

**State of New Mexico
CHILDREN YOUTH AND FAMILIES DEPARTMENT**



FAMILY/GROUP CHILD CARE HOME LICENSE APPLICATION

<p align="center">APPLICATION FEE - \$15.00</p> <p><input type="checkbox"/> INITIAL APPLICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> ZONING APPROVAL <input type="checkbox"/> FIRE INSPECTION <input type="checkbox"/> ENVIRONMENT DEPARTMENT APPROVAL (if applicable) <input type="checkbox"/> CPR/FIRST AID CERTIFICATION <input type="checkbox"/> ACTIVITY SCHEDULE <input type="checkbox"/> OWNER'S CRC AND CPS CLEARANCE <p><input type="checkbox"/> RENEWAL APPLICATION (Check current Status)</p> <ul style="list-style-type: none"> <input type="checkbox"/> BASIC <input type="checkbox"/> STAR LEVEL _____ <input type="checkbox"/> ACCREDITED 	<p align="center">AMENDMENT FEE - \$5.00</p> <p><input type="checkbox"/> CHANGE OF CAPACITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> ZONING APPROVAL <p><input type="checkbox"/> STAR STATUS REQUESTING (Must complete and mail worksheet along with application)</p> <ul style="list-style-type: none"> <input type="checkbox"/> STAR 2 <input type="checkbox"/> STAR 3 <input type="checkbox"/> STAR 4 <input type="checkbox"/> STAR 5
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LICENSE NUMBER: _____ LICENSE EXPIRATION DATE: _____ HOURS OF OPERATION: _____

NAME: _____ TELEPHONE NUMBER: _____

ADDRESS: _____ NM _____

(STREET) (CITY) (COUNTY) (ZIP)

MAILING ADDRESS: _____ E-MAIL ADDRESS: _____

CAPACITY REQUESTED: 5-6 CHILDREN (2 CHILDREN MAY BE UNDER AGE 2)

5-6 CHILDREN (4 CHILDREN MAY BE UNDER AGE 2) *2ND CAREGIVER REQUIRED

7-12 CHILDREN (4 CHILDREN MAY BE UNDER AGE 2) *2ND CAREGIVER REQUIRED

WHEN CAPACITY REQUESTED EXCEEDS 6 CHILDREN OR 4 CHILDREN UNDER AGE 2, COMPLETE THE FOLLOWING:

SECOND CAREGIVER: _____ TELEPHONE NUMBER: _____

(NAME)

ADDRESS: _____

(STREET) (CITY) (STATE) (ZIP)

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? YES NO

IF YES, STATE THE TYPE OF CONVICTION(S), DATE, JUDGE, COURT OF JURISDICTION, AND ADDRESS:

NUMBER OF PERSONS AGE 18 YEARS AND OLDER LIVING IN THE HOME: _____

I, _____ HEREBY CERTIFY THAT I HAVE NEVER HAD AN ARREST
(NAME)
OR SUBSTANTIATED REFERRAL TO A CHILD PROTECTIVE SERVICES AGENCY.

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE REGULATIONS FOR FAMILY/GROUP CHILD CARE HOMES. I ASSUME RESPONSIBILITY FOR THE CONDUCT, AFFAIRS AND DEALINGS OF THE FAMILY/GROUP CHILD CARE HOME FOR WHICH THE LICENSE IS REQUESTED. I UNDERSTAND THAT MY REFERENCES WILL BE CHECKED AND I WILL BE RESPONSIBLE THAT THE FAMILY/GROUP CHILD CARE HOME COMPLIES WITH CURRENT LICENSING REGULATIONS.

I UNDERSTAND THAT THE FAMILY/GROUP CHILD CARE HOME IS SUBJECT TO INSPECTION BY THE LICENSING AUTHORITY DURING ALL HOURS OF OPERATION.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE CURRENT LICENSING REGULATIONS MAY RESULT IN DENIAL OR REVOCATION OF THE LICENSE TO OPERATE A FAMILY/GROUP CHILD CARE HOME. I AM OVER EIGHTEEN YEARS OF AGE AND DO HEREBY FILE THIS APPLICATION FOR A LICENSE TO OPERATE A FAMILY/GROUP CHILD CARE HOME FOR A PERIOD NOT TO EXCEED ONE CALENDAR YEAR.

AFFIDAVIT

STATE OF NEW MEXICO, COUNTY OF: _____

_____ BEING DULY SWORN ACCORDING TO LAW

(Applicants Name)

DEPOSES AND SAYS THAT THE FACTS SET FORTH IN THE FORGOING APPLICATION ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE, INFORMATION AND BELIEF.

(APPLICANT'S SIGNATURE)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____ 20____.

(NOTARY PUBLIC)

MY COMMISSION EXPIRES: _____.

PLEASE NOTE:

ALL INITIAL APPLICATIONS MUST BE ACCOMPANIED WITH THE DOCUMENTS MENTIONED IN THE REGULATIONS FOR FAMILY/GROUP CHILD CARE HOMES.

ALL INITIAL APPLICANTS MUST COMPLETE THE EMPLOYMENT HISTORY AND REFERENCES FORM ATTACHED TO THIS APPLICATION.

ALL APPLICANTS REQUESTING A STAR STATUS CHANGE MUST COMPLETE THE STAR STATUS WORKSHEET ATTACHED TO THIS APPLICATION.

ALL APPLICATIONS MUST BE ACCOMPANIED BY THE APPROPRIATE FEE IN THE FORM OF A CHECK OR MONEY ORDER PAYABLE TO THE STATE OF NEW MEXICO.

**ALL APPLICATIONS MUST BE NOTARIZED
FEES ARE NON-REFUNDABLE**

**RETURN TO:
CHILDREN, YOUTH AND FAMILIES DEPARTMENT
CHILD CARE SERVICES BUREAU – LICENSING UNIT
PO DRAWER 5160, SANTA FE, NM 87502-5160**

HOMES REQUESTING STAR STATUS CHANGE COMPLETE THE FOLLOWING:

OWNER AND 2ND CAREGIVER'S QUALIFICATIONS:

NAME	TITLE	CREDENTIAL, DATE COMPLETED

(Please attach additional page if needed)

OFFICIAL USE ONLY:

Approved

Effective Date:

Date STAR LEVEL Notified:

Denied

Date of Follow-up:

Initial of Surveyor:

Comments:

CHILD CARE STAR STATUS 1 & 2 WORKSHEET (CENTERS, HOMES, OUT OF SCHOOL TIME)

Please complete the following worksheet as a self-study to ensure that your facility is in compliance with Star Status 1 & 2 and return with application. If you are applying for Star Status II, you must complete both Section I and Section II of this worksheet. If you are applying for Star Status 3, 4, or 5, you must meet these requirements as well as AIM HIGH Essential Elements for the status you are requesting. You can obtain this information at www.newmexicokids.org or contact your local AIM HIGH office. This worksheet is used for centers, homes, and out of school time. It is indicated if a criteria applies to a specific type of facility. Unless, otherwise specified, the worksheet must be completed in its entirety.

Section I: *(In order to qualify as Star Status 1, the following requirements must be met.)*

***Mission Statement** describes:

- Services the program aspires to provide; and
- Whom the program aspires to serve

***Philosophy Statement** includes:

- Beliefs about children’s growth, development and behavior
- What and how children learn
- Adults roles in children’s learning, specifically how adults guide or control the teaching and learning process; and
- A description of the environment and how it contributes to learning.

***Curriculum Statement** includes:

- Play as the primary mode of learning;
- Active engagement of children;
- Opportunities to make choices;
- Opportunities to experiment and explore; and
- Promotion of children’s social emotional development

Policies and Procedures** covering: ***(Centers Only)

- Actions to be taken in case of accidents or emergencies involving a child, parents or staff members
- Admission and discharge of children;
- Handling of medications
- Handling of complaints received from parents or any other person;
- Actions to be taken in case a child is found missing from the center;
- Handling of children who are ill;
- Up-to-date emergency evacuation and disaster preparedness plan.

***Parent Handbook**

1. GENERAL INFORMATION:

- ___ Mission statement
- ___ Philosophy statement
- ___ Program information (location, licensing status, days and hours of operation, services offered);
- ___ Name of director and how he/she may be reached;
- ___ Meals, snacks and types of food served (or alternatively, guidelines for children bringing their own food);
- ___ Daily schedule;
- ___ Expectations for parent involvement (e.g. participating as a volunteer in classroom, home visits, parent conferences, meetings/speakers, parent library or other information, etc.);
- ___ Appropriate dress for children, including request for extra change of clothes; and
- ___ Celebrating holidays, birthdays and parties

2. POLICIES AND PROCEDURES:

- ___ Enrollment procedures;
- ___ Disenrollment procedures;
- ___ Fee payment procedures, including penalties for tardiness;
- ___ Notification of absence;
- ___ Fee credits, if any (e.g. for vacations, absences, etc.);
- ___ Field trip policies;
- ___ Health policies (program's policies on admitting sick children, when children can return after illness, administering medication, and information on common illnesses);
- ___ Emergency procedures and safety policies;
- ___ Snow days and school closure;
- ___ Confidentiality policy;
- ___ Child abuse/neglect reporting procedure;
- ___ Guidance policy; and
- ___ Copies of all forms identified in Children and Personnel record's section

***Personnel Handbook** includes: *(Required for non-resident caregivers)*

- ___ Organizational chart;
- ___ Job descriptions of all employees by title;
- ___ Benefits, including vacation days, sick leave, professional development days, health insurance, break times, etc.
- ___ Yearly calendar, including meetings, holidays, professional development, etc
- ___ Code of conduct;
- ___ Training requirements, career lattice, professional development opportunities;
- ___ Procedures and criteria for performance evaluations;
- ___ Policies on absence from work;
- ___ Grievance procedures;
- ___ Procedures for resignation of termination;
- ___ Copy of licensing regulations;
- ___ Policy on parent involvement;
- ___ Health policies related to both children and staff; and
- ___ Policy on sexual harassment

***New Employee Orientation includes: (Centers Only)**

- Scope of services, activities, and the program offered by the center;
- Emergency first aid procedures, recognition of childhood illness and indicators of child abuse;
- Fire prevention measures and emergency evacuation plans;
- Review of licensing regulations;
- Policies regarding discipline, child abuse reporting, and handling of complaints;
- Review of written policies and procedures;
- Center/parental agreement;
- Sanitation procedure;
- Written goals of the program;
- Personnel handbook;
- Parent handbook
- Names and ages of children;
- Names of parents;
- Tour of the facility; and
- Introduction to other staff and parents

***New Employee Orientation includes: (Out of School Time Only)**

- Scope of services, activities, and the program offered by the center;
- Emergency first aid procedures;
- Indicators of child abuse and neglect;
- Fire prevention measures and emergency evacuation plans;
- Review of licensing regulations;
- Review of policies regarding discipline;
- Child abuse and neglect reporting;
- Handling of incidents and complaints;
- Health and safety, including and injury prevention and control

***Environment Checklist:**

- The environment is organized into identifiable learning centers
- Each center is clearly defined, using shelves and furniture
- Adults can visually supervise all centers at all times

Section II: (In addition to the Star Status 1I requirements, the following requirements must be met for Star 2 Status. Please complete this Section and Section I if applying for Start Status 2.)

****Parent Handbook**

1. GENERAL INFORMATION:

____ Written plan on how the program will involve families which includes an open door policy to a child's classroom.

****Personnel Handbook** includes:

____ Written statement regarding compensation and benefits for staff.

****Staff Professional Development Plan:**

____ Development of a written plan for on-going professional development for each staff member, including the director.

****Environment Learning Centers:**

1. Dramatic Play: Child-size kitchen furniture, mops and brooms, play telephone, large cradle or crib with blankets; tables, chairs, pots and pans, dishes, plastic or rubber food items; unbreakable mirrors, clothes for dress-up, dolls and doll clothes, doll buggies and shopping carts, stuffed toys, puppets.
2. Creative Art: Variety of sizes and colors of paper, collage material, markers, finger paint and other paints for children over age two, play dough or clay with accessories, smocks or cover-ups, easel, large crayons, blunt scissors, paint brushes, sponges, glue for children over age two.
3. Blocks and Accessories: Cardboard blocks, unit blocks, trucks, cars, trains, planes, boats, figures of people and animals made of wood or plastic with no small parts, fences, hats and construction tools for children over age two.
4. Books: Board books or picture cards, storybooks, including large books suitable for reading to a group, book display shelf, flannel boards and stories for children over age two. Books are rotated.
5. Manipulatives: Bristle blocks, connectible beads, interlocking blocks, snap beads, peg boards and large pegs, waffle toys, simple wooden puzzles with peg handles, shape sorters, stringing beads, matching games, small table blocks, stacking and sorting objects and collectibles.
6. Music: Radio or tape – or record player in working order, children's tapes or records, rhythm instruments and other music-making toys, rhythm movement accessories such as ribbons, bean bags or streamers.
7. Science: Sand and water table or containers with accessories, magnifying glass, color paddle. For children over age two: caged animals, fish, plants, microscope, prisms, bug collection, magnets, and balance scales.

****Environment Checklist:**

- Noisy and quiet areas are arranged so that children's activities can be sustained without interruption
- Materials are organized by type and, where appropriate, are labeled with words or pictures
- Centers of interest are placed near needed resources (e.g., art area is near water supply)
- Traffic patterns prevent children from continually interrupting one another
- Floor surface is suitable for activities that will occur in each center
- Evidence that materials and equipment are rotated on a regular basis to conform to curriculum goals
- Evidence of rotation of portable outdoor equipment is included in this requirement
- No one's on the appropriate rating scale.

**Star Status 1 Requirements*

***Star Status 2 Requirements*

I certify that to the best of my knowledge, information on this application is true and correct. I understand that if at the time of my validation visit I do not meet the requirements for the requested status, I cannot reapply until six months from the date of follow-up.

Signature: _____ Title: _____ Date: _____