



Virginia Department of Social Services

Child Day Center Licensing Information


A Child Day Center is located in a facility that is not the residence of the provider or of any of the children in care. Care and supervision are provided for infants to school-age children in a group setting for periods of less than 24 hours.

HOW TO OBTAIN A LICENSE TO OPERATE A CHILD DAY CENTER:

In order to obtain a license to operate a Child Day Center you will need to:

1. Complete the **Child Day Center Pre-Application Consultation, Phase 1** (CDC Phase 1) session. The CDC Phase 1 session is only available on-line at a state training website called the KNOWLEDGE CENTER.
2. After you complete CDC Phase 1, you **must** attend a **Child Day Center Pre-Licensure Orientation, Phase 2** (FDH Phase 2) session offered at the regional licensing office in your locality.
3. You must be familiar with all licensing laws and regulations.
4. Submit an application for licensure. **All required information and attachments must be included with the application** in order for the licensing office to process your application. Additionally the licensing office will **not** accept your application until after you have completed **Child Day Center Pre-licensure Orientation, Phase 2**.
NOTE: The application fee is nonrefundable.
5. Prepare for your facility inspection. After you have attended CDC Phase 2 session and have submitted a complete application package, a licensing inspector will contact you to schedule an inspection of your facility.

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

If you are interested in operating a licensed child day center, click on the  **Back** button at the top left hand corner of this page. You will return to the CDC page. Open **Step 2 Getting Started – Registration in the Knowledge Center**.