

INFORMATION TO BE SUBMITTED TO THE DEPARTMENT OF HUMAN RESOURCES BEFORE A DAY/GROUP CARE HOME IS LICENSED

The following information must be submitted before your home can be licensed. This information will be kept on file by the Department. If you should have any questions, please contact the Office of Child Care Licensing at 1-866-528-1694. The mailing address is Office of Child Care Licensing, Child Care Services Division, State Department of Human Resources, 50 N. Ripley Street, Montgomery, AL 36130-4000.

- 1. A completed Application Form (DHR-CDC-712), found on page 63 of the Standards for Family/Group Day Care and Nighttime Homes plus attachments.**
The attachments include:
 - a. Written permission from the property owner if Rental Property is to be used for child care.
 - b. A written statement of compliance with applicable zoning requirements.
 - c. A written inspection report with no violations cited from the fire department with jurisdiction or from the State Fire Marshal.
 - d. A copy of the written statement of rules and policies of the home. Refer to page 42 of the Standards for Family/Group Day Care Homes and Nighttime Homes for details.
 - e. A copy of the home's Emergency Preparedness and Response Plan.
- 2. An Alabama Department of Human Resources Request for Clearance of State Central Registry on Child Abuse/Neglect (DHR-DFC-1598).** A Clearance of State Central Registry on Child Abuse/Neglect form must be submitted and results received for the applicant and **each** adult household member who lives in the home. Forms are available on the Department's website at www.dhr.alabama.gov.
- 3. A Criminal History Background Information Check.** A criminal history background information check must be completed and results (suitability letters) received for the applicant and **each** adult household member who lives in the home. Forms are available on the Department's website at www.dhr.alabama.gov.
- 4. A Medical examination report, including TB test date and results, on the required form (DHR-CDC-737) for the applicant and each household member, including each child who lives in the home.** A copy of the form can be found on pages 69 and 70 of the Standards for Family/Group Day Care Homes and Nighttime Homes.
- 5. A current Immunization Certificate for each child, two months to five years of age, who lives in the home.**
- 6. Verification of Education.** A high school diploma or G.E.D. (General Education Diploma) is required.
- 7. Verification of training for the applicant.** At least 24 clock hours of training in child care and development are required. Refer to pages 30 and 31 of the Standards for Family/Group Day Care Homes and Nighttime Homes.
- 8. A current Cardiopulmonary Resuscitation Certificate (CPR) and a current First Aid Certificate.**

Please refer to the Standards for Family/Group Day Care Homes and Nighttime Homes for required information on substitutes and Assistant Caregivers.