

# Application for Licensure as a Child Care Provider

Arkansas Dept of Education (Office of Early Childhood)



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 The Office of Early Childhood Programs offered by the Direct Support and Operations Unit (The School Readiness Assistance 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-Licensing Class.

#3



The prospective applicant will attend the Pre-Licensing Training 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 school readiness assistance program
- The USDA Nutrition Program
- Better Beginnings, Arkansas' quality rating and improvement system

#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 **School Readiness Assistance 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 on-line a complete and signed application form when they are within 60 days of the anticipated date of opening the center and/ or home. [https://ardhslicensing.my.site.com/elicensing/s/login/SelfRegister?language=en\\_US](https://ardhslicensing.my.site.com/elicensing/s/login/SelfRegister?language=en_US)

*Applications must be processed within 60 days of receipt. If an applicant fails to submit all required documentation, the licensing specialist will return the application. The applicant has 7 days to complete the application by providing the missing documentation. If the application is not complete within the 7-day period, it will be withdrawn.*

#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.

#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

A completed application, signed by the owner (including ownership information, IRS documents, Secretary of State Information, and Board Members)

A qualified Director

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 schedule 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

\*Licensed Capacity 1-74. Minimum Liability Insurance Coverage is \$500,000 per occurrence, and 75 and up is one million per occurrence.

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 an alert via electronic in the provider portal. The license fee can only be paid on-line.

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