

Dear Future Daycare Provider:

We are so pleased that you are beginning the daycare licensing process. Please feel free to contact us if you have ANY questions about the application process, we would be happy to help you in any way that we can. Please keep in mind that once you submit your licensing application **you have 6 months to complete the licensing process.**

Documents to submit (1st submit the Application then submit the other items as they are completed):

- **License Application form**— completely filled out, signed and dated - submit application while working on the rest.
- **Pay appropriate non-refundable Basic Daycare License Application Fee**— **AFTER you submit the License Application Form your local health district will contact you to arrange for payment of the non-refundable application fee.**
 - **LARGE** Center (26 or more children)—**\$325**
 - **SMALL** Center (up to 25 children)—**\$250**
 - **GROUP** Facility (up to 12 children) Licensing fee—**\$100**
 - **FAMILY** Facility up to 6 children-Licensing fee—**\$100**
- **Please DO NOT SEND PAYMENT to IdahoSTARS!**
- **Cleared Criminal History Background checks** —
 - All Owners, Operators, Employees, Volunteers and All other Individuals thirteen (13) years of age or older who have unsupervised direct contact with children OR are “regularly” (12 or more hours per month) on the daycare facility premises have **Department of Health and Welfare Criminal History Unit (CHU) criminal history and background check** clearance letters on file at your facility.
 - CHU background checks on those persons under eighteen (18) years of age shall include a **Juvenile Justice Records Check**. Information on **Juvenile Justice Records Check** and the form is included in this packet.
 - **You do not need to submit copies of the CHU clearance notices. The Vendor Specialists obtain clearance notices directly from the Criminal History Unit.**
- **Proof of compliance** with local city and/or county Building code, local city or county Electrical code, Planning & Zoning code— for example, a Business License, Home Occupation Certificate, or Special Use Permit, or a letter from your city or county stating you are in compliance with local ordinances.
- **Approved Fire Inspection** listing the total Occupancy Load of this facility and the total number of children that can be at the facility at any one time. We recommend that you get your fire inspection done **before** you turn in your application so you’ll know how many children for which you can provide care. However, this inspection can **only** be done up to 45 days before you turn in your license application.
- **Proof of Liability and Fire Insurance** for the address where care is taking place
- **Pediatric CPR**—online courses are NOT acceptable
- **Pediatric First Aid**—online courses are NOT acceptable

A **Health and Safety Inspection** will be conducted by your local Health District at the location where care is taking place.
The Health District will contact you to make arrangements for the inspection.

★★ IMPORTANT! ★★

If you are obtaining your Large Center or Small Center license

All staff that have direct contact with children must complete 4 hours of training for each 12 months of employment!

Upon renewal of your license (licenses are valid for 2 years from the effective date) you must submit proof of this training for each individual. Proof can be in the form of Training Certificates, **OR** IdahoSTARS training log printouts, **OR** training logs with supporting documentation—a sample of which is included in this packet.

Please note: CPR and First Aid do **NOT** count towards the ongoing training requirement!

You can review the “Idaho Statutes, Title 39, Chapter 11” and “Rules Governing Standards For Child Care Licensing” online at www.idahocareline.org

➤ ➤ Enclosed you will find additional information to assist you in the license renewal process ◀ ◀

Please submit your application and all additional required documentation to:

**IDAHOSTARS-VENDOR SPECIALISTS
4355 W EMERALD STE 250
BOISE, ID 83706-2072**

Or, you may submit by **FAX** at **208-345-2973**

Or, you may submit by **EMAIL** at VS@IDAHOAEOYC.ORG

For questions, please dial the 2-1-1 Idaho CareLine (or 1-800-926-2588) and a Vendor Specialist will be happy to assist you.

Sincerely,
IdahoSTARS Vendor Specialists

Enclosures
cc: file