

## Who Regulates Child Care?

All child care in Maryland is regulated by the Maryland State Department of Education, Office of Child Care's (OCC), Licensing Branch.

The Licensing Branch's thirteen Regional Offices are responsible for all regulatory activities, including:

- Issuing child care licenses and registrations to child care facilities that meet state standards;
- Inspecting child care facilities annually;
- Providing technical assistance to child care providers;

- Investigating complaints against regulated child care facilities;

- Investigating reports of unlicensed (illegal) child care;

- Taking enforcement action when necessary; and

- Partnering with community organizations and consumers to keep all children in care safe and healthy.

Regulations governing the Maryland State Department of Education (MSDE) fall under COMAR Title 13A. Regulations that govern child care facilities and other information about the Office of Child Care may be found at:

[earlychildhood.marylandpublicschools.org/child-care-providers/licensing](http://earlychildhood.marylandpublicschools.org/child-care-providers/licensing)

## What are the types of Child Care Facilities?

**Family Child Care** – care in a provider's home for up to eight (8) children with no more than two under the age of two.

**Large Family Child Care** – care in a provider's home for 9-12 children.

**Child Care Center** – non-parental care in a group setting for part of a 24 hour day.

**Letter of Compliance (LOC)** – care in a child care center operated by a religious organization for children who attend their school.

**All facilities must meet the following requirements:**

- Must obtain the approval of OCC, fire department, and local agencies;
- Must have qualified staff who have received criminal background checks, child abuse and neglect clearances, and are not on the sex offender registry;
- Must maintain certification in First Aid and CPR;
- Must maintain approved staff and student ratio and provide ACTIVE supervision all times when children are in care;
- Must offer a daily program of indoor and outdoor activities;
- Must maintain a file with all required documentation for each enrolled child;
- Must post approved evacuation plans, conduct fire drills, and emergency preparedness drills; and
- Must report suspected abuse and neglect, and may not subject children to abuse, neglect, mental injury, or injurious treatment.

## Did You Know?

- The provider's license or registration must be posted in a conspicuous place in the facility.
- A child care provider must enter into a written agreement, with a parent, that specifies fee discipline policy, presence of animals, the use of volunteers, and sleeping arrangements for overnight care;
- Parents/guardians may visit the facility with prior notification any time their children are present;
- Written permission from parents/guardians is required for children to participate in any off-property activities;
- All child care facilities must make reasonable accommodations for children with special needs;
- A qualified teacher must be assigned to each group of children in a child care center;
- Staff/child ratios must be maintained at all child care centers;
- Parents/guardian must be immediately notified if children are injured or have an accident in care;
- Parents/guardians may review the public file of a licensing file; and
- Check Child Care Maryland, CheckCCMD, a resource for parents and families to use to check child care provider's license status, verified complaints, compliance history, and inspect results.

Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_