**Section 407.65 Provisions Pertaining to Permits**

a) A permit shall not be issued prior to the following:

1) Completion of the application for license and submission to the Department;

2) Employment of a child care director who has passed the background check requirements of 89 Ill. Adm. Code 385, Background Checks, who meets the standards set forth in Section 407.130 and who has submitted three references and proof of education;

3) Employment of staff who meet the requirement for first-aid, Heimlich maneuver, and cardiopulmonary resuscitation (CPR) found in Section 407.100(h), with the food service sanitation requirements, and the development of a projected staffing plan indicating the timetable by which additional qualified staff shall be hired;

4) Receipt of fire and sanitation clearances required by Section 407.370(a) documented by a letter or certificate issued by the agency which conducted the inspection;

5) Proof of current public liability insurance as required by Section 407.70(l), e.g., a copy of an insurance policy, binder or certificate of insurance, or a letter from the insurance carrier;

6) The development of a plan for emergency medical care as required by Section 407.250(c)(9);

7) The development of a plan for meeting the nutrition and food service requirements of Section 407.330;

8) Acquisition of furnishings and equipment for the number and ages of children to be served during the six-month permit period in accordance with Appendices A, B, and C;

9) Records are on file at the day care center for each employed staff member during the permit period, including a current medical report (not more than six months old), three written character references, documentation of educational qualifications (if required for the position) and proof that the employee has cleared the initial background check;

10) Procedures and forms have been created as required in Section 407.70 for records and reports required;

11) A written plan which indicates how requirements for a license shall be met within the permit period has been submitted to the licensing authority;

12) Financial capability has been demonstrated through an annual projected budget showing anticipated operating expenses and income;

13) A written program description and daily program schedule have been developed;

14) A drawing has been completed of the center's floor plan, with measurements indicated for each area used for children and of all outdoor areas that are used for children;

15) A risk management plan has been developed as required by Section 407.70(k); and

16) A statement of the day care center's discipline policy.

b) A permit shall not be issued retroactively.

c) The permit shall not be renewable.

d) The permit shall not be transferred or transmitted to another person or other legal entity.

e) The permit shall not be valid for a name or address different from the name or address shown on the issued permit.

f) A current permit shall be on display at the center at all times.

g) The number of children specified on the permit shall be the maximum in attendance at the center at one time.

h) The day care center shall not begin operations until the day care center receives a permit.

i) A license shall be issued anytime within the six-month period covered by the permit provided the facility achieves compliance with the standards prescribed by this Part.

j) There shall be no fee or charge for the permit.

(Source: Added at 22 Ill. Reg. 1728, effective January 1, 1998)