

What you need to know before you start:

- Review the code, rules and requirements for the type of license you are applying for
 - 1-3 children-(voluntarily licensed)
 - 4-6 children-required background checks on all individuals thirteen (13) and older and fire inspection conducted every two (2) years. (voluntarily licensed)
 1. Please note that though the state does not collect proof that you have met these requirements they should be posted in case of inspection. If you are found to be in violation of these requirements you may be charged with a misdemeanor in accordance to Idaho State Code 39-1115.
 - 7-12 children-licensed as a group facility
 - 12+ children-licensed as a center facility
 1. Note that each child in the setting counts as one (1) child including relatives, friends, neighbors, foster children and provider's children.
 2. Facility licensed type is determined by the maximum number of children in attendance at one time.
- The license will not be issued and mailed to you until everything is complete. Criminal History and background checks may take up to 60 days for processing. Once your license is mailed to you, the licenses must be posted in a conspicuous place.
- Education/Training requirements are four (4) hours for every staff member every twelve (12) month.

Step 1: Down load, print and fill out Daycare Provider

application: *You can also request a Daycare Provider application packet be mailed to you from the Idaho Care Line by calling 211 or 1-800-926-2588.*

Section 1: License Type-select the type of License you are applying for.

- 1-6 children (voluntarily licensed)
- 7-12 children-licensed as a group facility
- 12+ children-licensed as a center facility
 - * Note that each child in the setting counts as one (1) child including relatives, friends, neighbors, foster children and provider's children.
 - * Facility licensed type is determined by the maximum number of children in attendance at one time.

Section 2: Application Information-fill out all fields on the application; please note that a working telephone is required for a license.

Section 3: Provider, Other Adults and Youth in Home, Substitute Caregivers, Volunteers and

Frequent Visitors-*Please list the person applying for the license on line #1 followed by all adults in home, youth between the ages of 13 and 18, substitute caregivers, volunteers, frequent visitors and all others who have unsupervised contact with children in the setting. Information must be complete in order to process license.*

- Please see link to schedule appointments of required criminal history and background checks.

Section 4: All Children Living in Home (under the age 13)-List all children living in the home including foster children and

children placed in your care for a temporary period of time.

Step 2: Collect application paperwork: *see check list below for complete list of paperwork needed. You can have all needed paper work sent to you by requesting a Daycare Provider application packet be mailed to you from the Idaho Care Line by calling 211 or 1-800-926-2588.*

- Call city and county offices to check if they have any rules or ordinance surrounding child/daycare.
 - Obtain criminal history checks and/or juvenile justice records check on all individuals required by filling out the forms at: <https://www.chu.dhw.idaho.gov/> (note this may take up to 60 days)
 - Have proof of insurance that is appropriate for the daycare setting.
 - Contact local fire department and set up a date for inspection, collect paper work from fire inspection.
 - New applicants need to fill out a operator statement that includes the following:
 - A written statement that you the owner/operator have read the daycare rules thoroughly and are prepared to comply with all inspections included in them.
 - A written statement that discloses any revocation or other disciplinary action taken or is currently being taken against the you the applicant in Idaho or any other jurisdiction, or a statement stating that you the owner/operator has never been involved in any such action.
 - Renewal applicants need to be able to submit:
 - Copies of past health and safety inspections that are conducted every two (2) years.
 - Proof of staffs completed training hours; four (4) hours per staff person per year.
- * If you have question on any of these please contact the Idaho Care Line by dialing 211, or 1-800-926-2588.

Step 4: Submit application paperwork to Idaho Stars: *to obtain the address, email, or fax number for the Idaho Stars Central Office please call the Idaho Care Line @ 211 or 1-800-926-2588.*

- Idaho Stars will check to insure that all paper work has been properly filled out
 - Local offices can offer assistance throughout the process
 - Once all paper work is properly submitted and fee's paid Idaho Stars will notify the local Health District that you are eligible to have you health and safety inspection done.
- * Note: Idaho Stars also offer professional development course and resources to child/daycare providers

Step 5: A health and safety inspection is scheduled. *After all paper work is submitted to and approved by Idaho Stars they will inform the local Health Department to call and schedule an appointment for your health and safety inspection.*

Step 6: All paperwork and copy of health and safety inspection is submitted to the Department of Health and Welfare for review and issuance of license. *Once Idaho Star has received notice that the applicant has passed the health and safety inspection they will send all information and their recommendation to the Department Of Health and Welfare Central Office for issuance or denial of licenses.*

Day/Daycare License Application Check List:

1. Collect application paperwork:
 - Daycare provider application
 - Proof of insurance
 - Completed W-9 form
 - Verification of certification for child/infant CPR and first aid
 - Verification of clear Department Criminal History Check
 - Verification of clear Juvenile Justice checks (when required)
 - Verification of approved fire inspection for the facility where care is provided
 - Verification of compliance with local ordinances related to daycare (where required)
 - NEW APPLICANTS- required operator statement
 - RENEWALS- All Reports on past health and safety compliance
 - RENEWALS- Proof of completed training hours for each employee
2. Submit all application paper work to Idaho Stars Central Office for approval.
3. Health and safety inspection request will be submitted to local Health Department once all application paper work is verified and fees paid. The Health department will call and schedule appointment.
4. All application paperwork along with copies of the results of the health and safety inspection will be submitted to the Department of Health and Welfare for review and issuance of license.