

VILLAGE OF UNIVERSITY PARK

A Home Rule Municipal Corporation, Cook and Will Counties, Illinois

APPLICATION FOR A LICENSE TO OPERATE A CHILD CARE FACILITY

"Child Care Facility" is defined as any nursery, person, association, institution, corporation, or agency which provides, with or without charge, care and supervision concurrently for four (4) or more children under eighteen (18) years of age in lieu of care and supervision ordinarily provided by parents or legal guardians.

The following questions must be answered truthfully and completely by the individual or entity submitting this Application (the "Applicant"). If the Applicant is not an individual, the person completing and signing this Application must be a principal officer, or duly authorized agent, of the Applicant.

PART I - NAME AND ADDRESS OF APPLICANT

(Name of Applicant - True Legal Name) (Trade Name if Different)

(Mailing Address) City/State/Zip

Area Code and Telephone No.

PART II - DESCRIPTION OF APPLICANT

A. What type of organization or entity is the Applicant?

- Individual Partnership For-profit Corporation
 Not-for-profit Corporation Joint Venture Club or Unincorporated Association

B. If Applicant is an Individual, complete the following:

Date of birth: ____/____/____ Social Security No.: _____

Residence addresses during last ten years (attached Schedule "A").

C. If Applicant is a for-profit or not-for-profit corporation, complete the following:

Date of Incorporation: ____/____/____ State of Incorporation: _____

Corporate Purpose: _____

Name and Address of Registered Agent:

(Name)

(Address) City/State/Zip

The names and residential addresses of ALL officers & directors MUST be listed here:

OFFICE	NAME	NUMBER & STREET	CITY, STATE, ZIP
President	_____	_____	_____
Secretary	_____	_____	_____

- B. Has Applicant or any officer, director, principal shareholder of Applicant or has any Supervisor of Applicant ever been charged with a violation of Illinois Criminal Statutes or any local criminal or quasi-criminal ordinances (including local building code violations) other than minor traffic offenses? Yes No
- C. If your answer to the foregoing question is YES, attach a separate sheet identifying the name, address, and social security number of the individual who has been so charged, the state, county, or municipality bringing the charge or charges, the nature of the charge or charges, and the disposition of the charge or charges.
- D. If any Supervisor identified in this Part V, or if any of the principal officers of Applicant have changed their place of residence within the last five (5) years, complete and attach Schedule A-1.

Applicant agrees that fingerprints and other means of identification of the Applicant, and any Supervisor, Principal Officer or Shareholder of Applicant required by the Village will be provided to the Village upon request of the Village to facilitate investigation by the Chief of Police.

**PART VI - NOTICE TO APPLICANT
ACCESS TO CHILD CARE FACILITY FOR INSPECTION PURPOSES**

The Division of Fire Bureau of Inspection, after proper identification, may enter a Child Care Facility at any time when the operator or an employee thereof is present for the purpose of conducting an inspection of the Facility to determine compliance with Village Ordinances relating to Child Care Facilities. Applicant hereby consents to such access, entry, and inspection. Applicant understands that failure to comply with Village ordinances relating to Child Care Facilities may result in denial of a license, revocation of a license, fines or any combination thereof.

PART VII - CERTIFICATION AND SIGNATURE

THE UNDERSIGNED HEREBY CERTIFIES, UNDER PENALTIES OF PERJURY, that the statements contained in this Application, and in any schedule or other attachment to this Application, are true and complete.

Signed and dated this _____ day of _____, 19_____.

(X) _____
Signature of Applicant or Principal Officer of Applicant

Relationship of Person Signing this Application to the Applicant, i.e., same as Applicant, president of Applicant, general partner of Applicant, etc.

Typed or Printed Name of Person Signing this Application

Telephone Number of Applicant

Street

Address of person signing this Application

City/State/Zip

THIS SPACE FOR VILLAGE USE ONLY

Comments of Inspecting Officers:

Action of the Village Manager:

This Application is: Approved Denied

(Name)

1. _____
(Street Number) _____ (City, State)
From: _____ To: _____
(Dates Resided at This Address) _____ (Zip)
2. _____
(Street Number) _____ (City, State)
From: _____ To: _____
(Dates Resided at This Address) _____ (Zip)
3. _____
(Street Number) _____ (City, State)
From: _____ To: _____
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U.P. CHILD CARE LICENSE APPLICATION
Schedule C - Day Care Center

If you are Seeking a License to Operate a Day Care Center the Following Questions Must Be Answered and this Schedule Submitted with Your Application.

Questions	Applicant to Answer YES or NO	This Column For Village Inspectors' Use Only
Does the Facility provide a minimum of 500 square feet of lot area per child, and a minimum of 4 linear feet of lot frontage per child? (In no case may the lot size or required frontage be less than that required by the zoning district in which the Facility is to be located.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are front yard, rear yard, and side yard set backs the same as for the other uses permitted in the district? (No equipment may be affixed to the land within side yard set backs.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Facility provide a minimum of 150 square feet of outdoor activity area per each child that could be expected to be outdoors at any one time? (Up to twenty-five (25) percent of this requirement may be waived by the Plan Commission upon a finding that a park or similar permanent open space is located within five hundred (500) feet of the proposed facility and is accessible without crossing any street).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is such activity area or portions thereof enclosed by a fence meeting all the requirement of §1232-16 of the Village Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Facility provide storage for movable outdoor play equipment? (Such equipment shall be stored when not in actual use.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the building or portion of the building to which children from the Day Care Center have access used solely for a program of child care during the hours that the Day Care Center is in operation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the Facility a SMOKE FREE ZONE: i.e., smoking is not permitted in any area to which children shall have access?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are the walls, floors and ceilings, equipment, toys, furnishings and cribs in good repair and free from characteristics which may be hazardous or injurious to children including lead-based paint and sharp and rough edges?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a telephone on the premises, easily accessible for use in an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does space used for an activity area properly exclude the area required for exit passages, fire escapes, administrative space, storage, bathroom, kitchen or area required for equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the Facility provide adequate storage space for all equipment and supplies including cots and bedding? (Equipment or supplies which might be harmful to children shall be kept in areas inaccessible to children.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all unused electrical outlets covered or otherwise shock resistant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are all thermal hazards (radiators, hot water pipes, steam pipes, heaters), out of reach of the children by the use of partitions, screens or other means?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
During the heating season and during the period of occupancy by children, will the room temperature be maintained not less than 68 degrees Fahrenheit and not more than 74 degrees Fahrenheit measured three (3) feet above the floor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Schedule C - Continued

<p>Are toilets and lavatories readily accessible to the children and staff?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p>Do toilets and lavatories meet or exceed the following requirements:</p> <p>(A) If toilets and lavatories are not child sized, safety steps shall be provided.</p> <p>(B) Hot and cold running water shall be provided.</p> <p>(C) Mild soap and sanitary towels shall be available and used. Common towels and common washcloths are prohibited.</p> <p>(D) Hot water supplied to lavatories, bathing facilities and other plumbing fixtures used by children shall be tempered or thermostatically controlled to not exceed 120 degrees Fahrenheit.</p> <p>(E) The following ratio of lavatories and toilet facilities shall be provided:</p> <table border="1" data-bbox="175 745 665 1008"> <thead> <tr> <th>Number of Children In Day Care Center</th> <th>Toilet</th> <th>Lavatories</th> </tr> </thead> <tbody> <tr> <td>1-10</td> <td>1</td> <td>1</td> </tr> <tr> <td>11-25</td> <td>2</td> <td>2</td> </tr> <tr> <td>26-50</td> <td>3</td> <td>3</td> </tr> <tr> <td>51-75</td> <td>4</td> <td>4</td> </tr> <tr> <td>76-100</td> <td>5</td> <td>5</td> </tr> <tr> <td>101-125</td> <td>6</td> <td>6</td> </tr> <tr> <td>126-150</td> <td>7</td> <td>7</td> </tr> <tr> <td>151-175</td> <td>8</td> <td>8</td> </tr> </tbody> </table>	Number of Children In Day Care Center	Toilet	Lavatories	1-10	1	1	11-25	2	2	26-50	3	3	51-75	4	4	76-100	5	5	101-125	6	6	126-150	7	7	151-175	8	8	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
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<p>Are bathroom door locks openable from the outside?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p>Are toilets within close proximity to the children's activity areas? (If this is not possible in existing facilities, an adult shall accompany children four years of age and younger.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p>Is drinking water available to children of all ages from an approved fountain and/or individual disposable cups?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p>If food is served, do the food preparation facilities comply with all applicable provisions of the University Park Municipal Code governing food service establishments?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p>Does litter storage and disposal comply with all applicable provisions of the University Park Municipal Code?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												
<p>Do animal care and pest control meet or exceed the following requirements:</p> <p>(A) All outer openings shall be effectively protected against the entrance of insects and rodents by tight fitting self-closing, windows, screening or other means.</p> <p>(B) Pesticides and rodenticide shall be administered only by a certified pest control operator. Chemicals for insect and rodent control shall not be applied in areas accessible to children when children are present in the Facility.</p> <p>(C) If the Facility has dogs and cats, they shall be immunized for any disease which can be transmitted to humans. A licensed veterinarian shall certify that the animals are free of diseases communicable to the children and free of any vectors of disease.</p> <p>(D) The keeping of an animal shall comply with all applicable provisions of the University Park Municipal Code governing animals.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>																												

Schedule C - Continued

<p>Is a first aid kit and a chart or handbook of first aid instructions available for staff use?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Does the Facility include a designated area for children who become ill? (Such space shall be adequately ventilated and heated, and equipped with a bed or cot and materials that can be sanitized easily. Linen and disposable bedding shall be changed after each use. If the area is not a separate room it shall be separated from space used by other children by a partition, screen, or other suitable means. It shall be in close proximity to toilet and lavatory facilities, and where health and sanitation measures can be carried out without interruption of activities of other children and staff.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Are all medications administered only upon the direction of a physician?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Are all toxic materials including medications and cleaning agents properly labeled and stored in a segregated area inaccessible to children?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>If formula or food is bought by the parent for his or her child, is it labeled and properly stored and served?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Are all hands of staff members washed and dried before each feeding of individual children?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Has the staff been notified that no person while afflicted with any disease in a communicable form, or while a carrier of such disease, or while afflicted with boils, infected wounds, sores or an acute respiratory infection, shall work in any area of a Day Care Center in any capacity in which there is a likelihood of contaminating anything with pathogenic organisms, or transmitting disease to other individuals?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Has the staff been notified that the Village or County Health Authorities may require any or all of the following measures with respect to an affected person:</p> <p>(A) The exclusion of that person from any Day Care Center activity.</p> <p>(B) The adequate medical and bacteriological examination of the person, of his associates, and his and their body discharges.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Are all swimming pools constructed and operated in conformance with all applicable provisions of the University Park Municipal code? (The use of portable wading pools, splash pools and other basins is prohibited.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

THIS SPACE FOR VILLAGE USE ONLY