Starting a Child Care Center

Child Care Center Licensing Process Information
General Information

This presentation includes general information about the licensing process for anyone interested in providing child care for 5 or more children in a center-based program.
Thank you for inquiring about information from 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.
“Compensation” means:

- Money or other consideration, including goods, services, vouchers, time, government or public expenditures, government or public funding, or another benefit, **that is received as payment.**
Bureau of Child Care Licensing (BCCL)

Established to ensure the health, safety and well-being of children in child care facilities.

Responsible for:

- The development of adequate standards to address the physical space, equipment, programs and services;
- Verifying the qualifications of applicants and facility personnel.
Bureau of Child Care Licensing

- Regional offices have been established in Phoenix and Tucson.
- Licensing staff provide services to licensees throughout the state of Arizona.
Public files

Public files for licensed facilities contain:

• Compliance evaluation reports
• Complaint reports
• And other facility information

Public files are maintained in the Phoenix office and are accessible to the public.

Inspection information is also available at AZCareCheck.com
Bureau of Child Care Licensing

Also responsible for:

- Conducting compliance inspections;
- Providing technical assistance;
- Providing training resources;
- And investigating complaints for licensed and unlicensed activities.
BEFORE you apply for a license...

If the property/location where you have chosen to operate a child care center is located within ¼ mile of any vacant or agricultural land, you must:

- Obtain the names and addresses of land owners’ and lessee(s’) for any vacant and agricultural within a ¼ mile of the facility.
- Find out if a buffer zone agreement is necessary or already exists. (County Recorder’s Office)
If an agreement is necessary
• Create an agreement with the land owners’ and lessees regarding a Buffer Zone for pesticide application to the land
• Record the agreement at the appropriate office (county recorder).

• Complete the *Agricultural Land Notification Form* in the license application packet.

• Send in a copy of the Buffer Zone agreement, along with the *Agricultural Land Notification Form*, in the license application packet.
BEFORE you apply for a license...

If the property is located on unincorporated land, you must:

• Ensure that emergency services are available and accessible to the address location.
BEFORE you apply for a license...

If the property is NOT located in a public school, you must:

- Contact the local zoning office to obtain the proper permit, *if applicable*; licenses are attached to a specific address.
BEFORE you apply for a license...

If you plan to prepare and serve food from a kitchen in your facility, you must:

- Contact your local County Health Department for a kitchen plan review.
Who can sign the application:

• If the applicant is an individual, the **individual**.
• If the applicant or licensee is a business organization, a **designated agent** (see A.R.S. § 36-889(D)).
• If the applicant is a public school, an individual designated in writing as **signatory**.
• If the applicant is a charter school, the person approved to operate the charter school.
• If the applicant is a governmental agency, the individual in the senior leadership position or an individual designated in writing by that individual.

(see R9-5-101.109, R9-5-102)
BEFORE you apply for a license...

The Application Signatory(ies) must:

- Possess a valid level one fingerprint clearance card.

If not...

- Contact the Department of Public Safety (DPS) to request the fingerprint card application:

  Department of Public Safety
  Applicant Clearance Card Team
  P.O. Box 18390
  Phoenix, AZ 85005
  602-223-2279
Applying for a Child Care License

In order to provide child care for 5 or more children in Arizona, you must apply for a license with the Department of Health Services.
Applying for a Child Care License

Application contents:
• “Before you Apply” Information Sheet
• Initial Application
• Initial Fee Application
• Controlling Persons Information
• Guidelines for Fingerprint Registration
• Criminal History Affidavit
• Statement of Citizenship and Alien Status
• Child Care Physical Plant Evaluation
• Public School Building Information form
• Agricultural Land Notification form
• New Facility Readiness Self-Checklist
Applying for a Child Care License

You need to have the following documents to complete the Application

FOR THE APPLICANT
(signatory, designated agent)

- Passport, birth certificate, naturalization documents or documentation of legal resident alien status
- Copy of front and back of Fingerprint Clearance Card
- Certificate of Completion verifying completion of Department's orientation/training
Applying for a Child Care License

You need to have the following documents to complete the Application

OWNERSHIP INFORMATION

• Articles of Incorporation, Partnership, Limited Liability (if applicable)
• Controlling Persons Information (if applicable)
• Name and address of each board member (if applicable)
• Name and address of each board officer (if applicable)
• Current Corporation Commission Certificate of Good Standing/Registration (within 3 months) (if applicable)
Applying for a Child Care License

NOTE: Regarding Public School programs

If your program will be located on a public school campus, providing care for children **ages 3 – 14**, please complete the *Public School Building Information Form* in the application packet.

All other center applicants must complete the *Child Care Center Physical Plant Evaluation*. 
Applying for a Child Care License

The non-refundable application fee is based on the licensed capacity:

- “Licensed capacity” means the maximum number of enrolled children for whom a licensee is authorized by the Department to provide child care services in a facility or part of a facility at any given time.

Licensed capacity fees:***
- 5-10 licensed capacity $1,000
- 11-59 licensed capacity $4,000
- 60+ licensed capacity $7,800

***Enroll in a Department-approved program for an application fee reduction

Application Fee Reduction:
- If you are interested in qualifying for a 50% reduction in the license fee, you can choose to participate in the Empower Pack Program. To register, and for more information, go to www.theempowerpack.org or call your local licensing office.

- ***Empower Pack Program 50% fee reduction
  - 5-10 licensed capacity - $500
  - 11-59 licensed capacity - $2,000
  - 60+ licensed capacity - $3,900
Applying for a Child Care License

Important Note:

- Please make copies of all application documents **PRIOR** to turning them in to the Department.

It is your responsibility to maintain your own records
Once you have submitted the Child Care License Application:

You will be assigned a Licensing Surveyor who will review your application.

A Child Care Licensing Surveyor is:
- Assigned to each facility to monitor compliance with departmental rules and regulations.
- Your direct contact for specific questions regarding your center.
The Online New Owner Orientation

You will need to review the orientation on-line. Click **New Owner Orientation** or copy the link below to your browser:


The orientation training must be completed by the **applicant** OR the **designated agent representing the applicant**.

**NOTE:** Your Licensing Surveyor will provide a link to the Orientation **evaluation**, which must be passed in order for your application to be complete. You will receive a training certificate.
A Child Care Licensing Surveyor is:

- Assigned to each facility to monitor compliance with departmental rules and regulations.
- The person who will conduct inspections and investigations at the child care facility.

All facilities licensed by the Department of Health Services are visited on a periodic basis, with at least one unannounced inspection made annually, during the facility’s hours of operation.
You will receive a letter from your Licensing Surveyor which will indicate whether your application is complete or incomplete.

If incomplete

• The letter will list items missing and instructions to follow for completion.

If complete

• An inspection date will be determined between you and your Surveyor.
The Child Care Licensing Surveyor

- A standard evaluation instrument is used to determine compliance.
- This ensures an equitable, consistent method of assessing licensed child care facilities.
- The Licensing Surveyor and/or a Team Leader conducts inspections or investigations as needed or required.
The Child Care Licensing Surveyor

A Child Care Licensing Surveyor:

- Is available Monday through Friday, from 8 a.m. until 5 p.m.
- Responds to inquiries
- Takes complaints against a facility regarding alleged violations of state laws and child care rules.

- Phoenix Office
  (602) 364-2539
- Tucson Office
  (520) 628-6541
Toll-Free 1-800-615-8555
Final thoughts...

If you are interested in pursuing the licensing of a facility to provide child care, click **Child Care Center Initial License Application Packet** to download the packet or log on to

http://www.azdhs.gov/licensing/childcare-facilities/index.php#providers-applications
Final thoughts

For additional information, please contact the office nearest you:

• Phoenix Office at (602) 364-2539
• Tucson Office at (520) 628-6541

Or go online to:
Thank you for your interest in the well-being of Arizona's most valuable resource - children.