



# LOUISIANA DEPARTMENT OF EDUCATION DIVISION OF LICENSING

## INITIAL LICENSURE CHECKLIST

**This form must be completed and returned before your initial inspection can be scheduled.**

**NOTE: The licensure process may take up to 90 days. Approval must be granted from the Division of Licensing before operation starts.**

### Initial Application Preparation

- I. Find a facility.
- II. Ensure the facility meets the physical requirements of [Bulletin 137](#), Office of State Fire Marshal, and Department of Health.
  - §1901. General Safety Requirements
  - §1901. S. Biocontaminants
  - §1903. Physical Environment
  - §1907. Furnishings and Equipment
- III. Obtain commercial liability insurance with medical coverage.
- IV. Zoning Approval (Required in St. Bernard Parish, St. Charles Parish, City of New Orleans, Shreveport, Baton Rouge, Minden, Bossier City, Amite, Zachary, and Monroe).
- V. City Fire Department approval (Required in New Orleans area only)
- VI. Request Inspection from [Office of State Fire Marshal](#).
- VII. Request Inspection from [Department of Health](#), (LHS 48 form).
  - Note: Inspection approvals from other agencies should be available at all times.
- VIII. Obtain commercial automobile insurance if transportation will be provided to children.
  - Chapter 21. Minimum Transportation Requirements and Standards
- IX. Find a qualified Director. Qualifications of the director and director designee, if applicable
  - See qualifications listed in §1709 of Bulletin 137 Early Learning Center Regulations. A director designee must meet the same qualifications as a director.

### Initial Application Submission

- I. In order to apply for a child care license, you must submit your Application for Licensure in EdLink. An application will not be considered complete until the following occurs:
  - Completed application: [Application for Licensure](#)
  - Uploaded documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for child care purposes or Criminal Background Check for each owner, director and/or designee
  - Uploaded Current Office of Fire Marshal Approval
  - Uploaded Current Louisiana Department of Health Approval
  - Uploaded Current City Fire Department Approval (if applicable)

Disclaimer: This list is informational and not intended to be a comprehensive or exhaustive list of the regulations or statutory requirements for operating a licensed child care center in the State of Louisiana.

Sample forms from the Licensing Library from <https://www.louisianabelieves.com/resources/library/licensed-centers>

- Current General Liability Insurance Policy
- Academic Approval (**Type III Centers only**)
- Signed, dated, and notarized documentation of ownership of the early learning center (Ex. Statement of Ownership indicating name of center, physical address of center, owner name, and type of ownership of early learning center)
- Uploaded Director/Director Designee qualifications
- Pictures of center to include:
  - Front of center
  - Kitchen
  - Direct Exit to Play space
  - Enclosed Outdoor Play space
- Paid initial fee \$25

## LICENSING INSPECTION PREPARATION

### I. DOCUMENTATION OF THE FOLLOWING MUST BE AVAILABLE AT ALL TIMES:

- Current Office of State Fire Marshal Approval
- Current City Fire Department Approval (if applicable)
- Current Louisiana Department of Health Approval
- Current General Liability Insurance Policy
- Zoning Approval (Required in St. Bernard Parish, St. Charles Parish, City of New Orleans, Shreveport, Baton Rouge, Minden, Bossier City, Amite, Zachary, and Monroe).
- Copy of current licensing regulations
- If Provider contracts transportation, copy of sample contract if contracting transportation
- Personnel file for the director (file shall include director's application, date of hire, qualifications, documentation of a child care criminal background check (CCCBC)-based determination of eligibility for child care purposes, continuing education training and orientation).
- Personnel file for each employee (employee's application, date of hire, CCCBC, continuing education training and orientation).
- A parent handbook (to be used by your center).
- Documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for child care purposes for all owners, directors and staff.
- Current certification in CPR for all staff
- Current certification in Pediatric First Aid for all staff
- First aid kit.
- Medication Administration—Have 2 staff completed medication administration training and one onsite?
  - §1917.Medication Administration
- Record for each child that includes the following:
  - Child's information form (card) that lists the child's name, birth date, sex, date of admission, name and phone number of child's physician and dentist, dietary restrictions, and allergies and is signed and dated by the parent,
  - Written parental authorization to secure emergency medical treatment
  - Written agreement signed by parent authorizing the provider to release the child to a third party, if applicable
  - Written agreement signed by parent authorizing the provider to transport the child and a daily trip

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authorization form, if transportation is provided.

- Written emergency plan and complete evacuation pack
- Written policies and procedures for the following:
  - Child Abuse and Neglect
  - Non-discrimination
  - Admissions
  - Disclosure of Information
  - Complaint
  - Parental Access
  - Parental Involvement
  - Behavior Management
  - Electronic Devices
  - Computer Practices
  - Programs, Movies, and Video Game
  - Monitoring of Provisionally Employed Staff (If applicable)

**II. THE FOLLOWING ITEMS MUST BE POSTED IN THE CENTER:**

- Current license
- Emergency phone numbers for fire, police, hospitals, poison control, Child Protective Services, and physical address of center
- Schedule of days and hours of operation
- Center's policies, if no parent signature receipt
- Daily schedule activities
- Weekly menu
- Notice of Prohibition of Alcohol, Tobacco, and Firearms at the center
- The Safety Box
- "Back to Sleep" signs in infant rooms
- Center emergency info in each vehicle including name of director, phone number and address of center
- Written notice from physician authorizing a sleep position other than on the infant's back
- Info regarding food allergies and special diets of children posted in food prep area
- Division of Licensing form noting child to staff ratio in each room

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Name of Center

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Owner Name

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Date Completed

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Director Name

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Date Complete

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