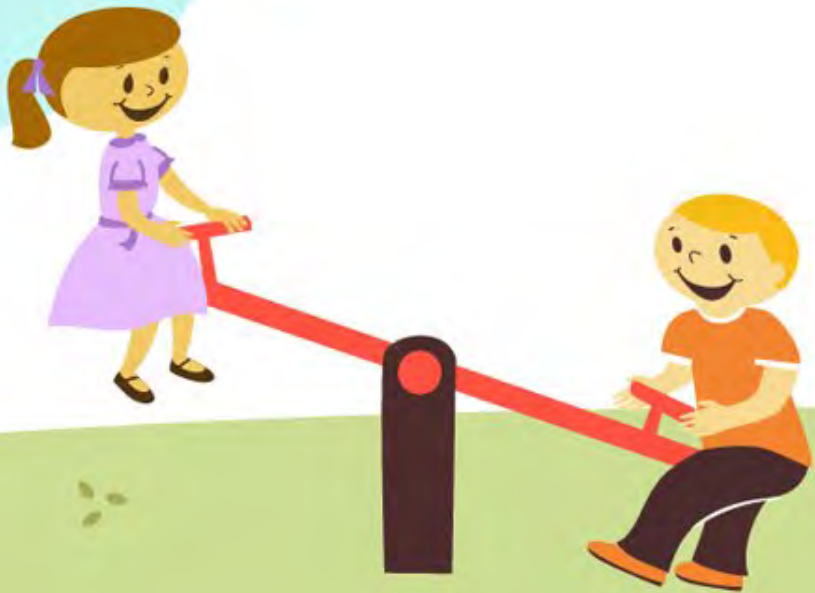


## *Steps to becoming licensed:*

- Participate in an onsite compliance evaluation – a full premises inspection of the entire inside of the facility and outside of the property



# After Licensing



## *Once you're licensed....*

- You will be subject to announced and un-announced inspections
- Your licensing specialist will work cooperatively with you on a plan of correction for any findings



## *Once you're licensed....*

- If the facility continues to be out of compliance, or the violations are severe, providers may be subject to financial and other penalties up to and including closure.



# *You'll continue to work with other agencies...*

**Alaska Background  
Check Program**

**Business License**

**DEC  
(water/food service)**

**Fire  
Marshal**

**Local or Regional  
requirements**

***thread*  
(Resource &  
Referral)**





Call the

Child Care Program Office

1-888-268-4632

Tell them you want to be a  
licensed child care provider and  
where you live.

*I want to be  
licensed – what  
do I do now?*

