

## Idaho State Daycare Licensing Renewal Process

### 45 days prior to license expiration date

Minimum to be submitted/completed:

- Licensing renewal application form
- Criminal history compliances
- Payment of licensing application fee

All required documentation should be submitted 45 days prior to license expiration. This allows time for documentation to be verified and for any deficiencies to be addressed and complied within timeframe requirements. Delays in submitting paperwork may result in insufficient time to process renewal paperwork or give the applicant insufficient time to address any deficiencies noted.

If the *minimum listed above* is completed at least 45 days prior to license expiration, the department may choose to allow up to 45 days past expiration date for completion of the renewal application process.

During this time, the daycare license will continue to be in effect and the daycare center or group facility or family daycare home may continue to operate. However, at the end of the extended 45 day period, a license will either be issued or the application process will be terminated for failure to cooperate with the application process.

### Minimum not met 45 days prior to license expiration date

If the *minimum listed above* is not completed at least 45 days prior to license expiration there will be no extension for application processing. The application process must be completed by the license expiration date or the application process will be terminated for failure to cooperate with the application process.

If a center or group daycare license application process is terminated the facility must close and may only re-open once a daycare license has been issued. The facility will need to complete a new application process, including payment of a new application fee. Please be advised, pursuant to Idaho Code § 39-1115, it shall be a misdemeanor to operate a daycare facility without first obtaining a daycare license from the department.

For your reference, a family daycare home providing daycare for six (6) or fewer children is not required to be licensed, but may voluntarily elect to be licensed by the Department. IDAPA 16.06.02.010.21 and IDAPA 16.06.02.300.03

### The Daycare Licensing Application Includes:

- **Signed and completed application form**
- **Applicable licensure fees paid to Health Department**
- **Documentation of criminal history compliances**
- **Passed Health Inspection**
- **Passed Fire Inspection**
- **Proof facility meets local ordinances**
- **Proof one adult staff member present is certified in pediatric rescue breathing, infant-child CPR, first aid treatment**
- **Proof of liability and fire insurance**
- **Proof of 4 training hours per year, per staff (Centers only)**

Please be aware, provisional daycare licenses are no longer being issued. Therefore, new daycare facilities will not be allowed to operate until the application for licensure is complete and a license has been issued.