



## Rota Town Hall Meeting Synopsis

The Rota Town Hall meeting was held on Tuesday, December 19, 2023 at 5:30 p.m. at Sinapalo Elementary School. In attendance were 21 providers and individuals, including an independent contractor and a staff from the Department of Community and Cultural Affairs, Rota.

The Rota town hall meeting was moderated by Rita A. Sablan and discussions were facilitated by Gordon B. Salas, Child Care Licensing Program Supervisor and Herman T. Guerrero. The purpose of the town hall meeting was to provide a forum for public discussion on the Child Care Standards Act of 1985. The intent is to update the Northern Mariana Islands Administrative Code; T-55 Department of Community and Cultural Affairs, Subchapter 55-40.

The attendees raised the following questions and comments:

Reference: Part 100 Rules governing the licensing of Day Care Centers, Group Child Care Homes, Family Child Care Homes, and Before and After School Programs.

Subpart A: Licensing Procedures.

§55-40.1-101 Application

Question: What is the application procedure to apply for day care?

Response:

- (a) The application to obtain a child care license to operate a day care, group child care home, family child care home, infant/toddler center, and before and after school programs shall be made on forms supplied by the Child Care Licensing Program and shall be completed in a manner prescribed thereon and submitted with the appropriate fee a minimum of sixty calendar days prior to proposed opening date.
- (b) Applicants shall provide criminal history, background, employment information, and consent to conduct checks as may be required by PL 4-67, as amended by PL 4-69 [3 CMC '§ 1401-1409]. Records of such information and consent shall be maintained by the facility and available for inspection by the Child Care Licensing Program.
- (c) The Department shall conduct employment history, background checks, and criminal history checks on all applicants. Applicant shall maintain accurate records, e.g. employment application, police clearance, and diplomas if any.
- (d) A licensing evaluation will occur only after the Child Care Licensing Program has received the complete application and appropriate fee.
- (e) Multiple licenses shall be required as follows:
  - (1) If a licensee wishes to assume child care responsibility in more than one classification of care, separate application, fees, and licensing evaluation are required for each classification; or
  - (2) If a licensee wishes to operate more than one facility of the same classification but at different locations, a separate application, fee, and evaluation are required for each location.
- (f) There shall be no child facility operated or maintained unless licensed by the Child Care Licensing Program

Question: How many times should I revise my application?

Response: The applicant does not revise their application. CCLP has been revising its application to reflect the changes in leadership on which their names appear on the application form. I am now suggesting that instead of putting the leadership's name on the form, only the position title should remain. This will prevent the constant revision of the application form. However, CCLP still reserves the right to revise its own application when the need for such revision is necessary.

Question: I am currently operating a family child care home with 4 and below and would be transitioning from exempt license to a regular license operator as a family chare care. What do I need to?

Response: The application procedure must be followed to complete the appropriate application due to changes that are being made by the provider. See reference on Subpart A: Licensing Procedures. §55-40.1-101 Application. In addition, § 55-40.1-308 Change in Services requires the provider to: A facility shall notify parents or guardians, Public School System and the Department of Community and Cultural Affairs of any changes in the child care services it provides. Notification of any changes in service shall be made no later than thirty days after the date of the change and shall be included in the facility's operating policies.

Question/Comments: Can we be provided information or updates whenever there are changes that are made on the licensing requirements and procedures?

Response: Yes. Updates can be provided and we can work with our DCCA Rota office to disseminate the information to providers here on Rota. In addition, the Child Care Licensing Program has a website that you can access at all times for any information that you might be looking for, otherwise, please feel free to call our main office. The flyers that are in your handouts have the website information, email address of the CCLP Supervisor, and the phone numbers to reach out. Meanwhile, our Rota DCCA Office can also provide you with assistance.

Comments: All child care providers in any form must go through the Child Care Licensing Program to operate. License-exempt are expected to be registered as a license exempt if caring for 4 or less.

Part 300 - Family Child Care Homes  
Subpart A - Administration Requirements  
§ 55-40.1-304 Statement of Operation Policies

Question: As a family child care home, am I required to obtain a liability insurance policy?

Response: The operating policies for family child care homes requires insurance coverage. This is indicated on §55-40.1-304 Statement of Operation Policies:

(7) Insurance coverage - provider shall inform parents or guardians in writing of its policy regarding liability insurance; should a facility, which has liability insurance coverage, cancel or terminate its coverage, it shall provide written notice to each parent or guardian of a child in its facility not later than five working days of the cancellation or termination of its coverage

Question: Is CCLP removing license-exempt?

Response: No. CCLP does not have a license-exempt policy. However, all child care providers whether they are license or license-exempt must file an application with the Child Care Licensing Program that they are child care providers. By filing an application, we will be able to identify the license-exempt status as determined by the Child Care Development Fund Program.

Question: Is there a fee to register with CCLP as a provider if I am a license-exempt family child care home?

Response: As a license exempt provider, there is no fee required to register with CCLP. We only need to assess and evaluate their intended service relative to child care. If the evaluation and assessment indicate that they are exempted from the licensing regulations, CCLP will issue an official letter to the potential applicant that they are exempted. All other communication stops.

Administrative Procedure Act  
§ 9105. Filing and Effective Date of Rules and Regulations.

Question: When will new updates – regulations go into effect?

Response:  
(b) Each regulation hereafter adopted is effective 10 days after compliance with 1 CMC §§ 9102 and 9104(a) or (b), and each rule other than a regulation hereafter adopted is effective 10 days after compliance with 1 CMC