



Dear Child Care Center Applicant:

Thank you for your interest in applying for a license to operate a child care center. 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 facilities
- Child Care Center and Out-of-School Time Care License Application
- Background Check Instructions
- A Child Care Center Checklist (this can help you assess what is involved in operating a child care program.)
- Useful phone numbers

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 8.16.2.21 A(3).)
 1. Zoning and Building Permits
 2. Permit from the Fire Department
 3. Permit from the New Mexico Environment Department or other environmental health authority if applicable:
 - Kitchen, if meals are prepared on site or served in the facility
 - 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:

- The director must meet qualifications (Section 8.16.2.23 B (1)).
- There must be 35 square feet of indoor activity space measured wall to wall on the inside for each child in the center (Section 8.16.2.21 B (3) (a)).
- There must be 75 square feet of outdoor activity space for each child using the area at one time (8.16.2.21 B (3) (b)).
- Toilet and sink requirements as outlined in (Section 8.16.2.29 G).
- Window and exit requirements as outlined in (Section 8.16.2.29 F).
- Completed Background checks (See Background Check Regulations (8.8.3 NMAC) for more information) See “Licensed Background Check and Fingerprint Instructions”
 - Directors and owners must be cleared before a license is issued.
 - All direct providers of care must submit two completed fingerprint cards within 24 hours of their start date.

- Until receiving a background clearance, the applicant must at all times be under direct physical supervision by a cleared staff-member.
- At least one person in the center is certified in CPR and First Aid. Section 8.16.2.26B(1)

Licensing Requirements

- Refer to the enclosed Child Care Center 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: (PDF) Child Care Center/OST Licensing Application
- Supporting Documentation:
 - Zoning approval
 - Building approval/certificate of occupancy
 - Fire inspection
 - Environment Department approval
 - Director's resume
 - Director's proof of degree
 - Director's background check clearance
- Application fee of \$55.00
 - 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 your application is received, 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 child care center 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 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**