



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

---

DIVISION OF LICENSING PROGRAMS

## Overview

### Opening a Licensed Child Day Center

#### Where to begin?

Most of the information you need to get started is located on these web pages. You should review and become familiar with all the information including the following:

- 1) View the presentation called: ***Phase I : Pre-Application Training for Child Day Centers***
- 2) Review the information located under the following sections on this web page:
  - Regulations, Technical Assistance & Code References
  - Background Investigations
  - New CDC Applicants
- 3) Attend a Child Day Center Pre-Licensure Orientation – Phase 2 session offered at the regional licensing office in your locality.
- 4) Submit an application for licensure. All required information, fee and attachments must be included with the application in order for the licensing office to process your application.
- 5) Prepare for your facility inspection. After you have attended the Phase 2 session and have submitted a complete application package, a licensing inspector will contact you to schedule an inspection of your facility.

#### ***How can I get more information?***

If you have any questions about licensing and the licensing process, please call the licensing office that serves your locality.

- Call our toll-free licensing information line at: **800-543-7545**, or
- Locate the licensing office that serves your locality:  
[http://www.dss.virginia.gov/contact\\_us/dolp\\_district.pdf](http://www.dss.virginia.gov/contact_us/dolp_district.pdf)