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Introduction

To support you through the process of applying to be a licensed child care program, the Department for Children and Families, Child Development Division has developed this resource guide. It is a step-by-step tool that pulls information from both the Child Care Licensing Regulations and the Guidance Manuals related to initial licensure.

The application process has three (3) phases:

- **Phase I** focuses on establishing the business entity responsible for the proposed child care program
- **Phase II** covers the individual elements of the application
- **Phase III** is an in-person licensing visit from a Licensing Field Specialist "Licensor" who assesses how the program has been setup in compliance with the Child Care Licensing Regulations.

This resource guide **is not** a substitute to reading the Child Care Licensing Regulations.

Your Child Care Business Technician mailed you a copy of the Child Care Licensing Regulations and Guidance Manuals during phase I of your child care licensing application. However, both documents can be viewed on and/or printed from our [website] anytime.

Acronyms

Below is a list of acronyms you will see throughout this document, the Child Care Licensing Regulations, the Guidance Manuals, and other Department for Children and Families, Child Development Division publications.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP</td>
<td>Afterschool Child Care Program</td>
</tr>
<tr>
<td>BFIS</td>
<td>Bright Futures Information System</td>
</tr>
<tr>
<td>CBCCPP</td>
<td>Center Based Child Care and Preschool Program</td>
</tr>
<tr>
<td>CCCSA</td>
<td>Community Child Care Support Agency</td>
</tr>
<tr>
<td>CCFAP</td>
<td>Child Care Financial Assistance Program</td>
</tr>
<tr>
<td>CDA</td>
<td>Child Development Associate Credential</td>
</tr>
<tr>
<td>Department (or DCF)</td>
<td>Vermont Agency of Human Services, Department for Children and Families</td>
</tr>
<tr>
<td>Division (or CDD)</td>
<td>Vermont Department for Children and Families, Child Development Division</td>
</tr>
<tr>
<td>FCCH</td>
<td>Family Child Care Home</td>
</tr>
<tr>
<td>FCCP</td>
<td>Family Child Care Provider</td>
</tr>
<tr>
<td>IPDP</td>
<td>Individual Professional Development Plan</td>
</tr>
</tbody>
</table>
Definitions

The definitions for the terms below can be found in the [Child Care Licensing Regulations](#):

- Afterschool Child Care Program Administrator
- Afterschool Child Care Programs
- Afterschool Site Director
- Bright Futures Information System
- Center Based Child Care and Preschool Program
- Family Child Care Home
- Family Child Care Provider
- Individual Professional Development Plan
- Licensee
- Northern Lights at Community College of Vermont
- Program Director

Below is a list of additional terms and definitions not included within the [Child Care Licensing Regulations](#):

- **Child Care Program Account**: A child care program account in BFIS is about the program. It is a place for the licensee, FCCP, or designated representative to manage their program’s information for child care licensing (e.g. application, Associated Parties, and etcetera) and CCFAP attendance and billing. It also allows the Division to communicate with the program in the form of letters, reports, and certificates.

- **Designated Representative**: When the licensee is a corporation such as a board of directors or a school supervisory union, this is the individual who acts as the contact person between the Division and the licensee.

- **Quality and Credential Account**: A Quality and Credential Account in BFIS is about you. Each staff person working in a regulated child care program has one. It is a private online location to hold information about your completed degrees and coursework, certificates and credentials, IPDP, training/workshops attended, copies of transcripts, resume, educator license, and background clearance information.

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**To Complete Phase II**

**Licensing Visit**

Revised 01/19/2023
After the Division has processed the documents, you provided during phase I of your child care licensing application, the Licensor for your area will contact you within three (3) to four (4) business days to schedule a visit to your proposed program's site. During this licensing visit, the Licensor will answer regulatory questions, provide technical assistance about your proposed child care site, and discuss what to expect during the phase III licensing visit.

**Phase II Application**

If you have questions after reading through the steps below, please contact the Child Care Business Technician that is assigned to the town where your proposed child care program will be located. For contact information for your assigned Child Care Business Technician, see the chart of Vermont Towns.

The steps for completing phase II do not need to be done in a particular order. The most time-consuming components of the licensing application process are zoning, fire prevention compliance, water and wastewater permits, and drinking water testing. It is recommended that you review these sections and get started on these processes first.

**Additional Steps If Purchasing a Licensed Child Care Program**

If you are purchasing a licensed child care program, you will need to ask the seller which supplemental programs they are enrolled:

- **Step Ahead Recognition System** (STARS)
- **Specialized Child Care Program**
- **Child Care Financial Assistance Program** (CCFAP)
- **Prequalified Prekindergarten**
- **Child and Adult Care Food Program** (CACFP)

While you are completing phase II of your child care licensing application, you will need to contact each supplemental program in which the seller's licensed child care program is enrolled and discuss what is needed to establish your child care program once you have a child care license. Please know that enrollment in these supplemental programs is not automatic or transferrable and requires that you coordinate with each entity to ensure enrollment.

Being informed of what you will need to do to enroll in each supplemental program and completing enrollment processes is your responsibility. This is separate from your child care license application process.

**Step 1: Gather Required Information/Documentation**

If you are seeking a license to operate as an ASP that is within a public-school building, then you may write “not applicable” in these sections of your application: Zoning, Fire Prevention, Water and Wastewater, Drinking Water System, and Lead. The public-school has already completed these requirements to serve school age children within its building(s).

**A. Tax Standing**

| See CBCCPP rule: 2.3.8.10 | See ASP rule: 18.32 | See FCCH rule: 2.3.7.13 |

By the date of the child care licensing application, you must certify that you are in good standing with the Vermont Department of Taxes. You are considered in good standing if:

- No taxes are due, and all returns have been filed; or
- The liability for any taxes due is under appeal; or
• You’re in compliance with a payment plan approved by the Vermont Commissioner of Taxes

If you are not in good standing and are not able to do one (1) of the three (3) options above, you will need to discuss your situation with your Child Care Business Technician.

The Division cannot issue a child care license if you are not in good standing with the Vermont Department of Taxes.

B. Child Support Obligations

<table>
<thead>
<tr>
<th>See CBCCPP rule: 2.3.8.11</th>
<th>See ASP rule: 18.33</th>
<th>See FCCH rule: 2.3.7.14</th>
</tr>
</thead>
</table>

By the date of the child care licensing application, you must certify that you are not subject to a child support order, or if subject to a child support order that you are in good standing. You are considered in good standing if:

- Less than one-twelfth of your annual support obligation is overdue; or
- Liability for any support payable is being contested in a proceeding; or
- You’re in compliance with a repayment plan approved by the Office of Child Support or agreed to by the parties

If you are not in good standing and are not able to do one (1) of the three (3) options above, you will need to discuss your situation with your Child Care Business Technician.

The Division cannot issue a child care license if you are not in good standing with the Office of Child Support.

C. Insurance

<table>
<thead>
<tr>
<th>See CBCCPP rule: 2.3.8.5</th>
<th>See ASP rules: 18.28 &amp; 18.29</th>
<th>See FCCH rule: 2.3.7.6</th>
</tr>
</thead>
</table>

You shall carry liability insurance for your own protection and for the protection of children in care. If your program will be transporting children, you shall also carry transportation insurance that covers property damage, bodily injury, and liability.

The Certificate of Liability Insurance must list the Division as the Certificate Holder (see Example 1); and if there are multiple sites, the site related to the application must be listed in the description section of the certificate. You will need to provide a copy of this documentation with your application.

D. Interior Space

<table>
<thead>
<tr>
<th>See rules in CBCCPP Subheading: 5.10.4</th>
<th>See ASP rule: 11.1</th>
<th>See rules in FCCH Subheading: 5.10.4</th>
</tr>
</thead>
</table>

The licensed space shall provide at least 35 square feet of safe, useable space per child inside the facility or FCCH, without counting hallways, bathrooms, offices, food preparation areas, and areas where children’s personal belongings are stored.

Rooms shall be set up to provide developmentally appropriate activities, equipment and materials in sufficient quantity and variety to meet the needs and interests of children being served.
E. Outdoor Space

There shall be a safe outdoor play area which provides a minimum of 75 square feet of space per child. The play area shall also provide shade from the sun.

Before designing the outdoor play space, consult with the Public Playground Safety Handbook, which was developed by the U.S. Consumer Product Safety Commission, regarding cushioning material and depth, equipment specifications, and etcetera.

F. Zoning

You shall meet all applicable zoning requirements. Contact the Zoning Administrator or Town Clerk of the town in which your proposed child care site is located for more information.

- If zoning approval is not required; document the name, title, and phone number of the town official you spoke with and the date of the conversation in your child care application.
- If zoning approval is required, you will need to provide the documentation of approval with your application (see Example 2).
- A CBCCPP located in an approved public or independent school building is exempt from providing this documentation to the Division in the initial application.

G. Fire Prevention

Fire Marshals provide you with up-to-date information on safety codes for a proposed child care facility or FCCH. Code requirements are based on fire protection provided and the construction type of a building.

To ensure the proposed child care facility or FCCH is compliant with the Vermont Division of Fire Safety requirements, you must contact your municipal office or the Division of Fire Safety to complete any necessary paperwork and to schedule an inspection. Review the list of towns in Vermont whose municipal offices do this work. If your town is on the list, then use the contact number provided in the list to begin the process of getting an Occupancy Permit.

- List of Towns and Contact Information for Municipal Offices

If your town is not on the list of municipal offices who do this work, then you will need to contact your regional Division of Fire Safety office to begin the process of getting an Occupancy Permit.

- Contact Information for Regional Division of Fire Safety Offices

You will need to provide an Occupancy Permit with your application (see Example 3), so please ensure the permit specifically states, “occupancy granted.”
H. Heating System Inspection – FCCH Only

See FCCH rule: 2.3.7.7

The heating system shall be inspected by a qualified person and found to be properly installed and operational. This inspection is required to be completed less than six (6) months prior to submitting your child care application. You will need to provide a copy of documentation of a satisfactory inspection with your application.

I. Water and Wastewater Permits

See CBCCPP rule: 2.3.8.7 See ASP rule: 18.31 See FCCH rule: 2.3.7.9

CBCCPP Guidance Manual: pgs. 25-28

You must ensure the proposed facility or FCCH has a compliant water supply and wastewater system based on planned capacity and whether meals will be prepared at the facility or FCCH. Contact the Vermont Agency of Natural Resources to determine if permits are required and/or if they are already in place.

The Agency of Natural Resources has Permit Specialists located in district offices to support you. You will need to provide a copy of required permits or of the Project Review Sheet with your application (see Example 4 and Example 5).

To prepare meals at the proposed facility or FCCH, approval from the Agency of Natural Resources must be noted in the required permits or Project Review Sheet before the Division can consider the request.

J. Drinking Water System (Lead Water Testing)

Vermont Statute 18 V.S.A. Chapter 24A requires all schools and child care programs to test all taps that could be used for cooking, drinking, and/or brushing children’s teeth be tested for lead. You can find information about testing for lead in drinking water on the Vermont Department of Health’s website. If you have questions, please email ahs.leadchildcare@vermont.gov.

You will need to provide a copy of lead water test results in your application (see Example 6).

K. Drinking Water System (Bacterial and Chemical Testing) – CBCCPP and FCCH Only

See CBCCPP rules: 2.3.8.9 See FCCH rules: 2.3.7.11


There are requirements for testing for drinking water safety.

If your proposed facility’s or FCCH’s water system is required by the Agency of Natural Resources to be permitted and/or already has permits in place, then these drinking water tests are completed as part of the permitting process. Your Water Supply Permit is used as proof that this testing has been completed.

If the Agency of Natural Resources identifies the water source for your proposed facility or FCCH as a private water system (a drilled well, dug well, or spring that serves less than 25 people) which means it is not a permitted system, you must test the drinking water for bacteria and chemicals as required in the regulations. When you order your test kits for lead in drinking water, you will also be able to order test kits for bacterial and chemical water testing.
If you have questions, please email ahs.leadchildcare@vermont.gov.

You will need to provide a copy of bacterial and chemical water test results in your application (see Example 6).

L. Lead

To limit children’s potential exposure to lead, a toxic metal that can cause severe health issues; owners of the proposed facility or FCCH must ensure that an IRC is performed by a certified individual, and that the certified individual has filed a Compliance Statement with the Vermont Department of Health for proposed FCCHs and for facilities built prior to 1978. This must be done once every 365 days in compliance with the Vermont Lead Law.

See the Vermont Department of Health’s website for information on:

- Inspection, Repair and Cleaning Practices (Note: An IRC is required for the entire building inside and out, even areas that may have been added to the original building such as decks, porches, or additions.
- How to locate an IRC-certified person to perform the assessment and file the Compliance Statement
- Finding an IRC training class to become an IRC-certified person.
- Contact information for the Vermont Department of Health’s Lead and Asbestos Staff who are available to answer questions and provide additional guidance

You will need to document in your child care application the year the proposed FCCH or the proposed facility was built. If you don’t know the year the building was built, contact the Town Clerk’s Office for this information.

If your proposed FCCH or proposed facility was built prior to 1978; document the date the IRC was completed, attest that the Compliance Statement has been filed with the Vermont Department of Health, and the date the Compliance Statement was filed with the Vermont Department of Health in your child care application.

M. Qualifications

The CBCCPP Program Director, Afterschool Site Director and/or Afterschool Child Care Program Administrator, or FCCP must meet or exceed qualifications.

1. Submit a completed Record Check Authorization Form for the proposed CBCCPP Program Director or Afterschool Site Director and/or Afterschool Child Care Program Administrator to the Division

   - As the proposed Licensee, you should have already submitted this form during phase I and do not need to do it again
   - As the proposed FCCP, you should have already submitted this form for your FCCH household members who are 16 years old or older
• For a proposed Licensee who is purchasing a licensed child care program, it is required that you submit completed Record Check Authorization Forms for the staff that will work for you

• It’s recommended that staff being hired during the child care application process submit completed Record Check Authorization Forms as soon as possible

The proposed Licensee, CBCCPP Program Director or Afterschool Site Director and/or Afterschool Child Care Program Administrator, FCCP, and FCCH household members who are 18 years old or older must complete a fingerprint supported background clearance before the Division can issue a license. A fingerprint supported clearance includes the process of submitting to fingerprinting and the process of providing additional information for out of state child abuse and neglect registry checks. The out of state child abuse and neglect registry checks must be completed for each state the individual has lived within the past five (5) years.

2. Submit the following documents to Northern Lights at CCV to be uploaded into the FCCP’s, CBCCPP Program Director’s or Afterschool Site Director’s and/or Afterschool Child Care Program Administrator’s BFIS Quality and Credential Account(s)

   a) A completed Verification Cover Sheet.

   b) A detailed resume which clearly outlines minimum required work experience with the ages of children served, full or part time, group or individual care, and the specific starting and ending dates for each employment experience.

   c) Documentation of meeting educational requirements - e.g., degree clearly stating what the degree was in, college course transcripts, current CDA Credential, or Agency of Education teaching license

Northern Lights at CCV’s staff notify individuals by email when their documentation has been uploaded to their BFIS Quality and Credential Accounts and/or if there is an issue with the documentation provided.

3. FCCPs must submit documentation to Northern Lights at CCV to be uploaded into your BFIS Quality and Credential Account of being currently certified in pediatric first aid and in infant/child CPR

Your local Resource Advisor with Northern Lights at CCV can assist you with accessing these trainings. See their website for the contact information for your local Resource Advisor.
Rule 7.1.3 of the Child Care Licensing Regulations for FCCHs requires the FCCP and newly hired staff to complete the orientation training prior to beginning care for children. It's recommended that if you are applying to be a licensed FCCH to complete the orientation now.

Rule 7.1.3 of the Child Care Licensing Regulations for CBCCPPs and Rule 5.31 of the Child Care Licensing Regulations for ASPs requires staff to complete the orientation training prior to being left alone with children. It's recommended that the Afterschool Site Director and/or the Afterschool Administrator complete this training now and that staff complete the training as they are hired.

Information about the orientation training can be found on our website. Please note that the “Child Abuse and Neglect Mandatory Reporting Training” is required per FCCH and CBCCPP rule 7.1.3 and per ASP rule 5.31 and is a separate training from the orientation training. Information about this training can also be found on our website.

Your local Resource Advisor with Northern Lights at CCV can assist with accessing these trainings. See their website for the contact information for your local Resource Advisor.

N. Written Policies and Procedures for Parents and Staff

Create a handbook on your program’s policies and procedures for staff and parents. Review the regulations and the Guidance Manual for specific information on the required policies and procedures. You will need to provide a copy of your written policies and procedures with your child care application.

O. Emergency Response Plan

Create an Emergency Response Plan. Review the regulations and the Guidance Manual for specific information on what’s required in the plan. You will need to provide a copy of your plan with your child care application.

The Division’s website provides sample forms that you may use to set-up your child care program or FCCH. The Division’s website also has a webpage that provides information and resources on a variety of health and safety topics.

Step 2: Complete the License Application Within BFIS

This step involves entering the information collected in Step 1. Some fields in the application are required fields that do not let you move forward until completed. We recommend you start entering information into your application only after you have collected all the required documentation. Please note that for security reasons, there is a time out feature in BFIS that will automatically close the program if you have been inactive in the program for 20 minutes. If this happens, all unsaved information will be lost. Please see Step 2.5 which discusses saving information.

2.1. Go to BFIS

Revised 01/19/2023
2.2. On the left side of the screen click the **Login** button next to *Bright Futures Account*.

2.3. Click the **Login** button under *Child Care Program Account*.

2.4. Enter your username and password and click **Submit**.

2.5. On the bottom left click **License Application**.

2.6. Complete **Section 1 of 12: Application and Applicant Information** and then click **Next**.
2.7. Complete Section 2 of 12: Tax Standing and then click Next.

2.8. Complete Section 3 of 12: Child Support Obligations and then click Next.

2.9. Complete Section 4 of 12: Program Information and then click Next.
This only applies to a business who opens a child care program for their staff. For example, a hospital opens a child care program for the staff that work at the hospital.

Check no for all. You must first be licensed before participating in these programs.

Total licensed capacity cannot exceed the total number allowed by zoning, fire prevention, water supply, and/or the wastewater permits. There also must be one (1) toilet and hand sink for every 15 children.

2.10. Complete Section 5 of 12: Insurance and then click Next.
2.11. Complete Section 6 of 12: Interior Space and then click **Next**.

2.12. Complete Section 7 of 12: Outdoor Space and then click **Next**.
2.13. Complete Section 8 of 12: Zoning and then click Next.

2.15. Complete Section 10 of 12: Water and Wastewater and then click Next.
2.16. Click **Next**.

2.17. Complete **Section 12 of 12: Lead** and then click **Next**.

- Only numbers are accepted in this field. If there is more than one number, use the first number listed in the permit.

- The asbestos assessment is no longer part of initial licensure. Only enter N/A in the description box.
2.18. Read, select the box in the bottom left-hand corner, and click **Submit Application**.

![Submit Application]

*This is required regardless of what year the building was built. Contact the town clerk if you are unsure.*

*Date an IRC-certified individual performed the IRC assessment.*

*Date the compliance form was submitted to the Vermont Department of Health.*

**Write the name of the CBCCPP Program Director or Afterschool Site Director and/or Afterschool Child Care Program Administrator.**

Only click **Submit Application** if all sections are complete. You cannot make changes after it's been submitted.
2.19. Print the *License Application Submitted* screen or note the *Application Confirmation No.* and *Request ID*.

![License Application Submitted](image)

**Step 3: Contact the Child Care Business Technician**

Once you’ve completed steps one (1) and two (2), email the Child Care Business Technician that is assigned to the town where your proposed child care program will be located and attach all required documents (see the table below).

Missing or incomplete items will delay your application, so we urge you to double check all documentation for accuracy and completeness prior to sending it to the Child Care Business Technician.

For contact information for your assigned Child Care Business Technician, see the [chart of Vermont Towns](#).

<table>
<thead>
<tr>
<th>Document</th>
<th>CBCCPP (in Public School)</th>
<th>CBCCPP (in Community)</th>
<th>ASP (in Public School)</th>
<th>ASP (in Community)</th>
<th>Licensed FCCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Liability Insurance</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Zoning Approval (if required)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Occupancy Permit</td>
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<td>✓</td>
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<tr>
<td>Heating Inspection Results</td>
<td></td>
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<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Wastewater System and Potable Water Supply Permit or Project Review Sheet</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>Lead Water Test Results</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Bacterial and Chemical Water Test Results (if no permit required)</td>
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<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Policies and Procedures for Parents and Staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Emergency Response Plan</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Qualifications (uploaded in BFIS Quality and Credential Account(s) as required)</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Step 4: Only for Prospective Licensees Purchasing a Licensed Child Care Program

If you are purchasing a licensed child care program; at the beginning of phase II of your child care application, you should have asked the seller in which supplemental programs they are enrolled. You should have already contacted each supplemental program in which the licensed child care program is enrolled to discuss what is needed to establish your child care program once you have a child care license.

Before your Licensor does a final licensing visit as part of Phase III of this application process, it is time for you to re-contact each supplemental program in which the seller’s child care program is enrolled and let them know that you are nearing the end of the child care application process. Review with each supplemental program what you have already done to enroll and review any final steps you will need to complete to be successfully enrolled in their supplemental program once you have your child care license. Review the date you plan to open.

Please remember that enrollment in these supplemental programs is not automatic or transferrable and requires that you coordinate with them to ensure enrollment. Being informed of what you need to do to enroll in each supplemental program and completing enrollment processes is your responsibility. This is separate from your child care license application process.

The Next Steps...

The Child Care Business Technician will review all documentation for completeness. If missing items are identified, you will be notified via a Missing Items Letter within your BFIS Child Care Program Account located in Documents. You will receive notification of this via email.

Once the application is complete in BFIS, background clearance approval letters have been issued for the proposed Licensee, the proposed CBCCPP Program Director or ASP Site Director and/or ASP Child Care Program Administrator, or the proposed FCCP and FCCH household members who are 16 years old or older, staff meet qualifications for their respective positions as documented in their BFIS Quality and Credential Account(s); phase II of the application process will be considered complete.

To start Phase III, the final phase of the child care application process, a Licensor will contact you within three (3) to four (4) business days to schedule a final visit to your proposed child care site or FCCH. During the Licensor’s visit, they will assess compliance to the Child Care Licensing Regulations. Within five (5) days from this visit, the Licensor will issue a site visit report. Any required action identified during this visit is required to be completed or addressed.

Based on the results of the Licensor’s visit, the Licensor will make a recommendation to a Licensing Supervisor, who will complete the final review and issue a decision. Based on the decision, an approval letter or denial letter (which would include reasoning and appeal rights) will be generated within your BFIS Child Care Program Account located in Documents. You will receive notification of this via email.
Example Forms

The following pages contain examples of the documents you will need to provide to the Division to complete phase II of the child care application process. Remember that if the correct documents are not received or if they are missing, then your child care application will be delayed.

Example 1

The Division's name and address must be listed here.

Maleficent's Insurance Company

Fairy Tale Inc.
Charming’s Childcare

If you have other licensed child care programs, be sure the site for this application is listed here.

Child Development Division
NOB 1 North, 280 State Drive
Waterbury, VT 05671-1040

The Division’s name and address must be listed here.
WATERBURY MUNICIPAL OFFICE
PLANNING DEPARTMENT
51 South Main Street
WATERBURY, VERMONT 05676
Planning (802) 244-1012 Zoning (802) 244-1018
FAX (802) 244-1014

Permit Application # 00-00-v
Tax Map # 00-000.000
Permit Issuance Date March 6, 2018
Permit Effective Date March 22, 2018

ZONING PERMIT

Applicant: Charming’s Childcare
  c/o Prince Charming
  123 Fairy Tale Lane
  Waterbury, VT 05671

Landowner: Charming’s Childcare
  Board President – Snow White
  P.O. Box 555
  Waterbury Center, VT 05677

Your application for a Zoning Permit, Conditional Use Permit, and a Site Plan Review Permit to renovate/modify and connect two existing buildings, and to modify the existing garage for the Charming’s Childcare at 123 & 124 Fairy Tale Lane, Waterbury, VT, has been reviewed by the Zoning Administrator. The proposal, as contained in the application 35-14-V (copy attached), conforms to the requirements of the Zoning Ordinance of the Town/Village of Waterbury and is hereby approved, subject to the representations made in your application and subject to the approved findings of fact and decision made by the Development Review Board (copy attached). Any change from that indicated on the application must have the approval of the Zoning Administrator.
The Development Review Board’s decision was issued on February 4, 2018 and is attached with this decision.

This permit is effective on March 22, 2015 provided no appeal is made by March 21, 2015. Title 24 V.S.A. 54465(a) requires a 15-day appeal period for this permit and 24 V.S.A. The enclosed Permit Notice Poster must be posted on your property for the 15-day appeal period within view of a public right-of-way to avoid future appeals.

Any action or construction started prior to the effective date is in violation of the Zoning Ordinance and a penalty may be imposed. All requests made on this permit must be completed within 2 years of the issuance date of this permit.

This permit is valuable. It is a part of the property records and must be retained.

ZONING PERMIT ISSUED BY:

Robin Hood, Zoning Administrator
Example 3

Vermont Department of Public Safety
DIVISION OF FIRE SAFETY
Office of the State Fire Marshal, State Fire Academy and State Haz-Mat Team

Structure Information
Name: 123 FAIRY TALE LN – THE CHARMING’S CHILD CARE
Address: 123 FAIRY TALE LANE
Structure Id: 12345

Owner Information
Owner: PRINCE CHARMING
eMail: wasafrog@comcast.net
Phone: 802-241-0000
Address: 321 MAGIC POND ROAD
WATERBURY, VT 05671

Building Description
Risk Index: L3
Smoke Det: Yes
Occupants: 140
Units:
Const Type: 2C
CO Detect: Yes
Stand Pipe: Floors: 1
Occ Type: E
Fire Alarm: Automatic
Sprinkler: Sq Feet: 10000

Project Description
Name: THE CHARMING’S CHILD CARE
Type: Building Project
Received: 02/28/2018
Work Item Id: 123456

Inspection Detail
Inspection Date: 04/16/2018
Inspection Type: Occupancy
Violations: Yes
Comply By: Occupied

Inspection Details
Occupancy

Violations and Notes
OCCUPANCY GRANTED FOR NEW DAY CARE CENTER

Occupancy granted must be stated on this document.
Example 4 Continued

State of Vermont
Department of Environmental Conservation

WASTEWATER SYSTEM AND POTABLE WATER SUPPLY PERMIT

LAWS/REGULATIONS INVOLVED
10 V.S.A. Chapter 64, Potable Water Supply and Wastewater System Permit
Wastewater System and Potable Water Supply Rules, Effective September 29, 2007
Chapter 21, Water Supply Rules, Effective December 1, 2010

Landowner(s): Charming’s Childcare
Prince Charming
Charming’s Childcare
123 Fairy Tale Lane
Waterbury, VT 05671

Permit Number: WW-1-2345-6
PIN W12-1234

This permit affects the following properties in Waterbury, Vermont:

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<th>Parcel</th>
<th>SPAN</th>
<th>Acres</th>
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<td>123-456-7890</td>
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This project, consisting of the permit WW-1-2345-6, located on 123 Fairy Tale Lane in Waterbury, Vermont, is hereby approved under the requirements of the regulations named above subject to the following conditions.

1. GENERAL

1.1 The project shall be completed as shown on the plans and/or documents prepared by Prince Charming, Daycare Director, with the stamped plans listed as follows:

<table>
<thead>
<tr>
<th>Title</th>
<th>Sheet Number</th>
<th>Plan Date</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daycare</td>
<td>123</td>
<td>03/06/2018</td>
<td>03/22/2018</td>
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1.2 This permit does not relieve the landowner from obtaining all other approvals and permits PRIOR to construction including, but not limited to, those that may be required from the Act 250 Environmental Commission; the Drinking Water and Groundwater Protection Division; the Watershed Management Division; the Division of Fire Safety; the Vermont Department of Health; the Family Services Division; or other State departments and local officials.

1.3 The conditions of this permit shall run with the land and will be binding upon and enforceable against the landowner and all assigns and successors in interest. The landowner shall record and index this permit in the Waterbury Land Records within thirty (30) days of issuance of this permit and prior to the conveyance of any lot subject to the jurisdiction of this permit.

1.4 The landowner shall record and index all required installation certifications and other documents that are required to be filed under these Rules or under a specific permit condition in the Waterbury Land Records and ensure that copies of all certifications are sent to the Secretary.

1.5 No permit issued by the Secretary shall be valid for a substantially completed potable water supply and wastewater system until the Secretary receives a signed and dated certification from a qualified Vermont Licensed Designer (or where allowed, the installer) that states:

"I hereby certify that, in the exercise of my reasonable professional judgment, the installation-related information submitted is true and correct and the potable water supply and wastewater system were installed in accordance with the permitted design and all the permit conditions, were inspected, were properly tested, and have successfully met those performance tests”,

or which otherwise satisfies the requirements of §1-308 and §1-911 of the referenced rules.

Regional Offices – Montpelier/Essex Jct./Rutland/Springfield/St. Johnsbury

Revised 01/19/2023
Example 4 Continues
that the installation was accomplished in accordance with the referenced plans and permit conditions, as specifically directed in Condition #1.5 herein.

3.3 The corners of the proposed primary or replacement wastewater area(s) shall be accurately staked out and flagged prior to construction with the flagging/staking being maintained until construction is complete.

3.4 The wastewater system for this project is approved for domestic type wastewater only except as allowed for water treatment discharges. No discharge of other type process wastewater is permitted unless prior written approval is obtained from the Drinking Water and Groundwater Protection Division.

3.5 No buildings, roads, water lines, earthwork, re-grading, excavation or other construction that might interfere with the installation or operation of the wastewater systems are allowed on or near the site-specific wastewater system or replacement area depicted on the stamped plans. All isolation distances that are set forth in the Wastewater System and Potable Water Supply Rules shall be adhered to and will be incorporated into the construction and installation of the wastewater system.

Esmeralda, Commissioner
Department of Environmental Conservation

By ____________________________ Dated August 27, 2018

Baloo Bear
Regional Engineer
Waterbury Regional Office
Drinking Water and Groundwater Protection Division

cc:
Waterbury Planning Commission
Drinking Water and Groundwater Protection Division
Watershed Management Division
Act 250 District Environmental Commission
Department of Public Safety, Division of Fire Safety
Department of Children & Families – Child Care Licensing
Example 5

Project Review Sheet

Date Initiated: 4/9/2018

Project Information

General Information

PROJECT NAME (if applicable): N/A

PROJECT TOWN: Waterbury

PROJECT LOCATION (g11 address if available): 123 Fairy Tale Lane

Contact(s)

CONTACT TYPE: Applicant

NAME: Prince Charming

ORGANIZATION NAME (if applicable): N/A

ADDRESS: 123 Fairy Tale Lane

TOWN: Waterbury

STATE: VT

ZIP: 05671

PHONE: 802-241-0000

CELL PHONE: N/A

EMAIL: wasafrog@comcast.net

Project Description

OPERATE: Daycare with up to 10 children in addition to Mr. Charming’s 2 children and 1 outside adult in Mr. Charming’s three bedroom single family residence on 1 acre. The house is served by municipal water and sewer systems.

DEC Prior Permits

PERMIT TYPE: N/A

PERMIT NUMBER: N/A

Jurisdictional Opinion(s) for permits that may be needed from the District Environmental Office PRIOR TO COMMENCEMENT OF CONSTRUCTION

Act 250 Jurisdictional Opinion

This is a jurisdictional opinion issued pursuant to 10 V.S.A. § 6003(c) and Act 250 Rule 8(a). Reclassification requests are governed by Act 250 Rule 8(b) and should be directed to the district coordinator at the above address. Effective May 21, 2016, any appeal of this decision must be filed with the Superior Court, Environmental Division (22 Cherry Street, 2nd Floor, Ste. 303, Burlington, VT 05401) within 30 days of the date the decision was issued, pursuant to 10 V.S.A. Chapter 220. The Notice of Appeal must comply with the Vermont Rules for Environmental Court Proceedings (VRECP). The appellant must file with the Notice of Appeal the entry fee required by 32 V.S.A. § 1431, which is $295.00. The appellant also must serve a copy of the Notice of Appeal on the Natural Resources Board, 10 Baldwin Street, Montpelier, VT 05633-3201, and on other parties in accordance with Rule 5(b)(1)(B) of the Vermont Rules for Environmental Court Proceedings.

PERSON REQUESTING JURISDICTIONAL OPINION: Prince Charming

REQUESTOR TYPE: Landowner/Agent

ACT 250 PERMIT NUMBER (if any): None identified

HAS THE LANDOWNER SUBDIVIDED BEFORE? Yes No

TYPE OF PROJECT (check all that apply): Commercial, Residential, Agricultural, Municipal, State, Federal

IS AN ACT 250 PERMIT REQUIRED? Yes No

ADDITIONAL INFORMATION: Copies sent to statutory parties?

BASIS FOR DECISION:

Project is not a “development” pursuant to §6003(3)(A)(i).
# Results Report

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<tr>
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<td>Town</td>
<td>Field Fluoride</td>
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**Units of Measurement and Definitions:**
- mg/L = Milligrams per liter or ppm (parts per billion)
- < = less than
- TTO = Threshold Odor Number
- MCL = Maximum Contaminant Level
- SMCL = Secondary Maximum Contaminant Level
- MRDL = Maximum Residual Disinfectant Level
- MHA = Vermont Health Advisory
- VMCL = Vermont Maximum Contaminant Level
- NLE = No Limit Established

AL (Action Level) = Level at or above which a water treatment action is determined for public water supplies and should be considered for private supplies.

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The test results included on this report meet all National Environmental Laboratory Accreditation Program requirements unless noted otherwise. Test results relate only to the samples tested and are representative of the samples as they were received at the laboratory. This is a public record. Information contained in this report may be used for statistical purposes and may be released upon request, pursuant to Vermont Access to Public Documents law (1 V.S.A. 315-320). This report shall not be reproduced, except in full, without the written approval of the laboratory.

Test Report Authorized By: 

Mary Celotti, Laboratory Director

If you have received this report in error or if you have questions about this report, please call the laboratory at (802) 338-4724.

Admin 300 Rev. 2 (11/2017)  
Date Printed Thursday, February 1, 2018

Revised 01/19/2023  
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