

Licensing clarifications

CCS is dedicated to assuring Oklahoma families have access to licensed, affordable, quality child care for the community and also assists child care programs in achieving maximum standards.

Family Child Care Homes in the State of Oklahoma are required to obtain a license prior to providing care. Licensing observes the entire program to ensure compliance with licensing requirements; this is accomplished by conducting a minimum of three unannounced visits annually.

Another requirement for family child care home providers is annual training. Primary Caregivers are required to obtain a minimum of 12 clock hours. Training opportunities include workshops, formal training, videos, and reading.

Part of these training requirements includes First Aid/CPR. Providers must obtain this training prior to permission or issuance of the initial permit. First Aid/CPR must be kept current and documentation of training must be kept at the program.

Safety remains a priority for children in out-of-home care. During rest time, cribs, port-a-cribs, or playpens with a firm waterproof mattress or pad is used for each child younger than one year of age. The mattress must be covered with a tight-fitting sheet.

Infants younger than 12 months of age are placed on their back for sleeping unless a medical reason is documented by a physician. Each child has an individual place to rest that is maintained in a clean and sanitary condition.

When a program has numerous, repeated or serious non-compliances documented, child care services may deny an application or revoke a program's license.

It is our goal and intention that each and every parent has current and accurate information concerning the history of licensed providers in Oklahoma. There are several opportunities for the public to access program files. A compliance file must be maintained at the program for staff, parents, and others. The compliance file contains the most recent monitoring summary and other required licensing correspondence.

Also, parents, staff, and others may view a programs public record at the local DHS office that houses the licensing staff monitoring that program. Prior notice is required so licensing staff may prepare the case file for viewing. In addition to these opportunities a program's most recent history may be viewed on child care locator which may be found on the DHS website.