

What is a Day Care License?

In Chicago a Day Care License is required to operate any establishment where three or more children are apart from their parent or guardian. There are several different types of Day Care Licenses.

Day Care Center/ages 0-2

These centers provide day care for 3 or more children under 2 years of age and are cared for apart from their parents or guardians during part of or all or all of the day, but not later than 9pm.

APPLICATION FEE: 0-100 Children = \$165, 100 or more children = \$275

Day Care Center/ ages 2-6

These centers provide day care for 3 or more children between the age of 2-6 years, apart from their parents or guardian, during part of or all or all of the day, but not later than 9pm. APPLICATION FEE: 0-100 Children= \$165, 100 or more children = \$275

Day Care Center/Ages 0-2, 2-6

Combination centers that serve both infants and children (children under two and children age 2-6 at one facility) during part of or all or all of the day, but not later than 9pm.

APPLICATION FEE: 0-100 Children= \$165, 100 or more children = \$275

Night Care Privilege License

Offered only to those day care centers with one of the above license types, for care between the hours of 9pm and 6am. APPLICATION FEE: \$0 no fee

All licenses are renewable every two years:

State of Illinois License Requirement

The State of Illinois Department of Children and Family Services (DCFS) must license all daycare centers that are licensed by the City of Chicago, a City license is required first. Home based day care centers are <u>only</u> licensed by the State of Illinois and do not require a City license. For more information about State Licensing visit www.state.il.us/dcfs.

The Following is Required:

- Corporate Documents such as Articles of Incorporation and Corporate Minutes.
- Lease or proof of ownership of the business property.
- Name, resident address, social security number, date of birth, and official photo ID for every owner, officer, member, or any person having 25% or more interest in the business, and the manager of the establishment.
- Federal Employer Identification Number (FEIN). Apply at www.irs.gov.
- State of Illinois Business Tax Number (IBT). Apply at www.revenue.state.il.us.

- A criminal background check for every owner, corporate officer or any person having 25% or more interest in the business.
- The business activity must be reviewed and approved by the Department of Zoning. Your application will automatically be sent to zoning for a review.
- Any City debt must be resolved prior to the issuance or renewal of any business license.
- Once an application is filed, businesses must pass an onsite inspection from The Department of Public Health, Department of Buildings, and the Fire Prevention Bureau.

Request a Pre-Licensing Inspection

Part of the application process is to pass an onsite inspection of the day care facility. Day care applicants are encouraged to request a pre-licensing inspection that will help them prepare and understand all onsite inspection requirements for a day care license. This free onsite inspection will help applicants gage the viability of the site to be licensed as a daycare center before making an investment. To request a Pre-Licensing Inspection contact 312-743-1578.

Free Inspection Workshop

Free inspection workshops are offered by BACP on the first Wednesday of every month. Learn what inspectors are looking for ahead of time, ask questions and get answers. Ask a BACP business consultant for details or visit www.cityofchicago.org/bacp for the complete workshop calendar.

Who does <u>NOT</u> require a City of Chicago Day Care License:

- Home Day Care Centers Child care provided in a private residence home receiving more than 3 and up to a maximum of 16 children for less than 24 hours per day <u>do not</u> require a City of Chicago Day Care License. However, a State of Illinois License is required to operate a home day care for 3 or more children receiving care in a family home.
- Regularly constituted authorities of the United States, the State, the County, or the City conducting or operating a day care center <u>do not</u> require a City of Chicago Day Care License. The State of Illinois may have different requirements.
- Programs serving children 3 years or older, established in connection with grade schools supervised or operated by a private or public board of education, or approved by the State Board of Education and after school programs serving children over the age of 6 <u>do not</u> require a City of Chicago Day Care License.

How Do I Apply?

In person:

Department of Business Affairs and Consumer Protection, 121 N. LaSalle St. City Hall, Room 800. Monday-Friday, 8:30am-4:30pm. You can start by downloading the Business Information Sheet (BIS) at www.cityofchicago.org/bacp. An appointment is recommended and can be made online or by calling (312) 74-GOBIZ / 744-6249.