



### Application for a License to Operate a Child Care Center

Name of Center			Phone Number (    )
Street			E-mail Address
City	State	Zip Code	County
Mailing Address			
City		State	Zip Code

Financial Type     Non Profit                       Profit                      Tax ID: \_\_\_\_\_

Name of Chair of Board	Phone (    )
Name of Owner	Phone (    )

Program Serves	<input type="checkbox"/> Infants (0-23 mo.)	<input type="checkbox"/> 2 Years	<input type="checkbox"/> Preschool-age	<input type="checkbox"/> School-age
	<input type="checkbox"/> Get-well	<input type="checkbox"/> Evening care	<input type="checkbox"/> Special needs	
Schedule	<input type="checkbox"/> Year-round	<input type="checkbox"/> School-year	<input type="checkbox"/> Summer only	
Hours and Days Center Open				

Has the owner, applicant, director, or onsite supervisor ever had any state license or registration (child care, foster care, plumbing, cosmetology, etc.) with any state agency denied, revoked, or suspended in any state or jurisdiction, been the subject of a disciplinary action, or been fined? (Do not consider driver's license.)

Yes     No    **If yes, please explain: (Attach additional sheets if necessary.)**

The undersigned, and my staff employed with direct contact with children (and any person living in the facility), shall be free from conviction under any law of any state involving mistreatment of a child or violence against a person, and shall be free from any record of founded sexual abuse or any record of multiple incidents of any other type of founded child abuse (including physical or emotional abuse or neglect). The undersigned hereby makes application for a license to operate a child care center or preschool under Chapter 237A of the Iowa Code, and hereby agrees to adhere to the regulations under Chapter 237A of the Iowa Code and to the rules (minimum requirements) under Section 441 Chapter 109 of the Iowa Administrative Code.

*I certify that I have spoken with all of the people mentioned above and I can assert the preceding statements on behalf of the group and myself.*

Signature	Title	Date
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## **NOTICE TO CHILD CARE CENTERS**

### **CIVIL RIGHTS ACT OF 1964**

Title IV of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in the administration of the programs under the direction of the Department of Human Services wherein federal funds are involved. The regulations promulgated by the Department of Health and Human Services, implementing the Act, provide that the Department of Human Services must administer the federally aided programs in such a manner that any other agency, institution, organization or person participating in the programs, either through contractual or other arrangements, and receiving payment directly or indirectly from public assistance funds will comply with the terms of the Act and Regulations.

Agencies, institutions and organizations providing care for or placement of children under any program supervised by the Department of Human Services are required to abide by the terms of the Act and Regulations prohibiting discrimination on the basis of race, color or national origin. Failure to comply on the part of child placing agency, child caring institution or day care center will necessitate the withdrawal of Department financial support.

The Regulations provide that any individual who feels that he or others have been the object of discrimination, contrary to the provisions of the Act, by a child placing agency, a child caring institution or day care center may file a complaint with the Department of Human Services or the Federal Department of Health and Human Services. All such complaints will be investigated and appropriate action taken when indicated.

### **Penalty**

A person shall not establish or operate a child care center without obtaining a license. A person who establishes, conducts, manages or operates a center without a license shall be guilty of a serious misdemeanor. Each day of continuing violation after conviction, or notice from the Department of Human Services by certified mail of the violation, shall be considered a separate offense.

### **Mandatory Reporting of Child Abuse**

It is mandatory, under Chapter 232 of the Iowa Code, for the owner or director in charge of a child care center, to report immediately to the Department of Human Services, when in the course of working with a child, the director or an employee has reason to believe that the child has suffered sexual abuse, physical abuse or neglect. This report shall be both oral and written.

### **Right of Appeal**

A person who receives notice from the Department of Human Services denying a license to operate a child care center, or to suspend or revoke such license may appeal to the hearing officer of the Department within 30 days after the date the official notice was mailed.