

LICENSED CHILD CARE CENTER GUIDELINES



The Public Health and Environmental Quality Department issues permits to all child care facilities that fulfill the requirements under the Minimum Standards for Child Care Centers, and for day care food service.

1. In order to apply for a permit, the following information is required:
 - A) A license with the Texas Health and Human Services, 214-583-4253 or 1-817-321-8604.
 - 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 licensed child care center.
3. Outside play areas must be surrounded by a six (6) foot fence.

4. 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).

ENROLLMENT



- 1) Each child in care must have a completed enrollment form on file.
 - 2) The attached enrollment form contains all of the information required by State and City regulatory authorities. If you wish to utilize your own form, 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 preschool. 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.
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