

# The 2007 Child Care Licensing Study

## Montana State Profile

### LICENSING AGENCY CONTACT INFORMATION

**Agency name:** Licensing Bureau, Child Care Licensing Program, Quality Assurance Division,  
Montana Department of Public Health and Human Services

**Address:** 2401 Colonial Drive

**City:** Helena

**State:** MT

**Zip:** 59620-2953

**Phone:** 406-444-2012 or 406-655-7625

**Toll free:**

**Fax:** 406-444-1742

**Email:**

**Web site:** [www.dphhs.mt.gov/earlychildhood/index.shtml](http://www.dphhs.mt.gov/earlychildhood/index.shtml)

### NUMBER OF LICENSED FACILITIES AND LICENSED CAPACITY

Facility Type	Number of Licensed Facilities	Licensed Capacity
Child care centers	243	11,040
Small FCC homes	506	3,003
Large/group FCC homes	469	5,684
Other types of licensed facilities	0	0
<b>Total</b>	<b>1,218</b>	<b>19,727</b>

### NUMBER OF LICENSING SUPERVISORS, STAFF, AND CASELOADS

Total number of full-time equivalent licensing supervisors	1
Total number of full-time equivalent line staff	13
Estimated caseload ratio (i.e., number of facilities per line staff)	94:1

**Note:** NCCIC/NARA calculated the estimated caseload by dividing the total number of licensed facilities (i.e., centers and FCC homes) by the total number of licensing line staff.

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FREQUENCY OF INSPECTIONS BY TYPE			
Type	Child Care Centers	Small FCC Homes	Large/Group FCC Homes
<b>Prior to issuing a license</b>	✓	See note*	See note*
• Announced			
• Unannounced	✓		
<b>License renewal</b>	✓	✓	✓
• Announced			
• Unannounced	✓	✓	✓
<b>Routine compliance</b>	✓	✓	✓
• Announced			
• Unannounced	✓	✓	✓
FREQUENCY OF REQUIRED INSPECTION VISITS BY FACILITY TYPE			
Type	Frequency		
Child care centers	Once a year		
Small FCC homes	20% of homes inspected annually		
Large/group FCC homes	20% of homes inspected annually		
FREQUENCY OF LICENSE RENEWAL BY FACILITY TYPE			
Type	Frequency		
Child care centers	Once a year		
Small FCC homes	Once a year		
Large/group FCC homes	Once a year		
REGULATIONS SUMMARY			
Regulations Title			Date
<b>Child care center regulations</b>			
State of Montana Licensing Requirements for Child Day Care Centers			9/1/2006
<b>Small FCC home regulations</b>			
State of Montana Requirements for Registration of Family and Group Day Care Homes			9/1/2006

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REGULATIONS SUMMARY, CON.		
Regulations Title	Date	
<b>Large/group FCC home regulations</b>		
State of Montana Requirements for Registration of Family and Group Day Care Homes	9/1/2006	
<b>Note:</b> NCCIC/NARA used child care licensing regulations that were posted on the National Resource Center for Health and Safety in Child Care and Early Education Web site between January 1, 2006, to December 31, 2007. Regulations titles were also copied directly from this site.		
DEFINITION OF LICENSED FCC HOMES		
<b>Small FCC homes</b>		
Number of children allowed	3–6	
Maximum number of children to 1 provider	6	
Provider’s own children counted	Yes	
Maximum number of infants and toddlers to 1 provider	3 younger than 2 years	
<b>Large/Group FCC homes</b>		
Number of children allowed	7–12	
Ratio of children to 1 provider	6:1; 4:1 for infants	
Provider’s own children counted	Yes	
CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	NR
9 months	4:1	NR
18 months	4:1	NR
27 months	8:1	NR
3 years	8:1	NR
4 years	10:1	NR
5 years	10:1	NR
6 years	14:1	NR
7 years	14:1	NR
8–9 years	14:1	NR
10 years and older	14:1	NR

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CRIMINAL BACKGROUND CHECKS REQUIRED BY TYPE			
Type	Child Care Centers	Small FCC Homes	Large/Group FCC Homes
Criminal history records	✓	✓	✓
Fingerprints	✓	✓	✓
Child abuse and neglect registry	✓	✓	✓
Sex offender registry			
Signed statement about criminal status	✓	✓	✓
MINIMUM PRESERVICE QUALIFICATIONS AND ONGOING TRAINING REQUIREMENTS			
Role	Minimum Preservice Qualifications	Ongoing Training Hours	
<b>Child care center staff</b>			
Director	Experience	15	
Master teacher	NR	NR	
Teacher	Experience	8	
Assistant teacher	NR	NR	
Aide	Experience	8	
<b>Small FCC home providers</b>			
Provider	None	8	
Assistant provider	None	8	
<b>Large/Group FCC home providers</b>			
Provider	None	8	
Assistant provider	None	8	

**Key:**

CCP = Certified Child Care Professional Credential awarded by the National Child Care Association  
 CDA = Child Development Associate Credential awarded by the Council for Professional Recognition  
 ECE = Early childhood education  
 FCC = Family child care  
 GED = General Educational Development Test  
 NA = Not applicable/not addressed  
 NAC = National Administrators Credential awarded by the National Child Care Association

NARA = National Association for Regulatory Administration  
 NC = No category of facility  
 NCCIC = National Child Care Information and Technical Assistance Center  
 NL = Not licensed  
 NR = Not regulated  
 SAC = School-age children

**\*Note:**

FCC homes are subject to unannounced inspections within 120 days of registration.