



***Division of Licensing Services***  
***Office of Child Care Licensing***

150 North 18th Avenue, Suite 400  
Phoenix, Arizona 85007-3244  
Phone (602) 364-2539  
Toll free from rural areas (800) 615-8555  
Fax (602) 364-4768  
<http://www.azdhs.gov/als/childcare/index.htm>

JANET NAPOLITANO, GOVERNOR  
SUSAN GERARD, DIRECTOR

TO: PERSONS INTERESTED IN CHILD CARE LICENSING

FROM: OFFICE OF CHILD CARE LICENSING, ADHS

Thank you for your inquiry regarding information about the Office of Child Care Licensing (OCCL) and requirements for operating a child care facility in the state of Arizona.

A child care facility is any facility in which child care is regularly provided for compensation for five or more children.

As defined by state law, child care means "the care, supervision and guidance of a child or children, unaccompanied by parent, guardian or custodian, on a regular basis, for periods of less than twenty-four hours per day, in a place other than the child's or the children's own home or homes."

OCCL was established to ensure the health, safety and well-being of children in child care facilities. As such, OCCL is responsible for the development of adequate standards to address the physical space, equipment, programs and services, as well as the good character of all applicants and facility personnel.

A Child Care Licensing Surveyor is assigned to each facility to monitor compliance with departmental rules and regulations. All facilities licensed by the Department of Health Services are visited on a periodic basis, with at least one unannounced visit made annually. Further, a standard evaluation instrument is utilized by the Licensing Surveyor to determine compliance, as well as to ensure an equitable, consistent method of assessing licensed child care facilities.

OCCL is responsible for providing technical assistance, training of staff and investigating complaints for licensed and unlicensed activities.

Regional offices have been established in Flagstaff and Tucson with assigned surveyors available throughout the state. Files containing compliance evaluation reports, complaint reports, sanitation, fire safety and staffing reports are maintained in each office and are accessible to the public.

A surveyor is available Monday through Friday, from 8 a.m. until 5 p.m. to respond to inquiries and take complaints regarding alleged violations of state laws and/or child care rules. All complaints are investigated and the information is placed in the public file.

If you are interested in pursuing the licensing of a facility to provide child care, contact the Phoenix Office, (602) 364-2539, Tucson Office, (520) 628-6541 or Flagstaff Office, (928) 774-2707 and request the Child Care Facility Submittal Packet or log on to <http://www.azdhs.gov/als/childcare/index.htm>.

Thank you for your interest in the well-being of Arizona's most valuable resource - children.

Enclosures

**TO: PERSONS INTERESTED IN CHILD CARE LICENSING**

**FROM: OFFICE OF CHILD CARE LICENSING, ADHS**

Arizona Department of Health Service's Rule R9-5-201(A)(5)(e) requires that the initial applicant for licensing a center submit documentation of completion of the Department's training for new owners (or agents) of child care centers prior to licensing.

This session will assist you in meeting the licensing requirements through step-by-step instructions and a review of the regulations. Information about available resources will be given to help you become a successful licensed child care provider.

Trainings will be conducted at three locations in the state. Please complete the information below and return the form to the office location indicated. **CALL A WEEK PRIOR TO THE SESSION TO CONFIRM YOUR REGISTRATION.** Contact the Tucson Office for trainings offered in Yuma.

Thank you for your continued interest.

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OFFICE OF CHILD CARE LICENSING  
150 NORTH 18<sup>TH</sup> AVENUE, SUITE 400  
PHOENIX, ARIZONA 85007  
Phone: (602) 364-2539

Fax: (602) 364-4768

OFFICE OF CHILD CARE LICENSING  
400 WEST CONGRESS, SUITE 100  
TUCSON, ARIZONA 85701  
Phone: (520) 628-6541

Fax: (520) 628-6537

OFFICE OF CHILD CARE LICENSING  
1500 EAST CEDAR AVENUE, SUITE 22  
FLAGSTAFF, ARIZONA 86004  
Phone: (928) 774-2707

Fax: (928) 774-2830

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

I am (check one):  an owner  
 an agent  
 a prospective owner

I am planning to attend a child care licensing training on \_\_\_\_\_, at \_\_\_\_\_.  
(date) (location)

**STATEWIDE CHILD CARE CENTERS TRAININGS  
DATES, TIMES AND LOCATIONS**

**PHOENIX** - 9:00 a.m. to 1:00 p.m., at 150 North 18th Avenue, Suite 400 Training Room.  
*Bring lunch and drink – there are no vending machines available. Registration begins at 8:30 a.m.  
Free parking is provided on the first level in the Parking Garage across from our building.*

**NO ONE WILL BE ADMITTED AFTER 9:00 A.M.**

January 22, 2008	May 27, 2008	September 23, 2008
February 26, 2008	June 24, 2008	October 28, 2008
March 25, 2008	July 22, 2008	November 25, 2008
April 22, 2008	August 26, 2008	

**MAIL OR FAX REGISTRATIONS FOR PHOENIX TO:**

Arizona Department of Health Services  
Office of Child Care Licensing  
150 North 18<sup>th</sup> Avenue, Suite 400  
Phoenix, Arizona 85007  
Phone: (602) 364-2539  
Toll free from rural area codes: (800) 615-8555  
Fax: (602) 364-4768

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**TUCSON** - 8:30 a.m. to 12:30 p.m., at 400 West Congress  
*Free parking in the Parking Garage adjacent to our Complex.*

January 10, 2008	May 1, 2008	October 2, 2008
February 14, 2008	July 24, 2008	December 4, 2008

**MAIL OR FAX REGISTRATIONS FOR TUCSON TO:**

Arizona Department of Health Services  
Office of Child Care Licensing  
400 West Congress, Suite 100  
Tucson, Arizona 85701  
Phone: (520) 628-6541  
Toll free: (800) 615-8555  
Fax: (520) 628-6537

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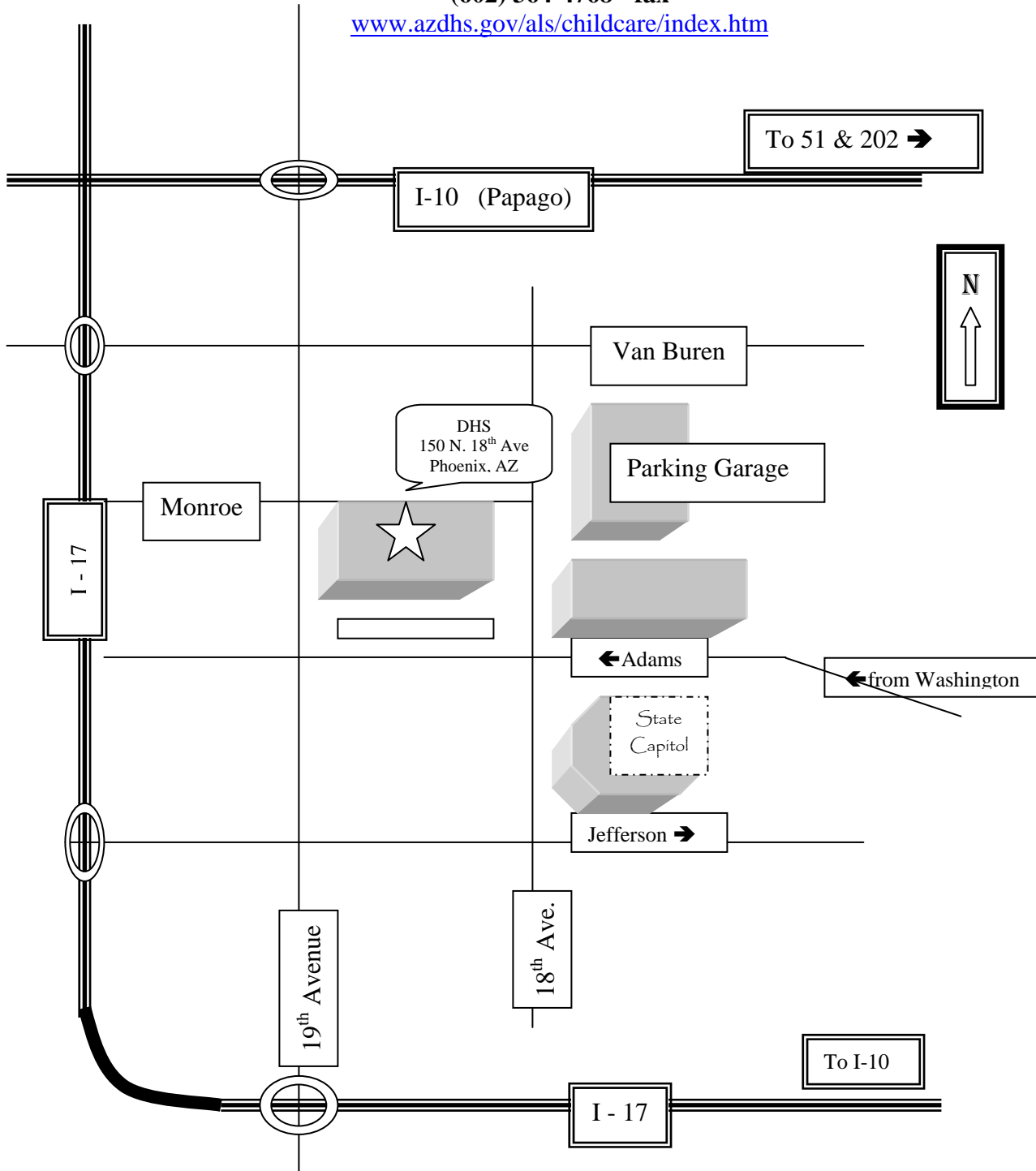
**FLAGSTAFF** - 8:30 a.m. to 12:30 p.m. at 1500 East Cedar Avenue, Suite 22, Flagstaff.

January 17, 2008	March 20, 2008	May 15, 2008	August 21, 2008	October 16, 2008
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**MAIL OR FAX REGISTRATIONS FOR FLAGSTAFF TO:**

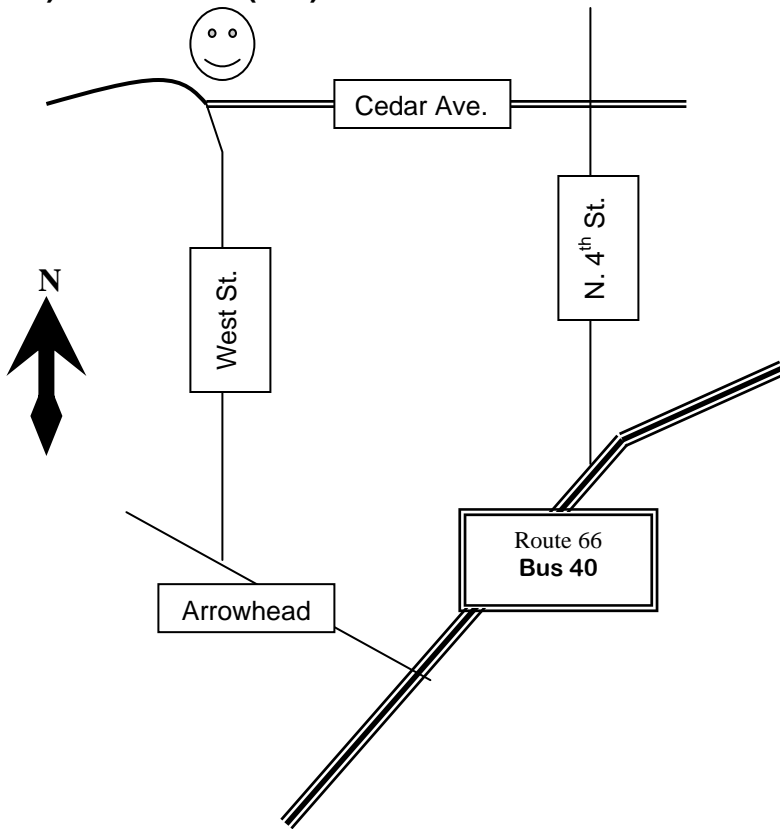
Arizona Department of Health Services  
Office of Child Care Licensing  
1500 East Cedar, Suite 22  
Flagstaff, Arizona 86004  
Phone: (928) 774-2707  
Toll Free: (800) 615-8555  
FAX: (928) 774-2830

Arizona Department of Health Services  
Office of Child Care Licensing  
150 North 18<sup>th</sup> Avenue, Suite 400  
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[www.azdhs.gov/als/childcare/index.htm](http://www.azdhs.gov/als/childcare/index.htm)



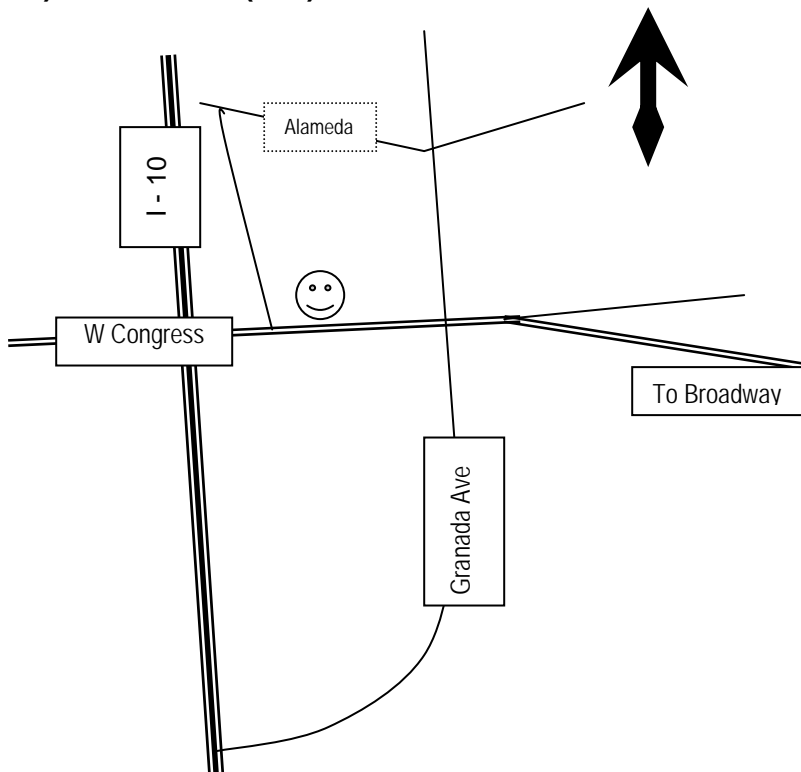
Free public parking is available on the first floor of the parking garage across the street to the East of 150 N. 18<sup>th</sup> Ave. Entrance to the garage is directly off Monroe.

**Office of Child Care Licensing 1500 East Cedar Avenue, #22 Flagstaff, AZ 86004**  
**(928) 774-2707 (928) 774-2830 fax**



Route 66/ Bus 40 to Arrowhead Take Arrowhead to West Street and turn right (north). North to Cedar; cross Cedar to the Safeway Shopping Center. Office is located in Suite 22.

**Office of Child Care Licensing 400 West Congress, #100 Tucson, AZ 85701**  
**(520) 628-6541 (520) 628-6537 fax**



Exit I-10 at W. Congress Street. After crossing the railroad track, the parking ramp (longer term) and roadway to short-term parking are located on the north side of the street, to the west of our building.