



LOUISIANA DEPARTMENT OF EDUCATION

Division of Licensing

CHANGE OF LOCATION CHECKLIST

This form must be completed and returned before your inspection can be scheduled.

NOTE: The licensure process may take up to 90 days. Approval must be granted from the Division of Licensing before operation starts.

Change of Location Application Preparation

- I. Ensure the facility meets the physical requirements of [Bulletin 137](#), Office of State Fire Marshal, and Department of Health.
 - ☐ §1901. General Safety Requirements
 - ☐ §1901. S. Biocontaminants
 - ☐ §1903. Physical Environment
 - ☐ §1907. Furnishings and Equipment
- II. For a site first placed in operation on or after August 1, 2026, lead hazards in paint, dust, and, soil must be identified and addressed before operation can begin.
 - ☐ [DEQ's Lead Risk Assessment Notification Form](#) must be submitted to complete the initial application process. For more information about risk assessments, contact_DEQ-LeadNotificationActivity@LA.GOV.
 - ☐ Facilities constructed prior to 1978 may or may not require a [lead risk assessment](#). See Section II of the [DEQ's Lead Risk Assessment Notification Form](#).
 - ☐ Risk assessments must be completed by a current [accredited lead risk assessor](#).
 - ☐ Facilities constructed in 1978 or later, require proof of facility construction date.
 - ☐ See page 3 #7, #8, and #9 of [DEQ's Lead Risk Assessment Notification Form](#) for information regarding where to send the form.
- III. Obtain commercial liability insurance with medical coverage.
- IV. Zoning Approval (Required in St. Bernard Parish, St. Charles Parish, City of New Orleans, Shreveport, Baton Rouge, Minden, Bossier City, Amite, Zachary, and Monroe).
- V. City Fire Department approval (Required in New Orleans area only).
- VI. Request Inspection from [Office of State Fire Marshal](#).
- VII. Request Inspection from [Department of Health](#), (LHS 48 form).
 - ☐ Note: Inspection approvals from other agencies should be available at all times.

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Sample forms from the Licensing Library from <https://www.louisianabelieves.com/resources/library/licensed-centers>

Disclaimer #2: An applicant submitting a lead hazard risk assessment as a condition of facility licensing pursuant to La. R.S. 30:2351.28 is not relieved of responsibility for the condition of the premises and violation of state and/or federal laws pertaining to lead hazards at the facility and grounds in paint, dust and soil and is subject to the legal consequences of such violation(s). LDOE, in approving the application, assumes no responsibility for the adequacy or accuracy of the assessment submitted or the failure of the party performing the risk assessment to comply with professional standards applicable to lead hazard risk assessment.

VIII. Obtain commercial automobile insurance if transportation will be provided to children.

- ☐ Chapter 21. Minimum Transportation Requirements and Standards

IX. Find a qualified Director. A licensed center must have an on-site qualified director on site for at least 32 hours a week. If the Director is not present, there must be a Director designee or staff in charge.

- ☐ See qualifications listed in §1709 of Bulletin 137 Early Learning Center Regulations for a director and director designee.

Change of Location Application Submission

I. In order to apply for a child care license, you must submit your Application for Licensure in EdLink. An application will not be considered complete until the following occurs:

- ☐ Completed application: [Application for Licensure](#)
- ☐ Uploaded documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for child care purposes or Criminal Background Check for each owner, director and/or designee
- ☐ Uploaded Current Office of Fire Marshal Approval
- ☐ Uploaded Current Louisiana Department of Health Approval
- ☐ Uploaded Current City Fire Department Approval (if applicable)
- ☐ Uploaded Zoning Approval (if applicable)
- ☐ Uploaded results of the risk assessment
- ☐ Uploaded Current General Liability Insurance Policy
- ☐ Academic Approval (**Type III Centers only**)
- ☐ Signed and dated documentation of ownership of the early learning center (Ex. Statement of Ownership indicating name of center, physical address of center, owner name, and type of ownership of early learning center)
- ☐ Uploaded Director/Director Designee qualifications
- ☐ Pictures of center to include:
 - Front of center
 - Kitchen
 - Direct Exit to Play space
 - Enclosed Outdoor Play space
- ☐ Paid initial fee \$25

LICENSING INSPECTION PREPARATION

I. DOCUMENTATION OF THE FOLLOWING MUST BE AVAILABLE AT ALL TIMES:

- ☐ Current Office of State Fire Marshal Approval

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- ☐ Current City Fire Department Approval (if applicable)
- ☐ Current Louisiana Department of Health Approval
- ☐ Current General Liability Insurance Policy
- ☐ Zoning Approval (Required in St. Bernard Parish, St. Charles Parish, City of New Orleans, Shreveport, Baton Rouge, Minden, Bossier City, Amite, Zachary, and Monroe)
- ☐ Copy of current licensing regulations
- ☐ If Provider contracts transportation, copy of sample contract if contracting transportation
- ☐ Personnel file for the director (file shall include director's application, date of hire, qualifications, documentation of a child care criminal background check (CCCBC)-based determination of eligibility for child care purposes, continuing education training and orientation)
- ☐ Personnel file for each employee (employee's application, date of hire, CCCBC, continuing education training and orientation)
- ☐ A parent handbook (to be used by your center)
- ☐ Documentation of a Child Care Criminal Background Check (CCCBC)-based determination of eligibility for child care purposes for all owners, directors and staff
- ☐ Current certification in [CPR](#) for all staff
- ☐ Current certification in [Pediatric First Aid](#) for all staff
- ☐ First aid kit
- ☐ Medication Administration—Have 2 staff completed medication administration training and one onsite
 - §1917. [Medication Administration](#)
- ☐ Record for each child that includes the following:
 - Child's information form (card) that lists the child's name, birth date, sex, date of admission, name and phone number of child's physician and dentist, dietary restrictions, and allergies and is signed and dated by the parent
 - Written parental authorization to secure emergency medical treatment
 - Written agreement signed by parent authorizing the provider to release the child to a third party, if applicable
 - Written agreement signed by parent authorizing the provider to transport the child and a daily trip authorization form, if transportation is provided.
 - Written emergency plan and complete evacuation pack
 - [Emergency Plan Template](#)
 - Written policies and procedures for the following:
 - Child Abuse and Neglect

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- Non-discrimination
- Admissions
- Disclosure of Information
- Complaint
- Parental Access
- Parental Involvement
- Behavior Management
- Electronic Devices
- Computer Practices
- Programs, Movies, and Video Game
- Monitoring of Provisionally Employed Staff (If applicable)

II. THE FOLLOWING ITEMS MUST BE POSTED IN THE CENTER:

- ☐ Current license
- ☐ Emergency phone numbers for fire, police, hospitals, poison control, Child Protective Services, and physical address of center
- ☐ Schedule of days and hours of operation
- ☐ Center's policies, if no parent signature receipt
- ☐ Daily schedule activities
- ☐ Weekly menu
- ☐ Notice of Prohibition of Alcohol, Tobacco, and Firearms at the center
- ☐ The Safety Box
- ☐ "Back to Sleep" signs in infant rooms
- ☐ Center emergency info in each vehicle including name of director, phone number and address of center
- ☐ Written notice from physician authorizing a sleep position other than on the infant's back
- ☐ Info regarding food allergies and special diets of children posted in food prep area
- ☐ Division of Licensing form noting child to staff ratio in each room

Name of Center

Owner Name

Date Completed

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Director Name

Date Completed

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