



***Public Health Licensing Services***  
***Bureau of Child Care Licensing***

150 N. 18th Ave., Suite 400  
Phoenix, Arizona 85007  
(602) 364-2539  
(800) 615-8555 Toll Free  
(602) 364-4768 Fax

DOUGLAS A. DUCEY, GOVERNOR  
CARA M. CHRIST, MD, DIRECTOR

TO: PERSONS INTERESTED IN CHILD CARE LICENSING

FROM: BUREAU OF CHILD CARE LICENSING, ADHS

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

As defined by state law, child care means "the care, supervision and guidance of a child or children, unaccompanied by a 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."

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

BCCL was established to ensure the health, safety and well-being of children in child care facilities. As such, BCCL 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.

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

Regional offices have been established in Phoenix and Tucson with assigned surveyors available throughout the state. Public files containing compliance evaluation reports, complaint reports, and other facility information are maintained in each office and are accessible to the public.

A Licensing 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, log on to <http://www.azdhs.gov/als/childcare/> and download the **Child Care Center Initial License Application Packet** or the **Public School Building (age 3-14) Initial License Application Packet**. You may contact the Phoenix Office at (602) 364-2539 or the Tucson Office at (520) 628-6541 for additional information.

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

Enclosures