The Bureau!

Child Care Licensing has a new name! We are now known as the Bureau of Child Care Licensing. We are the largest program in the Department’s Division of Licensing Services and our new title better reflects the scope and number of licensed, certified, and unlicensed child care facilities that we oversee in our State. We are in the process of updating all of our forms and letters to reflect the change.

Our primary Mission remains the same – to ensure the health, safety and well-being of children in child care settings. Our goal, to serve the child care community, is unchanged, as well!

New Rules for Child Care Group Homes

Following the public comment meetings held in early June in both Phoenix and Tucson, the finishing touches have been made to the updated Child Care Group Home regulations. Generally, the new regulations are less restrictive while continuing to ensure that children are safe and healthy while in care in our regulated homes. Our Website now has the final rule set. Rules will be effective September 30, 2011.

Trainings will be offered throughout the State for Group Home Providers and staff. See our “Trainings” link for dates and times.

Many thanks to those Child Care Home Providers and community partners who spent months working on this rule package!

See a list of those who participated on Page 3!

Website Update

Have you taken time to bump around our newly designed Website? We are diligently working to make the site easier to navigate.

Our Website is loaded with tons of relevant information, resources and links to other sites that may be of value to you, your staff, families you serve, and your program.

Add us to your “Favorites” and check back regularly to see what’s new!

www.azdhs.gov/als/childcare/index

Sending a FAX?

Please take the time to include a cover sheet and provide the recipient’s name, as well as your contact information. That way our staff will know who to deliver your information to.
News from Child Care Licensing’s Flagstaff Office

The most recent events in our Flagstaff Office revolve around the Wallow Fire which threw northeastern Arizona into crisis mode. Team Leader, Bill Manzelmann and others closely followed the fire’s path and progress to determine if child care programs would be affected. Evacuation, relocation, and then the ultimate return to regular operating status, were all very strong concerns.

Staff of the Flagstaff Office are very happy to be past the freezing morning temperatures and snow we experienced this winter! Our travels are certainly safer! Our building is a safer place to work too. We had to evacuate our building this winter due to excessive snow accumulation on the roof and one of our vehicles was damaged, by what we think, was a snow plow!

Members of the Flagstaff Office have been involved in making videos for our Website that will highlight some of the things needed for an initial facility inspection. These include classroom requirements, diaper changing areas, transportation, infant care, and yes, paperwork! In the near future, individuals interested in opening a facility can view on our Website what is required. This will be helpful for new owners and even facility directors as a reminder of what is needed in these areas. Many thanks to Little Minnows in Flagstaff!

Kingman and Bullhead City for their time and patience in allowing us to film at their facilities!

New Child Care Group Home rules will be effective this fall. Surveyors from the Office will be offering trainings throughout Northern Arizona before the rules go into effect. Watch for those dates!

Are you having an Open House for parents or offering a training that parents might attend? If so, consider contacting your Surveyor to schedule time for them to be available to parents to assist them in better understanding what is required for licensing and certification.

Changes – They are a Given!

Few things in life are static. This includes your facilities. Will you be changing rooms, ages of children served, operating days or hours for the fall? If so, be sure to complete a Modification Form so that your Surveyor is aware of the changes and an updated license or certificate issued, if necessary. Forms can be found at www.azdhs.gov/als/childcare/providers/index.

Anniversary Dates

Child care centers and homes remain on a 3 year license/certificate. The Bureau continues to send a courtesy reminder postcard 90 days prior to the Anniversary Date. When it is time for you to pay your 3 year fee, you will need to submit: Licensing Fee Form indicating your desired capacity and whether you are participating in the Empower Pack Program which entitles you to a 50% discount on your fee; Controlling Persons Form, if there are any changes in membership in your organization; changes in the Designated Agent also require you send to submit a copy of the individual’s proof of citizenship; valid fingerprint card and Criminal History Affidavit for the individual responsible for signing an application, if changed; any amendments filed with the AZ Corporation Commission; and, of course the fee! Installment Payment Plans may be approved providing at least half of your fee is received prior to your Anniversary Date. A joint agreement between the Bureau and the Provider will be documented. Neither late fees nor interest are assessed.
News from the Tucson Licensing Office

Greetings from the Tucson Office! The Tucson Office is comprised of 8 Surveyors who are available to answer licensing questions Monday through Friday. The Surveyors are offering Parent Trainings to be held at licensed centers and homes throughout Southern Arizona. The purpose of these trainings is to better inform parents and guardians of the licensing regulations; and, how they affect the children’s experiences in child care. Parent trainings are informal and a great way to offer providers more resources for the clientele they serve.

The wildfires in Southern Arizona were a serious concern for many days for our staff and those providers in the affected areas. Licensing staff kept close tabs on the fires’ paths in order to ensure that children in licensed child care were not adversely affected. Thanks to the providers who put up with Licensing’s constant monitoring of the situation!

The Tucson Office recently completed a Surveyor caseload – change. Providers may be seeing some different faces in their facilities in the next year. The following individuals make up the 2 teams that work out of our Office: Alicia Taylor, Cara De Lescio, Katina Lugo and Lisa Emery are supervised by Steve Sabo; Brenda Alubowicz, Chris Fiore, Fernando Laborin (Yuma-based) and Grace Duran are supervised by Julie Mendivil. The Surveyors look forward to working with their newly assigned facilities!

Whether you live in cool Northern Arizona or the desert being SunWise is vitally important to your health! The vast majority of a person’s lifetime exposure to the sun occurs by the age of 18. Check out the latest information and student-made sun safety videos at www.azdhs.gov/phs/sunwise.

News from the Phoenix Office

It’s HOT! No real news for those of us who live in the desert though!

Like the Tucson Office, the Phoenix Office has just completed a caseload switch. Every 3 years or so, facilities and their assigned Surveyors are redistributed. Each Surveyor is assigned a certain number of facilities based on their other responsibilities within the Office. The range is anywhere from 50 to 95 facilities per Surveyor. Each Surveyor has a mix of child care facilities, homes, and public school-based programs. Facilities should have received notification of their new Surveyor prior to the August 1, 2011 implementation date.

Please feel free to call the Office if you are unsure of your Surveyor.

Emergency Preparedness – A Necessity!

Now more than ever, we in Arizona understand the need for facilities to have an Emergency Plan. The Bureau is currently working on a comprehensive Emergency Preparedness System that will benefit child care facilities in our State. With the recent wildfire emergencies in Arizona, it is clear that more thorough plans are needed. Though it is what the regulations require, it is not enough to just have posted an Accident and Emergency Plan and Evacuation Map. Much more deliberate thought needs to go into a comprehensive Emergency Plan, and we desire to help you create a plan that is specific to you and your community.

Find out how your facility can be better prepared by checking out this link to our Website at www.azdhs.gov/als/childcare/preparedness/index. There will be much more to come so keep an eye on our Website!
New Crib Standards by CPSC

You may have already heard that the U. S. Consumer Product and Safety Commission ("CPSC") recently came out with new crib standards. The new requirements involve more than the discontinued use and sale of drop-side cribs. "Beginning June 28, 2011, all cribs manufactured and sold, including resale, must comply with the new and improved federal safety standards. The new rules, which apply to full-size and non-full-size cribs, prohibit the manufacture or sale of traditional drop-side rail cribs, strengthen cribs slats and mattress supports, improve the quality of hardware and require more rigorous testing. Details of the rule are available on CPSC’s website at www.cpsc.gov/businfo/frnotices/fr11/cribfinal.pdf. The new rules also apply to cribs currently in use at child care centers (and homes) and places of public accommodation, like hotels. By December 28, 2012, these facilities must use only compliant cribs that meet the new federal standards.”

Existing non-compliant cribs cannot be retrofitted to meet the new requirements, and should be disassembled and discarded. Non-compliant cribs shall not be donated to thrift stores, resale shops, given to others or sold on an online auction site (such as Craigslist). When purchasing cribs, be sure to verify that the cribs meet the new standards. For more information, go to www.cpsc.gov/onsafety/2011/06/the-new-crib-standard-questions-and-answers.

CPSC is the place to go for information on all recalls – both for products used in child care facilities and your home. Make it a habit to check their website monthly for the latest recall information at www.cpsc.gov.

Empower Pack and Nutritional Info

When the Empower Pack Program standards were introduced to child care providers, many expressed some anxiety regarding children serving themselves. Some providers were concerned that children would only take some of the food offered and would not eat a balanced meal. Other providers were concerned that children would put more food on their plates than they could eat and food would be wasted. And, some providers were already serving snacks and meals family-style and wondered why we were now asking them to do something already incorporated into their program!

We are well into our second year with Empower Pack and the collaboration between Surveyors and Providers has led to most programs now serving meals family style. We quickly learned that each program operates differently, and so the snacks and meals were different, as well. With lots of individual support, programs are finding a system that works for them.

Eighteen months ago, what seemed like somewhat overwhelming standards have been widely adopted into child care programs around the State! Nicely done!!

Did You Know?
The Department’s Empower Pack videos are now included on the national Let’s Move Child Care site! Let’s Move is First Lady Michelle Obama’s latest push towards eliminating child obesity. Way to go Empower Pack Team!

Check out Let’s Move at www.healthykidshealthytomorrow.org/nutrition.html.

Our Empower Pack Program was recently recognized by the Arizona Academy of Pediatrics. YEAH!!!