



HOW TO GET A CHILD CARE LICENSE

BEFORE YOU MAY OPEN A CHILD CARE FACILITY, YOU MUST HAVE A TEMPORARY LICENSE.

Please note that the licensing process may take **90 days or longer** to complete. In addition, you **may not** begin operation before you receive a temporary license.

DO YOU NEED A LICENSE?

A license is required if you care for six or more children less than thirteen years of age, for any part of the twenty-four-hour day, who are not related (children, grandchildren, great-grandchildren, brothers/sisters, nieces/nephews) to you. This includes day care centers, day nurseries, and any other facilities that fall within the scope of the above description. A few exemptions are listed on the attached sheet.

To obtain a license application packet, send a written request along with a check or money order for \$10.00 (Payable to Mississippi State Department of Health) to the Child Care Facilities Licensure Division, PO Box 1700, Jackson, MS 39215. The application packet contains a copy of the *Regulations Governing the Licensure of Child Care Facilities* and all forms necessary to apply for a license.

EXEMPTIONS FROM LICENSURE:

- A. Child Care facilities which operate for no more than two (2) days a week and whose primary purpose is to provide respite for the caregiver or temporary care during other scheduled or related activities.
B. Organized programs that operate for three (3) or less weeks per year such as but not limited to vacation bible schools and scout day camps.
C. Any child residential home as defined in and in compliance with the provisions of Section 43-16-3 (b) et seq., Mississippi Code of 1972.
D. Any program in an elementary (including kindergarten) and/or secondary school system accredited by the Mississippi State Department of Education, the Southern Association of Colleges and Schools, The Mississippi Private School Association, the American Association of Christian Schools, the Association of Christian Schools International, or a school affiliated with Accelerated Christian Education, Inc. This includes accredited pre-K3 and pre-K4 Programs. Programs serving children less than three (3) years of age must be licensed.
E. Any Head Start program operating in conjunction with an elementary school system, whether it is public, private, or parochial, whose primary purpose is a structured school or school readiness program. This includes Head Start pre-K3 and pre-K4 programs. Head Start programs serving children less than three (3) years of age must be licensed.
F. Any family child care home defined in Mississippi Code Section 43-20-53 (a) et seq. To wit: An occupied residence in which shelter and personal care is regularly provided for five (5) or fewer children who are not related within the third degree computed according to the civil law to the provider and who are under 13 years of age and are provided care for any part of the twenty-four hour day. These homes may be voluntarily registered with the Mississippi State Department of Health.
G. Any membership organization affiliated with a national organization which charges only a nominal annual membership fee, does not receive monthly, weekly, or daily payments for services, and is certified by its national association as complying with the association's minimum standards and procedures, including, but not limited to, the Boys and Girls Club of America, and the YMCA. A nominal fee is defined as \$300 or less per calendar year.

If you have questions regarding exemptions, contact the Child Care Facilities Licensure Division at 601-364-2827.

143-Lefleurs Square • Post Office Box 1700 • Jackson, MS 39215-1700
Bureau of Health Facilities • Division of Professional Licensure • Division of Child Care Licensure
Criminal History Record Check Unit
601/364-1100 • Fax 601/364-5055 • www.HealthyMS.com

Equal Opportunity in Employment/Services

DO I QUALIFY FOR A LICENSE?

Before a temporary license can be issued, a center must have a qualified director to operate it. To be deemed qualified, the director must:

1. Be at least twenty-one years of age,
2. Have a valid MSDH Immunization Form 121,
3. Pass all fingerprint, Child Abuse Central Registry, and Sex Offender checks,
4. Must have taken the mandatory trainings on the Regulations Governing Licensure of Child Care Facilities, Directors Orientation, and Playground Safety, and
5. Meet one of the following education and/or experience requirements:
 - A. A bachelor's degree in early childhood education, child development, elementary education, child care, special education, psychology (with emphasis on child psychology), or family and consumer sciences (with emphasis on child development), or equivalent degree from another child-related field or course of study.

OR

- B. A two-year associate degree from an accredited community or junior college in child development technology which must include a minimum of 480 hours of practical training, supervised by college instructors, in a college operated child care learning laboratory.

OR

- C. A two-year associate degree from an accredited community or junior college in child development technology or child care and two years paid experience in a licensed child care facility.

OR

- D. Two years paid experience as a caregiver in a licensed child care facility, and either (1) a current Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognition (CECPR), or (2) a Mississippi Department of Human Services (MDHS) Division of Early Childhood Care and Development (DECCD) Child Care Director's Credential or MDHS OCY Child Care Director's Credential, or (3) 24 semester hours credit with a grade of "C" or better from an accredited college or university in courses specific to early childhood.

OR

- E. A verified certificate from the licensing agency certifying that the individual was qualified to be the director of a licensed child care facility prior to January 1, 2000 in the State of Mississippi.

If you do not meet all of the above requirements, you must hire a **qualified** director to run your center.

WHAT SHOULD YOU LOOK FOR IN A PROSPECTIVE FACILITY (BUILDING AND PLAYGROUND)?

The following items must be evaluated:

1. Zoning approval
2. Proposed facility must meet all fire safety standards listed on MSDH Form #333, Uniform Fire Safety Survey and any additional local fire codes.
3. Wastewater disposal and potable (drinking) water approval is required if the proposed facility is on an individual wastewater disposal system and/or well.
4. Playground area (at least 75 square feet per child in a fenced in playground) must be well drained and free of hazardous or potentially hazardous conditions. All playgrounds must be tested for lead. See attached information on lead testing.
5. Building: If the building was constructed before 1965, it must be tested for lead. See attached information on lead testing.
 - A. Ground floor space.
 - B. Two remote exits that must open outward and cannot be through the kitchen.
 - C. Forty square feet per child in infant areas (less than 12 months of age). Forty-five square feet per child (12 months but less than 24 months). Thirty-five square feet per child for all others. ***Kitchen space, bathrooms, hallways, closets, etc. do not count as usable floor space.***
 - D. One toilet and one lavatory for every fifteen children or portion thereof, not counting diaper changing lavatories. All lavatories must have hot and cold running water.
 - E. All rooms occupied by diaper wearing children must have a diaper changing area, in the room that includes a lavatory with hot and cold running water.
 - F. Kitchen requirements:
 1. Minimum required size of 90 square feet, maximum required size of 300 square feet.
 2. A hand-washing lavatory.
 3. A three-compartment sink or commercial dishwasher. (Certain exemptions exist for centers serving 12 or fewer in a person's home.)

If you are planning to build a new facility or renovate an existing building, it is required that you have your blueprints/plans reviewed by your licensing official before construction. This will save you time and money.

These are only a few of the basic requirements. Inspections by your local health department and fire department are required on all potential child care facilities. Some localities may also require an inspection by the city building inspector and/or a business/privilege license before starting operation (the applicant should check on this requirement).

CHECK LIST FOR OBTAINING A CHILD CARE FACILITY LICENSE

Before you may begin operation of a child care facility, you must have a temporary license. Complete the following steps to get a **TEMPORARY LICENSE**:

1. Obtain a license application packet by sending a written request along with a check or money order for \$10.00 (payable to the Mississippi State Department of Health) to the Child Care Facilities Licensure Division, PO Box 1700, Jackson, MS 39215. The application packet contains a copy of the *Regulations Governing the Licensure of Child Care Facilities* and all forms necessary to apply for a license. The licensing official can answer any questions you may have about the licensing process or the regulations.
 2. Review and study the *REGULATIONS GOVERNING LICENSURE OF CHILD CARE FACILITIES*. Make notes about anything in the regulations that you would like explained.
 3. **SUBMIT A CHILD CARE FACILITY LICENSE APPLICATION AND \$100.00 NON-REFUNDABLE APPLICATION FEE TO THE ADDRESS GIVEN IN #1 ABOVE.** Note: The licensing process will not begin and no inspections will be conducted until the initial application and fee are received by the licensing official.
 4. Before a Temporary License is issued and the facility allowed to begin operation the following items must be submitted to and/or verified by the licensing authority, i.e., Mississippi State Department of Health:
 - a. License Application and \$100.00 application fee.
 - b. License fee - the amount of fee is determined by the licensed capacity of the facility.
 - c. Documentation that the facility has a qualified director for the child care program that meets the standards set forth in Rule 1.5.3.
 - d. "Letter of Suitability for Employment" for every employee or volunteer as appropriate that is to begin work when the facility starts operation. The "Letter of Suitability for Employment" issued by the Mississippi State Department of Health verifies that a criminal records check, sex offender registry, and child abuse central registry check has been conducted on an individual.
 - e. An MSDH Immunization Form #121 for every employee or volunteer that is to begin work when the facility starts operation and/or have documentation indicating that they comply with the immunization requirements of the Mississippi State Department of Health.
 - f. Valid MSDH Fire Inspection Form #333.
 - g. Verification of passing an American National Standards Institute – Conference for Food Protection (ANSI-CFP) Accredited food manager training. Currently the following providers are authorized by the MSDH to provide the required training:
 - i. National Restaurant Association, Inc., i.e., ServSafe®,
 - ii. Environmental Health Testing, Inc., i.e., National Registry of Food Safety Professionals,
 - iii. Prometric, Inc., or
 - iv. Mississippi State University Extension Service, i.e., TummySafe©.
- NOTE:** For information on ServSafe® or TummySafe© contact the Mississippi State University Extension Service at www.msucare.com. In addition, the Mississippi Restaurant Association (MRA) also provides ServSafe® training. The MRA can be contacted at - www.msra.org. For information on the National Registry of Food Safety Professionals or Prometric, contact the MSDH Office of Environmental Health at 601-576-7690.
- h. Wastewater disposal approval.

- i. Potable water source approval - drinking water.
- j. Zoning approval.
- k. Lead Testing approval.
 - i. Building - if constructed before 1965.
 - ii. Playground.
- l. Adult, Child and Infant CPR and First Aid certification as required for a person or persons who will be present at the facility during all hours of operation.
- m. Approved Menu if applicable.
- n. Floor Plan.
- o. MSDH Maximum Capacity Worksheet (Form #28).
- p. MSDH Child Care Facility Inspection Report (Form #281).
- q. MSDH Child Care Facility Data Sheet (Form #286).
- r. MSDH Food Service Inspection (Form #301-302) - if applicable.
- s. Daily Schedule of Activities - developed by provider.
- t. Arrival and Departure Procedures - developed by provider.
- u. Emergency Policy – developed by provider.
- v. Verification of Two Emergency Relocation Sites – developed by provider.
 - i. One site must be a minimum of one mile distant from the facility.
 - ii. One site must be a minimum of five miles distant from the facility.
- w. Transportation Policy – not required if facility does not transport children.

NOTE: An emergency transportation policy is required even if the facility does not plan to transport children. An emergency transportation policy shall encompass such events as emergency evacuation of the facility and emergency transporting of a child to receive medical attention.
- x. Proof of Vehicle Insurance – not required if facility does not transport children.
- y. Verification, in writing, that the operator has or does not have accident/liability insurance covering the business.
- z. Verification, in writing, that the operator has or does not have accident/liability insurance covering the children enrolled at the facility.
- aa. Discipline Policy – developed by the provider.

NOTE: The discipline policy developed by the provider shall not allow any of the prohibited behaviors listed in Subchapter 14 of these regulations.

bb. Verification that the owner/operator and director have completed mandatory training on:

- i. *Regulations Governing Licensure of Child Care Facilities.*
- ii. Directors Orientation.
- iii. Playground Safety.

NOTE: Contact the Mississippi State Department of Health, Child Care Facilities Licensure Division at 601-364-2827 for more information on the availability and location of the above referenced training. Information on available training classes and approved training providers is listed on the MSDH website at www.HealthyMS.com. Training classes provided by the Child Care Licensing Division are listed under the heading “MSDH Child Care Provider Training Calendar.” Other approved providers of training for child care facility operators and staff are listed under the headings “MSDH Approved Staff Development Trainers” and “Approved Child Care Staff Development Providers.”

After all necessary forms have been received, reviewed, and approved; a **TEMPORARY** license will be issued. Only when you have received the temporary license **from your licensing official** may you begin operation of your center.

The temporary license is valid for a period not to exceed six months and must be upgraded to a **REGULAR LICENSE** during that time.

At the time you receive your temporary license, you will be notified regarding additional items required to upgrade to a regular license. Your licensing official will be pleased to discuss the items and assist you as needed.

REMEMBER, A CHILD CARE FACILITY CANNOT BEGIN OPERATION UNTIL A LICENSE IS APPROVED AND ISSUED BY THE MISSISSIPPI STATE DEPARTMENT OF HEALTH.

BE SURE TO MAKE AND KEEP COPIES OF ALL INSPECTION FORMS AND MATERIAL YOU SUBMIT. IF MATERIAL IS LOST AND YOU DO NOT HAVE A COPY, THE INSPECTIONS WILL HAVE TO BE CONDUCTED AGAIN.

Remember: THE LICENSING PROCESS MAY TAKE 90 DAYS OR LONGER TO COMPLETE

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OTHER RESOURCES

MSDH Web Site:

www.HealthyMS.com - in the “Licensure” or “Regulation” sections of the website under “Child Care & Youth Camps” or “Child Care Facilities” areas, you will find a list of documents concerning child care in Mississippi including the *Regulations Governing Licensure of Child Care Facilities*.

Mississippi Child Care Resource and Referral Network (MSCCR&RN)

Mississippi State University www.childcaremississippi.org - 1-866-706-8827

CDA (Child Development Associate) Credential Sources:

- A. Mississippi Child Care Resource and Referral Network (MS State Univ.) 1-866-706-8827
- B. Council for Early Childhood Professional Recognition 1-800-424-4310

Child Care Director Credential Training Program - Mississippi Child Care Resource and Referral Network - Career Ladder

Contact: Andrienne Mercer 1-866-706-8827

MS Building Blocks – Contact Ms. April J. May, Interim Executive Director (601) 898-1400 - Email:

www.msbuildingblocks.ms

MS Quality Rating System (QRIS) – For information, contact Dr. Gail Lindsey or Connie Clay at MS State University – 1-866-706-8827

Possible Funding Sources:

USDA Food Program (601) 576-5000

CHILD CARE FACILITY LEAD TESTING

Lead Testing For Playground Soil Only – Procedure

A test for lead in the PLAYGROUND SOIL is required once for **all** facilities.

- Collect small samples from 3 or 4 locations around the playground with a clean plastic spoon and combine them in a *plastic* bucket. (Metal buckets can affect the results.) **NOTE:** Remove any paint chips that are in sample you collected.
- Mix samples thoroughly in the bucket.
- Place approximately one (1) pint of soil in a plastic bag. (Ziploc)
- **If your building was constructed before 1965**, it is **recommended** that a composite soil sample (not more than five (5) samples) also be collected from the roof drip line, especially in areas where people walk. Before taking these samples, **remove** any old paint chips present. (Remove paint chips from your sample before submitting to your lab of choice.)

*We currently have information and instructions for the two testing facilities listed below. You may choose either option or use another **certified** testing facility.*

Ms State Chemical Lab

Ship the soil sample and MSCL Sample Submission Form, along with return name, address, and telephone number to:

Ms State Chemical Lab
Box CR
Ms State, MS 39762

Please note: The Chemical Lab will run the sample and send the results back to the child care facility. The cost is \$25 per sample for both soil samples. Send your payment (check or money order) in with your sample or you may pay by credit card. You may download the MSCL Sample Submission form from the MSCL website at <http://www.mscl.msstate.edu/>. **Contact MSCL at 662-325-3428 for more information.**

EHS/BTS Laboratories

Web site is www.btslabs.com Phone number is 1-800-347-4010. Fax number is 804-275-4907. Open 8-5 Eastern Time.

Address: BTS Laboratories, 7467 Whitepine Road, Richmond, VA 23237

Price is \$8.00 for a soil sample with a 3-day turnaround time, \$9.00 for a 2-day turnaround time and \$25.00 for next day (if sample is mailed to the lab overnight.) Contact company to obtain instructions.

Lead Testing For Facility (Building) Only

A test for lead in the facility is required *only for buildings constructed before 1965.*

- Document the year your facility was constructed. If it was built **before 1965**, you must have a **lead hazard screen** or **lead-based paint risk assessment** done by an individual or company **certified** as a **Lead Risk Assessor** by the Mississippi Commission on Environmental Quality.
- **The list for lead risk assessors is on the DEQ web site at: www.deq.state.ms.us.** Click on **enSearch**; go half way down the page to the heading **OPC** and click on **Mississippi Lead-Based Paint Certifications**. The list will come up as **Lead Inspectors** you can click on the drop down bar and change to **Lead Risk Assessor**.

****IMPORTANT NOTICE****

DO NOT SEND CASH

All checks/money orders must be payable to the *Mississippi State Department of Health* on the “Pay to the Order of” line. Those that are incorrect will be returned to the originator. If your check/money order is returned, this may delay the issuance of your license. There is a \$50 charge on all checks returned for insufficient funds.

Points to remember:

All checks/money orders must be made payable to the **Mississippi State Department of Health** only. Do not include child care licensure on the “Pay to the order of” line.

- A. Checks/money orders must be dated.
- B. Checks/money orders must **NOT** be post dated.
- C. Checks/money orders must be signed.
- D. The numerical amount of the check must match the written amount.
- E. A brief description should be noted on the “FOR” line explaining the reason for the check being written, e.g., license application packet, etc.
- F. Do not use eraser or liquid paper.
- G. If a mistake is made while completing the check/money order, do not attempt to correct it by writing over the numbers or words.

NOTE: Checks returned for insufficient funds may result in a delay in issuing your license. If your license has already been issued, a bad check may result in your license being suspended or revoked.

There is a \$50 charge for all checks returned for insufficient funds

~~ALERT~~ IMPORTANT INFORMATION ~~ALERT~~

Because of new FEDERAL REGULATIONS, drop side baby cribs will no longer be allowed in licensed child care facilities after December 28, 2012.

If you are opening a new facility and plan to take care of infants and toddlers, all baby cribs in your facility must meet the new **FEDERAL REGULATIONS**, i.e., use of **DROP SIDE** cribs will no longer be allowed in child care facilities.

All full size cribs must meet Federal Regulation 16 CFR 1219. All non-full size cribs must meet Federal Regulation 16 CFR 1220. When purchasing cribs make sure you get documentation verifying that the cribs you are buying meet one of these new federal regulations. You will need to keep this documentation in your facility records.

The MSDH Child Care Licensure Division recommends that when buying cribs that you purchase “commercial grade” cribs.

If you currently have drop side baby cribs in your facility you will have to replace them before **December 28, 2012**.

Please contact this office at 601-364-2827 before you purchase any baby cribs.

~~ALERT~~ IMPORTANT INFORMATION ~~ALERT~~

Baby's Safe Sleep Crib Checklist

- Baby sleeps on his or her back for every sleep
- Baby sleeps alone in a crib or bassinet
- Baby sleeps on a firm sleep surface - a firm crib mattress, covered by a fitted sheet
- Baby sleeps without soft objects (pillows, stuffed toys and bumper pads) and with no loose bedding in the crib
- Baby sleeps in a sleeper or sleep sack instead of a blanket to keep warm
- Baby sleeps in a smoke-free environment
- Baby does not sleep on a sofa, chair, pillow, waterbed or adult bed

Crib Safety Checklist

- Crib is not placed by a window with blinds, curtain cords or baby monitor cord
- Crib mattress is lowered all the way down once the baby can pull to standing
- Crib is checked for loose, damaged or missing crib parts on a regular basis
- Crib is in compliance with the Consumer Product Safety Commission standard for cribs* and bassinets

*For more information about crib standards visit www.cpsc.gov or call 1-800-638-2772 Catalog # 5400



www.cpsc.gov

Child Care Providers

Your Guide to New Crib Standards

Beginning **December 28, 2012**, any crib provided by child care facilities and family child care homes must meet new and improved federal safety standards. The new standards take effect for manufacturers, retailers, importers and distributors on **June 28, 2011**, addressing deadly hazards previously seen with traditional drop-side rails, requiring more durable hardware and parts and mandating more rigorous testing.

What you should know...

- **This is more than a drop side issue. Immobilizing your current crib will not make it compliant.**
- **You cannot determine compliance by looking at the product.**
- **The new standards apply to all full-size and non full-size cribs including wood, metal and stackable cribs.**
- **If you purchase a crib prior to the June 28, 2011 effective date and you are unsure it meets the new federal standard, CPSC recommends that you verify the crib meets the standard by asking for proof.**
 - o Ask the manufacturer, retailer, importer or distributor to show a Certificate of Compliance. The document must:
 - Describe the product
 - Give name, full mailing address and telephone number for importer or domestic manufacturer
 - Identify the rule for which it complies (16 CFR 1219 or 1220)
 - Give name, full mailing address, email address and telephone number for the records keeper and location of testing lab
 - Give date and location of manufacture and testing
 - o The crib must also have a label attached with the date of manufacture

What you should do...

- **All child care facilities, family child care homes, and places of public accommodation:**
 - o Must prepare to replace their current cribs with new, compliant cribs before December 28, 2012.
 - o Should not resell, donate or give away a crib that does not meet the new crib standards.
- **Dispose of older, noncompliant cribs in a manner that the cribs cannot be reassembled and used.**
- **Noncompliant cribs should not be resold through online auction sites or donated to local thrift stores. CPSC recommends disassembling the crib before discarding it.**

