

# Family Day Care Registration Process

## Initial Inquiry

Licensing worker shares information with individual by phone or in person. The interested party is given an application packet, which includes a copy of applicable rules, financial planning information, marketing information, Family Day Care handbook, and food program flyer.

## Application

Interested person submits completed application materials to licensing worker. A signed application must be filed with the licensing worker in order for the provider to be considered "in process".

### References

Licensing worker calls or sends letters to three personal references. References cannot be related to applicant.

### Background Checks

Central registry screening is completed for household members over age 10.  
Criminal history check is completed.  
Sex Offender Registry is checked.

### Physical Exam

Applicant must have an up-to-date physical exam. Results must be less than 1 year old.

### Immunization Records

Immunization records are required for all household members under 18 years of age.

### City Approval

City approval for operation if applicable to town or county location.

## Inspection

Once all paperwork has been submitted and approved, the licensing worker will arrange a home inspection.

Provider should consider developing day care policies (not required).

Provider contacts appropriate food program sponsor.

Provider may want to consider insurance coverage for the child care operation.

## Registration

Registration is issued after all requirements are met. Time frame is 120 days for licensing to complete work.