



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH
Community Based Regulation Section

TO: Child Care Operator Applicants

FROM: Child Day Care Licensing Unit

The **Initial Application** for licensure was designed to meet the requirements of the Regulations for Connecticut State Agencies for Child Day Care Centers and Group Day Care Homes, Sections 19a-79-1a to 19a-79-13, inclusive.

A **Complete Application** shall be submitted to the Department at least 60 days prior to the anticipated date of opening. **Please retain one copy of the completed application for your own records and submit one copy to the Local Health Department.**

The Initial Application for the licensure packet consists of:

1. Fee Invoice Form
2. Coordinating Check List
3. Affidavit
4. Proof of Worker's Compensation Insurance
5. Initial Application for Licensure Including Supplementary Application for Infant/Toddlers (if applicable)
6. Educational Consultant & Head Teacher Applications
7. Related Application Forms
8. "Sample" Policies, Plans & Procedures
9. Fingerprinting Packet Including Instructions. **(to be returned to the Legal Department @ The Department of Public Health, Legal Office, 410 Capitol Ave., MS#12LEG, P.O. Box 340308, Htd., CT 06134-0308)**

If you have obtained this application over the Internet, please call the Department of Public Health, Legal Office @ (860) 509-7600 to obtain background check/fingerprint cards.

EACH ATTACHMENT MUST HAVE THE ATTACHMENT NUMBER ON THE UPPER RIGHT HAND CORNER OF EACH PAGE.



Phone: (860) 509-8045, Fax: (860) 509-7541
Telephone Device for the Deaf (860) 509-7191
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