



Application for License

Any person, group of persons or corporation may obtain an application form for a license to operate a child care facility by contacting the Department of Human Resources by letter, telephone or scheduled visit.

For Application to Be Processed

Complete/Submit Application to Conduct a Child Care Facility (DHR-740) and Information for Licensing Study (DHR-741)

Documented proof of the mandatory criteria listing below must be submitted with your completed application.

The completed application must be returned to the Department within 30 days from the date of inquiry.

If criteria is not met, the application will be denied. The facility or licensee applicant will be notified verbally and in writing.

Examination and Investigation of Application

Upon receipt of completed application, a DHR representative will examine the proposed facility and investigate person(s) responsible.

Examination Based on Minimum Standards and Regulations prescribed and published by the Department. Schedule and conduct any follow up site visits

Disposition of Application

When Minimum Standards for the operation of a child care facility have been met, a permit or license will be issued by the Department.

If denial of a license is indicated, the Department will notify the applicant, verbally and in writing.

Six Month Permit

The Department may issue under certain conditions.

Issuance of a permit implies that the Department approves temporary operation without said child care facility's having fully met all requirements.

Shall Be issued After Facility or Licensee has met the following: 1)Written Statements from Fire and Health Departments, 2) Sufficient staff with medicals and references to comply with staff/child ratio, 3.) Provision of Social Services 4). Satisfactory plan for food preparation and service.

A full license will be issued only when the Department determines that all standards have been met.