



Dear Child Care Home Applicant:

Thank you for your interest in applying for a license to operate a licensed child care home. Upon receiving this packet, please contact your local licensing office for assistance (phone numbers are listed at the end of this document). In this packet you will find:

- This welcome letter and procedures for licensure
- Regulations governing licensed child care homes
- Family/Group Child Care Home License Application
- Background check instructions
- Useful phone numbers
- A Child Care Home Checklist (this can help you assess what is involved in operating an in-home child care program.)

Before beginning the licensing process, the following approvals from the following offices are required: Refer to the Child Care Licensing Regulations: (8.16.2 NMAC)

- Approvals from the state, city or county authorities (Section 8.16.2.31 A(4).)
 1. Zoning Permit
 2. Fire Inspection Permit
 3. Permit from the New Mexico Environment Department or other environmental health authority if applicable
 - Private water supply (if applicable)
 - Private waste or sewage disposal (if applicable)
 - Swimming pool (if applicable)

In addition to obtaining the approvals stated above, the following information must be verifiable at the time of applying for your license:

- You must have 35 square feet of indoor activity space measured wall to wall on the inside for each child in the home (Section 8.16.2.31 (B) (5)).
- Ensure that your home meets the requirements outlined in (Section 8.16.2.39)
- You must reside in the home that is licensed (Section 8.16.2.30 (A & B))
- Completed Background check (See Background Check Regulations (8.8.3 NMAC) for more information) and “Licensed Background Check and Fingerprint Instructions”
 - All caregivers and anyone over the age of 18 in the home must be cleared before a license is issued.
- To be licensed, there must be at least one person in the home at all times who is certified in First Aid and CPR (8.16.2.33 B (5)).

Licensing Requirements

- Refer to the enclosed Child Care Home Checklist and the Licensing Regulations (8.16.2 NMAC) and ensure that you meet all applicable requirements.

Submission of Licensing Application

To begin the licensing process, you must complete and submit the following:

- Licensing Application: Child Care Family/Group Home Licensing Application
- Supporting Documentation:
 - Zoning approval
 - Fire inspection
 - Environment Department approval, if applicable
 - Background check clearance for all caregivers and anyone over the age of 18 in the home
- Application fee of \$15.00
 - Attach in the form of a check or money order to the application and make payable to the State of New Mexico.
 - Fees are non-refundable.

Please keep a copy of all documentation submitted for your records.

Processing of Licensing Application and Initial Visit

- After we receive your application, a licensing surveyor will call you to either:
 - schedule an initial visit; or
 - let you know that your packet is not complete
- The licensing department will schedule an initial visit within two weeks of receiving a complete application to ensure that you are meeting applicable licensing requirements.
- You must demonstrate that you are in full compliance at the initial visit. At this point, a license will be issued
- After a license is issued, the licensing authority will conduct annual reviews, follow-up visits, unannounced visits and complaint investigations

Starting a home child care program may seem complicated at first, but there is help available to assist you in starting and maintaining a quality child care program that meets the needs of the children in your community. Please contact your local child care office below if you need further assistance.

Central Region

Kim Brown, Licensing Supervisor
505-841-4825
3401 Pan American Freeway NE
Albuquerque, NM 87107
(Bernalillo, Sandoval, Valencia, Torrance,
Socorro)

Southwest Region

Chris Jennings-Collins, Licensing Supervisor
575-373-6609
760 Motel Blvd.
Las Cruces, NM 88005
(Dona Ana, Otero, Sierra, Luna, Grant,
Hidalgo, Catron, Lincoln)

Southeast Region

James Edwards, Licensing Supervisor
575-625-1078
#4 Grande Avenue Plaza Suite A
Roswell, NM 88202
(Chaves, Eddy, Lea, Roosevelt, Curry,
Quay, Guadalupe, DeBaca)

Northern Region

Melissa Romero, Licensing Supervisor
505-476-5510
1920 5th Street
Santa Fe, NM 87505
(Santa Fe, Los Alamos, Rio Arriba, San
Juan, McKinley, Cibola, San Miguel, Mora,
Colfax, Harding, Union)

**Child Care Services Bureau
1-800-832-1321**