

Instruction Form and Checklist

The following is a simple checklist for you to keep track of the progress of your application process.

- A properly filled out, **signed**, and dated registration application form returned to the Sioux Falls Health Department.
- \$15 application fee for City license. Checks made payable to City of Sioux Falls.
- A properly filled out master list of current children's contact information (in case of emergency).
- Copy of completed Felony Records check results for the last 5 years.
- Copy of current Infant/Child CPR and First Aid (covers initial 6 hours of education). For child care classes, call 333-9871. **Needs to be completed before starting.**
- Copy of current TB test results for all providers. (Obtain voucher if using Falls Community Health from Health Department prior to testing or you will be charged.)
- Copy of completed central registry check for abuse and neglect results for any person over the age of 15 in the home.
- Or** a copy of current State license (this **only** covers abuse and neglect check and class work).

The following items need to be mailed to **different locations** and the **results** you receive back will need to be mailed to the City of Sioux Falls.

- Felony Records Check—This requires a self-addressed stamped envelope to process.

Mailed to: Clerk of Courts
P.O. Box 435
Wessington Springs, SD 57382

- Request for Screening for Substantiated Reports of Abuse and Neglect.

Mailed to: Central Registry Check
Child Protection Services
700 Governors Drive
Pierre, SD 57501



Just a few reminders:

- 1) 6 hours continuing education credits are required for your renewal by December 31 of each year.
- 2) Be sure to contact Sioux Falls Planning and Zoning at 605-367-8254 to find out zoning requirements for your In Home Day Care location.
- 3) We are including an application to the Volunteer Information Center. You may fill this out if you would like to have that information provided to them and return it to the address listed on their application. Please do not return this to the Health Department.
- 4) Brochures from the State of South Dakota Child Care Licensing Program have been included for your convenience. Please take a moment to review the brochures and determine what your responsibilities are as a child care provider under the State Department of Social Services Child Care Services regulations. If you are caring for 13 or more children, licensure by the State is mandatory; just as if you are caring for 12 or fewer, licensure by the City Health Department is mandatory.

If there are still any questions, please call the Sioux Falls Health Department at 605-367-8760 or Todd at 605-367-8787 or Dominic at 605-367-8768.