

10. Any program consisting of two separate components, each serving different children for four (4) hours or less per day.
11. Centers located on federal property over which the federal government has control (i.e., military bases and the Qualla Boundary Indian Reserve).

NOTE: A program must be licensed or have a Notice of Compliance in order for a provider to participate in the SCC Program.

C. Differences in Requirements Based on Size of the Center

There are different requirements for child care centers based on the center's licensed capacity. The requirements for a center licensed for up to 12 children and located in a currently occupied residence are different from the requirements for larger centers. There are also a few differences between the regulations for small centers (up to 29) children) and larger centers (30 or more children). The requirements for centers are found in the publication [North Carolina Child Care Licensing Requirements](#).

D. Religious-Sponsored Programs

Religious-sponsored (also known as G.S. 110 - 106) programs are not required to obtain a license but they must meet all of the licensing requirements except those that relate to staff qualifications, staff training, and activity plans and schedules. These programs must submit to DCD a Letter of Intent to provide child care services. These programs may begin operating upon receipt of DCD's response to the provider's Letter of Intent. DCD issues a [Notice of Compliance](#) letter to these programs when the applicable licensing requirements have been met. Refer to [Chapter 20: Payment Policies](#) for information regarding payment.

IV. PROCEDURES FOR LICENSURE

A. Applying for a License

Anyone interested in operating a child care center should first contact the Regulatory Services Section of DCD. A Basic Information Packet, which summarizes the requirements for obtaining a license, is sent to those who have never been through the pre-licensing process or those who are not familiar with the current regulations.

New child care owners/operators are required to attend a pre-licensing workshop. The workshops are offered throughout the year throughout the state. Topics discussed in the pre-licensing workshops include site and building selection; building, fire, and sanitation codes; child care requirements related to children's equipment and supplies; and staff education, experience

and in-service training requirements. The workshop also focuses on best practices regarding program start-up and operation as they relate to budgeting for quality child care.

The Division of Child Development's website provides information on the process for applying for a license. A Regulatory Services Section Licensing Consultant works with the owner/operator of the child care program throughout the licensing process.

When a center is found to be in satisfactory compliance with all applicable child care requirements, a Temporary License is issued. This allows the owner/operator to begin operation. During the first six months of the Temporary License, the Regulatory Services Section Licensing Consultant will assess the program and determine if a permanent license will be issued.

B. Visits to Child Care Centers

A Regulatory Services Section Licensing Consultant makes an unannounced compliance visit at least once a year. Unannounced visits are also made to centers when DCD receives complaints about the center. Information regarding noncompliance with licensing requirements is described in [Chapter 15: Noncompliance With Licensing Requirements](#).