



**Dear Child Care Out-of-School Time Child Care Program Applicant:**

Thank you for your interest in applying for a license to operate a licensed out-of-school time program. 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
- Child Care Center and Out-of-School Time Care License Application
- Background Check instructions
- Useful phone numbers
- Self-Study Child Care Out-of-School Time 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 8.16.2.40 A (4) of the Child Care Licensing Regulations):
  - 1) Zoning and building, if not in a school;
  - 2) Fire authority; and
  - 3) New Mexico Environment Department or other environmental health authority for the following:
    - 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.
- The administrative and site directors must meet qualifications as outlined in the Licensing Regulations (Section 8.16.2.42 B).
- You must have 35 square feet of indoor activity space measured wall to wall on the inside for each child in a facility (Section 8.16.2.40 B (3) (a)).
- You must have outdoor activity space (8.16.2.40 B (3) (b)).
- You must meet the toilet and sink requirements outlined in Section 8.16.2.47 F.
- You must meet the window and exit requirements outlined in Section 8.16.2.47 E.
- Background check (See Background Check Regulations (8.8.3 NMAC) for more information)
  - Administrative and site directors must be cleared before a license is issued.
  - All direct providers of care must submit for a CYFD background clearance 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.

- To be licensed, all educators must be certified in CPR and First Aid (8.16.2.45 B).

### **Licensing Requirements**

- Refer to the enclosed Out-of-School Time 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
  - Building approval/certificate of occupancy
  - Fire inspection
  - Environment Department approval
  - Administrative and site directors' resumes
  - Administrative and site directors' proof of degrees
  - Administrative and site directors' background check clearances
- 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.
- 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). 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 reviews, follow-up visits, unannounced visits and complaint investigations

Starting a licensed out-of-school time 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  
505-841-4825  
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  
(Dona 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**

