

III. APPENDICES

A. Application for a license to operate a day care/nighttime center

DHR-CDC-1946

STATE OF ALABAMA
DEPARTMENT OF HUMAN RESOURCES

**APPLICATION FOR A LICENSE TO OPERATE
A DAY CARE/NIGHTTIME CENTER**

In accordance with Title 38, Chapter 7, Code of Alabama 1975, application is hereby made for a license to operate a Day Care and/or Nighttime Center.

☐ First Application

☐ Application for Renewal

☐ I choose to participate in QRIS

☐ I choose NOT to participate in QRIS

Name of Applicant (*Individual or Corporation*): _____

Social Security Number of Applicant (*if an individual*): _____

Federal Tax Identification Number (*if applicable*): _____

(NOTE: Social Security Number or Federal Tax Identification Number is required by the Department's Administrative Rules for identification purposes.)

Address of Applicant: _____
(Number and Street) (City) (State) (Zip Code) (County)

Telephone Number of Applicant: () _____

Name of Center: _____

Physical Address of Center: _____
(Number and Street) (City) (State) (Zip Code) (County)

Mailing Address of Center: _____
(Number and Street) (City) (State) (Zip Code) (County)

Email Address: _____

Telephone Number of Center: () _____

Name of the Center Director: _____

Name and title of the person with the authority to sign the application for a license:

Name: _____ Title: _____

Address: _____ Telephone Number: () _____

Name and title of the person with responsibility and authority to work with the Department Representative:

Name: _____ Title: _____

Address: _____ Telephone Number: () _____

I. ADMINISTRATION

A. Center Operations

1. Attach a copy of the center's written operating policies if this is the center's first application or if there have been any changes in the operating policies since the last application.
2. Attach policies regarding charges and services.
3. What age children will the center serve? _____
4. What hours will the center be open each day?
_____ a.m./p.m. to _____ a.m./p.m.
5. What days will the center be open each week? _____
6. What months will the center be open each year? _____
7. Who will be in charge when the Director is not in the center? _____

Name: _____ Title: _____

B. Organization

If incorporated:

1. Attach the name, address, and telephone number of the Board Chairman or President of the Corporation.
2. Attach the names, addresses, and telephone numbers of the Executive Board members.
3. Attach a copy of the incorporation papers.
4. Attach a copy of the by-laws and constitution, if applicable.

C. Personnel

1. Is required information for staff on file in the center? Yes ☐ No ☐
(See Standards, Section II., F., for requirements.)
2. List staff and give information requested on attached staff information sheet.
3. Complete attached staff schedule sheet and attach.

II. FACILITY

- A. Attach most recent fire department inspection report.
- B. Attach most recent health department inspection report.
- C. Attach most recent health department approval of catering plan if food is to be catered.
- D. Attach a floor plan of the center (for first applications and renewal applications if changes have been made in the building).
- E. Have outdoor fencing requirements been met? Yes ☐ No ☐
(See Standards, Section II., C., 4., for requirements)
- F. Bathroom facilities available to the children
 1. Number of flush toilets _____
 2. Number of handwashing sinks _____
 3. Handwashing sink with warm running water in each diapering area? _____
- G. Is required equipment in the center? Yes ☐ No ☐
(See Standards, Section II., L., 1 through 6, for requirements.)

III. AGREEMENT

I hereby agree that if I am issued a license or permit or renewal of a license to operate a day care/nighttime center for children, I will:

- A. Maintain standards prescribed and published by the Department;
- B. Adhere to the provisions of the license or permit issued;
- C. Not furnish or make any misleading or any false statements or reports to the Department;
- D. Submit to the Department any reports or make available to the Department any records required by the Department in making an investigation for licensing purposes;
- E. Submit to investigation by the Department;