

Dear Daycare Facility:

According to our records, your daycare license will expire in approximately 135 days. As required in IDAPA 16.06.02, Rules Governing Standards for Child Care Licensing, the daycare operator must submit to the Department the renewal application and required documentation at least **forty-five (45) days prior to the expiration of the current daycare license.**

Below is a check list of all items that must be completed in order for your daycare license to be issued:

- License Application form**— completely filled out, signed, and dated
- Pay appropriate non-refundable Basic Daycare License Application Fee**— **AFTER you submit the License Application Form your local health district will contact you to arrange for payment of the non-refundable application fee.**
  - **LARGE** Center (26 or more children)—**\$325**
  - **SMALL** Center (up to 25 children)—**\$250**
  - **GROUP** Facility (up to 12 children) Licensing fee—**\$100**
  - **FAMILY** Facility up to 6 children-Licensing fee—**\$100**

**Please DO NOT SEND PAYMENT to IdahoSTARS!**

- Cleared Criminal History Background checks** —

All Owners, Operators, Employees, Volunteers and All other Individuals thirteen (13) years of age or older who have unsupervised direct contact with children OR are “regularly” (12 or more hours per month) on the daycare facility premises have **Department of Health and Welfare Criminal History Unit (CHU) criminal history and background check** clearance letters on file at your facility.

CHU background checks on those persons under eighteen (18) years of age shall include a **Juvenile Justice Records Check**. Information on **Juvenile Justice Records Check** and the form is included in this packet.

**You do not need to submit copies of the CHU clearance notices. The Vendor Specialists obtains clearance notices directly from the Criminal History Unit.**

- Proof of compliance** with local city and/or county Building code, local city or county Electrical code, Planning & Zoning code— for example, a Business License, Home Occupation Certificate, or Special Use Permit, or a letter from your city or county stating you are in compliance with local ordinances.
- Approved Fire Inspection** listing the total Occupancy Load of this facility
- Proof of Liability and Fire Insurance** for the address where care is taking place
- Pediatric CPR**—online courses are NOT acceptable
- Pediatric First Aid**—online courses are NOT acceptable
- A passed Health and Safety Inspection** conducted by your local Health District. **The Health District will contact you to make arrangements for the inspection.**

**★★ IMPORTANT! ★★**

**If you are obtaining your Large Center or Small Center license**

**All individuals that have direct unsupervised contact with children must complete 4 hours of training for each 12 months of employment!**

Upon renewal of your license (licenses are valid for 2 years from the effective date) you must submit proof of this training for each individual. Proof can be in the form of Training Certificates, IdahoSTARS transcripts, or training logs—a sample of which is included in this packet.

Please note: CPR and First Aid do **NOT** count towards the ongoing training requirement!

You can review the “Idaho Statutes, Title 39, Chapter 11” and “Rules Governing Standards For Child Care Licensing” online at [www.idahocareline.org](http://www.idahocareline.org)

**➤ ➤ Enclosed you will find additional information to assist you in the license renewal process ◀ ◀**

Please mail your application and all additional required documentation to:

**IDAHOSTARS-VENDOR SPECIALISTS  
1471 SHORELINE DR STE 202  
BOISE ID 83702**

Or, you may submit by **FAX** at **208-345-6569**

Or, you may submit by **EMAIL** at [VS@IDAHOAEYC.ORG](mailto:VS@IDAHOAEYC.ORG)

For questions, please dial the 2-1-1 Idaho CareLine (or 1-800-926-2588) and a Vendor Specialist will be happy to assist you.

Sincerely,  
**IdahoSTARS Vendor Specialists**

Enclosures  
cc: file



IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**



**CENTER ON DISABILITIES AND  
HUMAN DEVELOPMENT**  
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