



CITY OF GRAND PRAIRIE
PUBLIC HEALTH AND ENVIRONMENTAL QUALITY DEPARTMENT
P.O. Box 534045, Grand Prairie, Texas 75053-4045
972-237-8055 FAX: 972-237-8228

APPLICATION FOR DAY CARE CENTER PERMIT

DATE _____

NAME OF FACILITY _____ FACILITY PHONE# _____

ADDRESS OF FACILITY _____

NAME OF PROPERTY OWNER _____

ADDRESS OF PROPERTY OWNER _____

DIRECTOR OF FACILITY _____ DOB _____ RACE _____ SEX _____

EMERGENCY PHONE # _____

STATE LICENSE CAPACITY _____

** Please attach a drawing or plot plan showing the dimensions of the lot, the location of existing or proposed structures. The drawing shall be in sufficient detail to indicate outside play areas, fencing, rooms within the structure that will be utilized for the facility's square footage and for what specific purpose(s).

Applicant's Signature _____ Title _____

****OFFICIAL USE****	
Application fee – new or remodeled facility	\$100
Annual Day Care Center Permit (License Capacity x \$1.00-Minimum fee of \$30.00)	
TOTAL AMOUNT DUE	

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DAY CARE FACILITY GUIDELINES

The following is a list of some of the items required for a day care facility in Grand Prairie.

1. Permit requirements for day care facilities are:
 - A) A license with the Texas Health and Human Services Child Care Regulation Division, 214-583-4253 or 817-321-8604.
 - B) The applicant is responsible for complying with Texas Health and Human Services Child Care Regulation Division *Minimum Standards for Day Care Centers*.
 - C) The applicant is responsible for complying with Texas Department of Health's *Texas Food Establishment Rules*.
 - D) The applicant is responsible for complying with all zoning, building, fire and health ordinances of the City of Grand Prairie.
2. Residential structures may not be permitted as a day care center.
3. Outside play areas must be surrounded by a six (6) foot fence.

ENROLLMENT

- 1) Each child in care must have a completed enrollment form on file.
- 2) The enrollment form must contain all of the information required by State and City regulatory authorities. Please include the following items:
 - A. Photos of all authorized persons who come to pick up children including parents, grandparents, aunts, uncles, siblings, friends, etc. These persons must be 18 years and older.
 - B. A four (4) digit security code on file for each family.
 - C. Current immunization records for each child, including caregiver's children, if they are pre-school. If children are school age, simply state what school has their immunization record. If immunization has been deferred for medical reasons, a physician's statement must be on file. This may be a photocopy, an original record signed by the physician or a transcribed copy of the original initialed by caregiver.
 - D. Include hours of care for each child.
 - E. Emergency medical authorization for each child. **Forms must be notarized.**

F. Permission for water activities and transportation, to come and go for extra curricular activities (dance, cub scouts, etc.), if applicable.

G. Home and work address and phone numbers of parents.