



**Department of
Early Education and Care**
THE COMMONWEALTH OF MASSACHUSETTS

REQUIRED DOCUMENTS FOR SMALL AND LARGE GCC/SACC PROVISIONAL LICENSURE

This checklist must be completed and the following documents, policies and procedures must be submitted and will be reviewed by your licensor prior to the licensing study visit. Failure to submit the listed documents may delay your licensure. Please review regulations 7.03(1), 7.03(6) and 7.03(7) for a complete listing of provisional requirements.

Requirements for Small Group, Large Group and School Age Child Care:

- ☐ **Application Form** (must be signed by licensee)[1.03(3)]
- ☐ **Application Fee** [1.03(5)]
- ☐ **Request for Background Records Checks** (EEC BRC Consent Form) to determine compliance with background record check for applicant. [1.05(2)]**
- ☐ **Background Record Check Policies** [7.03(7)(a); 606CMR 14.08(5); 14.12]
- ☐ **Tax Certification Statement Form** (must be signed by licensee) to verify that all applicable taxes have or will be paid [7.03(1)(c)6]**
- ☐ **Evidence of Completion of Orientation** [7.03(1)(b)]
- ☐ **Forms maintained in Children's Records** [7.04(7)]
- ☐ **Parent Information** (Parent Handbook) describes the program's policies and procedures for parents. Regulations [7.08(6)(a)-(n) and 7.08(10)(a & b)] lists items that must be included and given to parents.
- ☐ **Enrollment Procedures and Non-Discrimination Statement** [1.03(1) and 7.04(17)(g)]
- ☐ **Plan for Referral Services** [7.04(17)(h)]
- ☐ **Plan to Avoid Suspension and Termination** [7.04(17)(i)]
- ☐ **Evacuation/Emergency Contingency Plan** [7.11(7)(f)1-6]
- ☐ **Ownership Papers** such as Corporation papers, Partnership Agreements, DBA's. Names and addresses of all owners, officers, and directors must also be submitted [7.04(17)b]
- ☐ **Personnel Policies** (if applicable) [7.04(17)(l)]
- ☐ **Plan for Volunteers /Student Interns**(if applicable) [7.03(c)7a-d]and [7.04(17)(j)]
- ☐ **Plan for Staff Orientation** describes procedures to ensure all staff are oriented [7.09(17)(a)2]
- ☐ **Plan for Staff Meetings** (if applicable) [7.04(17)(k)]
- ☐ **Plan for Staff Supervision** [7.09(17)(b)]
- ☐ **Transportation Supplement Form** for program owned or operated vehicles [7.13]**
- ☐ **Transportation Plan** [7.13(1)] and if applicable [7.13(3)]
- ☐ **Designation of Administrative Authority Form** (*must be signed by licensee*) provides current designation of person in charge on a daily basis and administrative plan [7.04(17)(m)] **
- ☐ **Staff Schedule Form** [7.10(8)(b)]**
- ☐ **Staff Records Checklist** [7.04(5)]
- ☐ **Toileting and Diapering Policy**(if applicable) [7.11(18)(c)1]
- ☐ **Integrated Pest Management Plan** [7.04(17)(n)]
- ☐ **Required Inspections** including building inspection certificate indicating approval for the number and ages of children in care; documentation of fire inspection; detailed lead paint inspection report and compliance letter (for programs serving children younger than 5 years of age); and the following, as applicable: health inspection, well water or public water supply test results, swimming pool and indoor pool roof inspection certificate [7.07(2-5); 7.07(14)(c); 7.07(16)(a) 7.12(15)(b & c)]
- ☐ **Indoor/Outdoor Space Sketches** detailing requested licensed space**

Additional Requirements for Large Group and School Age Child Care Only:

- ☐ **Financial Documentation** includes a projected budget for one year and evidence of three months operating cash on hand [7.04(18)a]
- ☐ **Health Care Policy** [7.11(19)(a)]
- ☐ **Health Care Consultant Agreement Form** [7.11(19)(b)] **
- ☐ **Plan for Transition of a Child** [7.04(18)(b)]

** indicates that identified document is available in the Application Packet and/or on-line at the EEC website