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 Assistance Program) and the Health and Nutrition Unit (USDA Food Program).

The following steps are involved in the process to obtain a license for a center/home, 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 Assistance Program) and the Health and Nutrition Unit (USDA Food Program).

1. **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 obtain a license, Fire and Health approvals.**

2. **The prospective applicant will be pre-Licensing Specialist will attend the Pre-Licensing class and will review information on the steps involved in obtaining a license, including:**

3. **The prospective applicant contacts Child Care Licensing Specialist at this number:**

   501-682-8950

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 Child Care Assistance Program and the SIDS, Nutrition Programs. The Licensing Specialist will also offer to review plans and blueprints with the prospective applicant and provide information on how to obtain zoning, Fire and Health approval.

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

   *Applications by fax must be processed within 60 days of receipt. If an applicant is unable to attend the Pre-Licensing Orientation Class, the prospective applicant will be asked to withdraw their application until they are able to proceed with the application process.

6. **A completed application, signed by the owner:**

   - **A qualified Director (centers only)**
   - **A background check must be received for the owner and any staff who have been hired prior to approval of the application.**
   - **Approval from the Fire Department.**
   - **Approval from the Health Department if the applicant plans to serve food to children.**
   - **Verification that a boiler inspection has been scheduled with the Department of Labor.**
   - **Zoning approval, if required for the location of their center/home.**
   - **Child Care Liability Insurance**

   - **A reasonable plan with a proposed budget, covering costs of staffing, facilities, utilities equipment, safety and nutrition.**
   - **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.**
   - **The appropriate licensing fee has been paid.**

7. **The following must be in place before the application will be approved:**

   - **A lease agreement within 60 days of their anticipated date of opening their center/home.**
   - **To participate in Feeding Services, the provider should contact the Health & Nutrition Unit at 1-800-482-8869 or 501-682-8860.**

8. **To participate in Better Beginnings, the new provider should notify the Better Beginnings Specialist at 501-831-2003.**

9. **To participate in Child Care Assistance Services contact Division Administrative Staff at 501-682-8950. You will be advised of option to participate.**

10. **To participate in Child Care Assistance Services contact Division Administrative Staff at 501-682-8950. You will be advised of option to participate.**

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