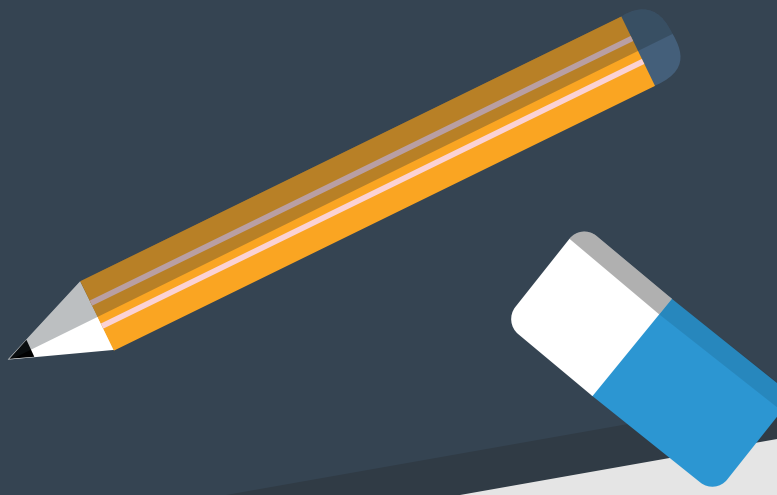


# Application

## for Licensure as a Child Care Provider



The following steps are involved in the process to obtain a license to operate a child care center, an out of school time facility, a licensed child care family home or registered child care family home and to access Division programs offered by the Family Support Unit (Child Care Voucher Program) and the Health and Nutrition Unit (USDA Food Program):

#1



The prospective applicant contacts Child Care Licensing Staff at the main office number, 501-682-8590.

#2



The prospective applicant will be given contact information for the Child Care Licensing Specialist in their area and information on how to schedule the required Pre-application Orientation Class.

#3



The prospective applicant will attend the Pre-application Orientation Class and will receive information on the steps involved in obtaining a license, including:

- the applicable licensing requirements
- required background checks on the owner and employees
- financial considerations and business liability
- Fire Department approval
- Health Department approval
- zoning requirements
- The Child Care Voucher Program
- The USDA Nutrition Program
- Better Beginnings, Arkansas' quality rating and improvement system \*New licensees must qualify for Better Beginnings, level 2, in order to participate in the child care voucher program.

#4



The prospective applicant will contact the Child Care Licensing Specialist in their area to discuss their plans for operating a licensed facility and to determine if they are ready to submit an application for licensure. The Child Care Licensing Specialist will offer technical assistance, both before submission of an application and during the application process. The Licensing Specialist will provide the prospective applicant with information on how to participate in the Voucher Program and the USDA Nutrition Program. The Licensing Specialist will also offer to review plans and blueprints, visit proposed site locations with the prospective applicant and provide information on how to obtain zoning, Fire and Health approvals.

#5



The prospective applicant will submit a completed and signed application form when they are within 60 days of their anticipated date of opening their center/home.

\*Applications, by law must be processed within 60 days of receipt. If an applicant is unable to meet the necessary requirements for licensure within that time frame, they will be asked to withdraw their application, until they are able to proceed with the application process.

#7



The following must be in place before the application will be approved and the applicant can provide care to a licensable number of children;

\*More than 5 children at any time

#6



The assigned Licensing Specialist will contact the applicant within two business days of receipt of the application to discuss the applicant's plans and to offer technical assistance during the application process.

- A completed application, signed by the owner
  - A qualified Director \*centers only
  - Background checks submitted for the owner and any staff who have been hired
  - Approval from the Fire Department
  - Approval from the Department of Health if the applicant plans to prepare and serve meals to children.
  - Verification that a boiler inspection has been scheduled with the Department of Labor \*water heater inspection required by Arkansas law
  - Zoning approval, if required for the location of their center/home.
  - Child Care Liability Insurance \*a minimum of one million dollars in coverage for centers and 100 thousand dollars for homes
  - A reasonable plan with a proposed budget, covering costs of staffing, facilities, utilities, equipment, safety and nutrition. \*centers only
  - A walk-through of the building and grounds by the Licensing Specialist to ensure that there are no hazards that could pose a risk to children in care
  - Transportation requirements have been met, if the applicant plans to transport children
  - The appropriate licensing fee has been paid.
- \*The applicant will receive a license fee notice in the mail, with information on the amount of the fee and the address where the fee will be mailed to.
- Licensed Homes - \$15
  - Registered Homes - no fee required
  - Centers [both child care and out of school time]-  
up to 17 children - \$15, 17 to 99 children- \$50,  
100 or more children - \$100