

When submitting your Initial Data Application or when uploading documents to your Document Library prior to your first renewal, please use this guide to help you understand what documents will be required at your first renewal. As a reminder, DHS is requiring all providers to upload all documentation at your first initial renewal in RISES to ensure that both the provider and DHS have access to the digital version of your forms. Many documents will not be required after this first renewal unless you request changes to your program. For more information on uploading documents, please visit <https://dhs.ri.gov/programs-and-services/child-care/ris-es> to find the user guides related to this new licensing system of record.

Licensing Document	CCC Initial Renewal in RISES	CCC Future Renewals	Requirement Notes
Indoor Floor Plan	YES	NO	
Outdoor Playspace Sketch	YES	NO	
Playground Inspection	YES	NO	Only required if there have been changes to your outdoor space that require an inspection
Outdoor Play Plan	YES	NO	Only Required if a center does not have on-site access to usable outdoor space. This form can be found here
Fire	YES	YES	Upload required <i>during renewal process only if certificate is expired</i>
Lead	YES	YES	Upload required <i>during renewal process only if certificate is expired</i> Not required for School Age Only Programs
Radon/Evidence of Scheduled Radon	YES	YES	Upload required during renewal process only if certificate is expired
Building Inspection	NO	NO	
Water Potability	YES	YES	Only required for programs that are not served by a public water supply
Pool Inspection	YES	YES	Only required for centers who have a pool onsite. Re-upload required for future renewals <i>only if the certificate is expired.</i>
Food Safety ADD (Business License and Certified Food Safety Manager)	YES	YES	Only required for programs preparing and serving food onsite. Re-upload required during the renewal process only if certificate is expired.
Sample daily schedule of activities for each age group	YES	NO	
Program level curriculum outlines the programs' philosophy, beliefs, and practices	YES	NO	

List of materials and equipment for both indoor and outdoor areas	YES	NO	
Evidence of Cots/Mats/Cribs	YES	NO	Not required of School Age Only Programs
Evidence of Evacuation Cribs	YES	NO	Required for Programs serving infants and toddlers
Parent Handbook	YES	NO	
Employee Handbook	YES	NO	
Staff Schedule	YES	YES	
Letter of understanding for health consultant services	YES	NO	Upload required for renewal process only if the program has a new health consultant
Emergency Response Plan	YES	NO	
Application for Enrollment	YES	NO	
Additional enrollment information for Infants/Toddlers	YES	NO	Only required for programs serving infants/toddlers
Injury Reports	YES	NO	
Transition Plan	YES	NO	Required only for programs that are a serving more than one age group
Activities Consent Form	YES	NO	
Photo/Video Consent Form	YES	NO	
Transportation Policy and Permission	YES	NO	Only required for programs offering transportation services
Chauffer License	NO	NO	If you provide transportation, your staff that drive that transportation should upload a copy of their license to the Workforce Registry. This is how DHS will monitor for compliance with this requirement.
Vehicle Registration (if applicable for all vehicles used for childcare)	YES	NO	Only required for programs offering transportation services. Would be required for future renewals only if previous registration expired.
Vehicle Insurance (if applicable for all	YES	NO	Only required for programs offering transportation services. Would be required

vehicles used for childcare)			for future renewals if previous insurance expired.
Vehicle Inspection (if applicable for all vehicles used for childcare)	YES	NO	Only required for programs offering transportation services. Would be required for future renewals if previous inspections have expired.
Are you a CCAP Provider? If yes, see below for CCAP documentation upload.			
W-9	YES	YES	
SS-4 IRS Notification Letter (or proof from IRS of the FEIN assigned)	YES	NO	
BrightStars Rating Certificate	YES	NO	