

FAMILY CHILD CARE HOME ORIENTATION





Welcome & Opening

- Introductions
- Emergency Exits
- Housekeeping Items



Orientation Overview

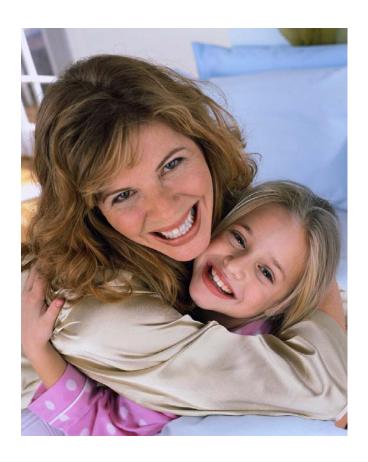


Role of Community Care Licensing

- When a License is Required
 - Exempt Facilities
- Regulations
- Application Process

Role of Community Care Licensing

- To protect the health and safety of children in out of home care
 - California Code of Regulations, Title 22
 - Licensing does not regulate the parent agreement for services



Two Types of Child Care

Licenses

- Family Child Care Homes
 - In <u>your</u> primary residence
 - Homelike environment
 - Less than 24 hours





- Child Care Centers
 - Commercial property
 - Special permits required
 - Space and qualification requirements



State Law requires that a license must be obtained if you provide *care and supervision* to children from more than one family who *are not related to you.*



Unlicensed Family Child Care

- Operating without a license is:
 - A misdemeanor
 - Subject to a <u>\$200</u>
 per day civil penalty
 - May also be punishable by a fine or imprisonment





Responsibility of CCL

A balanced approach to ensure the Health and Safety of all children in Child Care Facilities:

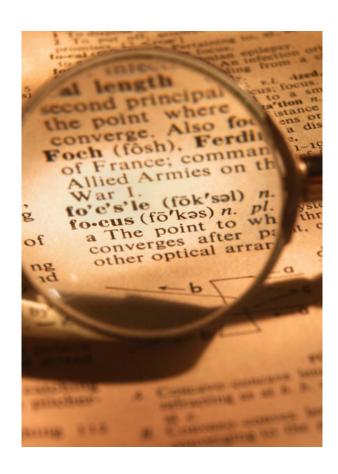
- Prevention
- Compliance
- Enforcement





Licensing Agency has the authority to:

- Inspect facilities that provide care and supervision
- Interview Children
- Interview Staff
- Review Records



Types of Licensing Visits

ANNOUNCED

Pre-licensing

UNANNOUNCED

- Random Visits
- Complaint
 - Within 10 days of receipt
- Plan of Correction
- Case Management



Evaluation Process

Once licensed, the home:

- Must be in substantial compliance
 - Deficiencies are cited to protect the children in care
 - Plans of correction are developed
 - Civil penalties may be assessed



Background Clearance Requirements and Exemption Policies

- Fingerprint clearances:
 - Are required for all adults residing in the home or prior to working in the home
 - Licensee's children must be fingerprinted when they turn 18 years of age
 - Must be submitted through Livescan
 - Can be transferred from another licensed facility
- Exemption needed for all crimes except minor traffic violations
 - Certain crimes are not exemptible
 - Processed by the Caregiver Background Check Bureau (CBCB) in Sacramento
- Civil Penalties are charged for failure to meet fingerprinting requirements
 - Penalties range from \$100 to \$3000

Criminal Record Exemptions are Public Information

CCL and the licensee are required to inform those who ask, (including the press), if someone in the Family Child Care Home has a criminal record exemption.

CCL <u>WILL NOT</u> give out information about the nature of the criminal conviction.

Types of Family Child Care Homes

- Small Family Child Care
 - 6 children plus 2 school age children

- Large Family Child Care
 - 12 children plus 2 school age
 - Must have qualified assistant at least 14 years of age





Age Group Definitions

- An infant is a child who is under age 2
- Children living in the home who are 10 years of age or older do not count in the licensed capacity





Small Family Child Care Home Capacity

4 infants ONLY









or

6 children; no more than 3 infants













Small Family Child Care Home Optional Capacity

- 8 children
 - No more than 2 infants
 - 2 school age children
 - One child at least age 6
 - One child enrolled in kindergarten
- Landlord permission required
- Parent notification required

















Large Family Child Care Home Capacity

- 12 children
 - No more than 4 infants
- Qualified assistant
 - 14 years of age or older























Large Family Child Care Home Optional Capacity

- 14 children
 - No more than 3 infants
 - 2 school age children
 - One child at least age 6
 - One child enrolled in kindergarten
- Qualified Assistant
- Landlord permission required
- Parent notification required

























Health & Safety Requirements



Fire Safety

- Fire extinguisher must be:
 - 2A10BC or larger
 - Accessible in case of emergencies
 - Maintained in compliance with State Fire Marshall standards
- Smoke detectors must work properly
- Fire and disaster drills required every six months





Pools and Other Bodies of Water

- Pools, spas, ponds, fountains, streams, rivers, lakes, and other bodies of water must be made inaccessible
- Children shall <u>never</u> be left unattended in these areas



Pool Fencing Requirements

- 5-foot safety fence
 - Cannot be climbed
 - Visibility
 - No openings more than 4 inches
 - Must meet federal, state and local standards
- Self-latching gate
 - Swing away from the body of water





Pool or Spa Cover Requirements

- Covers must:
 - Be locked securely in place
 - Withstand the weight of an adult





Hazardous Objects in the Home

- Firearms and poisons must be locked
 - Ammunition locked and stored separately
- Detergents, cleaning compounds, medicines, and other toxic items which could pose a danger if readily available to children shall be stored where they are inaccessible to children.



Safety Recommendations

- Animals in the Home
 - Vaccinations
 - License
 - Dog Run





First Aid Kit & Manual

Examples of Safety Devices









Examples of Latches















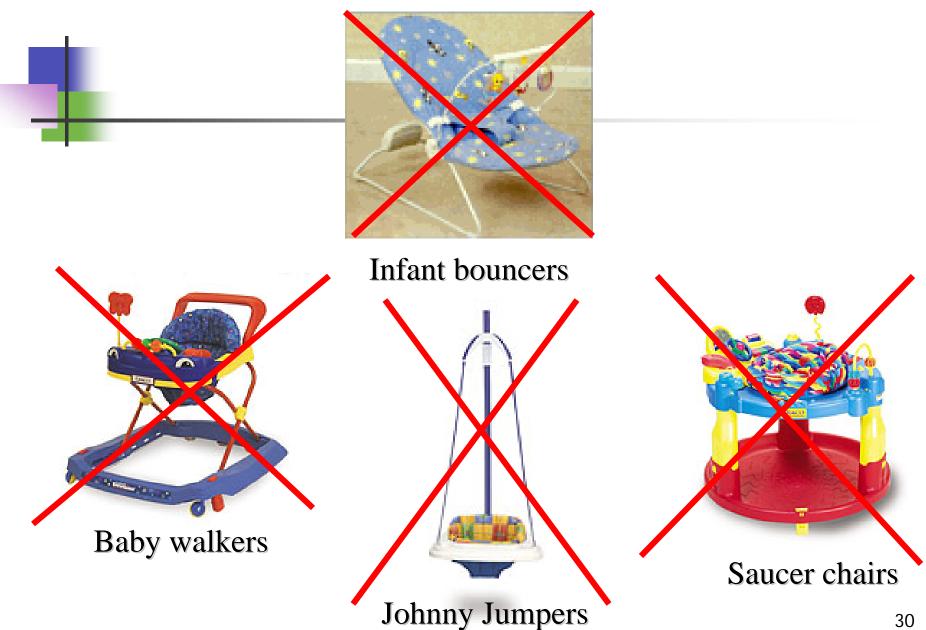
If a child can open the latch, the item is no longer inaccessible



Examples of Locks



Items that are not permitted in a licensed facility:





Basic Requirements



Licensee must live in the home

- No outside employment during child care hours
- Adult substitute may care for children up to 20% of the time
- Smoking is prohibited when and where children are present
- Maintain records for children and employees
- Home must have a working telephone
- Home must be clean and in good repair
 - Off-limit rooms are inaccessible



- Food brought by parents must be labeled
- Outdoor play area must be fenced or directly supervised
- Toys and equipment must be safe and in good condition
 - Some equipment may need approval (e.g., trampolines)
- If providing night care, additional requirements may apply





- Licensees and employees must complete and keep on file the child abuse reporting form (LIC 9108)
- Report suspected child abuse incidents promptly to:
 - Child Abuse Hotline
 - Law Enforcement
 - Licensing Agency





- Licensee must report:
 - Injury requiring professional medical attention
 - Unusual incident, such as a child missing for any reason, explosions, fire, etc.
 - Death of a child for any reason
 - Epidemics
- Contact Regional Office within 1 business day and submit a written report within 7 days

Unusual Incident/Injury

Report

(LIC 624B)

	FACILITY DICERSE NUMBER:		2. LEEPEER S	WIE:					
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- Following a noncompliance meeting with the local Child Care Licensing Manager
 - Provide parents with copies of related licensing documents no later than next business day or the next day the child is in care
- Following a notice that an accusation to revoke your license has been filed
 - Provide copies of the summary of charges to parents no later than the next business day or the next day the child is in care
- Obtain parental signature and date on LIC 9224 or other written statement as receipt
- Keep a record in the child's file



- When you enroll a new child, provide parents copies of:
 - All LIC 809's, LIC 9213's, LIC 9099's
 - Accusations to revoke your license
 - Reports of noncompliance meetings
 - Type A violations received during the prior 12
 - months
- Obtain parental signature and date on LIC
 9224 or other written statement as receipt
- Keep a record in the child's file
- Failure to comply with this will result in a citation



Documents to be Posted

- Facility License
- Emergency Disaster Plan (LIC 610A)
- Earthquake Preparedness Checklist (LIC 9148)
- Notification of Parents' Rights Poster (LIC PUB 394)
- Notice of Site Visit (LIC 9213) for 30 days inside the main entrance door



- For a Type A violation:
 - Post LIC 809 (Facility Evaluation Report) or LIC 9099 (Complaint Investigation Report) for 30 days inside the main entrance door
 - Provide copies to parents by next business day or next day the child is in care
 - Obtain parental signature and date on LIC 9224 or other written statement of receipt and keep in child's file
 - Post proof of correction for 30 days inside the main entrance door

4

PUB 394 posted in an area of the home accessible to parents

Please insert Name, Address, and Phone number of your local Regional Office



NOTIFICATION OF PARENTS' RIGHTS

THIS NOTICE MUST BE POSTED IN A PROMINENT, PUBLICLY ACCESSIBLE AREA OF THE FAMILY CHILD CARE HOME

AS A PARENT/AUTHORIZED REPRESENTATIVE, YOU HAVE A RIGHT TO:

- Enter and inspect the family child care home without advance notice whenever children are in care.
- File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
- Review, at the family child care home, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
- Complain to the licensing office and inspect the family child care home without discrimination or retaliation against you or your active.
- 5. Be notified and receive, from the licensee a written notice that lists the names of any person not allowed in the family child care home while children are present. (NOTE: This is only required when the Department has, in writing, excluded someone from the family child care home on or after January 1, 2001).

- Request in writing that a parent not be allowed to visit your child or take your child from the family child care home, provided you have shown a certified copy of a court order.
- Receive from the licensee the name address and telephone number of the local licensing office.
- 8. Be informed by the licensee, upon request, of the name and type of association to the family child care home for any adult who has been granted a criminal record exemption, and that the name of the person may also be obtained by contacting the local licensing office.
- Receive, from the licensee, the Caregiver Background Check Process form.
- 10. Be informed, by the licensee, that the facility has or does not have liability insurance that covers injury to clients due to the negligence of the licensee or employees of the facility.

http://www.ccld.ca.gov

For the Department of Justice "Registered Sex Offender" database, go to

www.meganslaw.ca.gov

NOTE: CALIFORNIA STATE LAW PROVIDES THAT THE LICENSEE MAY DENY ACCESS TO THE FAMILY CHILD CARE HOME TO A PARENTIAUTHORIZED REPRESENTATIVE IF THE BEHAVIOR OF THE PARENTIAUTHORIZED REPRESENTATIVE POSES A RISK TO CHILDREN IN CARE.

Licensing Office Name:	
Licensing Office Address:	
	Licensing Office Telephone Number:

WHAT IS SIDS?



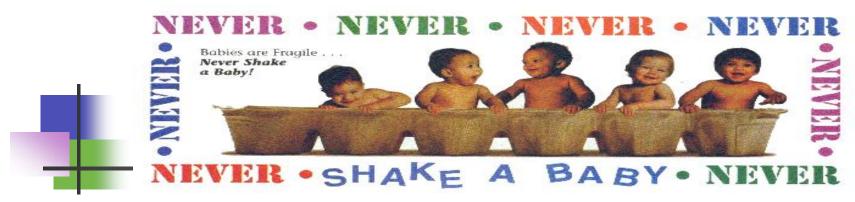
Sudden Infant Death Syndrome (SIDS) is the sudden and unexplained death of an infant under one year of age which is only determined after the completion of an autopsy, a death scene investigation, and a review of the case history.

One of the most important things you can do to help reduce the risk of SIDS is to put the healthy baby on his or her back.

What can you do to help reduce the risk of SIDS?

- •Make sure infants sleep on a firm mattress or other firm surface
- •Babies should be kept warm, but do not allow them to get too warm
- •Create a smoke-free zone around the infants
- •If the baby seems sick, tell the parents to contact their doctor right away If you have any more questions, please call (800)369-SIDS

Just Remember... BACK TO SLEEP! www.californiasids.com



Shaken Baby Syndrome

Shaken baby/infant syndrome occurs when adults, frustrated and angry with children, shake them strenuously AND CAN CAUSE serious injury such as:

Spinal injury/paralysis, blindness or other eye trauma, seizures, delay in normal development - impaired motor and sensory skills,

broken bones, dislocations, and retardation...to name a few.

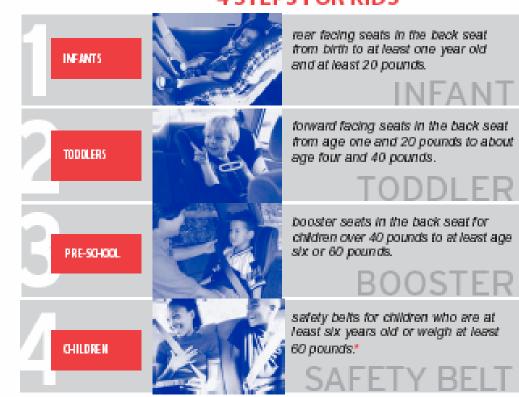
How do you prevent Shaken Baby Syndrome?

You never shake a baby!

www.ccl.dss.cahwnet.gov/ShakenBaby_2434.htm

Effective 1/1/05, changes to the California Child Passenger Safety (CPS) Law will cite the parent/guardian for each child who is not properly restrained in the rear seat unless the child is 6 years or older, or weighs 60 pounds or more. You may be fined for violating the California Child Passenger Safety Law.

Child Passenger Safety Law



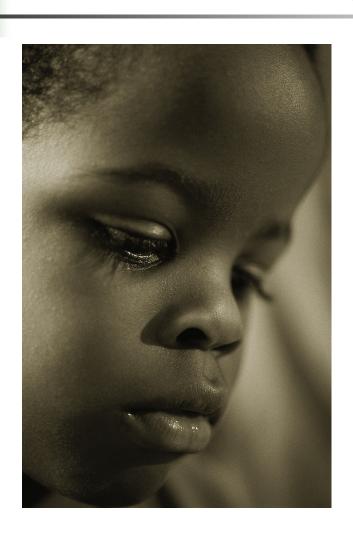
A child may **NOT** ride in the front seat with an active passenger airbag if:

- Under one year of age
- Weighs less than 20 pounds
- •Riding in rear-facing CPRS

Exceptions:

- Your vehicle has no rear seats
- Rear seats are side facing jump seats
- •The child restraint system cannot be properly installed in the rear seat
- •Children under age 12 occupy all rear seats
- Medical reason requires that a child not be restrained in the back seat

Personal Rights



Regardless of parental consent:

- No corporal or unusual punishment, intimidation, humiliation, ridicule or threats
- Children not to be locked in any room
- No interference or disruption with eating, sleeping or toileting

Licensing Process for Small Family Child Care Home

- Attend orientation
- Obtain application
- Submit a completed application with required fee
 - Home should be ready for inspection
- Wait for welcome letter with assigned facility number
- Submit fingerprints through Livescan or transfer existing clearances for all adults living or working in the home
- Schedule prelicensing visit
 - Home must meet Title 22 requirements
- A license is granted only after all requirements are met



- In addition to the Small Family Child Care requirements:
 - Each applicant must show proof of 1 year experience
 - As a Family Child Care licensee, OR
 - As a an employee of a licensed Child Care Center
 - Home must receive a fire clearance
 - Compliance must be maintained with other jurisdictions
 - Local Planning & Zoning
 - Department of Industrial Relations



Common Problem Areas

- Landlord/Tenant Issues
- Homeowners' Associations
- Zoning Requirements
- Impact on Neighborhood





Application Fees

- Small Family Child Care Home
 - **\$60.00**



- Large Family Child Care Home
 - **\$115.00**

Submit a check or money order payable to the Department of Social Services with the application

All application fees are non-refundable



Operating Costs

- Fingerprinting for each adult
- TB testing for each adult
- 15 Hours of EMSA training
- Fire extinguisher & smoke detector
- Home safety equipment
- Toys and supplies for children
- Business advertising expenses
- Fire clearance fee for Large Family Child Care



Application

You may download the application at

www.Daycare.com

 Keep copies of the blank and completed forms

FAMILY CHILD CARE HOMES

This contains instructions needed to file an application for a Family Child Care Home license, and to gain access to and print forms.

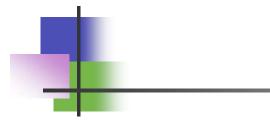
Family Child Care is non-medical care and supervision for children, in the provider's own home, for periods less than 24 hours. A license may be issued for a Small Family Child Care Home or a Large Family Child Care Home. A Small Family Child Care Home provides care for up to 6 children or for up to 8 children if certain requirements are met. A Large Family Child Care Home provides care for up to 12 children, or for up to 14 children if certain requirements are met.



www.ccld.ca.gov

NOTE: PAGE 101

Application for Family Child Care Home License (LIC 279)



Name of person(s) applying for the license

Names and relationships of all adults living in the home

Licensee responsibilities

Original signature(s) —

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Address and directions to home

Specify days & hours of operation

Current Children in Your Home

Application for Family Child Care License (LIC 279B)

Children's names are confidential

CHILD'S FULL NAME DAT	ATE OF BIRTH	1 SEX	RELATIONSHIP
		1	
		+	
		+	
		+	
		+	
		+	1

CURRENT CHILDREN IN YOUR HOME.

LIC 278 CHIEF PERSONALICON FORNTIA.

APPLICATION FOR A FAMILY CHILD CARE HOME LICENSE

CALPORNA DISPARTMENT OF SOCIAL BUSINGS.

Criminal Record Statement

(LIC 508)

- Completed by each adult (18 years or older), living or working in the home
- Failure to disclose a prior criminal background will result in an automatic denial of an exemption request

CRIMINAL RECORD STAT	EMENT		COMMUNITY DARK DEEMSING DIVISIO
State law requires that persons associate conviction is any piea of guilty or noto conter a copy of any criminal history you may have.	idere (no contest) or a verdic		
Have you ever been convicted of a	crime in California ?		🗆 YES 🗆 NO
Have you ever been convicted of a military or jurisdiction outside of U		,	
Criminal convictions from another a convictions in California.	State or Federal court	are considered t	he same as crimina
If you answer YES, give details on the			and circumstances o
It happened a long time ago; It was only a misdemeanor; You didn't have to go to court You had no jail time or the sen You received a certificate of re The conviction was later dismi NOTE: IF THE CRIMINAL BACKGI DID NOT DISCLOSE ON THIS FORI RESULT IN AN EXEMPTION DENIA OR EXCLUSION FROM A LICENSE I declare under penalty of perjurand understand the information	the way My a find on a solution way My a find on the solution of the solution	DISCLOSE THE CO	TION(S) THAT YOU ONVICTION(S) WILL INSE REVOCATION,
accompanying attachments are	true and correct.	FACILITY NUMB	BI
YOUR NAME (PRINT CLEARLY)	YOUR ADDRESS	CITY	ZP
YOUR NAME (PRINT CLEARLY) SOCIAL SECURITY NUMBER (SEE PRINCY STATEMENT ON REVERSE SIDE)	YOUR ADDRESS DATE OF BIRTH	DIMY LICENSE N	

Criminal Record Statement (LIC 508) 1. Instructions to Respondents: If you have been convicted of a crime in California or from another state or in federal court, the following information:

 Utilized to provide detail of prior criminal convictions

Provide original signature

I.	Instructions to Respondents: If you have been convicted of a crime in California or from another state or in federal court, provide the following information: What was the offense?
	In which state and city did you commit the offense?
	When did this occur?
	Tell us what happened. (Use additional sheets of paper if needed)
	pack -
	300
	I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.
	Signature Date
II.	Instructions to Licensees: If the person discloses a criminal conviction, review the person's statement and discuss it with your Licensing Program Analyst (LPA). Maintain this form in your facility personnel file <u>and</u> send a copy to your LPA.
Г	PRIVACY STATEMENT
1	Pursuant to the Federal Privacy Act (P.L. 93-579) and the information Practices Act of 1977 (Civil Code section 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.
	In order to be licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1568.09, 1569.17 and 1596.871). The Department will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the Department (Civil Code section 1798 et seq.). Under the California Public Records Act, the Department may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.
ı	NOTE: IMPORTANT INFORMATION The Department is required to tell people who ask, including the press, if some one in a licensed facility has a criminal record exemption. The Department must also tell people who ask, the name of a licensed facility that has a licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office

Statement Acknowledging Requirement to Report Suspected Child Abuse

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA	WHERE TO CALL IN AND SEND THE WRITTEN ABUSE REPORT
STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE	
NOTE: RETAIN IN EMPLOYEE/LICENSEE FILE	Reports of suspected child abuse or neglect must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if
NAME	designated by the county to receive mandated reports, or the county welfare department. [PC § 11165.9 The written report must include the information described in Penal Code section 11167(a) and may be submitted on form SS 8572.
POSITION FACILITY NUMBER	
	IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF ABUSE REPORTS
California law REQUIRES certain persons to report known or suspected child abuse. employee at a licensed facility or a child care institution, YOU are one of those pers reporter."	sons - a "mandated report suspected child abuse nave immunity from criminal or civil liability income reporting as required or authorized by law. [PC § 11172(a)] The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports, and other designated
PERSONS WHO ARE REQUIRED TO REPORT ABUSE	agencies. [PC § 11167(d)(1)] Reports are confidential and may be disclosed only to specified persons and agencies. Any violation of confidentiality is a misdemeanor punishable by imprisonment, fine, or both
Mandated reporters include a licensee, an administrator, or an employee of a licens	
or child day care facility. [Penal Code ("PC") § 11165.7(a)(10)] Mandated reporte employee of a child care institution, including, but not limited to, foster parents, grou	
and personnel of residential care facilities. [PC § 11165.7(a)(14)] No supervisor or	r administrator may
impede or inhibit an individual's reporting duties or subject the mandated reporter making the report. [PC § 11166(h)]	to any sanction for six months in jail, a fine of \$1000, or both. [PC § 11166(b)]
4	COPY OF THE LAW
WHEN REPORTING ABUSE IS REQUIRED	
employment, has knowledge of or observes a proof was the age of B years who	pope of his or her my employment in a licen document of the care institution, my employer provided me with a copy if Pena consections 11165.7, 11166, and 11167. [PC § 11166.5(a)]
or reasonably suspects has been the victim fichild ablue or legie must report the The reporter must contact a designated and or imprediatory or as soon as practice.	suspected incident. ACKNOWLEDGMENT OF RESPONSIBLITY
telephone, and shall prepare and send a critten report within 36 hours of receiving	
concerning the incident. [PC § 11166(a)]	known or suspected child abuse in compliance with Penal Code section 11166. [PC § 11166.5(a)]
ABUSE THAT MUST BE REPORTED	SIGNATURE DATE
Physical injury inflicted by other than accidental means on a child. [PC § 11165.6]	
Sexual abuse meaning sexual assault or sexual exploitation of a child. [PC § 11165.1]	
Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a responsible for the child's welfare under circumstances indicating harm or threatened health or welfare. [PC § 11165.2]	

PAGE 1 OF 2

Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child be placed in a situation in which the child or child's health is endangered. [PC § 11165.3] Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic

condition. [PC § 11165.4]

LIC 9108 (3/05) PAGE 2 OF 2

Emergency Disaster Plan for Family Child Care Homes

(LIC 610)

Emergency Phone Numbers

Poison Control:

Child Protective Services:

Licensing:

Provide emergency numbers <u>in</u> <u>addition</u> to 911

**Refer to your local telephone directory for other information

Time or mint alcores	Continue to shope Year	. Bot en a consta to l'acce	rina affica	
	. Post next to phone. Keep curren	t - Naturn a copy to the licens	ang ontoe.	
CONTROL PARTIE				DATE:
1. EMERGENCIES -	LIFETHREATENING - Call 9-1-1 - To	all them: Number Calling from:		
COLUMN TO SERVICE				
ILLOY GENERALE.				
CONTRACTOR PRODUCTIONS	OLD.			
2. EHERGENCY HA	WES AND TELEPHONE NUMBERS	In addition to 9-1-11		
Fire/Paramedics:		Office of Emergency	Services:	
Rad Cross:	Licensing:	Ambulanos:	Ott	nor:
Hospital:	Police/Sheriff:	Child Protective Serv	rices:	
	Poison Control:			
department.	UATION - Some disasters require over est very to east mores. Be sure that a routes, meet at a preamanged location ELOCATION SITE(S) - Some disaster bismosts and flashight and meet at a			
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4. TEMPORARY RE nead tool, water, property owner.				
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4 TEMPORARY RE near food water, property dener.		rs require moving to a safe loss predmanged easily accessible predmanged easily accessible to the safe of the safe	gtion. When re- location. Balss.	
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Facility Sketch (LIC 999A)

- Interior Floor Plan must include locations of:
 - Areas used by children
 - Off limit areas
 - Fire Extinguisher
 - Emergency Escape Route
 - Electrical Shut Off

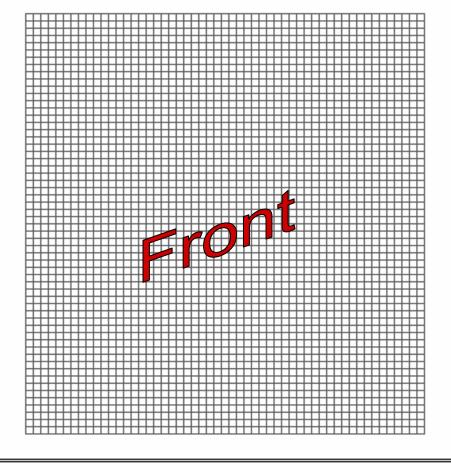
STATE OF CALIFORNIA HALLEY JACHLISM SERVICES ASSESS.

DEFORMS DIPOTRIBLE OF ROCKS SERVICE

FACILITY SKETCH (Floor Plan)

Applicants are required to provide a sketch of the foor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, both, lying room, etc. Circle the names of the rooms that will be used by staffhastcants/clients/chitchen. Door and window exist from the rooms must be shown in case of an energency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the stage-below. See back for yard sketch.

CLEVIUS INC.



принов



Facility Sketch (LIC 999)

- Outdoor Area must include locations of:
 - All existing sheds or building structures
 - Pools/spas or other bodies of water
 - Fences or walls
 - Marked exits
 - Gas and water shut-off valves

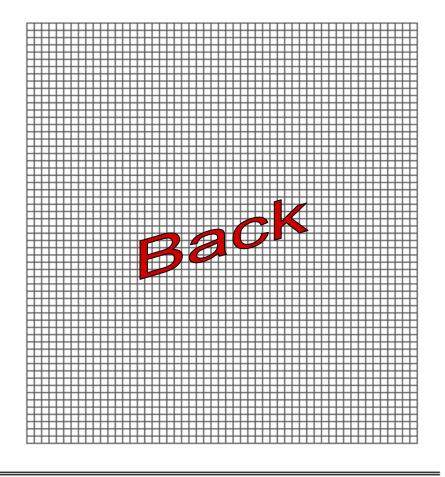
STATE OF CALIFORNIA, HEALTY AND HARRIST SHRYICHS ASSISTED.

DILECTOR OF DEPOTE BUT OF SOCIAL SERVICE COMMISSION OF STREET

FACILITY SKETCH (Yard)

The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Show any potential hazardous area such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.

SEPTIME



Property Owner/Landlord Notification

(LIC 9151)

If the property is leased or rented, the applicant must notify the landlord that a Family Child Care Home will be operated on the property.

SOUTH OF CALFORNIA. HIRLTH AND HAMPI SERVICES ARESIC? CALFORNIA. DEPOPMENT OF SOCIAL SERVICES.
PROPERTY OWNER/LANDLORD NOTIFICATION
FAMILY CHILD CARE HOME
Property owner notification for all leased or rented properties, required by Health and Safety Code Section 1597.40(d), to be completed by Family Child Care Home applicants and licensees. This notification is to advise you as owner or landlerd of the property located at
that
is currently or will be
operating a licensed Family Child Care Home at this address
The sole purpose of this notice is to advise you of the current use or intended use of the above property. The property owner/landlord is prohibited by law from imposing any direct or indirect restrictions on, or prohibitions against, the tenant's operation of the Family Child Care Home on the rental property.
[APPLEMITIDEENSEE SEENATURE] (DATE)
A copy of this form must be kept on file at the licensed Family Child Care Home.
ucentpe)

Property Owner/Landlord Consent

(LIC 9149)

If the property is leased or rented, consent must be obtained from the property owner before caring for the additional school age children.

STATE OF CALIFORN A - HEALTH AND HUMAN SERVICES ASSISTED.

CALIFORNIA SUPARTMENT DE SICIOAL SERVICES COMMUNITY CAPE L'E BRUNCI DIACION

PROPERTY OWNER/LANDLORD CONSENT

FAMILY CHILD CARE HOME

Health and Safety Code, Sections 1597.44(d) and 1597.465(d) require, in part, that providers who lease or rent their residence obtain permission from their property owner/landlord when they plan to expand their Small Family Child Care Home capacity from 6 to 8, or their Large Family Child Care Home capacity from 12 to 14. If you plan to expand your capacity as specified, please have your property owner/landlord complete this consent form.*

I[PRINT PROPERTY CHINERELANDA CHIDANANE)	give my consent for
(PRINT APPLICANTELES MELLS MARK)	who resides at
[PRINT FACILITY ADDRESS]	to expand the
Small Family Child Care Home capacity from 6 to 8 Large Family Child Care Home capacity from 12 to 14	
PREPERTY OUR ERLAND LONG SECURITURE)	TEMTE)

"Property owner consent is not required if you plan to care for 6 children in your Small Family Child Care Home or for 12 children for a Large Family Child Care Home.

This form must be kept on file at the licensed Family Child Care Home.

LETHIOD



Health & Safety Training

- Licensee shall have <u>15</u> <u>hours</u> of EMSA approved Health & Safety Training which includes:
 - Pediatric CPR
 - Pediatric First Aid
 - Preventative Health Practices



To accept your application the following are required:



Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare, [PC § 1116.5].

Willful harming or injuring or endangering a child meaning a situation in which my person inflicts, or willfully causes or permits a child to study entry injuritable in proceed and sterring, or causes or permits a child be placed in a situation in which the child or child's health is endangered. [PC § 11165.3] Unlawfull corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition. [PC § 11165.4]

Plus:

- Fee
- T.B. test results for all adults in the home
- Proof of orientation attendance
- Proof of enrollment in
 15 Hours of Health & Safety
 Training

Pre-licensing Readiness Guide (LIC 9217)

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ON PORTUGE PERMANENT OF POOLS OFFI LOPE

PRE-LICENSING READINESS GUIDE - FAMILY CHILD CARE HOME

Before you receive a Family Child Care Home license, the licensing agency will visit your home to make sure that your home meets licensing requirements. Below is a checklist of requirements to help you get ready for our visit. As each requirement is completed, please put a check mark next to it. When your home has met all of the requirements:

- · SIGN AND DATE THE FORM AT THE BOTTOM.
- MAIL THIS FORM BACK TO THE LICENSING AGENCY (When the licensing agency receives this form, it will mean that your home meets all of the requirements and you are ready for your visit.)
- A LICENSING PROGRAM ANALYST WILL CALL YOU TO SET UP A DATE FOR OUR VISIT TO YOUR HOME.

THE FOLLOWING ITEMS ARE REQUIRED BY REGULATION
 All adults living in the home and assistant and/or substitute care providers have submitted fin- gerprints and child abuse index check forms to Department of Justice and received a California clearance or exemption.
☐ Home is neat and clean.
 All fireplaces, woodstoves, and/or heaters are screened to prevent access by children.
☐ Home has a fully charged fire extinguisher which is at least a 2A:10BC.
☐ Home has a working smoke alarm.
☐ Home has a working telephone.
☐ All poisons are locked.
 Hazardous materials are kept out of the search of dren (inaccessible):
 All firearms and any other weapons are not loaded and are locked up. Ammunition is stored and locked away separately from firearms.
 Outdoor play area is free from defects or dangerous conditions. Play equipment is securely anchored according to manufacturer directions.
.00 9217 (400) Page 1 of 2

	Outdoor play area is fenced.
	-or- Outdoor play area is not fenced and the plan for supervision is:
	If caring for children under 5 years old, home has a gate(s) blocking the stairs.
	Home does not have a swimming pool, spa, hot tub, fishpond, or any other bodies of water. -or-
	Home does have a, covered or fenced. (Write in type of body of water)
	The fence is at least 5 feet feet high with a self-latching gate that opens away from the pool or body of water. If using a cover, it must support the weight of an adult and shall be locked when pool is not in use.
	Toys and playthings are safe, clean, and appropriate for the age of the children.
	Babywalkers, bouncers, jumpers, and similar items will not be used for children in care and are kept inaccessible.
TH MA	A copy of the deed or properly tax statement, or if renting or leasing, a copy of the lease or rental agreement is available at the home. IERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT AY NOT BE IN REGULATIONS. IF YOU HAVE ANY OUR YONS, CALL YOUR LICENSING ROGRAM ANALYST.
TH MA PR	rental agreement is available at the home. IERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT AY NOT BE IN REGULATIONS. IF YOU HAVE ANY OUR TOONS, CALL YOUR LICENSING ROGRAM ANALYST. IDITIONAL NOTES:
TH MA PR AD	rental agreement is available at the home. IERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT AY NOT BE IN REGULATIONS. IF YOU HAVE ANY QUESTIONS, CALL YOUR LICENSING ROGRAM ANALYST. IDITIONAL NOTES:
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My ins	Tental agreement is available at the home. IERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT AY NOT BE IN REGULATIONS. IF YOU HAVE ANY QUESTIONS, CALL YOUR LICENSING ROGRAM ANALYST. IDITIONAL NOTES: Thome meets all of the above requirements and I am ready for a pre-licensing pection. INTERIOR DATE DATE PARE TOTAL POLICE STREET DATE TOTAL POLICE STREET TOTAL P
My ins	Tental agreement is available at the home. IERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT AY NOT BE IN REGULATIONS. IF YOU HAVE ANY QUESTIONS, CALL YOUR LICENSING ROGRAM ANALYST. IDITIONAL NOTES: Thome meets all of the above requirements and I am ready for a pre-licensing pection. ENATURE DATE



- A license is not granted automatically
- All requirements must be met before a license is granted
- Determine whether there is a need for child care in your area
 - Contact local resource and referral agencies

www.rrnetwork.org

- Once licensed, you can begin advertising
 - Include license number on all advertisements



Child Care



Things to Remember



- Maintain licensing reports and substantiated complaints for 3 years
- Licensing reports must be readily available to parents upon their request
 - Licensing reports documenting serious violations must be provided to parents
- Report becoming licensed or certified as a Foster Family Home
- Report when adults move in and out of your home
- Report when children residing in your home turn 18 years of age
- All advertisements must include the license number
- Americans with Disabilities Act applies to Family Child Care Homes

Limitations of the License

- Capacity is the maximum number of children at anytime for whom care can be provided
- License is issued to a specific licensee at a specific location
- Licenses are not transferable
- Any changes to the home must be made in consultation with CCL





Department of Social Services Community Care Licensing



Thank you for coming!