

# Licensing Policies and Procedures for Group and School Age Child Care Programs

## Background

Throughout the State of Emergency, EEC supported the field through amended policies and temporary regulations that would enable increased health and safety measures while alleviating constraints that might limit programs' ability to sustain high quality services for children and families. This period yielded critical lessons that have informed future approaches to policymaking, with an eye toward decreased administrative burden and increased potential to meet licensed capacity and ensure high quality services among programs.

The following Licensing Policies and Procedures for Group and School Age Child Care Programs have been streamlined in accordance with the 'future state' of EEC's evolving regulatory approach and are intended to enable prospective and currently licensed programs to be integrative and responsive to community needs. It is our hope that this is one of many steps we will take together towards creating an early education and care system that better meets the needs of children, families, educators, and programs. Please note that this policy document supersedes all other relevant EEC policies.

On behalf of all of us at EEC, I thank you for your continued dedication to the children and families of the Commonwealth and to the field of early education and care.



Samantha Aigner-Treworgy

Commissioner

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## PROCESS FOR GROUP AND SCHOOL AGE CAPACITY CHANGE

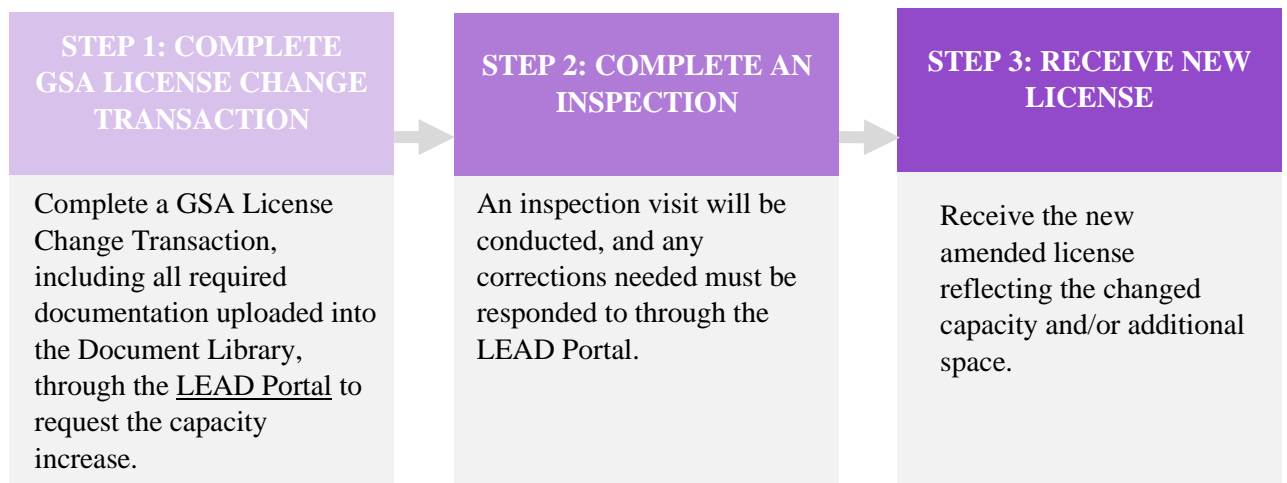
EEC is waiving enforcement of the following regulations pertaining to GSA capacity change until further notice:

- EEC will allow a Director I qualified individual to serve as the administrator of a Group and School Age Child Care Program for programs with a licensed capacity of eighty or more children [See 606 CMR 7.04(17)(m)(9)(g)]
- EEC will allow a School Age Administrator for programs with a licensed capacity of 53+ school age children to have 20% FTE non-teaching administrative time. [See 606 CMR 7.04(17)(m)(9)(i)]
- EEC will not require that Group and School Age Child Care Programs maintain additional Lead Teachers on the premises for every 40 additional children for programs with a capacity of greater than 39 children. [See 606 CMR 7.04(18)(g)(3)]

### You will need:

- Staff Records Checklist that reflects at least one staff member with current pediatric CPR/First Aid certification (as appropriate to the ages served) when children are present.
- Updated Staff Schedule Form that reflects only staff with complete BRC, including staff needed for a capacity increase.
- Documentation of educator's qualifications for their assigned positions for all educators not previously reviewed by the Licensor (i.e. EEC Certificate of Qualification or transcript and verification of experience, high school diploma, documentation of enrollment in high school or equivalent program, documentation of age, etc.)
- Indoor/Outdoor Space Sketches detailing licensed space and measurements, including space to be used for increased capacity

### Step-by-Step Process:



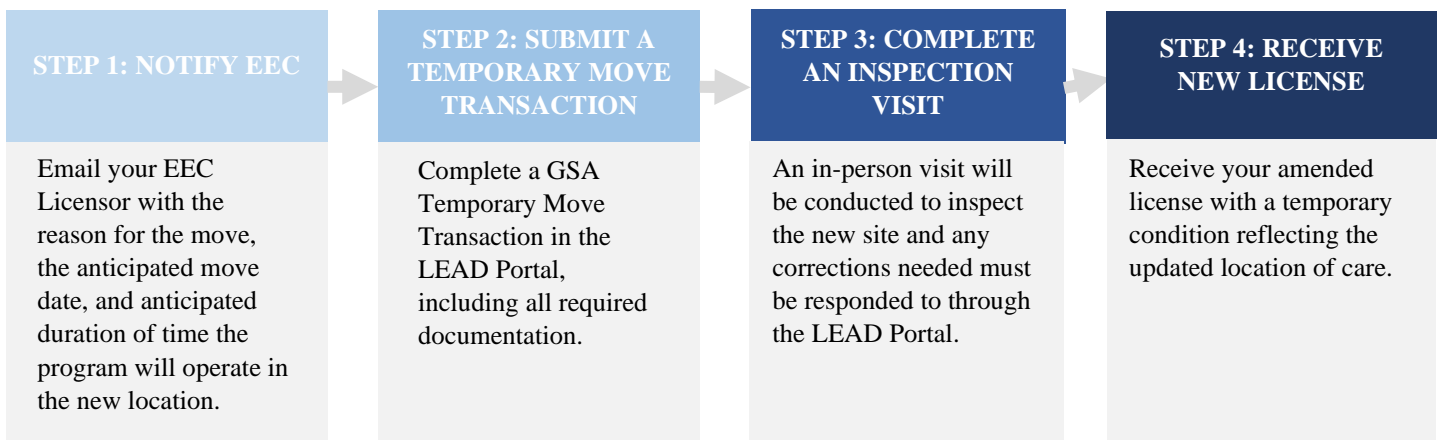
# PROCESS FOR GROUP AND SCHOOL AGE TEMPORARY RELOCATION

EEC is updating the [Temporary/Emergency Relocation Policy](#) such that programs applying for temporary relocation do not need to first submit a designation of authority to operate.

## You will need:

- Required inspections (including building, fire, health, lead, water, and pool, as applicable)
- Integrated Pest Management Plan
- Indoor/Outdoor Space Sketch
- Changes/updates to the Emergency Contingency plan
- Changes/updates to the Health Care policy, if applicable
- Changes/updates to the Health Care Agreement, if applicable
- A new Staff Schedule, if applicable
- A new Staff Records Checklist, if applicable

## Step-by-Step Process:



## PROCESS FOR GROUP AND SCHOOL AGE ADD NEW LICENSED PROGRAM FOR CURRENT LICENSEES

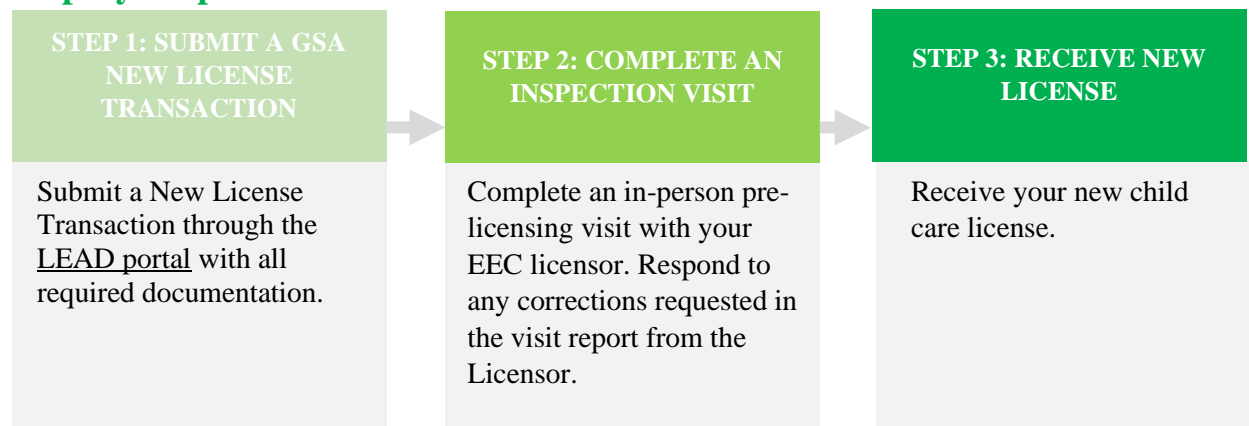
EEC is waiving enforcement of the following regulations pertaining to adding a new licensed GSA program until further notice:

- EEC will not enforce the requirement for the licensee to complete an orientation as part of application for licensure of additional site, if orientation was completed for initial licensure. *[See 7.03(1)(b)]*
- EEC will not enforce the requirement for the licensee to submit written information for parents as part of application for licensure of additional site. *[See 606 CMR 7.03(1)(c)4]*
- EEC will not enforce the requirement for the licensee to submit forms to be used for children's records as part of application for licensure of additional site. *[See 606 CMR 7.03(1)(c)5]*
- EEC will not enforce the requirement for the licensee to submit a plan for the use of volunteers as part of application for licensure of additional site. *[606 CMR 7.03(1)(c)7]*

### You will need:

- Staff Records Checklist (must reflect BRCs completed for new staff)
- Staff Schedule Form
- Indoor/Outdoor Space Sketches detailing requested licensed space
- Required Inspections (including building, fire, health, lead, water, pool, as applicable)
- Integrated Pest Management Plan
- Evacuation/Emergency Contingency Plan
- Tax Certification Statement Form (part of LEAD transaction)
- Health Care Policy (Large Group and School Age Only)
- Health Care Consultant Agreement Form (Large Group and School Age Only)
- BRC for new staff completed

### Step-by-Step Process:



## PROCESS FOR GROUP AND SCHOOL AGE LICENSE RENEWAL

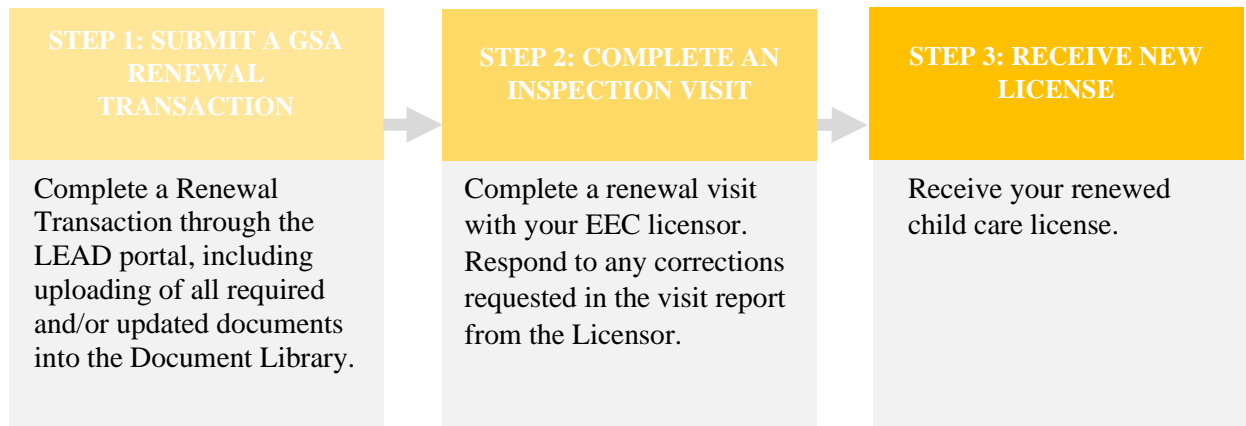
EEC is waiving enforcement of the following regulations pertaining to GSA license renewal until further notice:

- EEC will not enforce the requirement to have evidence of participation in a license renewal meeting.  
[See 7.03(3)(a)]

### You will need:

- Current Staff Records Checklist (must reflect at least one staff member with current pediatric CPR and First Aid certifications on premises at all times when children are present)
- Current Staff Schedule Form (must include only staff with completed BRCs)
- Any additional plans, policies, and required documentation *that have been changed or updated since last licensing visit*, if applicable, including but not limited to:
  - Integrated Pest Management Plan
  - Health Care Policy (Large Group and School Age Only)
  - Health Care Consultant Agreement Form (Large Group and School Age Only)
  - Required Inspections, including:
    - building inspection certificate indicating approval for the number and ages of children in care
    - documentation of fire inspection
    - health inspection, if applicable
    - well water or public water supply test results, if applicable
    - swimming pool and indoor pool roof inspection certificate, if applicable
  - Background Records Checks complete for all GSA staff<sup>1</sup>
  - Tax Certification Statement Form (part of LEAD transaction)

### Step by Step Process



<sup>1</sup> If a Licensee is due for BRC renewal or if LEAD does not have BRC information on them, LEAD will send a BRC form out as part of the renewal transaction.

# PROCESSES FOR PROSPECTIVE CHILD CARE PROVIDERS SEEKING NEW LICENSURE

## Complete Pre-Service Orientation and Training

1

- A. Create an account in the Professional Qualifications Registry (PQR) at <https://www.eec.state.ma.us/PQRegistry/>
- B. Complete the **Potential Provider Training** courses through the StrongStart Professional Development System, specific to their program type.
- C. Complete the EEC Essentials courses through the StrongStart Professional Development System.
- D. Potential Provider completes pediatric CPR and First Aid training and certification.

## Submit a New License Transaction

2

- A. Review the EEC Licensing Regulations and the Interim New Licensure Requirements (listed below) for the correct program type. Prepare and collect all required documents.
- B. Contact the regional office to request access to the Licensing Education Analytic Database (LEAD) portal. An email will be sent out to the provider with instructions once the request is processed.
- C. Submit a New License transaction in LEAD, including all applicable required documents. Upon submission of the New License transaction, the Potential Provider will receive two emails requesting the submission of Background Record Check (BRC) Consent Form and Tax Certification. Complete and submit both required forms to complete the provider part of the transaction.

3

## Pre-Licensing Visit

- A. EEC Licensors will contact the applicant to schedule an in-person pre-licensing visit to inspect the program space.
- B. Technical assistance will be provided for any observed areas where the program is facing barriers to successfully meeting the Licensing Regulations.
- C. Receive a visit report and respond to any corrections requested. EEC may require additional verification of corrections before moving forward with final review and approval of the New License transaction.

## Receive New Licensure

4

- A. EEC will issue the new provisional license, including any conditions as applicable. The provisional license will be valid for 6 months.

All new GSA licenses issued through the expedited licensure process will be provisional. A provisional license shall be issued for a period of 6 months. Prior to the expiration of the provisional license, the Licensee must develop an operational program that meets the needs of the children served and demonstrate full compliance with all regulations, in order to transition to a Regular License. Licensees that require more time to demonstrate overall compliance may be issued a provisional license for an additional six months.

## Provisional Licensure

Upon successful completion of the application process and a pre-licensing visit, the Department may issue a provisional license for a **new Group and School Age Child Care Program which has not previously operated or when a licensed facility has been acquired by a new Licensee** whose compliance history has not been determined.

## For Provisional Licensure, You Will Need

Pursuant to Department regulations and policies, the following must be received or reviewed by your EEC licenser before the Department will issue a provisional group and school age child care program license:

- Application through the LEAD portal [7.03(1)(c)]
- Ownership Papers such as Corporation papers, Partnership Agreements, DBA's [606 CMR 7.04(17)(b)]
- Evidence of completion (certificate) of:
  - EEC Group and School Age Child Care Potential Provider Training through the StrongStart Professional Development System [606 CMR 7.03(1)(b)]
  - EEC Essentials online training [606 CMR 7.03(1)(b)]
- Staff Records Checklist [606 CMR 7.04(5)] (must reflect at least one staff member with current pediatric CPR and First Aid certifications on premises at all times when children are present)
- Staff Schedule Form (must reflect BRC completion for all staff) [606 CMR 7.10(8)(b)]
- Indoor/Outdoor Space Sketches detailing requested licensed space.
- Required Inspections [606 CMR 7.07(2)- (5) and 7.12(15)(b) and (c)]:
  - building inspection certificate indicating approval for the number and ages of children in care
  - documentation of fire inspection
  - lead paint inspection, if applicable [606 CMR 7.07(16)(a)]
  - health inspection, if applicable
  - well water or public water supply certificate, if applicable
  - swimming pool and indoor pool roof inspection certificate, if applicable
- Integrated Pest Management Plan [606 CMR 7.07(16)(b)]
- Enrollment Procedures and Non-Discrimination Statement [606 CMR 7.04(17)(g)]
- Forms maintained in Children's Records [606 CMR 7.04(7)]
- Written information for parents (describes the program's policies and procedures for families) [606 CMR 7.08(6)(a-n)]
- Health Care Policy (Large Group and School Age Only) [606 CMR 7.11(19)(a)]
- Health Care Consultant Agreement Form (Large Group and School Age Only) [606 CMR 7.11(19)(b)]
- Financial Documentation (Large Group and School Age Only) [606 CMR 7.04(18)(a)]
- Personnel Policies (applicable, if four or more paid staff) [606 CMR 7.04(17)(l)]
- Tax Certification form. (Sent via email following the submission of transaction with further instructions about this item.) (606 CMR 7.03(1)(c)6]
- Consent for Background Record Check (BRC) electronic form filled out and signed by licensee [606 CMR 14.00]
- In-person Pre-Licensing Visit (including response to corrections, as applicable) [606 CMR 7.03(1)(a)]



## Regular Licensure

The Department may issue a regular license upon demonstration to the Department of evidence that the applicant and facility housing the Group and School Age Child Care Program have met the minimum requirements necessary to the health, safety, and well-being of children in care (as verified through a monitoring visit with the EEC licensor), including evidence of compliance with all applicable statutes, rules, and regulations.

### For Regular Licensure, You Will Need

Pursuant to Department regulations and policies, the following must be received or completed before the Department will issue a regular group and school age child care program license:

- Plan to Avoid Suspension and Termination [606 CMR 7.04(17)(i)]
- Plan for Supervision of Staff [606 CMR 7.09(17)(b)]
- Plan for Referral Services [606 CMR 7.04(17)(h)]
- Plan for volunteers, if applicable [606 CMR 7.03(1)(c)7]
- Plan for student interns, if applicable [606 CMR 7.04(17)(j)]
- Plan for Staff Orientation [606 CMR 7.09(17)(a)2]
- Plan for Staff Meetings [606 CMR 7.04(17)(k)]
- Diapering and Toilet Training Policy (if applicable) [606 CMR 7.11(18)(c)1]
- Plan for Transitions (Large Group and School Age Only) [606 CMR 7.04(18)(b)]

## Potential Provider Training

The Potential Provider Training (PPT) is a 2-hour training consisting of two online courses packaged together for individuals interested in learning about what is involved in becoming a licensed child-care provider in Massachusetts. Both courses must be completed sequentially (and within 90 days of each other) before continuing in the licensing process. Through this training, EEC will introduce participants to the licensing rules, business considerations, and professional qualifications needed to apply for and operate a licensed child-care business.

### **How to Access the Potential Provider Training**

**Step 1:** Create an account in the Professional Qualifications Registry (PQR) at <https://www.eec.state.ma.us/PQRRegistry/>. Please write down your PQR number, as you will need it for Step 5.

**Step 2:** Go to the StrongStart Professional Development System (SSPDS) Home Page <https://strongstart.eoe.mass.gov/ets/home>.

**Step 3:** Click on Course Catalog (located on the left of the screen).

**Step 4:** Find the virtual two-part Potential Provider Training that is appropriate to the type of care you intend to provide (Family Childcare or Group and School Age Childcare) and click the link. To find the trainings, you can use the Search button or the “All Categories” dropdown and select “Potential Provider Training”. This will also allow you to select the training in your preferred language.

**Step 5:** The system will ask you to either sign-in or create a new account (if participants have not been in the SSPDS before). During the process of creating a new account, the SSPDS will ask for your Professional Qualifications Registry (PQR) number.

**Step 6:** Complete the Potential Provider Training. At the end, save and/or print out your certificate. Participants moving forward in the licensure process will need to have evidence of completion of PPT and the date of completion of training to submit the application for your license or certificate.<sup>2</sup> All certificates of completion can be found in “My Transcripts” on the Dashboard tab.

**Step 7:** Reach out to your [EEC regional office](#) to request access to the Licensing Education Analytic Database (LEAD). Then submit a New License Application transaction.

## Reciprocity Policy for Educators Seeking to Work as FCC Certified Assistants

In order to offer reciprocity and streamline the process for currently certified educators with certain qualification that are interested in working as Family Child Care Certified Assistants, EEC sets forth this temporary working procedure outlining the steps required for both GSA and FCC educators to become FCC Certified Assistants.

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<sup>2</sup> There is a link on the homepage on how to view and print certificates.

**Group and School Age Reciprocity** - Individuals holding an EEC Teacher Certification (Infant/Toddler, Preschool, Lead Teacher, or Director) shall be considered to meet the qualifications as a Certified Assistant and must complete the following steps to become an FCC Certified Assistant.

1. Complete the FCC Certified Assistant application process through the LEAD portal
2. Complete a new Background Record Check (BRC)
3. Upload certificates of completion for the Family Child Care Potential Provider Training and EEC Essentials trainings<sup>3</sup>
4. Upload the current EEC Teacher Certification as an Additional Attachment to the transaction

**Family Child Care Educator Reciprocity** - Family Child Care Educators seeking to work as a Certified Assistant shall be considered to meet the qualifications as a Certified Assistant and must complete the following steps to become an FCC Certified Assistant.

FCC Educators seeking to work as an FCC Certified Assistant *permanently* must:

1. Complete the FCC Certified Assistant application process through the LEAD portal
2. Complete a new Background Record Check (BRC)
3. Upload certificates of completion for EEC Essentials
4. Close FCC program through LEAD via the Close Prior to Expiration transaction.
5. Return the FCC license to EEC.

FCC Educators seeking to work as an FCC Certified Assistant *temporarily*<sup>4</sup> must:

1. Complete the FCC Inactivate transaction through the LEAD portal
2. Return the original FCC license to EEC
3. EEC will re-issue an amended FCC license with the condition that the educator is functioning as an assistant and care is not to occur on the premises.

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<sup>3</sup> Individuals that had completed the EEC Essentials during previous employment may provide the certification received previously.

<sup>4</sup> Duration may not exceed FCC license expiration date.