IMPORTANT!

Before sending your application to the Bureau of Child Care Licensing

Have you done the following:

- ☐ **Completely read the "READ ME Centers" page**
- ☐ **Reviewed the *Fingerprint Guidelines* and received a valid Fingerprint Clearance Card (include copies of both front & back)**

Have you completed the following:

- ☐ **Center Initial License Application**
  - **Additional documentation required**
- ☐ **Register in the Empower Program, if participating**
- ☐ **Center Fee Form**
- ☐ **Controlling Persons Form**
- ☐ **Criminal History Affidavit (for the signatory and the designated agent)**
- ☐ **Citizenship Form (for the signatory and the designated agent)**
  - **(additional documentation needed)**
- ☐ **Center Physical Plan Evaluation**
  - **(additional documentation needed)**
- ☐ **Public School Building Information**
  - **only if your program provides care for children ages 3-14 years old in a public school**
- ☐ **Agricultural Land Notification form**
  - **(additional documentation could be required)**

Have you:

- ☐ **Reviewed the *Readiness Checklist***

Please review the rules for Child Care Facilities.

If you have any questions, please call the Bureau of Child Care Licensing at 602-364-2539.

READ ME Before You Apply for a Child Care License:

- Complete and send in the *Agricultural Land Notification Form* with the license application packet.
  - Obtain any vacant and agricultural land owners' and lessee(s') names and addresses within a ¼ mile of the facility (if required).
- Send a copy of the Buffer Zone agreement and documentation that the agreement for each parcel is in the office of the County Recorder as a restrictive covenant running with the title to the land, if applicable.

- If the property is located on unincorporated land, the licensee will be required to provide documentation that emergency services are available and accessible to the address location.

- If not located in a public school, contact the local zoning office to obtain the proper permit, if applicable; licenses are attached to a specific address.

- Contact DPS to request fingerprint information for the application signatory(ies):

  Department of Public Safety
  Applicant Clearance Card Team
  P.O. Box 18390
  Phoenix, AZ 85005
  602 223-2279

- Contact the local County Health Department for kitchen plan review, if applicable.
- Contact the Fire Department for a fire inspection. (It must be violation-free prior to licensure.)
- If there are gas lines on premise, contact a licensed plumber for a gas line inspection.

- Please **make copies** of all application documents PRIOR to turning them in to the Department – it is your responsibility to maintain your own records.

- 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*.

NEW OWNER ORIENTATION TRAINING

- Contact your assigned Licensing Surveyor to schedule attendance for the New Owner Orientation.
- The orientation training must be completed by the applicant or the designated agent representing the applicant. The individual responsible to prepare for the initial inspection can also participate.
- The New Owner Orientation can be reviewed at http://www.azdhs.gov/als/childcare/training/index.htm.
- A link to the evaluation tool is provided to the applicant once the New Owner Orientation training is completed. After the evaluation is scored and indicates a score of 80% or higher, a certificate of completion will be sent to the applicant to provide documentation for training completion.

* Pursuant to R9-5-101.93, "Public School" means a government-operated educational institution established for the purpose of offering instruction to pupils in programs for preschool children, kindergarten programs or any combination of grades one through 12.