



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/>

JANICE K. BREWER, GOVERNOR
WILL HUMBLE, 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.

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."

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

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, 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, (602) 364-2539, Tucson Office, (520) 628-6541 or Flagstaff Office, (928) 774-2707 for additional information.

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

Enclosures



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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 AT LEAST TWO WEEKS PRIOR TO THE SESSION TO CONFIRM YOUR REGISTRATION - the sessions can fill quickly so you may not be registered for the session you request. 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 18TH 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

Please contact me regarding the next available orientation session.

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

PHOENIX - 9:00 a.m. to 1:00 p.m., at 150 North 18th Avenue, 4th Floor Training Room.
*You may call 602-364-2539 and ask to register for the next available orientation. 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.

MAIL OR FAX REGISTRATIONS FOR PHOENIX TO:

Arizona Department of Health Services
Office of Child Care Licensing
150 North 18th 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
Validated parking in the Parking Garage adjacent to our Complex.

January 21, 2010 April 22, 2010 June 10, 2010
September 9, 2010 November 10, 2010

YUMA - 8:30 a.m. to 12:30 p.m. on March 16, 2010

MAIL OR FAX REGISTRATIONS FOR TUCSON and YUMA 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 – 1:00 p.m. to 5:00 p.m. at 1500 East Cedar Avenue, Suite 22, Flagstaff. Call the office for directions to the location of the training.

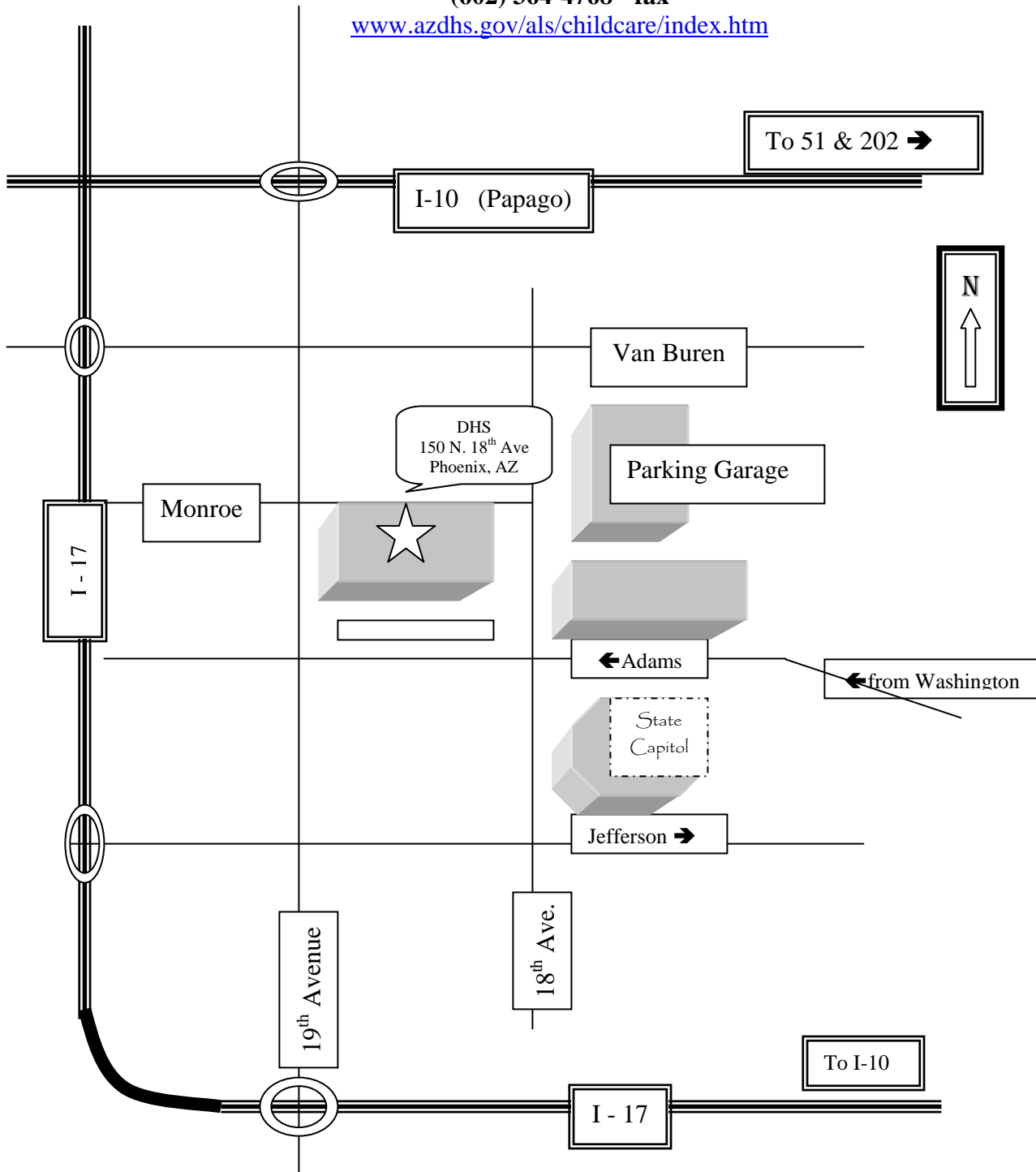
January 21, 2010 March 18, 2010 May 20, 2010 August 19, 2010 October 21, 2010

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

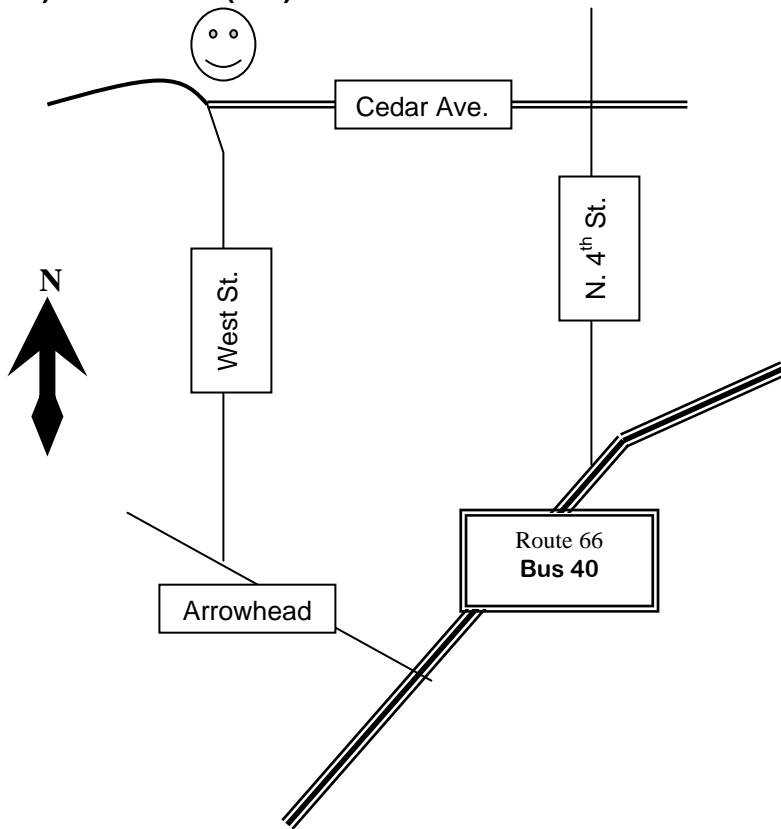
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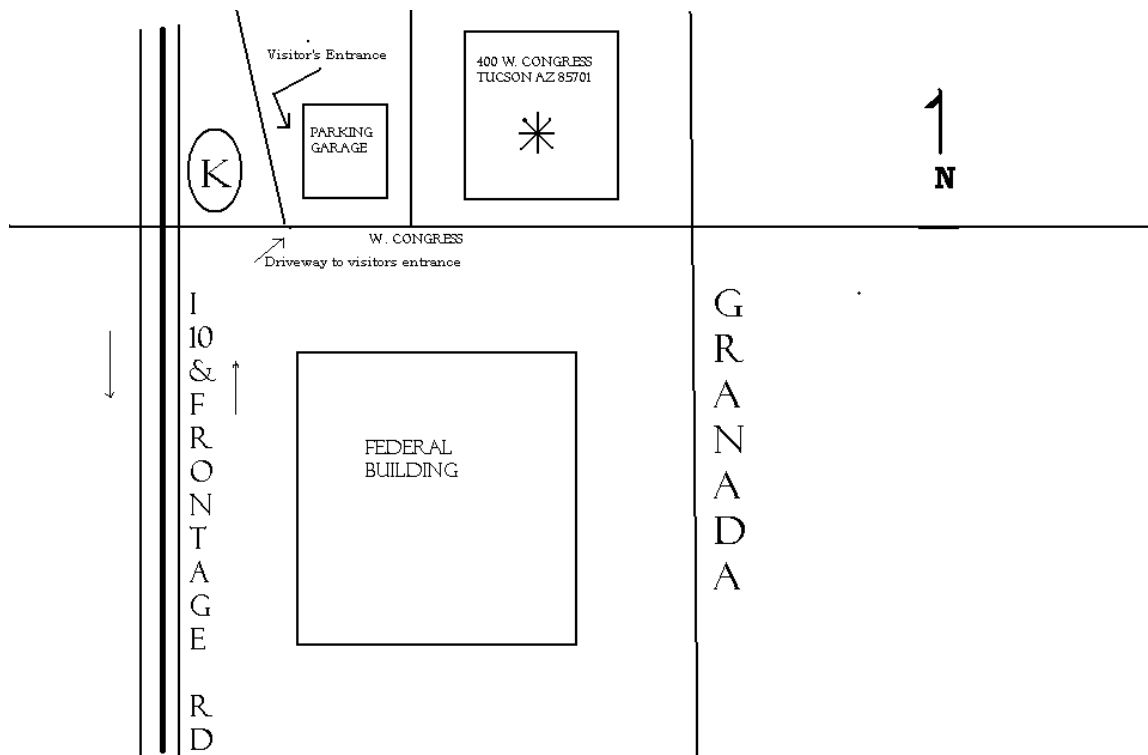
Free public parking is available on the first floor of the parking garage across the street to the East of 150 N. 18th Ave. Entrance to the garage is directly off Monroe.

Flagstaff 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.

Tucson Office of Child Care Licensing
400 West Congress, #100 Tucson, AZ 85701
(520) 628-6541 (520) 628-6537 fax
Call for the most current road directions/status.



I-19 Route.

- Head north on I-19 N toward Exit 92.
- Take exit 102 toward Silver Springs Rd/Star Pass Blvd/29th St - 22nd St
Continue straight
- Continue straight onto S Fwy Rd (signs for Star Pass Blvd/22nd St)
- Turn right at W Congress St (signs for Broadway)
- Turn left at W Congress St Destination will be on the right
- 400 W Congress St Tucson, AZ 85701

West I-10 route.

- West on I-10
- Take exit 259 toward Star Pass Blvd/29th St - 22nd St/Silverlake Rd
- Continue straight onto S Fwy Rd (signs for Star Pass Blvd/22nd St)
- Turn right at W Congress St (signs for Broadway)
- Turn left at W Congress St Destination will be on the right
- 400 W Congress St Tucson, AZ 85701

East I-10 Route

- East on I-10
- Take exit 254 toward Prince Rd
- Merge onto N Business Center Dr
- Continue on N Fwy Rd
- Turn left at W Congress St
- Turn left at W Congress St Destination will be on the right