

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.



Chambersburg Office: 1013 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

► DAY CARE CERTIFICATE OF OCCUPANCY APPLICATION ◀

Official use – Permit Number _____

This application must be filled out completely in order to start the process to obtain approval to utilize a one- or two-family dwelling unit for child day care services provided for less than 24 hours, for 4 to 12 children. The dwelling unit must be used primarily as a private residence, and the provision of day care services must be secondary to the use of the dwelling unit as a residence. A UCC approval does not constitute compliance with the licensure requirements enforced by the Pennsylvania Department of Public Welfare.

- Floor Plan Plot Plan (include outside play area also)
 Municipal Signed Land Use Permit Fee \$ _____ (All fees are required at the time of submittal)

 Municipality County Tax Parcel I.D.

Location of Property specific to this request: (Complete Street City Zip)

What part of the structure/home will you occupy: 1st Floor 2nd Floor Basement Other _____

Type of Facility: Family Day Care (4 to 6 children) Group Day Care (7 to 12 children)

Number of adult care givers present at all times: _____

Is the Day Care located in a facility other than a 1 or 2 family dwelling? No Yes If yes please provide your prior permit information

Explain in detail what portion of the Structure will be used for Day Care: i.e. how much space, what floor(s), etc.

NAME AND CONTACT INFORMATION OF THE OWNER OF THE PROPERTY:

 Print Full Name Phone (Cell and/or Land line) Email Address

 Complete Mailing Address: Street/P.O. Box City State Zip

NAME AND CONTACT INFORMATION OF THE APPLICANT (if different from the owner):

 Print Full Name Phone (Cell and/or Land line) Email Address

 Complete Mailing Address: Street/P.O. Box City State Zip

I certify that I am the owner of record, or that I have been authorized by the owner of record to submit this application and that the occupancy described has been authorized by the owner of record. I agree to conform to all applicable local, state, and federal laws governing the execution of this project. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project. I further certify that this information is true and correct to the best of my knowledge or information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities. The undersigned understands that completion of this form does not allow occupancy of the premises.

APPLICANT SIGNATURE: _____ Date: ____/____/____

PRINT NAME (legibly): _____ Fee Enclosed \$ _____

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.

DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.