

Requirement checklist for a:

DAY CARE CERTIFICATE OF OCCUPANCY APPLICATION

- Completed DAY CARE CERTIFICATE OF OCCUPANCY APPLICATION (2 copies)
 - Land Use Permit (signed/approved by the Municipality)
 - Detailed floor plan with all the following (2 copies):
 - Dimension of entire structure, number of floors, use of each floor, and all interior rooms on all floors.
 - Proposed area to be used for the Day Care,
 - Location of all exits and door swings.
 - Location of restroom(s) with dimensions to be used for the Day Care.
 - Location of Fire Extinguishers and Smoke Detectors.
 - Location of and stairways to be used and escape windows.
 - 2 copies of site plan (include all existing structures, any proposed structure and their distances to all lot lines)
 - Driving directions from a known landmark or intersection
- ✓ After submitting all required documents your application will be reviewed.
 - ✓ PMCA will contact you to let you know if your application has been approved or denied.
 - ✓ When the project is approved you will be notified. Prior to scheduling the required occupancy inspection all charges must be paid.
 - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.

Requirements for Regulated Child Care Facilities

Per the Department of Public Welfare Web Site - May not cover all

The following must be approved by the state Department of Labor and Industry and by the Department of Public Welfare (DPW) to ensure site and building safety.

- ✓ Licensed Day Care Centers
- ✓ Group Day Care Homes
- ✓ Registered Family Day Care Homes

Child care facilities must maintain qualified staff and meet child-to-staff ratios.

- Infants (birth to 12 months); 4 children to 1 staff
- Young toddlers (13 months to 24 months); 5 children to 1 staff
- Older toddlers (25 months to 36 months); 6 children to 1 staff
- Preschoolers (37 months to entry into 1st grade); 10 children to 1 staff
- Young school age (1st grade to 3rd grade); 12 children to 1 staff
- Older school age (4th grade to 15 years); 15 children to 1 staff

When children of different age levels are combined in one group, child care facilities must meet the child-to-staff ratio required for the youngest child in the group.

Child care facilities must provide nutritious meals.

Child care facilities must meet health requirements for children.

When children are enrolled in a child care center, they must meet two basic health requirements:

- Each child must have a health exam by a licensed physician or nurse practitioner within 60 days of admission.
- Parents must provide documentation of appropriate immunizations.

Child care facilities must provide learning opportunities for children.

After children are enrolled, child care facilities must follow these guidelines...

- When children are sick, facilities must promptly notify the parent or guardian and prepare an illness report to be signed by the parent.
- Each facility must stock basic first-aid equipment, and its staff must be competent in first-aid techniques.
- Child care staff must have an annual health examination by a licensed physician or nurse practitioner and be free of communicable diseases.
- Child care staff must report any injury that requires a child to be hospitalized or treated in an emergency room to the DPW regional day care office within 24 hours.
- Child care staff are required to report suspected child abuse.
- Child care providers must have written consent from a physician or the child's parent to dispense any medication.

Be aware of child care regulations

Read Pa's child care regulations. Child care providers are required to post a copy of the regulations in a public location. You may also get a copy of the Child Care Service Regulations on-line or by calling your Regional Day Care Office.

Child Care Regulations

- 55 Pa. Code, [Chapter 3270](#), Child Day Care Centers
 - 55 Pa. Code, [Chapter 3280](#), Group Day Care Homes
 - 55 Pa. Code, [Chapter 3290](#), Family Day Care Homes
 - 55 Pa. Code, [Chapter 3300](#), Specialized Day Care Services for Children with Disabilities
- ✓ Call the Child Care Works toll-free helpline -- 1-877-4-PA-KIDS -- for additional child care information.
- ✓ Locate the [regional licensing office in your area](#).

Types of Child Day Care Facilities

- **Child Day Care Center** - A child day care facility in which seven or more children who are not related to the operator receive child care. A child day care center must have a certificate of compliance ("license") from the Department of Public Welfare in order to legally operate.
 - **Group Day Care Home** - A child day care facility in which seven through 12 children of various ages or in which seven through 15 children from 4th grade through 15 years of age who are not related to the operator receive child care. A group day care home must have a certificate of compliance ("license") from the Department of Public Welfare in order to legally operate.
 - **Family Day Care Home** - A child day care facility located in a home in which four, five or six children who are not related to the caregiver receive child care. A family day care home must have a certificate of registration from the Department of Public Welfare in order to legally operate.
 - **Relative/Neighbor Care** - A child day care setting in which three or fewer children unrelated to the caregiver receive child care. A relative/neighbor caregiver may also care for as many as six grandchildren. The ratios for grandchildren to unrelated children are:
 - 3 unrelated children / 3 grandchildren
 - 2 unrelated children / 4 grandchildren
 - 1 unrelated child / 5 grandchildren
 - 0 unrelated children / 6 grandchildren
- ✓ A relative/neighbor caregiver is not required to have a certificate of compliance or registration from the Department of Public Welfare but may participate in the subsidized child care program. See [Background/CareCheck](#) requirements **ONLY** if the child's care is being subsidized by the Department of Public Welfare.