Public Health Licensing

ARIZONA DEPARTMENT OF HEALTH SERVICES

azhealth.gov Health and Wellness for All Arizonans

150 N. 18th Avenue, Suite #150, Phoenix AZ 85007 602-364-2539 1-800-615-8555

August 11, 2025

Bureau of Child Care Licensing E-News

New Rule Highlights

Forms & Processes

As we all work together to become familiar with the changes to Arizona Administrative Code for licensed child care centers in Arizona, attached is a document "New Rule Highlights". This document is intended to help licensees and their staff identify key changes that can impact standard practices from hiring, staff training and classroom management to procedures and policies. As we receive additional feedback using the new rule set, BCCL will continue to update this resource document. It will be available on the BCCL Provider Rules & Regulations webpage.

Please check the BCCL Provider Forms page for continuing updates on helpful forms, including the following: New Employee Training (10-day), Personnel Records Checklist, Emergency Information & Immunization Record form Centers, and Statement of Services Checklist.

Rule Reference	Changes to note for implementation
R9-5-201.A.5.f/g	A site plan of the facility drawn to scale by an architect, draftsman, or contractor
R9-5-209.2	Notify the Department within 24 hours, prior to the next business day, of business closure
R9-5-301.F	A licensee shall ensure that a staff member submits, on or before the starting date of employment or volunteer services, a completed **self-screening form** in a Department-provided format for tuberculosis screening purposes and follow recommendations for further tuberculosis testing, as applicable.
R9-5-302.A	Added to the Statement of Services: Policies and procedures for suspension and expulsion of children to include clear, appropriate, consistent expectations, including suspension and expulsion prevention strategies

R9-5-304.B	The Department Emergency, Information and Immunization Record form is no longer required but you must provide the required information on no more than 2 pages. Added: Parent email address Remove: child's phone number
R9-5-306.A	Maintain a dated attendance form containing an enrolled child's name with the time of each admission and release, and the parent or staff member's signature or other **unique identifier.**
R9-5-401.3/4	New Titles Child educator (formerly called: teacher-caregiver) Assistant child educator (formerly called: assistant teacher-caregiver)
R9-5-403.A	Additional items to the New Staff Training 18. Infant tummy time, if applicable 19. Prevention of sudden infant death syndrome and use of safe sleeping practices, if applicable; and 20. Prevention of shaken baby syndrome, pediatric abusive head trauma, and child maltreatment.
R9-5-403.B.1	Each staff member who provides child care services completes 24 or more clock hours of training every 12 months
R9-5-502.A.8.c	Provide a crib for each infant that is furnished with **only** a clean, sanitized, crib-size bottom fitted sheet.
R9-5-510	New Title Name: Positive Discipline and Guidance
Article 7. School-Age Out-Of-School TIme Programs	"Out-of-school time" means a program as described in Article 7 of this Chapter, that is licensed with the Department and operates when school is not in session, such as before school, after school, or during school breaks, and serves school-aged children enrolled in school.

About us:

The award-winning, nationally recognized Arizona Department of Health Services is responsible for leading Arizona's public health system including responding to disease outbreaks, licensing child care and health care facilities, operating the Arizona State Hospital, and improving the overall health and wellness of all Arizonans.