

CHILD CARE CENTER APPLICATION

PLEASE NOTE: The premises must be inspected and approved by the Building Inspector, the Plumbing Inspector, the Electrical Inspector, Fire Department, and the City/County Health Department prior to the issuance of any license. All child care centers located in residential areas must be approved by the Planning Commission and the City Council as special Permit Uses.

An annual fee of fifteen dollars (\$15.00), plus fifty cents (\$.50) per child, for a day care center shall be collected and deposited with the City Clerk. The fee is based upon the maximum number of children you can care for.

City and State licenses must be prominently posted on the premises for client's review.

New _____

Renewal _____

Date _____

Name of Business _____

Address _____ City Midwest City State OK Zip _____

Mailing Address _____ City _____ State _____ Zip _____

Federal ID #: ____ - ____ - ____ - ____ - ____ - ____

Business Telephone Number _____

.....
Name of Director/Owner _____ DOB: _____

SS#: _____ Driver's License #: _____ State: _____ Exp: _____

Home address _____ City _____ State _____ Zip _____

Educational Background & Experience:

High School _____ Last Grade Completed _____

College _____ Major _____ Hrs Completed _____

Special Training (Courses or Experience in Child Care, First Aid, Home Nursing, CDA, etc

Date of last first aid training: _____

Name, address, phone numbers and title of all persons working in the day care center.

NAME TITLE	ADDRESS	CITY	PHONE

(Use additional sheets if necessary)

Medical History:

Does all your staff meet the health requirements established by the Department of Human Resources and the County Health Department? _____ Yes _____ No.

What age children do you plan to keep, expanded by age?

Age Group	Staff Ratio
1 – 10 Months _____	_____
10 – 2 years _____	_____
2 Years to 3 Years _____	_____
3 Years to 4 Years _____	_____
4 Years to 6 Years _____	_____
6 Years and over _____	_____

Number of bathrooms: _____

Are you licensed by the State and for how many children? _____ Yes _____ No

(Attach a copy of Your State/County License)

I acknowledge receipt of copies of Ordinances 730, 1743, and the Zoning Ordinance; and I understand the requirements therein set forth. I agree that if I am granted a license or renewal, I will fully comply with all of the requirements of the above ordinances and will permit City Officials to inspect child care premises at any time.

Signature of Applicant Date

TO BE FILLED OUT BY PLANNING DEPARTMENT:

Is the Property properly zoned? _____

Total square feet of interior floor space. _____

Total square feet of lot area _____

Does the fence meet the requirements? _____

Maximum Number of children to be cared for at one time? _____

Are Emergency numbers for doctor, fire, ambulance, police, and poison center posted?

Approved for license _____ date of _____, 200_____

Approval Agent Signature _____ Date _____

Sec. 10-1. Short title.

This chapter may be known and may be cited as the "Child Care Centers and Adult Day Care Center Ordinance of the City."

(Code 1972, § 10-1; Ord. No. 2569, § 2, 3-22-94)

Sec. 10-2. Scope.

Child care centers or adult day care centers are any public or private institutions, child-placing agencies, foster family or day care centers providing either full-time or part-time care for children or adults away from their own homes, and which are owned or controlled by a political subdivision, a corporation, an unincorporated organization or association, or individual but excludes:

(1) Facilities whose primary purpose is educational, recreational or medical treatment including, but not limited to retirement centers, nursing homes, maternity homes, nursery schools and the home of a child or adult maintained by his/her parent, stepparent, grandparent, brother, sister, uncle or aunt; or

(2) Churches or other religious institutions or other institutions open to the public caring for children or adults within the buildings while the parent, legal guardian or responsible party is attending services or meetings. This exclusion shall not include children or adults whose parent or legal guardian is away working within the building.

(Ord. No. 2569, § 3, 3-22-94)

Sec. 10-3. Definitions.

The following words, terms and phrases and derivations, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adult is defined as an individual eighteen (18) years or over.

Adult day care center is a facility, which operates more than four (4) hours in a twenty-four-hour time period providing basic adult day care services to four (4) or more unrelated impaired adults. A center shall be a distinct entity, either freestanding or a separate program of a larger organization. A licensed center shall have a separately verifiable staff, space, budget and participant.

Adult day care service is the custody, care, training or guidance of adults eighteen (18) years or older in age, including either males or females or both males and females for periods of time in any one (1) day and with or without compensation.

Applicant is a person who submits to the city an application for a license or the renewal of a license to conduct, operate or maintain a child care facility or adult day care center under this chapter.

Child is defined as an individual under the age of eighteen (18) years.

Child care center is a facility which provides care for eight (8) or more children, individually or collectively, for any part of the twenty-four-hour day.

Child care service is the custody, care, training or guidance of children for periods of time with or without compensation.

In-home care center is a facility operated in the owner or operator's place of residence.

Licensee is a person having a city license in full force and effect issued hereunder for a child care center or adult day care center.

(Code 1972, § 10-2; Ord. No. 2512, § 1, 9-22-92; Ord. No. 2569, § 4, 3-22-94)

Sec. 10-4. Enforcement.

It is the duty of the city to inspect city licensed child care centers and adult day care centers as often as it is necessary for the adequate control and supervision of same. The city shall have the right to enter all such facilities during any hours the facility is open for the care of adults for the purpose of making necessary investigations and inspections and shall be charged with the responsibility of enforcing and administering the provisions of this chapter.

(Code 1972, § 10-3; Ord. No. 2569, § 5, 3-22-94)

Sec. 10-5. In-home care centers.

Child care centers or adult day care centers located in single-family dwellings shall be under the ownership and is the permanent residence (domicile) of the operator and shall be operated in a manner that will not change the character of the residence.

(Ord. No. 2569, § 6, 3-22-94)

Secs. 10-6--10-13. Reserved.

Sec. 10-14. Required.

(a) *Child care centers and adult day care centers other than in-home care centers.* It shall be unlawful for any person to conduct, operate or maintain or permit to be conducted, operated or maintained, or to participate in the conduct, operations or maintenance of a child care center or adult day care center within the city unless the city has issued a valid license therefore as provided for in this chapter and which is in full force and effect. In addition to the city license, a license shall be obtained from the state department of human services for any child care centers, and from the state department of health for any adult day care centers.

(b) *In-home child care centers and adult day care centers.* It shall be unlawful for any person to conduct, operate or maintain or permit to be conducted, operated or maintained, or to participate in the conduct, operation or maintenance of an in-home child care center or adult day care center unless properly licensed by the state. The state department of human services is the licensing agency for child care centers and the state department of health is the licensing agency for adult day care centers. Operators of an in-home child

care center or adult day care center shall register with the city on forms provided by the city. All in-home child care centers or adult day care centers shall submit a copy of their valid state license to the Development Services Department of the City of Midwest City.

(c) *Requirements.* All requirements relative to state standards must be adhered to. All licenses shall be prominently displayed on the premises. No unlicensed facility can advertise as licensed. The number of children or adults specified on the license shall be the maximum of children or adults being cared for in the facility at any one time.

(Code 1972, § 10-14; Ord. No. 2512, § 2, 9-22-92; Ord. No. 2514, § 1, 10-13-92; Ord. No. 2569, § 7, 3-22-94)

Sec. 10-15. Issuance, renewal, etc., generally.

Forms for the issuance and annual renewal of licenses and registration of child care centers and adult day care centers shall be obtained from the Development Services department of the city. Upon satisfaction of all applicable state and city requirements, the license or registration shall be issued by the city.

(Code 1972, § 10-15; Ord. No. 2569, § 8, 3-22-94)

Sec. 10-16. Application.

Application for a license required by this article shall be made to the city in such form and manner as may be prescribed by rules and regulations of the city. The application shall include such information and data respecting the child care center or adult day care center for which the license is requested as the city may prescribe, including a description of the facility and service and a statement of the personnel and program that are to be used.

(Code 1972, § 10-16; Ord. No. 2512, § 3, 9-22-92; Ord. No. 2569, § 9, 3-22-94)

Sec. 10-17. Investigation.

Upon receipt of an application for a license or renewal of a license as required by this chapter, the city shall cause an investigation to be made of the activities, services and facilities of the applicant, including the character, reputation, health and training and experience of the applicant and members of the staff of the applicant. The applicant shall afford the representatives of the city reasonable opportunity to inspect the applicant's child care center or adult day care center for which the license is requested, and the applicant's records and to interview the applicant's agents and employees in the particular facility for which a license is being requested.

(Code 1972, § 10-17; Ord. No. 2569, § 10, 3-22-94)

Sec. 10-18. Inspections.

Upon application for a license, or renewal thereof, as required by this article and before such license is issued, the premises of the applicant shall be inspected and approved by the fire department, building inspections, plans review, city engineer, field inspectors, utilities, city-county health department for child care centers and state department of health for adult day care centers.

(Code 1972, § 10-18; Ord. No. 2569, § 11, 3-22-94)

Sec. 10-19. Fees.

There shall be collected by the city before the issuance of any original or renewal license hereunder an annual fee of fifteen dollars (\$15.00) plus fifty cents (\$0.50) for: (1) each child for a day care center and (2) each adult for an adult day care center. These fees shall be deposited with the city clerk.

(Code 1972, § 10-19; Ord. No. 2569, § 12, 3-22-94)

Sec. 10-21. Standards for issuance.

Upon completion of the required investigations, the city shall issue an appropriate license or renewal to the applicant for the child care center or adult day care center, providing the city finds and determines:

- (1) That the applicant is qualified as herein defined to conduct, operate and maintain the child care center or adult day care center for which the license is to be issued;
- (2) That such child care center or adult day care center conforms to the requirements of this chapter;
- (3) That it will be operated and maintained in such a manner as to be conducive to the benefit and welfare of the children or adults over whom the applicant may have custody or control; and
- (4) That the applicant and the applicant's staff are of good character and reputation.

(Code 1972, § 10-21; Ord. No. 2569, § 14, 3-22-94)

Sec. 10-22. Transfer.

Licenses required by and issued pursuant to this article shall not be transferable either as to place or person.

(Code 1972, § 10-22)

Sec. 10-23. Term.

Each license issued pursuant to this article, whether an original or a renewal license, shall expire at the end of one (1) year from the date of its issuance, which date of expiration shall be stated upon its face, unless sooner revoked or surrendered.

(Code 1972, § 10-23)

Sec. 10-24. Renewal.

Licenses issued pursuant to this article may be renewed upon their expiration. Upon application for renewal, an investigation and inspection as required for the issuance of a license shall be made.

(Code 1972, § 10-24)

Sec. 10-25. Revocation.

Upon violation of any provisions of this chapter, an operator's license may be revoked or suspended by the city manager or his/her authorized agent, subject to review by the city council.

(Code 1972, § 10-25; Ord. No. 2569, § 15, 3-22-94)

Secs. 10-26--10-35. Reserved.

