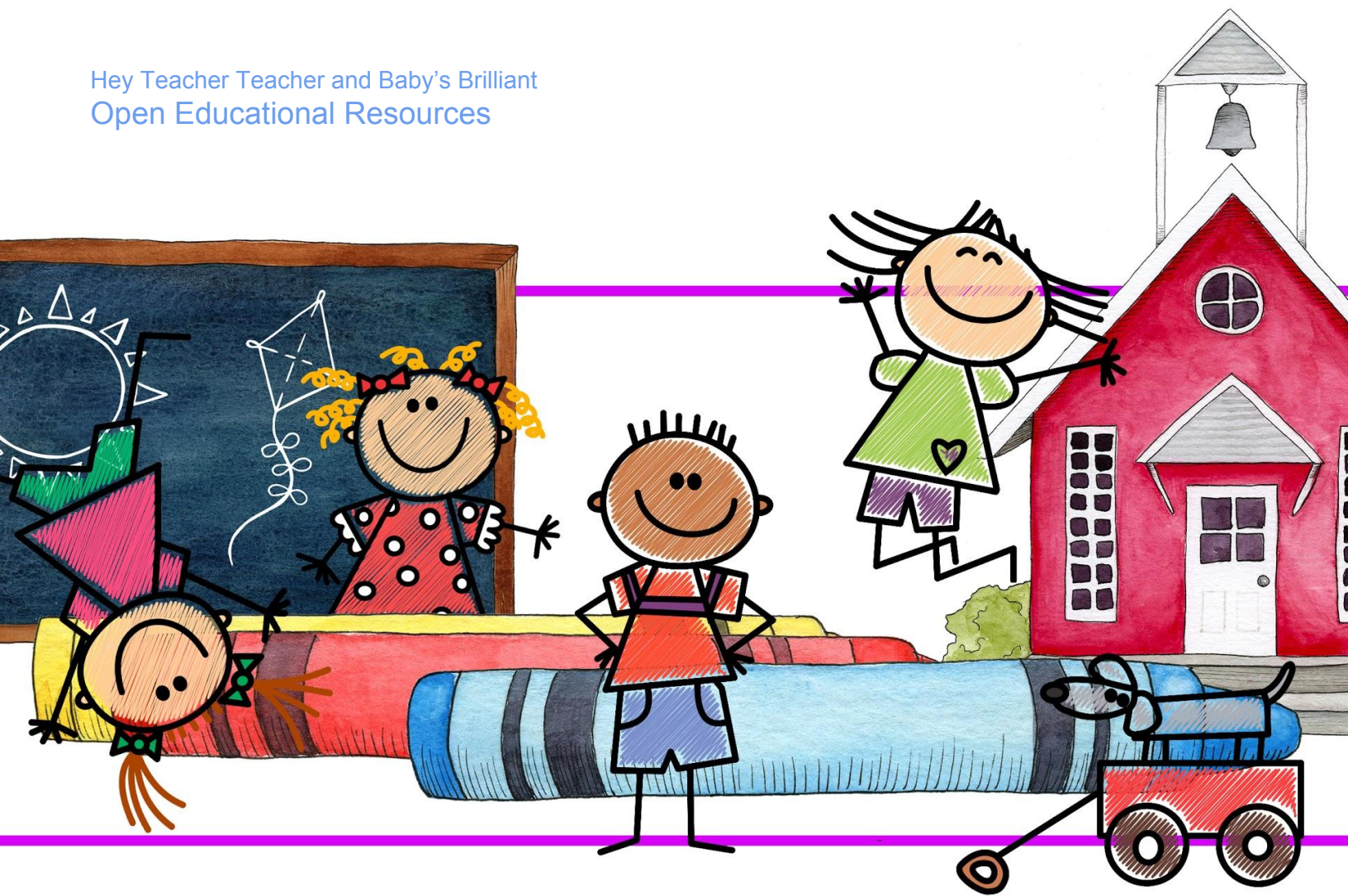


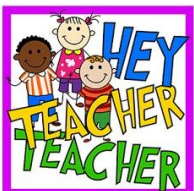
Hey Teacher Teacher and Baby's Brilliant  
Open Educational Resources



# Organization and Management of Preschools Manual Licensing

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Follow your state Department of Child Family Services Rules and Regulations.



# Licensing



EVERY STATE has their own process, but there are some universal consistencies when it comes to obtaining and keeping a license to operate a daycare facility.

You can obtain a permit, which is a one-time only document issued by the Department of Children and Family as you wait for the 6-month process to go through allowing eligibility for a license.

The premises of a daycare and school generally include: attached yard, playground, storage buildings and parking.

Accreditation is important for centers, schools, colleges to reach a status of high quality assurance.

A **licensee** is an individual, agency, or organization who holds a license or permit issued by DCFS which involves:

Licensed capacity meaning the maximum number of children permitted in the facility at any one time and EVERY place operating must follow staff to student ratios.

A visit from the **Licensing Representative** / Department staff authorized to examine facilities for licensure and they will conduct a **license study**, which is a complete review of an application, on-site visits, interviews, and the collection & review of supporting documents to determine compliance with the Child Care Act. At the point of approval a License will be issued by DCFS that authorizes child care facilities to operate in accordance with applicable standards and the provisions of the Child Care Act of 1969.

A high quality center has a **program** or curriculum, which is ALL Developmentally appropriate activities provided for the children during their hours of attendance.



## INDIVIDUALS WHO APPLY FOR A HOME-BASED LICENSE MUST ALSO SUBMIT:

- Proof of high school diploma, GED, or other degree from an accredited university / college
- A medical examination, including TB, DPT, and MMR
- Generally an affidavit that they are current with any child support owed
- Proof of at least 15 hours of required pre-service training on specific topics

In Illinois you will also need the following:

- Illinois Gateways Registry membership
- Proof of liability insurance
- Proof of 6 hours of college coursework in early childhood or child development

Once the background screening results have been received and the application is accepted a visit will be scheduled. This visit is to verify compliance and will be conducted to note any safety hazards.

The representative will generally set the capacity, determine areas of use, days and hours of operation, and explain required record-keeping for children enrolled and employees. This process can vary in length of time, most individuals have it completed in 6 months.

# QUESTIONS TO ASK BEFORE THE VISIT:

- Does the property follow ALL rules and regulations established by the Department of Child Family Services?
- Is the indoor and outdoor space completely safe for all ages of children.
- Are the staff / student ratios in line with DCFS regs?

Safety checklists are beneficial. Remedy issues immediately!

The visits are not always announced. A surprise visit can be a little intimidating, but realize EVERYONE wants to keep the safety of all the children being cared for top priority. ANY non-compliance can be remedied before the next visit.

Welcome to a very rewarding career choice.

Individuals seeking a degree in Child and Family Services should be very familiar with all rules and regulations, as well as Early Childhood Education degree seeking individuals.

Every director and teacher should always refer to the most updated document.