

RELICENSING INSTRUCTION SHEET

A \$100 licensing fee needs to accompany your relicensing packet. The \$100 will cover your licensing fee, background checks for yourself, family members, and one sub. There is a \$15.00 charge for each additional sub. No application will be accepted without the fee. This fee is nonrefundable. Please read the instructions carefully before completing the forms. You need to completely fill out all of the forms and return them to Clay County Social Services sixty (60) days before your license expiration date. When these forms and background checks have been processed, we will be making unannounced visits to your home two months before your license expires.

APPLICATION:

Complete all sections that apply to you. Print clearly with black ink.

YOUR PRIVACY RIGHTS:

Read and complete where it reads "Signature and Date". Return with relicensing packet.

RELICENSING CHECKLIST:

Answer each question completely on every page. Complete where it reads "Family Day care Provider and Date". List on attached page all information requested for all day care children.

AUTHORIZATION FOR RELEASE OF INFORMATION:

- a. Complete ONE FORM FOR EACH MEMBER of the household 13 years and older, to include you, your spouse and children. This also includes non-family members and your substitute. Parent must sign and date if child is under 18.
- b. The FRONT of each form must be signed and dated by the person for whom we are requesting information.
- c. Complete IDENTIFYING INFORMATION on the top half of the FRONT SIDE. Please write legibly. Include first, middle, last and previous or maiden names. Please do not use nicknames. Use ONLY legal, given names as they appear on birth certificates and legal document. The back of the form is for the agency's use only.

FURNACE INSPECTION:

Your furnace must be inspected by a licensed heating contractor and the enclosed form must be completed by the contractor.

We will also need to see the following forms during our visit to your home:

- ♦ Training Record Log
- ♦ Alcohol & Drug Policy
- ♦ Fire and Storm Drill Log
- ♦ Complaint/Grievance Policy
- ♦ Record of Liability Insurance
(If you have insurance, the County Attorney has requested that a copy of the cover page be placed in your file. Please provide us with a photocopy.)
- ♦ CPR Certification, 1st Aid certification, SIDS & Shaken Baby training, and Shaken Baby video verification
- ♦ Record of Pet Shots
- ♦ Background Study Log
- ♦ Children's Records (including immunization records, medical care releases, records of admission and arrangements, provider policy/contracts and notice of insurance if applicable.)
- ♦ Crib inspections

If you have any questions or concerns, please call or email your licensor.
Thank You.