



# LOUISIANA DEPARTMENT OF EDUCATION DIVISION OF LICENSING

## LICENSING RENEWAL CHECKLIST

### I. SUBMIT LICENSING RENEWAL PACKET TO LICENSING DIVISION

- A. In order to renew your existing license, your Licensing Renewal Packet must be uploaded in CAFÉ no later than the last day of the month, in which your license expires.
- B. The Licensing Renewal Packet consists of the following:
1. Completed application in CAFÉ: <https://cafe-cp.dcfsls.gov/providerservice/>
  2. Uploaded criminal background checks (CBCs) for each owner, director and/or designee (Include clearance email from Licensing Division, if applicable.)
  3. Uploaded current signed state central registry disclosure forms (SCR1s) for each owner, director and/or designee.
  4. Paid fee in CAFÉ (based on capacity)

### II. ANNUAL LICENSE RENEWAL INSPECTION

#### A. DOCUMENTATION OF THE FOLLOWING MUST BE AVAILABLE AT THE ANNUAL RENEWAL INSPECTION:

- Copy of current licensing regulation
- Current State Fire Marshall approval
- Current Office of Public Health approval (yellow half sheet, LHS 48 form)
- City Fire department approval (Required in New Orleans area only)
- Office of Early Childhood Approval (Type III center only)
- Telephone
- Current commercial liability insurance
- Current commercial automobile insurance if you transport children
- Documentation verifying the qualifications of the director and director designee, if applicable. (Director qualifications are listed in §1709 of Bulletin 137 Early Learning Center Regulations. A director designee must meet the same qualifications as a director.)
- Personnel file for the Director (file shall include director's application, date of hire, qualifications, criminal background check (CBC), current state central registry disclosure form (SCR1), continuing education training and Orientation.)
- Personnel file for each employee (employee's application, date of hire, CBC, current SCR1, continuing education training and Orientation.)
- A parent handbook (to be used by your center).
- Fingerprint based criminal background checks (CBCs) for all owners, directors and staff.
- Current signed state central registry disclosure forms (SCR1s) for all owners, directors and staff.
- Current certification in CPR for at least 50% of staff.
- Current certification in Pediatric First Aid for at least 50% of your staff
- First aid kit.

Disclaimer: This list is informational and not intended to be a comprehensive or exhaustive list of the regulations or statutory requirements for operating a licensed child care center in the State of Louisiana.

Sample forms from the Licensing Library from <http://www.louisianabelieves.com/resources/library/child-care-and-development>

- Record for each child that includes the following:
  - child's information form (card) that lists the child's name, birth date, sex, date of admission, name and phone number of child's physician and dentist, dietary restrictions, and allergies and is signed and dated by the parent,
  - Written parental authorization to secure emergency medical treatment
  - Written agreement signed by parent authorizing the provider to release the child to a third party, if applicable
  - Written agreement signed by parent authorizing the provider to transport the child and a daily trip authorization form, if transportation is provided.
- Written emergency plan and complete evacuation pack
- Written policies and procedures for the following:
  - Child Abuse and Neglect
  - Non-discrimination
  - Admissions
  - Disclosure of Information
  - Complaint
  - Parental Access
  - Parental Involvement
  - Behavior Management
  - Electronic Devices
  - Computer Practices
  - Programs, Movies, and Video Games

## **B. QUESTIONS TO ASK ABOUT THE CENTER**

- Medication Administration—Do you have medication administration for 2 staff?
  - Will the center be administering medication? If yes,
    - Do you have written parental consent for each child?
    - Is the medication in the original container and current?
  - Will you allow children to self-administer medication while they are in your care?
    - Do you have written authorization from the parent?
  - Do you have all of the necessary forms on file for medication administration?
- Hazardous substances, materials and equipment
  - Are all cleaning supplies, harmful substances, and hazardous equipment stored in a locked cabinet, container, room or shed that is inaccessible to children?
- Classrooms
  - Do all classrooms have age appropriate furniture and toys?
  - Does the center have age appropriate equipment and safety approved cribs and furniture?
  - Are the toys accessible to the children in their designated rooms?
- Playground
  - Is the playground safe and free of hazards?
  - Does the playground have age appropriate toys?
  - Is the playground completely fenced or otherwise enclosed?
  - Is any of the equipment above 4 feet? If yes, is there a sufficient amount of soft surface?
  - Can children exit directly from center buildings into the fenced outdoor playground? Safety Items
  - Are all electrical outlets covered?
  - Are all strings and cords out of the reach of children?
  - There should be no space heaters in the center.
  - If crock pots or bottle warmers are used, are they secure and out of the reach of children?

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- Vehicles (if you will provide transportation)
  - Are all vehicles in good repair?
  - Do all vehicles have valid inspection stickers?
  - Do all vehicles have current registration and license plates?
  - Does each vehicle have a first aid kit?
  - Do center drivers have a valid applicable Louisiana driver's license?

C. THE FOLLOWING ITEMS MUST BE POSTED IN THE CENTER:

- Current license
- Emergency phone numbers for fire, police, hospitals, poison control, Child Protective Services, and physical address of center
- Schedule of days and hours of operation
- Daily schedule activities
- Weekly menu
- Notice of Prohibition of Alcohol, Tobacco, and Firearms at the center
- The Safety Box
- "Back to Sleep" signs in infant rooms
- Center emergency info in each vehicle including name of director, phone number and address of center
- Written notice from physician authorizing a sleep position other than on the infant's back
- Info regarding food allergies and special diets of children posted in food prep area
- Licensing Division form noting child to staff ratio in each room

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