



The following provides an overview of components of licensing for learning pods.

General Considerations

- The licensing process (without expediting) can take up to 60 days
- The homeowner needs to be the license holder
- Licensing is provisional for 90 days and will include 3 unannounced visits (licensing can only be there when children are present)
- Can only be on main level or walk out basement (if basement or outbuilding a kitchenette is required regardless of if food is being provided by homeowner)
- Homeowner needs to understand that the license will be valid for one calendar year
- Homeowners can't have felony or misdemeanor related to children, childcare, etc.
- Home has to be open to other parents whenever children are present
- Need vaccine check off for all children enrolled

Infrastructure

- Test internet bandwidth to ensure access isn't interrupted
- Outdoor play space needs to be fenced or have natural boundaries
- Homes with pools should not be used if at all possible due to additional liability and safety issues that will need to be addressed
- Pets on site have to have vaccinations of file (on site)

Insurance

- Identify an insurance provider to bring to families (note that many are not taking on new childcare facilities at this time)
- Have homeowners review any restrictions on their current mortgages around using the home for childcare

Learning Pod Size

- No more than five unrelated children (home-owners children plus five that are not related to home owner, not that it does not matter if three of those five children are related to one another)
- 6-12 optimal size
- Over 12 children may necessitate exit signs, hard wired alarms, fire extinguishers in each room, fire drills, and other elements including review of home/location by a general contractor.
- Note that you have to be in operations for one calendar year in order to have up to 16 kids

For information uses only, please consult state regulatory and licensing agencies for most up to date policies and laws.



All Staff (Licensing)

- Background check (through licensing office) (homeowner and staff/home residents over 18 years of age)
- CPR training (homeowner and staff/home residents over 18 years of age)
- TB Test (homeowner and staff/home residents over 18 years of age)
- Drug test (homeowner and staff/home residents over 18 years of age)
- Pre-employment Physical (homeowner and staff/home residents over 18 years of age)
- Abuse/Neglect reporting
- Mandatory state training (online)
- Plan to pay for at least 1.25 days of staff to complete licensing requirements for hiring

Food/Drink

- Water has to be readily available (no water fountain type situation right now)
- Would recommend kids bring all snacks and lunch (if food must be provided additional funding may be available, however additional training will be necessary as will the food sanitation requirements)
- Every home needs to decide if they are "nut friendly"

Management of Location/Staffing

- 1:12 ratio for staff/children
- Continual care is necessary (may need a floater position to cover required breaks, etc. in full work day)
- 34 sq feet per child
- 18 years or older (main caregiver, they can supervise volunteers ages 14 and up)
- Cleaning has to be facilitated nightly (required mix of bleach and water)
- If well water, it needs to be tested prior to opening
- Overtime must be paid after 40 hours, 30 min unpaid lunch break for a shift longer than 6 hours, 10 min paid break per 4 hours of work

Only Current Exemptions Available

- A nonresidential program for a child that provides child care for less than four (4) hours a day (*this would mean not in a home or residential structure*)
- A child care ministry registered (faith based partner)
- A child care home if the provider: does not receive regular compensation; cares only for children who are related to the provider; cares for less than six (6) children, not including children for whom the provider is a parent, stepparent, guardian, custodian, or other relative;

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