



OPENING A FAMILY OR GROUP CHILD CARE HOME FACILITY IN ALLENTOWN

1. **___Apply for a Zoning Permit.** Come to the **4th floor** counter at **City Hall** and ask for the **Zoning** office. A *Zoning Officer* will determine if your location is approved for a child care facility. If it is, the *Zoning Officer* will provide you with a **Zoning Permit** application. Complete the application. A \$100 fee is charged for the permit.
 - a. **If you intend on using a finished basement or plan to finish a basement for the daycare, consultation with Building Standards and Safety is required.**
2. **___Complete and submit a Business Registration Questionnaire** to the City Tax Office (Room 215, City Hall) with the \$35 non-refundable application fee.
3. **___Contact the Pennsylvania State Department of Human Services (DHS)** at 1-800-222-2108 and ask for their application for a family or group childcare home. They will send you a packet of information and forms to be completed and sent back to them.
4. **___Pay for a Fire Inspection, Permit, and Training course.** DHS will require you to provide copies of a **Fire Inspection Permit** and a **Certificate of Occupancy** for your family or group childcare home. An invoice will be generated and mailed to you once your BRQ is processed. After payment is received by the City of Allentown, a Fire Marshal will contact you to schedule an inspection. You will need to send a copy of the Fire Inspection Permit and Certificate of Occupancy with your DHS application.
5. **___Pass Infant/Child CPR and First Aid training.** You are required to successfully pass **Infant/Child CPR and First Aid** training courses. You can call the **American Red Cross** at 610-865-4400 or another training company to register to take the course. This can be done at any time during the steps above but must be completed before you can be approved to operate by the Department of Human Services (DHS).
6. **___Receive DHS Registration.** When you have completed the DHS application process, you will receive a **DHS registration certificate**.

7. **___Apply for Health Bureau Operational Certificate.** The last step of the process is to complete the **Health Bureau** application for a **Child Care Operational Certificate**. Contact the **Health Bureau** at 610-437-7759, 4th floor, City Hall. The application fee for a family child care home is \$50; the fee for a group child care home is \$75. Once the **Health Bureau** application and fee is submitted, you will be contacted by a *Sanitarian* to arrange an appointment for inspection. You must show proof of the following items at that time:

- a. Current Infant/Child CPR and First Aid certificates**
- b. Current Staff Health Appraisal (the form is in the DHS packet)**
- c. Required Clearances (PA State Police, FBI, and Child Abuse)**
- d. DHS Registration certificate**
- e. Fire Inspection certificate**
- f. Business license**

Once you have successfully completed all the steps above and have passed the Health Bureau inspection, you will be issued an operational certificate by the Allentown Health Bureau and are approved to operate your family or group childcare home.

Each year, you will be required to re-apply for the following City of Allentown certificates and licenses that expire annually:

- Business License (Finance)**
- Fire inspection Permit & Training Course (Fire Inspections)**
- Child Care Operational Certificate (Health Bureau)**

Renewal applications will be mailed to you prior to the expiration of your certificates/licenses.

CONTACT INFORMATION

CITY OF ALLENTOWN OFFICES AT City Hall, 435 Hamilton St., Allentown, PA 18101:

**Zoning Office
4th Floor, City Hall
610-437-7630
For: Zoning Permit**

**Finance Office
2nd Floor, Room 215, City Hall
610-437-7501
For: Business Registration Questionnaire (BRQ) / Business License**

**Fire Inspection Office
4th Floor, City Hall
610-437-7758
For: Fire Inspection Certificate/Certificate of Occupancy/Training Course**

**Health Bureau Office
4th Floor, City Hall
610-437-7759
For: Child Care Facility Operational Certificate**

**Building Standards & Safety
4th Floor, City Hall
610-437- 7592
For: If planning to use a finished basement or plan to finish a basement**

**Pennsylvania State Department of Human Services
1-800-222-2108
For: PA State Child Care Facility Registration**