

**DEPARTMENT OF HUMAN RESOURCES
CHILD CARE ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201**

DATE: January 29, 1996

CIRCULAR LETTER #: 96-04 Child Care Administration

TO: Regional Managers, Licensing Supervisors, Licensing Specialists,
Maryland State Family Day Care Association

FROM: Linda Heisner, Executive Director
Child Care Administration

RE: Fire Inspections and Family Day Care Home Registration Renewals

PROGRAM AFFECTED: Family Day Care

ORIGINATING OFFICE: Child Care Administration
Office of Licensing

PURPOSE: Establish a policy regarding the acceptance of fire inspections conducted within a specified time frame, under certain conditions, for the purpose of family day care home registration renewals.

AUTHORITY: Family Day Care Regulations
(COMAR 07.04.01.05B)

ACTION REQUIRED OF: Regional Licensing Staff

REQUIRED ACTION: Accept for family day care home registration renewals, fire inspection reports dated up to one year prior to the date of registration expirations. If fire inspection reports are dated more than one year prior to expirations, or if changes have occurred in the status of homes since the last inspection, request new fire inspections as part of the renewal process.

EFFECTIVE DATE: February 1, 1996

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BACKGROUND: From September 1994 to July, 1995 fire inspections for the purpose of registration renewal were not conducted by the State Fire Marshal's Office. Family child care homes due for renewal and unable to obtain fire inspections during this period were issued Administrative Extensions. Since the resumption of renewal fire inspections, inspections of the backlogged homes are being conducted which means the date of renewal and date of inspection do not coincide. The action required by this Circular Letter is intended to adjust the scheduling of future fire inspections to coincide with family provider registration renewals.

PROCEDURE:

1. When a registration renewal becomes due, check the date on the last fire inspection report received.
2. If the date of the fire inspection is one year or less prior to the date of registration expiration, accept that inspection as evidence that the provider is in compliance with applicable fire codes. Request another fire inspection at the time of the next registration renewal.
3. If the date of the fire inspection is more than one year prior to registration expiration, request a new inspection.
4. If the status of the family child care home has changed since the last fire inspection, regardless of the date of the inspection, request a new inspection.

TECHNICAL ASSISTANCE: If you have questions, contact the Director of Licensing, Child Care Administration, at (410) 767-7805.