



**PULLTOGETHER**.ORG

Become a Licensed Child  
Care Provider

## **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
- Family/Group Child Care Home License Application
- New Mexico Kids Child Care Resource and Referral application and letter
- Background Check instructions
- W-9 (Taxpayer Form for Providers receiving subsidy)
- Useful phone numbers
- Self-Study Child Care Home Checklist (this can help you assess what is involved in operating a child care program.)
- Regulations governing licensed child care facilities (8.16.2 NMAC)

## **When reviewing the Child Care Licensing Regulations (8.16.2 NMAC), please note the following:**

- You must obtain approval from the following state, city or county authorities before a license can be issued (Please see Section 8.16.2.31 A (4) of the Child Care Licensing Regulations):
  - 1) Zoning;
  - 2) Fire authority; and
  - 3) New Mexico Environment Department or other environmental health authority for the following:
    - Private water supply, if applicable.
    - Private waste or sewage disposal, if applicable.
    - Swimming pool, if applicable.
- 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 8.16.2.38.
- You must reside in the home that is licensed (Section 8.16.2.30 A & B).
- Background check (See Background Check Regulations (8.8.3 NMAC) for more information)
  - All caregivers and anyone over the age of 18 in the home must be cleared before a license is issued.
- To be licensed, all educators must be certified in First Aid and CPR (8.16.2.33 B (6))

## **Licensing Requirements**

Refer to the enclosed 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
- 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
  - W-9
- 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.
- The New Mexico Kids Child Care Resource and Referral Service Application/Renewal form is voluntary.
  - Submitting the New Mexico Kids CCR&R form allows your child care program to come up when parents are looking for child care on [www.NewMexicoKids.org](http://www.NewMexicoKids.org) or calls 1-800-691-9067 or 505-277-2656. It

will also help ensure that you receive calls from parents for only the type of care you offer (for example the days, hours, and ages you serve).

### **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.
- We will schedule an initial visit within two weeks of receiving a complete application and assurance 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 and semiannual 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 use the resources included in this licensing packet.**

**If you have questions, comments, or concerns, please contact the licensing office in your area:**

#### **Central Region**

Peggy Martin, Licensing Supervisor  
505-841-4827  
3401 Pan American Freeway NE  
Albuquerque, NM 87107  
(Bernalillo, Sandoval, Valencia, Socorro)

#### **Southwest Region**

Mary Arrey, Licensing Supervisor  
575-373-6609  
760 Motel Blvd.  
Las Cruces, NM 88005  
(Doña Ana, Otero, Sierra, Luna, Grant, Hidalgo, Catron, Lincoln)

#### **Southeast Region**

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

#### **Northern Region**

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

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