



## Starting an Afterschool Program Toolkit

### Licensing Reference Sheet

Connecticut Office of Early Childhood Licensing Regulations

- [Child Care Center and Group Child Care Homes](#)
- [Family Child Care](#)

Connecticut Office of Early Childhood Licensing Information

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What does a program need to know:

1. There are a few different types of after school programs in Connecticut
  - a. Licensed Child Care Centers (OEC)
  - b. Licensed Family Child Care Centers (OEC)
  - c. License Exempt School based, School run programs
  - d. License Exempt Municipally run programs
  - e. License Exempt under Statute Programs (BGC, Solar Youth, etc.)
2. Licensing takes a while, being prepared before applying helps expedite the process. The OEC has checklists to help those interested in becoming licensed begin and follow the process through various steps including these and many more:
  - a. [Organizational policy development](#)
  - b. [Sample inspection forms](#)
  - c. [Sample agreement forms for required consultants](#)
  - d. [New staff orientation checklist](#)
  - e. [Request OEC technical assistance](#)
3. There are videos from the OEC that help explain:
  - a. [Licensing steps](#)
  - b. [Maintaining licensing compliance](#)
  - c. [Administration of Medications](#)
4. For additional support contact the Connecticut Network for Children and Youth. We have worked with the OEC and licensing for school-age programs for over 30 years. Our extensive knowledge of age-appropriate best practices and a deep understanding of the Connecticut landscape to support programs of all sizes and focus, allows us to tailor support to emerging programs to get through the start-up process of opening an afterschool program.
5. Build and develop your program through professional development and networking with others in the after school and out-of-school time community statewide. Visit our [events](#) page for full details. These events could include:
  - a. After School Leaders Roundtable
  - b. Fun for the Field Resource Fair
  - c. Lights On Afterschool: A Celebration of the Field
  - d. After School Conference