

# Daycare Licensing Instructions and Application

Rev 04/06/2018

**NOTE:** If you have problems viewing this application, download a current version of Adobe Reader: <https://get.adobe.com/reader/>.

## How to Submit the form

1. Complete all fields.
2. Return the completed form using the information provided below.
3. Review Daycare Licensing requirements prior to submitting the application.

## Contact Information

Email: [vs@idahoaec.org](mailto:vs@idahoaec.org)  
Mail: IdahoSTARS - Vendor Specialists  
4355 W. Emerald St., Suite 250  
Boise, ID 83706  
Fax: 208-345-2973

## Who to Contact

The Vendor Specialists with IdahoSTARS collect the documentation and are available to assist the applicant through the state daycare licensing process. Dial 2-1-1 the Idaho CareLine. Ask to speak with a vendor specialist for daycare licensing.

## New Application

- New applicants have six (6) months to complete the application process below:
- Start date of application is the date the completed and signed application is received by IdahoSTARS.
  - All required documentation is to be submitted at least 45 days prior to the six-month deadline to allow sufficient time for processing. Delays in submitting paperwork may result in insufficient time to process paperwork or give the applicant insufficient time to address any deficiencies.
  - Applications not completed in 6 months may be denied. Applicants who have been denied are prohibited from reapplying for a daycare license for 1 year from the date of denial.

## Renewal Application

- If you are currently licensed and need to renew, complete the process below:
- All required documentation is to be submitted at least 45 days prior to the expiration date of the current daycare license. Delays in submitting paperwork may result in insufficient time to process paperwork or give the applicant insufficient time to address any deficiencies.
  - Renewal applications not completed by the license expiration date may be terminated. Applicants who have been terminated may not operate a center or group facility until a new application process has been completed and the appropriate daycare license has been issued.

## Additional Information

Daycare Licensing information, including city-county requirements, training information, records requirements, links to resources, forms, and how to file a complaint, can be found online at the Daycare Licensing website:  
<http://healthandwelfare.idaho.gov/Children/ChildCareAssistance/DaycareLicensing.aspx>.

## Daycare Licensing Requirements

Check each box when completed:

- ☐ **Criminal History and Background Clearances** - All individuals required to have a criminal history and background check must obtain a clearance from the Department of Health and Welfare's Criminal History Unit. There is no need to submit copies, as each clearance status is verified directly with the Criminal History Unit.
- Individuals 13-17 years of age will additionally complete a check of Juvenile Justice Records. The form and instructions are included in the packet.
- Information on completing a criminal history and background check through the Criminal History Unit, and how to register as an employer is available online at: <https://chu.dhw.idaho.gov>.
- ☐ **Compliance with City/County Ordinances** - Submit proof of compliance with local ordinances. Examples: Special Use Permit, Home Occupation Certificate, Business License, or a letter from your city or county stating compliance. Please contact your local clerk's office to verify requirements.
- ☐ **Proof of Insurance** - Submit proof of current fire and liability insurance coverage for the daycare.
- ☐ **Pediatric CPR/First Aid** - Submit proof of current certifications. At least one adult staff, certified in pediatric rescue breathing, infant-child CPR, and pediatric first aid treatment, must be present at all times (including during transportation). Online courses are not accepted.
- ☐ **Fire Safety Inspection** - Submit a recently completed and passed Fire Safety Inspection for State Daycare Licensing. Occupant Load must be included on form.
- ☐ **Complete Required Training Hours (Centers Only)** - IdahoSTARS will notify you if additional documentation is required.
- Four (4) hours of training must be completed every 12 months after the staff members date of hire.
  - CPR/First Aid training does not count toward the annual training requirement.
- ☐ **Health & Safety Inspection** - IdahoSTARS will request the health inspection at the appropriate time.
- ☐ **Licensing Fee** - The Health District will contact you regarding payment collection.

# Daycare Licensing Instructions and Application, continued...

## Application Type

☐ NEW APPLICATION      ☐ RENEWAL APPLICATION      ☐ CHANGE OF ADDRESS      ☐ CHANGE TYPE OF LICENSE

☐ **Large Daycare Center** 26 or more children  
non-refundable license application fee \$325

☐ **Group Daycare Facility** up to 12 children  
non-refundable license application fee \$100

☐ **Small Daycare Center** up to 25 children  
non-refundable license application fee \$250

☐ **FAMILY Daycare Home** up to 6 children  
non-refundable license application fee \$100

An **OCCUPANT LOAD** is the maximum number of individuals (children and adults) to occupy the areas used for daycare purposes.

The *Maximum Number of Children In Attendance* can be limited by occupant load, type of license, the number of your own children present, and local requirements.

## Facility Information

Facility Name

Business Name (if different)

Owner(s)

Primary Business Contact

Phone

Email

Physical Address

City

State

Zip Code

County

Mailing Name and Address (if different)

City

State

Zip code

County

## List of Individuals on Premises

- All Owners, Operators and Child Care Facility Staff who provide direct care to children.
- All Other Individuals (*age 13 and older*) who have unsupervised direct contact with children, or are regularly on the premises (*more than 12 hrs. per month*), including non-direct care staff, frequent visitors, volunteers, or any person living at the location where child care takes place.

Name	Position at Facility	Date of Hire Month/Year	Date of Birth Month/Year	Do they provide direct care to children?	Do they reside where child care takes place?
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No

# Daycare Licensing Instructions and Application, continued...

## List of individuals on Premises, continued

Name	Position at Facility	Date of Hire Month/Year	Date of Birth Month/Year	Do they provide direct care to children?	Do they reside where child care takes place?
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No
				Yes / No	Yes / No

## Review before Submitting Application

- ☐ Daycare licensing information, including city-county requirements, training information, records requirements, links to resources, forms, and how to file a complaint, can be found online at the Daycare Licensing website:  
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## Certification of Understanding

- ☐ I hereby apply for a daycare license as indicated above in accordance with Idaho Code Title 39, Chapter 11.
- I do hereby state that I have thoroughly read and reviewed the *IDAPA 16.06.02* Rules Governing Standards for Child Care Licensing, and I am prepared to comply with all of its provisions.
  - *I understand* that my facility must, at all times, remain in compliance with the fire, health and safety standards, and criminal history and background-check requirements.
  - *I understand* that I am to disclose, by written statement, any revocation or other disciplinary action taken, or in the process of being taken, against myself, as a daycare provider in Idaho, or any other jurisdiction.
  - *I understand* that this document serves as the formal request upon which a decision to issue me a daycare license will be based. I agree, for the purpose of determining compliance with daycare licensing rules established by the Department of Health and Welfare and Idaho State licensing laws, to allow the Department access to the premises for re-inspection at any time during the licensing period.
  - *I authorize* investigation of all statements contained herein, and understand that misrepresentation or omission of facts may result in denial of my application.
  - *I do hereby state* that the information provided in this application is true and correct to the best of my knowledge.

### Signature (required)

Under penalty of perjury, I swear or affirm the information I have provided is true and complete.

Signature - Owner (or) Legally Responsible Representative

Date

Signature - Owner (or) Legally Responsible Representative

Date