

**10A NCAC 09 .0302 APPLICATION FOR A LICENSE FOR A CHILD CARE CENTER**

(a) An application for a license for a child care center shall be submitted on the form provided by the Division, which may be found online at [http://ncchildcare.ncdhhs.gov/PDF\\_forms/FacilityProfileApp.pdf](http://ncchildcare.ncdhhs.gov/PDF_forms/FacilityProfileApp.pdf). The application for a child care center license shall include the following information:

- (1) owner name;
- (2) center name, address, phone number, and location address;
- (3) center contact information;
- (4) requested age range of children in the child care center;
- (5) hours of operation;
- (6) type of care to be provided;
- (7) type of building;
- (8) type of center;
- (9) proposed opening date;
- (10) proposed number of children to be served;
- (11) type of business operation;
- (12) history of operation or licensing of child care facilities; and
- (13) signature of applicant of either:
  - (A) the individual who will be responsible for the operation of the center and for assuring compliance with G.S. 110, Article 7 and this Chapter; or
  - (B) an officer of an entity who will be responsible for the operation of the center and for ensuring compliance with G.S. 110, Article 7 and this Chapter.

Upon receipt of the application, the Division shall assess the information provided to determine if the prospective licensee may be denied a license for one or more of the reasons set forth in 10A NCAC 09 .2215.

(b) In addition to the application, an applicant shall submit the following documentation:

- (1) the required criminal background check qualification letter as set forth in 10A NCAC 09 .2703;
- (2) inspection reports required by G.S. 110-91(1), (4), and (5). If a center does not conform with a building, fire, or sanitation standard, the Division shall accept an inspector's determination that equivalent, alternative protection is provided;
- (3) measurements of all rooms to be used for child care and a sketch of the center's floor plan, including ceiling height, location of bathrooms, doors, and required exits; and
- (4) written information to verify compliance with G.S. 110, Article 7 and the Rules in this Chapter as follows:
  - (A) emergency medical plan;
  - (B) activity plans;
  - (C) discipline policy;
  - (D) incident reports; and
  - (E) incident logs.

(c) During the pre-licensing visits, the applicant or the operator shall be able to describe the plans for the daily program, including room arrangement, staffing patterns, equipment, and supplies, in sufficient detail to show that the center shall comply with applicable requirements for activities, equipment, and staff-child ratios for the capacity of the center and type of license requested.

(d) During the pre-licensing visit the applicant shall have the following available for review pursuant to 10A NCAC 09 .0304(g):

- (1) staff records that include:
  - (A) an application for employment and date of birth;
  - (B) documentation of education, training, and experience;
  - (C) medical and health records;
  - (D) documentation of staff orientation, participation in training, and staff development activities; and
  - (E) required criminal history background check documentation;
- (2) children's records that include an application for enrollment, medical and immunization records, and permission to seek emergency medical care;
- (3) daily attendance records;
- (4) daily records of arrival and departure times at the center for each child which shall be maintained as children arrive and depart;

- (5) records of monthly fire drills documenting the date and time of each drill, the length of time taken to evacuate the building, and the signature of the person who conducted the drill as required by NC Fire Code 405.5; A copy of the form may be found on the Division's website at [http://ncchildcare.ncdhhs.gov/pdf\\_forms/EPR\\_EmergencyDrillLog\\_Centers.pdf](http://ncchildcare.ncdhhs.gov/pdf_forms/EPR_EmergencyDrillLog_Centers.pdf);
  - (6) records of monthly playground inspections documented on a checklist provided by the Division; A copy of the form may be found on the Division's website at [http://ncchildcare.ncdhhs.gov/pdf\\_forms/playground.pdf](http://ncchildcare.ncdhhs.gov/pdf_forms/playground.pdf);
  - (7) records of administered medications;
  - (8) records of lockdown or shelter-in-place drills as defined in 10A NCAC 09 .0102, giving the date each drill was held, the time of day, the length of time taken to get into designated locations and the signature of the person who conducted the drill. A copy of the form may be found on the Division's website at [https://ncchildcare.ncdhhs.gov/pdf\\_forms/EPR\\_EmergencyDrillLog\\_Centers.pdf](https://ncchildcare.ncdhhs.gov/pdf_forms/EPR_EmergencyDrillLog_Centers.pdf); and
  - (9) an electronic mail address for the center.
- (e) The Division shall make one or more inspections of the center and premises to assess compliance with all applicable licensure statutes and rules and either:
- (1) issue a single license for the address of the center if all applicable requirements of G.S. 110, Article 7 and this Section are met;
  - (2) issue a provisional license pursuant to 10A NCAC 09 .2204; or
  - (3) deny the application in accordance with 10A NCAC 09 .2215.

*History Note:* Authority G.S. 110-85; 110-86; 110-88(2); 110-88(5); 110-91; 110-91(1), (4) and (5); 110-92; 110-93; 110-99; 143B-168.3;  
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