Public Health Licensing

ARIZONA DEPARTMENT OF HEALTH SERVICES

azhealth.gov Health and Wellness for All Arizonans

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Bureau of Child Care Licensing E-Newsletter

Here are just a few quick notes and tips that might help things move smoothly…

Forms & Processes – new or updated

There comes a time in the life of every licensed facility annually that licensing fees must be paid.
Here are some tips:

- When opening the Anniversary Application in your Facility Account, look at the listed capacity for your facility and the amount on the invoice.
- **DO NOT hit the "submit" button** until you verify your licensing TIER.
- Call your Compliance Officer to verify that your capacity is up-to-date.

Resources for administrators & staff

The document combining Child Care Center Rules & Statutes has been updated and is available on the BCCL Rules & Regulations webpage. There are also several tools available to help you navigate the changes that took effect on August 3, 2025.

For information regarding current rulemaking activities, including the proposed draft for Child Care Group Home Rules, click on the link Arizona Department of Health Services Office of Administrative Rules. Select "Active Rulemakings from the left-bar navigation and choose "Child Care".

Treasures & tips on the BCCL website

There are times when an enrolled child needs additional support in the classroom in order to thrive. It is important to document those accommodations accurately and provide clear information to the staff members interacting with the child. While these needs are often documented during enrollment, the Individualized Plan form is also available on the BCCL Provider Forms page.

Other resources are available from the Office of Women's and Children's Health, including access to the Sensory Program (which provides hearing and vision screening training and loaner equipment) and "New to Arizona" with links to services and resources for families of children with special health care needs. The Diabetes & Child Care Settings page has information and links to resources as well.

Did you know…

… the Bureau of Nutrition and Physical Activity is the home of the nationally recognized Empower Program and your connection to the Go NAPSACC training platform, currently available for free to Arizona child care providers. There is also a wide variety of resources for families regarding nutrition and physical activity. For those facing added challenges around access to groceries and meals, share the Food Pantry Resources for Arizonans, provided by the Governor's Office.

Reminders:

New Address for BCCL – Please make a note of the new SUITE NUMBER "#150" for the Phoenix Office.

Facility Account Email: Ensure that the Facility Email listed in your **Facility Account** is correct and up-to-date. If your system is not receiving the Department's emails, check your spam folders and firewall settings. The ***sender address*** for email announcements from the Department is: azhealth@public.govdelivery.com

Fees: Beginning July 1, 2024, the licensing fees, due **yearly** for Arizona child care facilities, are $330 (5 to 10 children), $1330 (11 to 59 children), or $2575 (60 or more children) ***(see R9-5-206 and R9-3-203).*** All payments **must be made through the Online Portal** using VISA, MasterCard, Discover, American Express, or E-check. There is a one-time licensing fee discount available until September 30, 2026.

Chit & Chat with Child Care – Schedule to attend the monthly online forum sessions for licensed child care providers. Come and join the more than 100 providers already participating in this exciting new forum.