

CHILD CARE LICENSING PROGRAM Standard Operation Procedures (SOP)

A. Established

B Administrative Law & Procedure

C. Mission Statement

D. Administrative Code (FAQ's)

d.1-What is the Administrative Code

d.2-How is the CCLP Administrative Code organized

d.3-How are regulations labeled

d.4-Where can I find a copy of the Administrative Code

d.5-How can I find a section of the Administrative Code

E. What is a High Quality Child Care Facility

e.1-Play & Learn

e.2-Qualification

e.3-Positive Interactions

e.4-Program Quality

e.5-Environments

e.6-Financial Assistance

e.7-Health & Safety

e.8-Knowing the Group size

e.9-Ratios

e.10-Caregiver Education & Turnover

e.11-Parents are welcome

F. License Child Care

f.1-Child Care Center

f.2-Child Care License

f.3-Family Child Care Home

f.4-Group Child Care Home

G. Application for Child Care License

H. Application Checklist (copy)

I. Other Documents Required

J. Fees

K. Payments

L. Denial/Suspension/Revocation

M. Inspections

N. Contacts

A. ESTABLISHED

The Office of Child Care Licensing Program was established in 1994 under the Department of Community and Cultural Affairs, Public Law-1401 3 CMC section 1401 etal 1409, executive order 94-3.

B. ADMINISTRATIVE LAW AND PROCEDURE

Administrative law is the body of law that allows for the creation of public regulatory agencies and contains all of the statutes, judicial decisions, and regulations that govern them. It is created by administrative agencies to implement their powers and duties in the form of rules, regulations, orders, and decisions. Administrative procedure constitutes the methods and processes before administrative agencies, as distinguished from judicial procedure, which applies to courts. It ensures that agency regulations are clear, necessary, legally valid, and available to the public. The Agency is responsible for reviewing administrative regulations proposed for compliance with the standards set forth in CNMI Administrative Code, for transmitting these regulations in publishing in the CNMI Law Revision Commission Office website.

The Administrative Law and Procedure-Administrative Code can be obtained and access. Users can view at: <http://www.cnmilaw.org/mediawiki-1.21.2/index.php?title=55-40.1>

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- 55-40.1
- 1 Subchapter 55-40.1 Child Care Standard Rules and Regulation

C: MISSION STATEMENT

The core mission of the Child Care Licensing Program (CCLP) is to ensure the health and safety of children in care. The DCCA-CCLP is mandated by law to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, training to caregivers and providing consumer education, and establishing partnerships with providers, parents, and the child care community.

D. ADMINISTRATIVE CODE(Regulations)-FAQ'S

d.1 What is the Administrative Code?

The Child Care Licensing Program, Administrative Code contains the permanent regulations for the Commonwealth of the Northern Marianas Island. Regulations have the force of law and are written and administered by the agency as authorized. The CNMI Administrative Code online is updated/amended as needed.

d.2 How is the CCLP Administrative Code organized?

The DCCA-CCLP Administrative Code is organized into 6 subject areas called Titles. Titles are listed as numbered from 1 to 6. Each title contains the agencies that create regulations related to the subject area. The regulations of an agency are referred to as chapters.

d.3 How are regulations labeled?

Regulations are labeled with the Title number, then the letters “PART 100-400”, then the agency number followed by the chapter and section number.

For example, 1.3 PART 100

1.4.1 (Title) Rules Governing the Licensing of Day Care Centers, Group Child Care Homes, Family Child Care Homes, and Before and After School Programs

1.3.1 Subpart A-Licensing Procedures

1.3.1.1§55-40.1..... and so on.

d.4 Where can I find a copy of the Administrative Code?

Print copies of the Administrative Code are available online Administrative Code can be found at: <http://www.cnmilaw.org/mediawiki-1.21.2/index.php?title=55-40.1>

d.5 How can I find a section of the administrative code number?

Go to:

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- 55-40.1
- 1 Subchapter 55-40.1 Child Care Standard Rules and Regulation

E. WHAT IS A HIGH QUALITY CHILD CARE FACILITY? Things you need to know?

e.1 Play & Learn

Quality child care offers many opportunities for all children to play each day. Counting, reading skills and problem solving are just a few things learned through play. **Here’s a Tip:** Look for a provider who focuses on all aspects of your child’s development including language, social, emotional, physical and cognitive.

e.2 Qualifications

There are different caregiver qualifications for different child care settings. Training, education, experience and credentials prepare a child care provider to meet your child's development needs. **Here's a Tip:** Request a provider's qualifications and references to learn more about their child care experience.

e.3 Positive Interactions

A quality child care provider guides children, helping them to get along with others in caring positive ways, and encourages you to be involved as well. **Here's a Tip:** Look for a provider who is enthusiastic, attentive and encouraging.

e.4 Program Quality (if any)

Programs that have a Quality Counts QRS certification or accreditation have met voluntary standards for quality child care that are higher than the state licensing requirements. **Here's a Tip:** Ask the provider if their program has a Quality Counts QRS certification or is accredited.

e.5 Environments

A quality child care environment is safe, clean and provides children with many learning opportunities. **Here's a Tip:** Look for a setting where the children are supervised at all times, nutritious meals and snacks are served and where toys and learning activities are based on the age of the child. Playground area is fenced or gated.

e.6 Financial Assistance

The CNMI DCCA-Child Care Development Program provides financial help for families who meet income and work or education/training requirements. **Here's a Tip:** To find out if you qualify for help with your child care costs check with DCCA Child Care Development Program.

e.7 Health and Safety. Licensed programs (both centers and homes) are required to meet the CNMI health and safety standards. In CNMI, you can check providers' compliance with licensing requirements.

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- **Health Permit: Sanitation Office**, No. (670) 664-4870, located at Navy Hill
- **Safety (Building Code) Permit:** No. (670) 234-2726, located at Joeten Commercial Bldg. San Jose, 2nd Floor.
- **Fire Safety:** No. (670) 664-9003, located in Susupe at Dept. of Public Safety compound, across Correction facility.

e.8 Knowing the Group Sizes. Some children do quite well in a large group setting, while others need the quiet and comfort of a smaller group. You should look for an environment that most closely matches your child’s personality and needs. In Nevada, there is no group size limit or requirement. Therefore, there can be a large group of children as long as the provider has the required ratio.

e.9 Ratios. The younger the child, the more one-on-one care he/she may need. Find out what the child/adult ratio is in each child care facility you visit. Required age ratio. (see §55-40.1-228 code breakdown)

Age of Children	No. of Children	Teacher	Teacher Assistant	Aide	Total Staff
0 under 24 months	Not Permitted	n/a	n/a	n/a	n/a
2 years old	7-55	2	2	3	7
3 years olds	7-55	2	2	3	7
4 years olds	10-76	2	2	3	7
5 years and older	10-65	1	1	3	6

e.10 Caregiver Education and Turnover. An important indicator of quality is the child care provider’s level of education and continuing professional development. In addition, low staff turnover provides consistency of care for children, which is important for children’s socio emotional development.

e.11 Parents are welcome to observe, discuss policies, make suggestions, and volunteer in the classroom. Close communication between parents and staff is vital. Staff should discuss highlights in children’s daily experiences with parents and show respect for families of varying cultures and backgrounds.

F. LICENSE CHILD CARE

f.1 Child Care Center

Means a place maintained by any individual, organization, or agency for the purpose of providing child care to children between ages of 2 and 16. The term child care center shall include day nurseries, nursery school groups, preschool child paly groups, parent cooperatives, drop in child care centers, group child care homes, or other similar units operating under any name.

f.2 Child Care License

Means certificate of approval issued by the Child Care Licensing Program(CCLP), Office of the Secretary, Department of Community & Cultural Affairs authorizing the operation of a specified type of child care facility i.e. day care center, infant care center, group child care center, family home child care, and before and after school programs.

f.3 Family Child Care Home

Means child care in any private home maintained by an individual which provides care to three and no more than six children during any part of a twenty-four-hour day, and where the relationship of child and family child care provider is not by blood, marriage, or adoptions.

f.4 Group Child Care Home

Means child care provided by any individual in a facility that may be an extended or modified family child care home which provides care to no more than twelve children during any part of a twenty-four-hour day. Group child care homes are licensed under the rules for group child care centers.

G.APPLICATION FOR CHILD CARE LICENSE

Can be obtain at Capitol Hill-Government Housing, House #1339 at Ascencion Drive and submit application 60 calendar days prior to proposed opening date. DCCA-Child Care Licensing Program(CCLP) conduct employment history, background checks, criminal history checks, conduct evaluation after complete application and fees are received.

Attached receipt of payment(s).

H. APPLICATION CHECKLIST (copy)

1.
 1. Zoning Application
 2. Business License
 3. DPW Occupancy Permit
 4. Sanitation Permit
 5. Fire Inspection Permit
 6. Liability Insurance
 7. Lease Agreement (if any)

8. Staff Schedules
9. D. (passports/drivers license/Mayor's ID municipal)
- 10.9 Consent for Release of Information
11. Police Clearance
12. Criminal Background Check (pending by Nov. 1, 2017)
13. Health Certificate
14. Food Handler Certificate
15. CPR Certificate
16. CW-1/CW-2 (if any)
17. Resume(staff)
18. High School/College Diploma(staff)

I. OTHER DOCUMENTS REQUIRED

1.
 1. Handbook
 2. Birth Certificate/Report
 3. Employment Contract
 4. Employment History & Education
 5. Map Location
 6. Staff Listing
 7. Children's Name & Records
 8. Floor Plan/Interior & Outdoor (sq.ft.)

J. FEES

Initial/Renewal (appropriate fees must be submitted 60 calendar days prior to opening date)

(5-20 Children)	\$75.00
(21-50 Children)	\$100.00
(51-100 Children)	\$125.00
(101-150 Children)	\$150.00
(151-250 Children)	\$175.00
(251+ Children)	\$200.00
Changes to Licenses(capacity and/or number of Children	\$15
Duplicate Licenses	\$10
Annual Listing Fee	\$20

K. PAYMENTS

Payments can be received at CNMI Treasury located in Capitol Hill, Government Housing, bldg.1322 or CNMI Superior Court, at Susupe, Guma Hustisia building .

L. DENIAL /SUSPENSION/REVOCAION

The Department may deny, suspend or revoke the child care license:

- if applicant or licensee does not comply with rules of the Department respecting child care facilities.
- Any minimum requirement to such extent or of a nature that the provider is unfit to be trusted with the care of children, or if the provider's application has been suspended at least once previously.
- In violation of the minimum requirement is the first violation of the provider does not warrant revocation.

M. INSPECTION(s)

Authorized representatives of the Department and parents or guardians of children in care may visit announced or unannounced a child care center at any time during the hours of child care operation for purpose of observing, monitoring and inspecting the facilities, activities, staffing, and other aspects of the child care center.

N.CONTACTS

Department of Community Cultural Affairs, Office of the Secretary, Division of Child Care Licensing Program (CCLP) located in Capital Hill, Saipan Bldg. 1343:

- Supervisor : Gordon B. Salas (gsalas.cclp@childcare.gov.mp)
- Safety Inspector: Rita N. Olopai (rolopai.cclp@childcare.gov.mp)
- Administrative Data Specialist: Adela S. Capati (acapati.cclp@childcare.gov.mp)
- Administrative Data Specialist/Interim Safety Inspector: Gregoria S. Ahmed (gahmed.cclp@childcare.gov.mp)

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