

**PRESCHOOL
PROVISIONAL LICENSING PROCESS
“OVERVIEW”**

STEP 1: To start the licensing process, the following items need to be completed. Refer to “Instructions for Applying for a Provisional Preschool License” for specific instructions for each document:

1. Preschool Application
2. Full Disclosure of Ownership Statement
3. Licensee’s Felony/Misdemeanor Statements
4. Consent & Authorization for Release of Information
5. Agreement for prior to hire Registry Checks
6. Lawful Presence in the United States Attestation, if applicable
7. License Fee
8. Contact numbers

SEND THE ABOVE ITEMS TO:

Douglas or Sarpy County

OR

All Other Nebraska Counties

Department of Health and Human Services
Division of Public Health
Children’s Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

Department of Health and Human Services
Division of Public Health
Children’s Services Licensing
PO Box 94986
Lincoln, NE 68509

The Director Packet listed in Step 2 will be sent once Step 1 has been received, approved, and processed.

STEP 2: The items listed below must be submitted together to continue the licensing process OR any items listed below can be submitted with the items in Step #1.

9. Preschool’s Written Program Goals
10. Sample Daily Schedule

The following documents are required for the named Director.

11. Health Information Report
12. Felony Misdemeanor Statement
13. Consent & Authorization for Release of Information
14. Director’s Qualifications
15. Director’s Completed Self-Assessment Forms or copy of the Director’s DHHS-director certificate

INSTRUCTIONS FOR APPLYING FOR A PROVISIONAL PRESCHOOL LICENSE

Thank you for your interest in starting a Preschool. Enclosed you will find forms and instructions to guide you through the licensing process. Take the time to review the instructions, forms and Preschool Standards. Keep in mind that this process will take time, and does involve other State and Local Agencies. **Do not** set an opening date for your facility, until the process is completed, and your license has been issued. **The process typically takes 60-90 days to complete and your application will be processed in date order received.**

1. **License Application for Preschool:** Application must be current, accurate, and complete. List all staff including volunteers and substitutes. Application must be signed by Licensee OR Authorized Agent.
2. **Full Disclosure of Ownership Statement:** Instructions are on the form. Complete and submit one of the following forms; a) Non Profit or b) For Profit.
3. **Licensee's Felony/Misdemeanor Statement:** Instructions are on the form.
 - Licensee shall complete the form on themselves and submit with other items listed.
 - Staff, volunteers and substitutes identified and listed on the application, must also complete these forms prior to working at the facility, and should be maintained on the licensed premises as part of the staff file.
 - Ensure the forms are completed accurately, and signed/dated.
4. **Consent and Authorization for Release of Information form:** Department staff who review this provisional application packet, will conduct Child Abuse/Neglect and APS Central Registry checks on the names of the individuals listed on this application.
 - Every person listed on the application, including the licensee or authorized agent, must complete a Consent & Authorization form or have previously completed this form.
 - **NOTE:** Any person between the ages of 13 to 19 must complete this form and also have this form signed by their parent or guardian.
 - Original copies must be included with your application in order for Children's Services Licensing to conduct the required background checks.
 - You will be notified if any of these persons fail to clear the background check process.
5. **Agreement for prior to hire Registry Checks:** Refer to the Agreement packet enclosed, with the cover letter from Pat Urzedowski.
 - Carefully review the document titled "Instructions for Completing the Attached Agreement".
 - Complete and submit the CR Agreement. Note: front/back of page (1) one.
6. **Lawful Presence in the United States:**
 - If you are an Individual Owner or in a Partnership (two or more owners) this form must be completed by each owner. Read the instructions on the form, and submit with your application. Applications will not be processed if you are an Individual or Partner and the form is not completed and signed.
7. **License Fee:** You must submit a check or money order (**NO CASH**) payable to Nebraska Department of Health and Human Services.
 - \$25.00 for Capacity of 4-29 children
 - \$50.00 for Capacity of 30 or more children.
 - **(NO REFUNDS) Write your check number on your License Application.** Your cancelled check is your receipt.

8. **Contact Numbers:** Send contact phone numbers for the Licensee and Director. Send these on a separate sheet of paper.

When the above eight (8) items are completed, send them to the following address

Douglas or Sarpy County
Department of Health and Human Services
Division of Public Health
Children's Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR
All Other Nebraska Counties
Department of Health and Human Services
Division of Public Health
Children's Services Licensing
PO Box 94986
Lincoln, NE 68509

If any of the forms are incomplete the packet will be returned to you.

Once the above items are received and approved, Child Care Licensing Staff will send a referral to the State of Nebraska, Fire Marshal's Office, or Local Fire Authority.

The Director's packet listed in Step 2 will be mailed to you at this time.

CITY OF LINCOLN APPLICANTS ONLY: If your Preschool will be in the City of Lincoln, you will need to contact the City Building and Safety Office at (402) 441-6435.

CITY OF OMAHA APPLICANTS ONLY: If your Preschool will be in the City of Omaha, you will need to contact the City Planning Help Desk at (402) 444-3426.

LOCAL DELEGATED FIRE AUTHORITIES: Several Nebraska communities have local delegated fire authorities who will conduct the fire inspections. These communities may have additional local ordinances, fire safety, parking, and zoning requirements. If you reside in the following communities, you can contact the delegated authority directly with questions specific to you community.

City of Grand Island - Fire Inspector: Curt Rohling, 308-385-5444 Extension 220

City of Norfolk- Fire Inspector: Trent Howard, 402-844-2060

City of North Platte - Fire Inspector: George Lewis, 308-535-6768.

City of Scottsbluff - Fire Inspector: Ezekiel; Bowen, 308-630-6227

City of Bellevue – Fire Marshal; Mike Stucker, 402-293-3079

STEP 2: The items listed below must be submitted together to continue the licensing process

OR any items listed below can be submitted with the items in Step #1.

9. **Preschool's Written Program Goals:**

- Submit a copy of your written program goals.

10. **Sample Daily Schedule:**

- The sample daily schedule should include a listing of the time of day and activity that will be offered at that time.

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR THE NAMED DIRECTOR:

Note: The person listed on the application as “Director” must be at the licensed site during the majority of the licensed hours. Your organization may use different titles such as site supervisor or lead staff which, are sometimes confused with titles used in licensing regulations. For licensing purposes, the person in charge at each location must meet the director qualifications and be identified as the Director on the application.

11. Director’s Health Information Report: Shall be completed on a yearly basis.

- Section A) The Director completes this section.
- Section B) A Medical Practitioner completes this section.
- **Note that if any of the answers in section B are “yes” OR the individual is on medication, blood pressure is not within normal range, or the urinalysis is positive, a signed/dated explanation written by the appropriate medical professional, regarding the impact of the individual’s health condition on their ability to care for children, must also be submitted.**

12. Felony/Misdemeanor Statement:

- Instructions are on the form. Director shall complete the form and submit with other items listed. **Ensure the forms are completed accurately, and signed/dated.**

13. Consent and Authorization for Release of Information form:

- Instructions are on the form. Director shall completed the form and submit with other items listed. **Ensure the forms are completed accurately, and signed/dated.**

14. Director’s Qualifications or Written Plan: See Preschool Standards booklet, pages 6-7, regulations #17 and #20. Send copies, not originals. If you are submitting a plan qualifying to be a Director, please make sure it is written in detail, and legible.

A. CURRENT QUALIFIED DIRECTORS: If you currently hold the position of director and/or have previously qualified as director at another facility, please provide;

- | | |
|------------------|--------------------------------|
| I. Facility name | III. Dates you were a director |
| II. Location | IV. How you qualified |

B. NEW DIRECTORS: You must submit:

- I. Documents’ supporting the director meets the minimum education/experience (i.e. copies of High School Diploma, College Transcripts, etc.)

15. Director’s Self-Assessment Forms:

- The person hired as director must complete the Director Self Assessment. The assessment includes information and Self-Assessment forms (3 pages) located in the Director Pre-Service Training workbook.
- Keep the information for future reference. Self-Assessment forms should be sent with the rest of the items in Step 2. You will be provided with a certificate of completion.

NOTE: Current Qualified Directors may replace the assessment forms with a copy of their DHHS Certificate of Completion for New Director Orientation Training.

Submit completed items 9-15 to the address listed on page two. **Submit all items together.** If any of the forms are incomplete, the packet will be returned to you.

Once all forms are received & approved, and the Department has received Fire Approval, a Child Care Inspection Specialist will contact the director to set an appointment to conduct an on-site inspection, within thirty (30) days of their receipt of the completed packet.

Questions for Centers located in Douglas/Sarpy counties; call (402) 595-3348

Questions for Centers located in all other Nebraska counties; call (402) 471-9562 / 1-800-600-1289