



VIRTUAL WEBINAR

## Mastering the Licensing Visit

### A Guide to Being Prepared and Confident

Friday, October 27th  
2:30PM PT

RSVP Here  
[www.bumo.com/events](http://www.bumo.com/events)



# \*Webinar

# Description

In this webinar, we'll take you on a journey through the child care licensing visit process, providing you with insights, strategies, and tips to help you navigate these visits successfully. By the end, you'll not only be well-prepared but also equipped with the confidence needed to excel in meeting and exceeding the required standards.



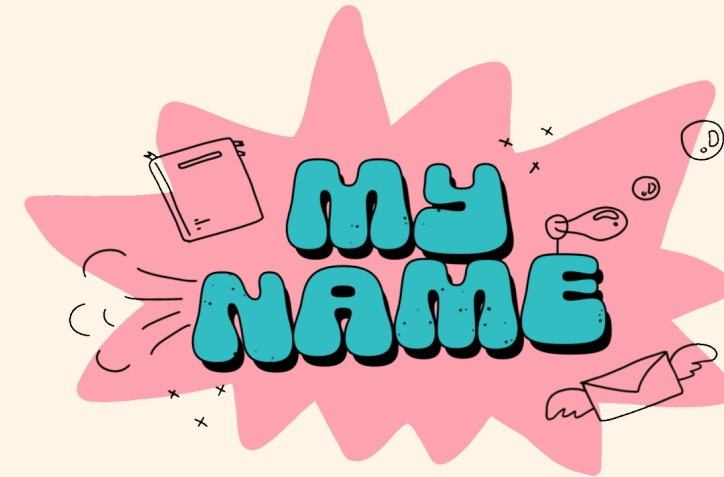
**CHILD CARE**  
**LICENSING**

# Hi!

I am the Director of Bumowork located in Century City. I am deeply passionate about early childhood education and am a devoted advocate of the Montessori Method. With over 12 years of experience in the field, I hold a Master of Arts Degree in Child Development. I have two Montessori teaching credentials which focuses on infant/ toddlers, and preschool age children. My commitment lies in creating a loving, joyful, safe, and nurturing environment for all students, families, and staff members.



hello



What is your name?



What is the name of your school?



Are you part of our Bumo Network?



What are your this weekend plans?



# Agenda

Understanding the  
Licensing Visit

Key Preparation Steps

Tips for a Successful  
Licensing Visit

Building Confidence

Share is Caring



# Understanding the Licensing Visit

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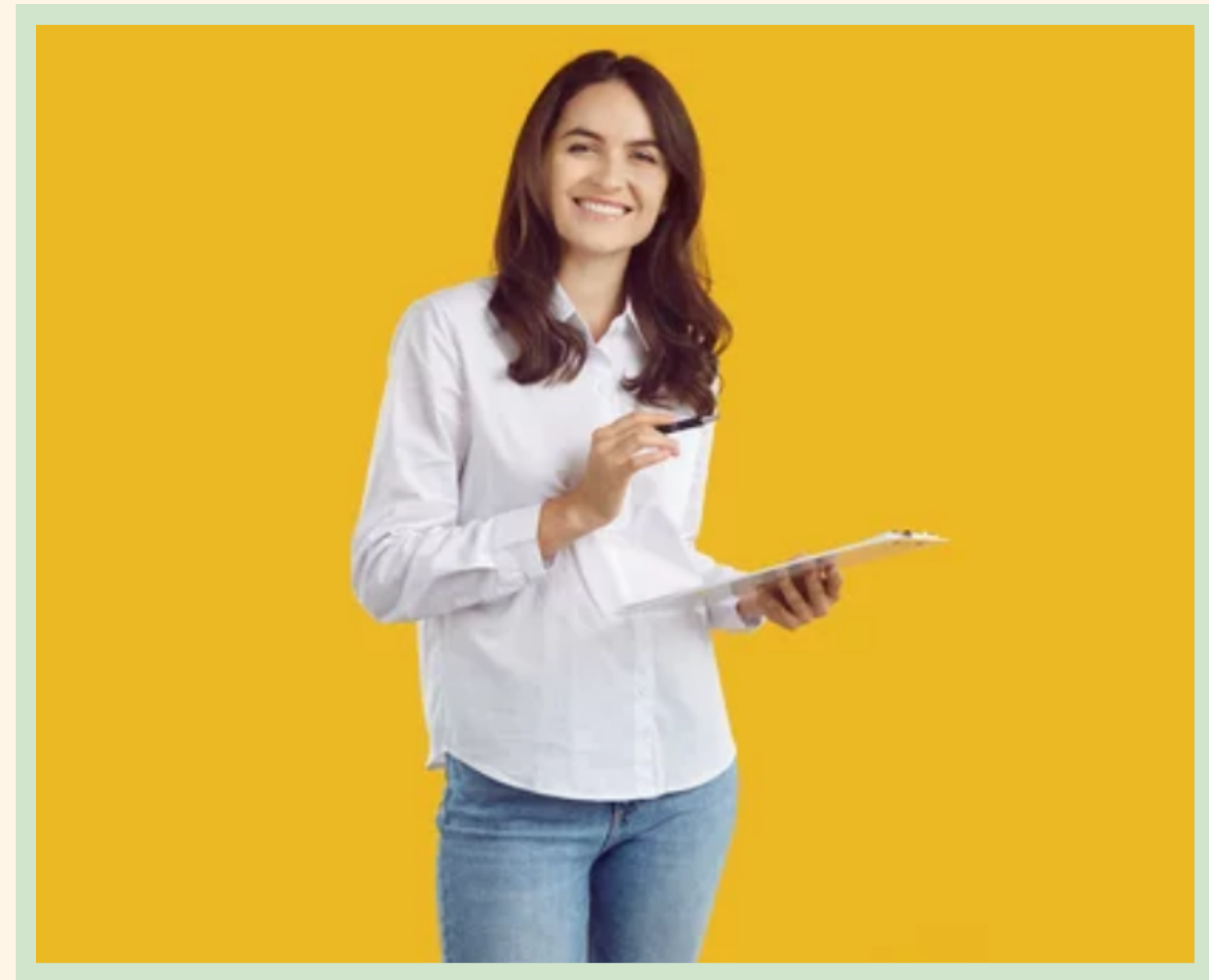


# Understanding the Licensing Visit

Why?

When?

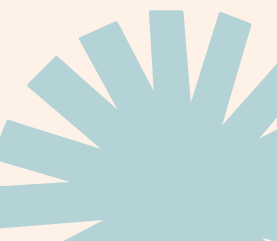
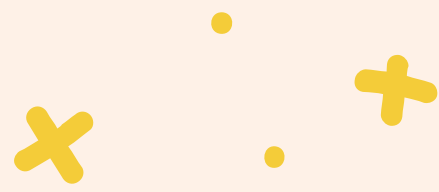
What?







# Key Preparation Steps









# Gathering Required Documentation

## Staff Files

- Personnel Record (Lic 501) ■ Lic501 - Bumo Century City.pdf
- Copy of Valid Driver's License or State ID
- Health Screening Report (Lic 503) ■ Lic503 - Bumo Century City.pdf
- Immunization Record
  - TB Clearance
  - Flu Shot or Signed Declination Form
  - DTap (within 10 years), MMR (or Titer Test)
  - COVID-19 Vaccination Record
- Criminal Record Statement (Lic 508) ■ Lic508 - Bumo Century City.pdf
- Live Scan Clearance Report ■ LIC9163 - Bumo Century City.pdf
- Notice: Employees Rights ■ Lic9052 - Bumo Century City.pdf
- Acknowledgement to Report Suspected Child Abuse
  - Lic9108 - Bumo Century City.pdf
- Evaluation of Teacher/Director Qualifications ■ Lic9095 - Bumo Century City.pdf
- Transcripts and Certifications
- Mandated Reporter Training (Expiration Date: \_\_\_\_\_)
  - Recertification Date: \_\_\_\_\_
  - Recertification Date: \_\_\_\_\_
- First Aid and CPR Certification (Expiration Date: \_\_\_\_\_)
  - Recertification Date: \_\_\_\_\_
  - Recertification Date: \_\_\_\_\_
- Other: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

# Gathering Required Documentation

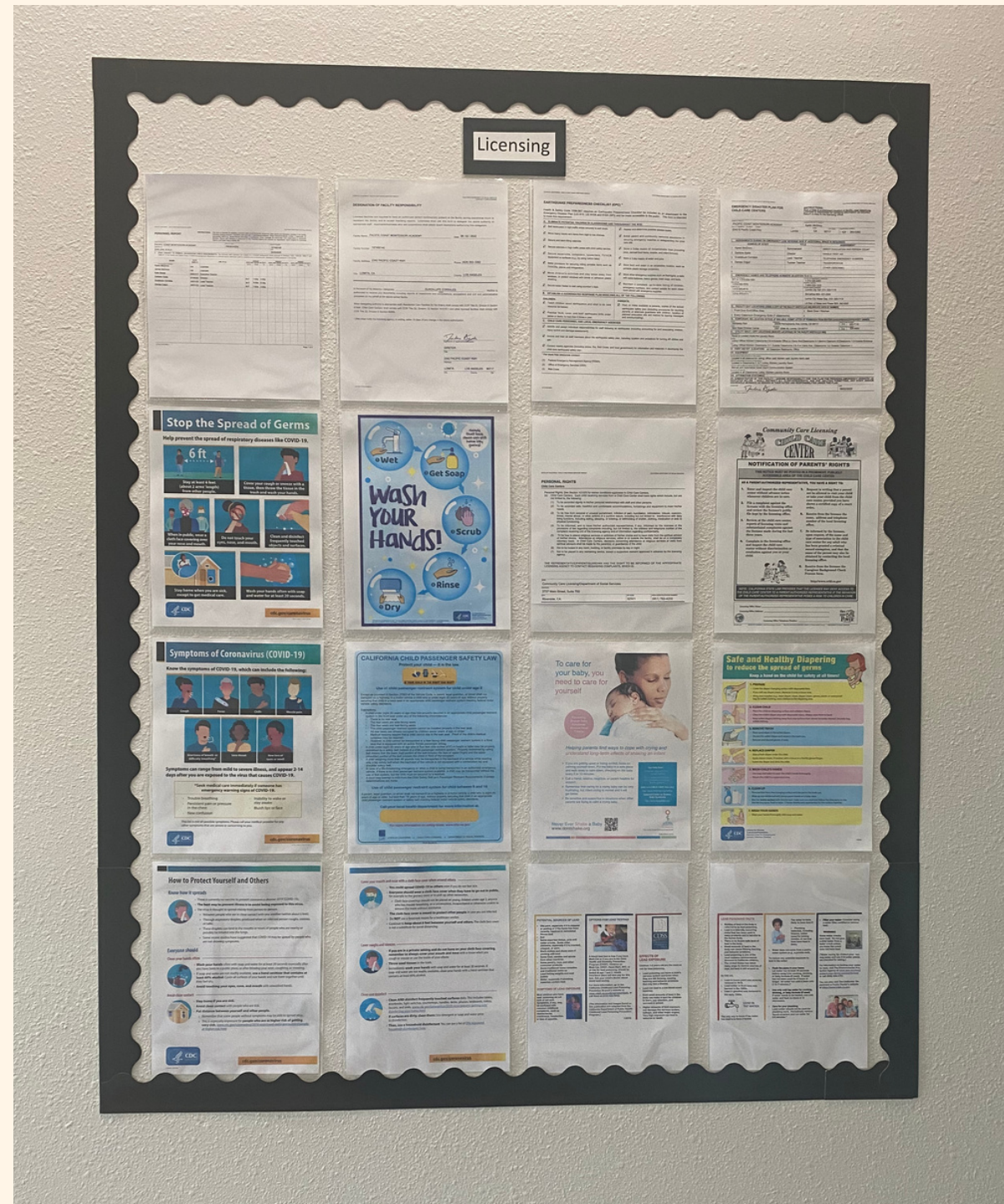
## Child Files

- **CHILD FILES**

- Admission Form
- Admission Agreement for current year
- Sunscreen/Ointment forms —
- Photography/Video Permission —
- LIC700 ID and Emergency Form —
- LIC627 Consent for Emergency Medical Treatment —
- LIC702 Pre-Admission Health Form – Check Allergies —
- LIC701 – Physician Report (Does it match Health History from parents) —
- Immunization Records – Any outstanding??
- LIC613A Personal Rights —
- LIC995 Parents Rights —
- Progress Reports/Parent Conference Forms
- Needs and Service Plans (Toddlers and younger) —
- Family Questionnaire

# Gathering Required Documentation

Required Posting



# Gathering Required Documentation

Additional Items





# Ensuring Facility Compliance With Regulations

**Licensing and Certification**

**Health and Safety Standards**

**Ongoing Training**

**Background Checks**

**Facility Inspections**

**Record-Keeping**

**Parent Communication**

**Emergency Preparedness**

# Ensuring Facility Compliance With Regulations

**Nutrition and Meal Planning**

**Reporting and Documentation**

# Ensuring Facility Compliance With Regulations



CALIFORNIA CHILD CARE LICENSING  
Resources for Parents and Providers



Child Care Center Operators

Operators of licensed child care centers have an important role in protecting the health and safety of children. Watch these brief, informative videos to learn more about putting Licensing requirements into practice.

Click on any topic below to view a descriptive video and related content.



## Is a Child Care Center the Right Business for Me?

Opening a child care facility is an important decision. Learn the key information to consider before submitting an application to Community Care Licensing.



## Child Care Licensing Fees

Operators of family child care homes and child care centers are required to pay a one-time orientation fee, annual fees, relocation fees and capacity increase fees. Find out how to remain up to date with this licensing requirement.



## Understanding Licensed Care and License-Exempt Care

In California certain providers of child care are not legally required to be licensed. Learn the difference between licensed and license-exempt care.



## Child Care Reporting Requirements

As a child care licensee, you are responsible for submitting certain reports to Community Care Licensing. Become familiar with reporting requirements that apply to you.



## Community Care Licensing Inspection Authority

Community Care Licensing conducts inspections of all licensed child care operations in the state. Know what to expect during an inspection in order to meet all health and safety requirements.



## What Is a Civil Penalty?

A civil penalty is a monetary fine assessed against a licensed facility for serious or repeated deficiencies. Understand the types of citations that lead to civil penalties – and how to prevent them.



## Background Check Requirements for Caregivers

Operators of licensed child care facilities, as well as certain personnel, must submit to a background check and criminal record clearance before working at a child care site. Learn the steps for completing this requirement.



## Teacher-to-Child Ratios in Child Care Centers

Licensing requirements for adult to child ratios are intended to ensure that every child is monitored by a qualified adult at all times. Understand the minimum ratios required in child care centers.



## Supervising Children in Child Care Centers

Supervising children is the primary task of licensed child care providers. Gain an understanding of the Licensing requirements that pertain to appropriate supervision.



## Children's Personal Rights in Child Care

Increase your understanding of the personal rights children have in child care facilities. Learn about the types of discipline that are not permitted, as well as the rights children have while in care.



## Your Rights as a Child Care Licensee

Licensed child care providers have specific rights in relation to Community Care Licensing. Knowing these rights can help build positive partnerships with Licensing representatives.



## Health and Safety Training

Operators of licensed child care facilities must complete a minimum of 16 hours of preventive health care training. Learn more about the training topics required of child care personnel.



## Locks and Inaccessibility Requirements in Child Care

Make certain that children cannot gain access to potentially dangerous products and equipment. Learn the difference between what must be inaccessible and what must be locked up in licensed facilities.



## Bodies of Water Requirements in Child Care

Learn how bodies of water must be made inaccessible to children when not in use. In addition, become familiar with the supervision requirements that pertain to water play.



## Transporting Children

Child care staff can transport children in a vehicle but must follow certain requirements in order to do so. Find out how to remain in compliance with transportation requirements.



## Disaster Planning and Fire Safety

Planning and preparation for disasters is a requirement of all licensed child care facilities. Learn how to complete the Emergency Disaster Plan and prepare children and staff for emergencies.



## Food Service Requirements for Child Care Centers

How foods are stored and served in child care centers is important to the health and safety of children in care. Learn about Community Care Licensing's food-related requirements.



## How to File a Complaint with Community Care Licensing

Formal complaints help ensure that potential violations in facilities are investigated and corrected. Learn how to submit a complaint and whether one is needed.

# Pre-Inspection Self-Assessment

Classroom: \_\_\_\_\_ Teachers: \_\_\_\_\_ Date/Time of Day: \_\_\_\_\_

### Licensing and School Safety Checklist

Please ensure that your classroom is in compliance with Title 22 as well as our school's safety policies at all times. There are also compliance regulations that occur on both the indoor and outside play areas that you need to be aware of as well. Thank you in advance for your diligence in keeping our children safe!

- **RATIO:**
  - Staff member \_\_\_\_\_.
  - Correct without counting. Written on board.
  - Numbers did not match or needed to stop and count.
- **SUPERVISION:**
  - All children are visually supervised by a teacher at all times?
  - Any obstructed view lines, teacher's congregating & talking or only focusing on one child?
  - Adults are standing in places where they can see the classroom, all children, bathrooms, etc.
  - Name to Face checks are done properly.
- **PERSONAL RIGHTS OF CHILDREN (TITLE 22):**
  - Are Child's Rights as explained by Title 22 understood and explained to staff
  - Are Personal Rights of Children protected at all times. Including no corporal punishment, time outs, spanking, withholding food or water. No withholding of any activity which violates the health and safety of children in care.
  - Infants cannot be confined to cribs, high chairs, playpens as a form of discipline or punishment.
  - Children cannot be threatened to go to the 'baby room' or any other location that would not be permitted by licensing. Demeaning a child in any way in private or public is highly against Title 22 and the Montessori philosophy.
- **LOCKED CABINET:**
  - Your cabinets should be locked at all times unless you are physically accessing it. Make sure the key is kept on your teacher counter and not in the lock of the cabinet.
- **PERSONAL BELONGINGS:**
  - All purses and personal bags are required to be kept in locked cabinet or out of reach of children at all times, unless on your person.
- **CLEANERS:**
  - All disinfectant, sprays, cleaners, etc. need to be kept in the locked cabinet or up high at all times, unless in use by an adult.
  - When using disinfectant while children are in close proximity, please first spray the disinfectant on a rag, then wipe the surface clean. Sanitizer must self dry in order to be effective.

Classroom: \_\_\_\_\_ Teachers: \_\_\_\_\_ Date/Time of Day: \_\_\_\_\_

- **ADULT SUPPLIES:**
  - All paint, adult scissors, liquid glue, sharp items or any items used for art projects that could be harmful to your students should be kept locked or up high at all times, unless in use by an adult. If you have any questions about any supplies keep them up ask the Director. A good rule of thumb is any label that indicates "Keep Out of Reach of Children" on it the product should be locked up.
- **ointment:**
  - Lotions, diaper cream, sunblock or ointment needs to be kept either in your locked cabinet or up high, out of the reach of children. If a parent sends ointment with the child that you do not recognize, please check to ensure that the proper paperwork has been turned in. All must be labeled and dated. Ointment sheet up to date and easy to find in classroom.
- **TRASH/TRASH CANS:**
  - All trash cans in the classrooms must have a lid on them.
  - No trash can be sticking out past the lid.
  - The lid should be able to close securely at all times. The lids of the trash cans should be kept clean at all times, free of food residue.
- **NAP TIME:**
  - During naptime, all areas of the mat need to be covered at all times with the child's fitted crib sheet. If a parent has not provided you with one initially or an appropriate sheet, please buzz the office for a replacement for that day. Then follow up with the parent to ensure that the proper bedding is brought the next day.
  - Children's bedding may not touch at any time. Please make sure that your students' bedding is stored in provided bag. Please ensure this bag is large enough so the bedding does not spill out. Label!!
  - When mats are laid out, there needs to be a large enough distance between them which creates a walk way for the children and adults in the room. Please refrain from stepping over mats. Typically 18" in between each mat.
  - Infant - mats/cribs should be disinfected every day.
  - All other classrooms - disinfect on Fridays.
- **ELECTRICAL:**
  - All outlets need to be covered at all times.
- **HANDWASHING:**
  - Before & After handling food, diapering, inside and outside transitions. Adults and children are both required to wash hands at every interval of the day. Children should also have noses, faces and bodies cleaned as needed.
- **ALLERGY LISTS:**
  - Allergy lists must be posted, even if none exist in classroom. 'NO KNOWN ALLERGIES' can be posted if necessary. Audit and update as needed when children enroll or acquire an allergy. Post in common areas and kitchen where food is prepared.
  - Medications for emergencies are in locked medication boxes with child's name labeled and what type of medication is inside the box. It is near the allergy list or in the same spot in every classroom with a red + sign on the front for easy access by any adult in the room.

**\*If at any time you see something on campus that could potentially be dangerous or unsafe, please notify the office immediately. Thank you in advance for your support in keeping a safe and citation-free school!**

Comments/Work Order Items: \_\_\_\_\_



# Tips for a Successful Licensing Visit





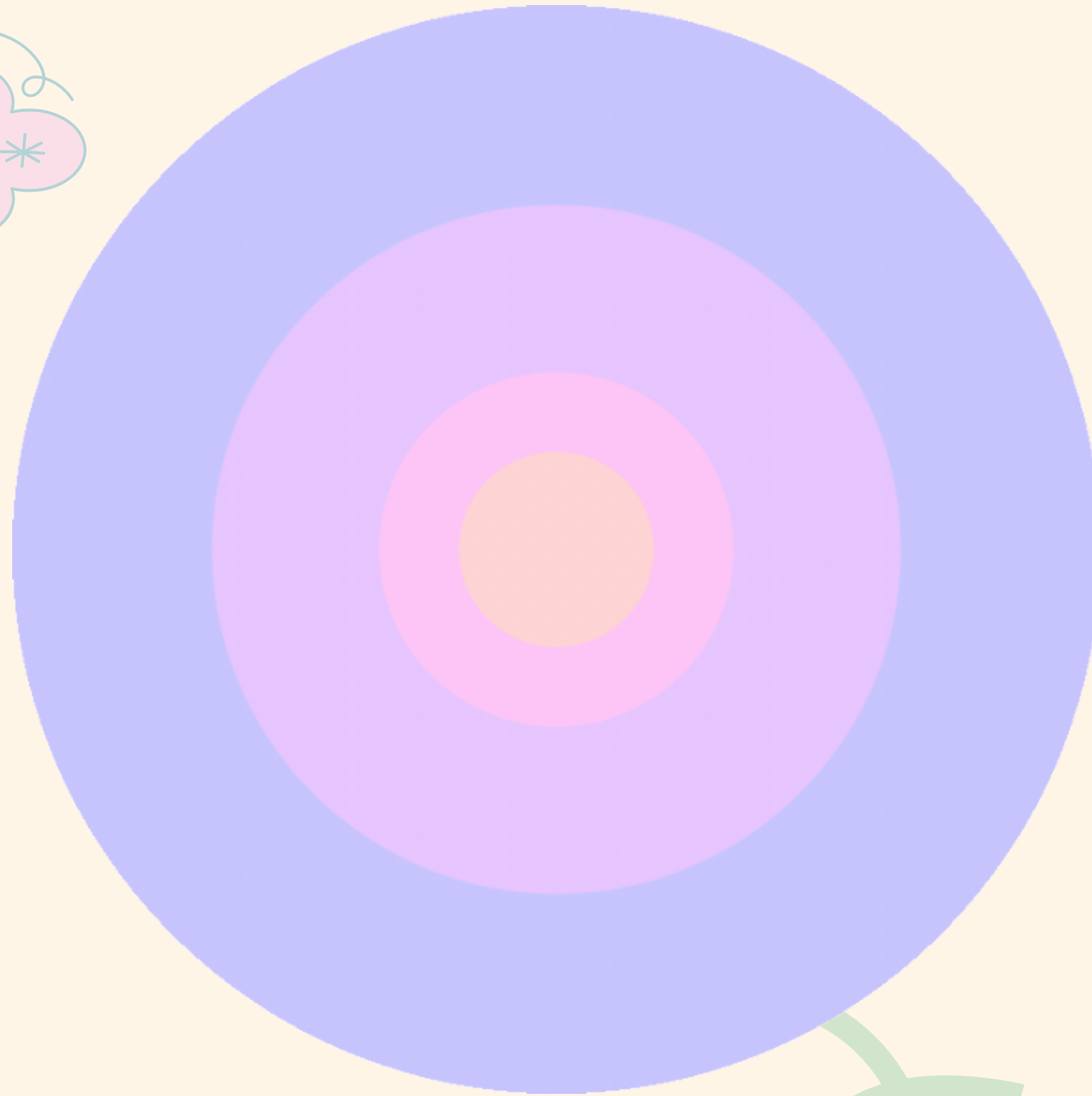
**Stay Informed**  
**Self-Assess Regularly**  
**Organization**  
**Designate a Contact Person**  
**Review Documentation**  
**Check the Environment**  
**Child Supervision**

# Building Confidence




# Strategies for Maintaining Composure During the Visit

- breathe





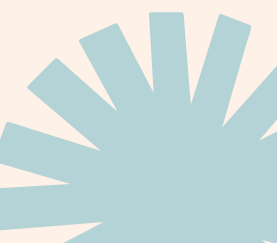
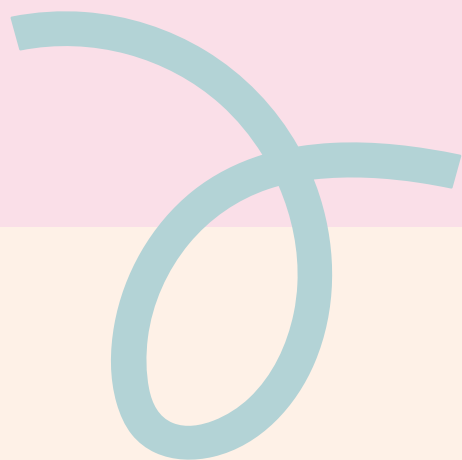
# Conclusion



Mastering the licensing visit is about diligence, preparation, and maintaining a commitment to providing a safe and high-quality child care environment. Remember that these visits are designed to ensure the safety and well-being of the children in your care and help you continuously improve your center's operations. Embrace them as an opportunity to grow and evolve in your role as a child care provider.



# Share Your Licensing Visit Experience



# Stay Tuned

- **Related blog will be available with these slides included**

**Next Webinar: Classroom Assistants: Cultivating Healthy Relationships**

**RSVP: [www.bumo.com/events](http://www.bumo.com/events)**

**Please email questions to: [dayala@bumo.com](mailto:dayala@bumo.com)**



# bümo


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*Dartene Ayala*  
Facilitators Signature



**Thank you for joining  
us today!**