

Introduction



State of California
Department of Social Services
Community Care Licensing Division

**Child Care Center
Application Orientation**



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Hello. Welcome to the Child Care Center Application Orientation.

This orientation is for persons interested in obtaining a Child Care Center license, and is designed to inform potential applicants of the requirements necessary to apply for a Child Care Center license.

Upon completing this orientation, if you are interested in becoming a Child Care Center licensee, you are also required to attend the Child Care Center Operations and Record Keeping Orientation prior to submitting an application.

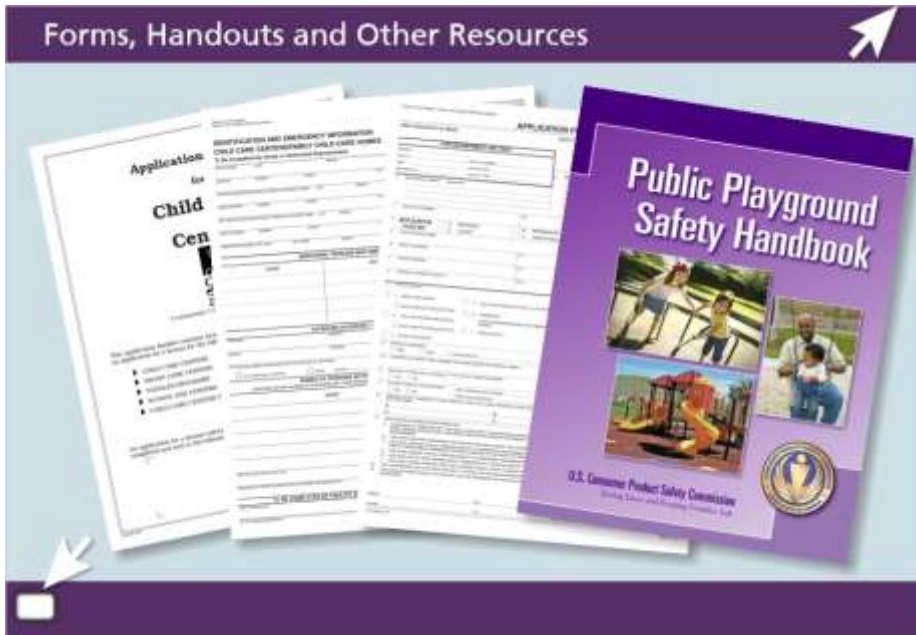
Orientation Content

- ✓ An overview of the licensing program
- ✓ An overview of the laws which govern the Child Care Licensing Program's inspection and enforcement authority
- ✓ A description of license types, client populations, and programs
- ✓ Information regarding background check clearance requirements
- ✓ A review of staff qualifications and responsibilities
- ✓ A review of physical plant requirements
- ✓ A review of the application process and how to complete the forms



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This orientation will provide: An overview of the licensing program. An overview of the laws which govern the Child Care Licensing Program's inspection and enforcement authority. A description of license types, client populations, and programs. Information regarding background check clearance requirements. A review of staff qualifications and responsibilities. A review of physical plant requirements. And a review of the application process and how to complete the forms.



Throughout this orientation, there are links to application forms, handout materials, contact information, and other resources. Please take the time to download and print these forms and materials. At any time during the orientation you can click on the RESOURCES tab for additional information on a topic or direct access to many of the required forms. Clicking on the closed captioning button will show a running transcript of this presentation.

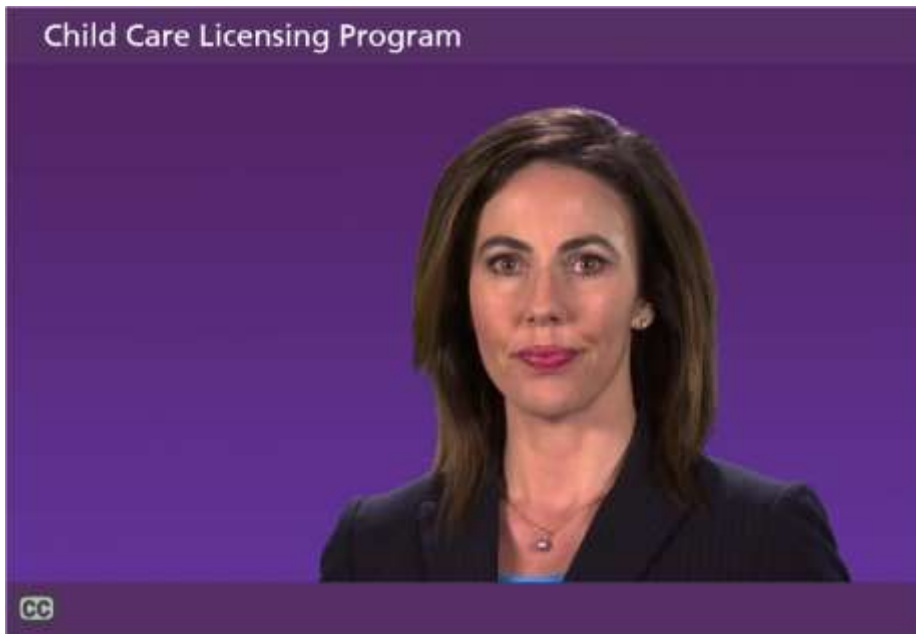


One of the key links and supports available is the Resource and Referral agency in your area. The Resource and Referral Agency will refer parents to your facility and can provide training and technical assistance regarding what it takes to stay in compliance with child care licensing laws and regulations.

If you have any questions about the information provided in this Orientation, have trouble with the Orientation process, or would like individualized help in becoming a licensed provider, you can contact your local Child Care Resource and Referral agency. Just call the Child Care Connection: 1-800-KIDS-793. Or 1-800-543-7793. There is no charge for this service.



Upon completing this Orientation, a Certificate of Completion document, with your name, will be available to you. Download and print this certificate as it must be submitted with your application. Should you have any questions about the application process, please call the regional office assigned to your geographical location.



I would like to provide you with some information about the Child Care Licensing program and the important occupation of a child care provider. There are a variety of reasons why you may have chosen to pursue this career path, but the most important reason must be your love for children and the desire to ensure that all children in your care have a safe, healthy, and happy place to go while their parents are away during a portion of the day.

Your role as a child care provider is a very important one and not one to be taken lightly. The first few years of a child's life are important in forming a basis for good education, self-discipline, and social integration. Many studies have shown that forming this basis can improve the chances of a child reaching his or her full potential. The choice of child care can be extremely difficult, even traumatic, for some parents. When parents drop their children off at a child care center, they want to be assured that their children will be in the best possible hands while they are away. Licensure can give parents a sense of security, but only if providers are held accountable for meeting requirements on an ongoing basis.

Child Care Licensing Program



- ✓ In a safe environment
- ✓ With qualified people who will do no harm
- ✓ Engaged in activities to encourage their development and growth
- ✓ In programs that can document and demonstrate their success in meeting health and safety standards
- ✓ With highly trained, dedicated and professional staff

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The Child Care Licensing Program is responsible for licensing and monitoring Child Care Centers to ensure children in care are: In a safe environment...With qualified people who will do no harm...Engaged in activities to encourage their development and growth... In programs that can document and demonstrate their success in meeting health and safety standards... And with highly trained, dedicated, and professional staff.

Child Care Licensing Regional Offices



- ✓ [14 regional offices](#) located throughout the state
- ✓ Each regional office has:
 - ✓ Regional Manager
 - ✓ Licensing Program Managers
 - ✓ Licensing Program Analysts
- ✓ Licensing Program Analysts will:
 - ✓ Work with you throughout the licensing process
 - ✓ Perform inspections of your facility
 - ✓ Provide technical support



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The Child Care Licensing Program operates through 14 regional offices located throughout the state. Each regional office has a Regional Manager, Licensing Program Managers, and Licensing Program Analysts. Licensing Program Analysts are assigned to particular geographical areas.

Should you decide to apply for a license; a Licensing Program Analyst will be assigned to your facility. That Licensing Program Analyst will work with you throughout the licensing process, perform inspections of your facility, and provide you technical support in an effort to ensure that your facility is in compliance with all licensing laws and regulations.




Once licensed, it is your responsibility to be familiar, and maintain compliance, with all licensing requirements, and to protect the health and safety of children in your care. For those of you who decide to make child care your profession, we wish you success and welcome you to the child care community.

Section 2: Overview

**Mission of Community Care Licensing
Child Care Licensing Program**

- ✓ To protect the health and safety of children in care facilities
- ✓ Health and Safety Code:
Child Day Care Act
- ✓ California Code of Regulations:
Title 22, Division 12



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The mission of the Community Care Licensing Division, Child Care Licensing Program, is to protect the health and safety of children in child care facilities through the administration of a regulatory enforcement program. The Health and Safety Code, Child Day Care Act, and the California Code of Regulations, Title 22, Division 12, are the governing authorities used to regulate and enforce the Child Care Licensing Program.

Responsibility of Community Care Licensing

A balanced approach to ensure the health and safety of all children in child care facilities

- **Prevention**
- **Compliance**
- **Enforcement**



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The Licensing Program Analyst is the key staff person who is responsible for carrying out the mission of the Community Care Licensing Division. To fulfill this responsibility, the Licensing Program Analyst uses a balanced approach of: Prevention...Compliance...And Enforcement.

The expectation is that services are delivered in a courteous, prompt and professional manner. Licensing Program Analysts strive to develop and sustain a well-balanced and business-like relationship with all licensees. The ability to provide advice on how to meet a regulatory requirement is an essential part of the Licensing Program Analyst's role.

When is a License Required?

Health and Safety Code 1596.80:
✓ A current valid license is required to operate a child care facility

Health and Safety Code 1596.750:
✓ A "Child Care Facility" provides:

- ✓ Non-medical care
- ✓ Personal services
- ✓ Protection

✓ Facilities include:

- ✓ Child Care Centers
- ✓ Employer-sponsored Child Care Centers
- ✓ Family Child Care Homes

✓ Unlicensed operation is a misdemeanor-\$200.00 a day civil penalty



Health and Safety Code Section 1596.80 states that no person, firm, partnership, association or corporation shall operate, establish, manage, conduct, or maintain a child care facility in this state without a current, valid license.

Health and Safety Code Section 1596.750 states that a "Child Care Facility" means a facility that provides non-medical care to children less than 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis.

A child care facility includes child care centers, employer-sponsored Child Care Centers, and family child care homes. Unlicensed operation of a child care facility is a misdemeanor; subject to a \$200 a day penalty.

Who is the Applicant?

An Applicant Can Be:

- ✓ Individual
- ✓ Corporation
- ✓ Partnership
- ✓ Limited Liability Company
- ✓ Public Agencies



There are several different types of applicants for Child Care Centers. An applicant can be an individual who typically owns and runs the entire center.

An applicant can also be a corporation, a partnership, a limited liability company, or a public agency, such as a school district.

License Types



- ✓ Infant License: Birth to 24 months
 - ✓ Toddler option: 18-36 months
- ✓ Preschool License: 2 years to entry into 1st grade
 - ✓ Toddler option: 18-36 months
- ✓ School-Age License: Enrolled in kindergarten including transitional kindergarten or above
- ✓ Mildly Ill License
- ✓ Each program must be distinct
- ✓ Regulations apply to all license types



There are a variety of license types for Child Care Centers. The infant license is issued for programs that serve children from birth to 24 months. It is permissible for a child to stay in an infant center up to a maximum of 36 months, based on the child's developmental needs. A toddler component may be added to the infant license. The toddler component enables an infant center to care for children up to the age of 36 months and provides the ability to separate older infants and toddlers ages 18 to 36 months from the younger infants ages 0 to 18 months.

The preschool license is issued for programs that serve children who are two years old up to entry into first grade. A toddler component may be added to the preschool license. The toddler component enables a preschool to have a special program for children between the ages of 18 to 36 months. The school-age license is issued for programs that serve children enrolled in kindergarten-including transitional kindergarten-- or above.

Although not common, there are also centers for mildly ill children. A mildly ill child is any child who is prohibited from participation in a Child Care Center due to discomfort, injury or symptom of illness. Each program must be physically separate and distinct. There must be a separate classroom and a separate play space for each program or age group. Child Care Center regulations apply to all license types and have additional requirements specific to the different age groups or programs.

Limits and Terms of a License

A license is issued for a specific:

- ✓ Licensee
- ✓ Address
- ✓ Capacity
- ✓ Age group
- ✓ Program type
- ✓ A license can not be transferred



A license is issued for a specific licensee... Address...Capacity...Age group...And program type.

A license cannot be transferred.

Sale of a Child Care Center

Sale of a Child Care Center requires a new license:

- ✓ 30 days written notice to parents and Community Care Licensing
- ✓ Must inform every child's parent or authorized representative of the intent to sell the business
- ✓ Applications for a new license are due within 5 days of offer



Sale of business.
...entirely or [but not] in part
...by piece all my
...own and being done as [v
...cluding the following desc
...including the building :
...the real estate and

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The sale of a Child Care Center requires a new license, and a 30-day written notice to parents and to Licensing. Following notification to Licensing, and prior to entering into an admission agreement, the licensee must inform the child's parent or authorized representative of the intent to sell the business.

In an effort to ensure timely transfer of the property and business, the law requires Licensing to give priority to applicants involved in the sale of a center. The prospective buyer must submit the application within 5 days of acceptance of the offer by the seller.

Provider Responsibilities



Review Title 22 Regulations
[Regulations for Child Care Centers](#)
(click link above to download)

- ✓ Compliance with Title 22 Regulations
 - ✓ Download, print and read regulations
 - ✓ Ask questions
- ✓ Compliance with other jurisdictions
 - ✓ Local planning authority
 - ✓ Municipal zoning
 - ✓ Fire codes
 - ✓ Taxes
 - ✓ Employment laws

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To be compliant with Title 22, it is important to read and become familiar with the licensing regulations. The regulations are available on the Community Care Licensing website and are also provided on the link here. Print a copy of the regulations and read and study them. Take responsibility for understanding what is required to maintain a Child Care Center license.

If you have questions, call the local Regional Office. In addition, the licensee must be compliant with other jurisdictions, such as the local planning authority, municipal zoning, fire codes, taxes, and employment laws.

Things to Consider

Do Your Homework:

- ✓ Perform a Needs Assessment
- ✓ Contact your local R and R

[California Child Care Resource and Referral Network](#)

California Child Care
Resource & Referral
NETWORK

- ✓ Develop a business plan
- ✓ Estimate your costs
- ✓ Buy or lease your facility?
- ✓ Furnishings and supplies
- ✓ Find qualified staff

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Do your homework. Perform a needs assessment. What is the need for child care in the area? Contact the local resource and referral agency for assistance in this area. Click the link to find your local Resource and Referral Agency.


Develop a business plan. Consider the costs to set up and operate your business. Will you buy or lease a facility? What furnishings and supplies are needed and how much will they cost? Remember to factor in the outside play area, and whether the location will require a new play structure and cushioning material. Determine how to find and maintain qualified staff and how to ensure the center is appropriately staffed at all times.

Section 3: Staffing Requirements

Child Care Center Staffing Requirements

A Criminal Record Clearance is required for:

- ✓ Applicants
- ✓ Licensees
- ✓ Employees
- ✓ Volunteers (under certain conditions)




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In this section we'll discuss the staffing requirements for your Child Care Center starting with Criminal Record Clearances.

A criminal record clearance is required for all applicants, licensees, employees, and volunteers under certain conditions, prior to working at the Child Care Center.

Criminal Record Clearance Requirements

- ✓ Fingerprint clearance is required for all adults before working at the facility and for applicants
 - [Live Scan Information](#)
 - [Live Scan Form](#)
- ✓ Live scan fingerprint process **1-800-315-4507**
- ✓ New applicants assigned a pending facility number
- ✓ Pending facility number must be used on the Live Scan application
- ✓ Criminal Record Clearance Transfer Request Form [LIC 9182](#)



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If an individual has been convicted of a crime other than a minor traffic violation, the individual cannot work or be present in the center until a criminal record exemption is obtained from the Caregiver Background Check Bureau. Criminal record clearances are obtained through the Department of Justice, Federal Bureau of Investigation, and Child Abuse Index Check. Fingerprints must be submitted through the Live Scan process, which is electronic fingerprint imaging. For more information on the Live Scan process click on this link. The Live Scan application can be downloaded from the Community Care Licensing website or click on this link to download. To schedule an appointment and determine the location for the nearest Live Scan office, call 1-800-315-4507.

Once an application is received and determined to be complete, new applicants will be assigned a pending facility number. The pending facility number must be indicated on the Live Scan application. This ensures that the applicant and all staff are associated to the correct facility in the Licensing Information System database. Active criminal record clearances may be transferred from one licensed facility to another. To transfer a clearance, submit a Criminal Record Clearance Transfer Request Form, LIC 9182, to the local Regional Office with a photo I.D. and request the clearance be associated to the new facility number.

Criminal Record Exemptions

- ✓ Exemptions are processed by the Caregiver Background Check Bureau (CBCB) in Sacramento

[Background Check Process](#)

- ✓ If you have any questions, call CBCB at **1-888-422-5669**
- ✓ Exemption needed for persons convicted of all crimes except minor traffic violations
- ✓ Certain crimes are not exemptible



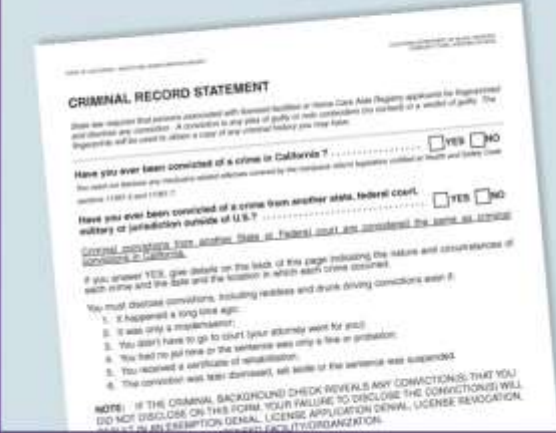

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Criminal Record Exemptions are processed by the Caregiver Background Check Bureau. To learn more about the criminal record clearance or exemption process, visit the webpage by clicking this link, Or call the Caregiver Background Check Bureau, at 1-888-422-5669.

An exemption is needed for persons convicted of all crimes except for minor traffic violations. Misdemeanors, felonies and convictions, even if they occurred a long time ago, require an exemption. Individuals convicted of serious crimes such as robbery, sexual battery, child abuse, elder or dependent abuse, rape, arson, or kidnapping are not eligible for an exemption.

Criminal Record Exemptions are Public Information

CCL WILL NOT give out information about the nature of the criminal conviction



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Criminal record exemptions are public information. When asked if an employee of a Child Care Center has a Criminal Record Exemption, Licensing and the licensee are required to divulge that information. This includes inquiries from the press.

While Licensing does not give out the nature of the crime, the name of the individual is disclosed because it is public information.

Administrator Qualifications and Responsibilities



- ✓ Must be at least 18 years of age
- ✓ Knowledge of the requirements for providing the type of care and supervision children need and ability to communicate with such children
- ✓ Knowledge and ability to comply with applicable laws and regulations
- ✓ Ability to maintain or supervise the maintenance of financial and other records
- ✓ Ability to establish the center's policy, program and budget
- ✓ Ability to recruit, employ, train, direct and evaluate qualified staff
- ✓ The Director may be responsible for Administrator Duties

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The administrator of a Child Care Center may be the licensee (if an individual), or any member of a governing board of a corporation, provided the individual is at least 18 years of age and has the following qualifications: Knowledge of the requirements for providing the type of care and supervision children need, and the ability to communicate with such children. Knowledge and ability to comply with applicable laws and regulations. Ability to maintain or supervise the maintenance of financial and other records. Ability to establish the center's policy, program and budget. Ability to recruit, employ, train, direct and evaluate qualified staff and to terminate employment of staff.

The licensee must ensure there are provisions for continuing operation and carrying out of the administrator's responsibilities during any absence of the administrator. While large facilities may have a designated administrator separate from the director, small facilities may choose to have the director be responsible for the administrator duties.

Director Qualifications and Responsibilities

- ✓ Must be a director or substitute director on site at all times
- ✓ In charge of daily operation of the center and record keeping
- ✓ Hiring, training, and supervision of staff
- ✓ Enrollment of new children
- ✓ Communication with CCL



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There must be a director or substitute director on site at all times. The director is in charge of the daily operation of the center including all of the record keeping...Hiring, training and supervision of the staff...And enrollment of new children.

While the director is also the primary person in communication with Licensing, it is the licensee that is held accountable for ensuring the facility maintains compliance with licensing laws and regulations.

Qualifications for a Director of a Preschool Program

Must meet one of the requirements below:

1. High School Graduate or GED
 - ✓ 12 core semester units early childhood education/development
 - ✓ 3 semester units in administration or staff relations
 - ✓ 4 years teaching experience in a licensed child care center
- OR** 2. AA degree in child development
 - ✓ 3 semester units Administration
 - ✓ 2 years teaching experience
- OR** 3. BA degree in child development
 - ✓ 3 semester units Administration
 - ✓ 1 year teaching experience
- OR** 4. Child Development Site Supervisor Permit or Program Director Permit



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To qualify as a preschool director, the individual must meet one of the following: High school graduate or GED and twelve units in child growth and development, or human growth and development...Child, family and community, and program or curriculum development... And three units of administration or staff relations.

Four years teaching experience in a licensed Child Care Center or comparable group child care program is also required. Or an Associate of Arts Degree in child development which includes 3 semester units of administration or staff relations and two years of teaching experience. Or a Bachelor of Arts Degree in child development which includes 3 semester units of administration and one year teaching experience. Or a child development site supervisor permit or program director permit issued by the California Commission on Teacher Credentialing.

Qualifications for Directors of Infant and School-Age Programs

Infant Program Director

- ✓ High School Graduate or GED
- ✓ 3 semester units in Administration or Staff Relations
- ✓ 12 core semester units - 3 semester units related to infant care
- ✓ 4 years teaching experience with children under 5 years of age

School-Age Program Director

- ✓ High School Graduate or GED
- ✓ 12 core semester units – early childhood education/development
- ✓ 3 semester units in Administration or Staff Relations
- ✓ 4 years teaching experience with children under 5 years of age




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Infant program director qualifications are the same as the preschool director with the following exceptions: At least 3 units must be related to the care of infants. Four years teaching experience must be with children under the age of 5.

A school-age director must meet the preschool age director qualifications. Other course work may be substituted for the child growth and development and child family and community. The alternate course work must be equivalent or more pertinent to caring for elementary school-age children.

Health and Safety Training Requirements

- ✓ 16 hours Health & Safety Training
 - ✓ Pediatric CPR and Pediatric First Aid certifications
- ✓ Preventive Health Practices
 - ✓ 1 hour of childhood nutrition
- ✓ CPR and First Aid certification may be obtained:
 - ✓ American Red Cross
 - ✓ American Heart Association
 - ✓ Vendor approved by EMSA
 - ✓ Or accredited or approved college/university
- ✓ Preventive Health Practices certification from:
 - ✓ EMSA approved vendor
 - ✓ Or accredited or approved college/university
- ✓ Online courses are not accepted






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In addition to the academic and professional experience requirements, at least one director or teacher at each center must complete 16 hours of health and safety training...Including pediatric cardiopulmonary resuscitation (CPR), pediatric first aid... And preventive health practices, including one hour of childhood nutrition.

The pediatric CPR and first-aid certifications may be obtained from the American Red Cross, the American Heart Association, any vendor approved by the Emergency Medical Services Authority, or by an accredited or approved college or university. The preventive health practices certification may be obtained from an EMSA approved vendor or accredited or approved college or university. The pediatric CPR and pediatric first aid must be renewed prior to expiration. Online courses are not acceptable for this training.

Supervision of Children

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All children shall be under visual supervision and observation at all times. This includes while children are napping and in the restroom. Lack of supervision is one of the most commonly cited deficiencies.

Section 4: Physical Plant Requirements



The slide features a woman on the left, a collage of photos showing children in a classroom and a teacher interacting with them, and images of a wooden crib and a white changing table on the right.

In this section we will discuss the types of rooms, spaces and equipment your child care facility must have in order to become licensed.

Indoor Activity Space

Must include:

- ✓ 35 square feet per child
- ✓ One toilet and sink for every 15 children
- ✓ Separate restroom required for staff
- ✓ Isolation area and restroom for sick children
- ✓ Age appropriate toys and furniture



The slide includes two images: one of a young girl playing with colorful blocks on a mat, and another of a large, modern indoor play area with various toys and furniture.

Indoor activity space for a Child Care Center must include: at least 35 square feet per child...And have one toilet and sink for every 15 children. There must be a separate staff restroom...And an equipped isolation area and restroom for children who get sick.

Also, there must be a variety of age-appropriate toys and furniture, in good condition and sufficient quantity, to allow children present to fully participate in planned activities.

Indoor Activity Space



Must include:

- ✓ Food preparation area
 - ✓ Sink
 - ✓ Hot and cold water
 - ✓ Refrigeration
 - ✓ Storage
- ✓ Storage space for clothing, personal belongings, bedding, play materials and napping equipment
- ✓ Drinking water must be available
- ✓ Age group separation based on license types

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Indoor activity space must include a food preparation area...A sink. Hot and cold running water. Refrigeration. And storage.

There must be individual storage space assigned to each child for clothing, personal belongings, and bedding. Storage space must also be provided for play materials and napping equipment such as floor mats or cots. Drinking water must be available. In combination centers, indoor space must be physically separated based on license types.

Indoor Activity Space for Infants

- ✓ Separate crib area
- ✓ Appropriate cribs, cots or mats
- ✓ Changing tables in arms reach of sink
- ✓ One toilet and one sink for every 15 infants
- ✓ One potty chair for every 5 infants being toilet trained



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Indoor activity space for infants must be physically separate from the crib area. Cribs are required for all infants who are unable to climb out of a crib. Floor mats or cots must be provided for infants who are able to climb out of a crib. The changing table must be within an arm's reach of a sink.

Centers that offer toilet training are required to have one toilet and one sink for every 15 infants...And one potty chair for every 5 infants.

Outdoor Activity Space

Must have:

- ✓ 75 square feet per child
- ✓ Safe access
- ✓ Shaded rest area
- ✓ 5 foot fence around bodies of water
- ✓ Cushioning material around play equipment
- ✓ Age appropriate play equipment
- ✓ 4 foot fence enclosing outside play area
- ✓ Age group separation
- ✓ Drinking water



Continue

[CPSC Public Playground Safety Handbook](#)

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There must be at least 75 square feet of outdoor activity space per child. The outdoor activity space must be safely accessible for children and include a shaded rest area. All bodies of water must be made inaccessible by a five-foot fence or pool cover strong enough to completely support the weight of an adult. Cushioning material and age- appropriate equipment are required.

Outside play space must be enclosed by a fence that is at least four feet high and provide for age group separation. There must be drinking water readily available to the children. You are encouraged to follow the Consumer Product Safety Commission's "Public Playground Safety Handbook" when setting up your outdoor activity space.

School-Age Physical Plant Requirements

- ✓ Restrooms must assure individual privacy and separation of gender
- ✓ Elementary School Site Programs use of school restrooms is permissible
- ✓ A staff restroom may be used for a sick child
- ✓ Classrooms used by a school-age child care program, on a functioning school site, do not have to meet the square footage and toilet requirements




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School-age programs have a few different physical plant requirements. For example, restrooms must assure individual privacy and may not be used by boys and girls at the same time. Restrooms may not be shared with preschoolers or staff.



For elementary school site programs, use of the elementary school restrooms is permissible. If a child becomes ill, the staff restroom may be used.

A room used as a classroom by a school-age child care program, operated on a functioning school site, does not have to meet the square footage and toilet requirements.

Section 5: Completing The Application – Section A

In this section:

- ✓ Completion of the application
- ✓ Avoiding delays
- ✓ Things to remember
- ✓ Review of all documents



This section will cover the completion of the application, how to avoid delays, important things to remember, and a review of all required documents.




The Application Process

Avoid delays:

- ✓ Submit a thorough and complete application
- ✓ Submit the correct application fee

Things to remember:

- ✓ Send original signatures
- ✓ Never use “white-out”
- ✓ Do not fax the application
- ✓ Keep a copy of all documents



Make sure you allow enough time for the application process to occur. To avoid delays, it is important to submit a thorough and complete application packet. Include a check for the correct fee amount for the program or programs you plan to offer.

Here are some other things to remember: Original signatures are required. Never use white out. Never fax the application. Applications may be hand delivered or mailed. For your records, keep a copy of all documents submitted, including the application.



Application Fees

[Licensing Fees](#)

- ✓ Application fees are based on license type and capacity
- ✓ For combination centers calculate fee for each program license

Infant } — **add fees together**
Preschool }
School-age }

- ✓ Submit one check for total amount
- ✓ Make the check payable to:
Department of Social Services

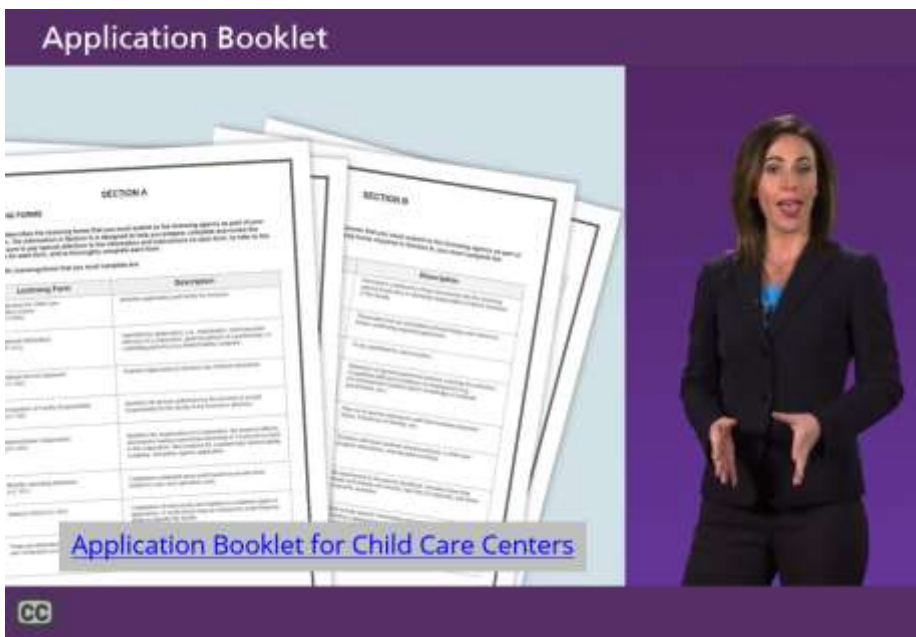
Application Fees Are Not Refundable

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Click on the “Licensing Fees” link to find the correct Application fee. Application fees are based on the license type and capacity. Centers that have more than one license type are referred to as combination centers. For a combination center, calculate the fee for each license type.

For example, if you are applying for an infant center and a preschool, determine the fee based upon the capacity for each license type, then add the fees together and submit one check for the total amount.

Make the check or money order payable to the Department of Social Services. Application fees are not refundable.



Application Booklet

Application Booklet for Child Care Centers

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It is time to review the forms required for a complete application.

Please take the time now to click on this link and download and print the application booklet.

Pages 3 and 4 of the booklet contain links to important forms which should also be downloaded.

The booklet is broken up into two sections - Section A and Section B. Section A documents will be covered first.

Application for Child Care License - LIC 200A

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

APPLICATION FOR A CHILD CARE CENTER LICENSE

(See Instructions on Back) REPLY TO:

FOR DEPARTMENT USE ONLY

DISTRICT: _____ COUNTY: _____ FACILITY NUMBER: _____

SITE: _____ ACTION TYPE: _____ REVIEWED BY: _____ FACILITY TYPE: _____

1. APPLICANT(S) NAME(S): _____

2. REQUESTED ACTION (CHECK ONE)

A. INITIAL APPLICATION E. CHANGE OF OWNERSHIP

B. CHANGE OF CAPACITY F. CHANGE WITHIN CORPORATION

C. CHANGE OF LOCATION G. OTHER (E.G., TODDLER OPTION, COMBINATION CENTER, ETC.)

D. CHANGE OF FACILITY TYPE

3. APPLICANT ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ AREA CODE/TELEPHONE: () _____

4. APPLICATION FILED BY: A. INDIVIDUAL B. PARTNERSHIP C. NON-PROFIT CORP. D. PROFIT CORP. E. COUNTY F. OTHER PUBLIC AGENCY G. LIMITED LIABILITY COMPANY

5. FACILITY/AGENCY NAME: _____ (SINGLE UNIT REQUIRED) AREA CODE/TELEPHONE: () _____

6. FACILITY ADDRESS: _____ CITY: _____ COUNTY: _____ ZIP CODE: _____ ALTERNATE PUBLIC TELEPHONE: () _____

7. MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

8. PERSON IN CHARGE OF FACILITY: _____ TITLE: _____

The Application for a Child Care Center License is form LIC 200A. In Section 1, enter the name of the applicant or applicants, corporation, limited liability company, or agency. Check the appropriate box in Section 2. Since this is a new application, the “Requested Action” would be, “Initial Application”. In Section 3, fill in the applicants name and address. Check the appropriate box in Section 4. In Sections 5 through 8, fill in the facility name, address and the person in charge of the facility. In Section 9, fill in the applicable program type. In Section 10, write in the capacity and range of each age group. Include the total capacity at the bottom of that section. Fill out each section completely. Complete Sections 11 through 16 with the appropriate information. In Sections 17 to 19, read the applicant’s or licensee’s responsibilities. Provide an original signature at the bottom of the application.

Applicant Information - LIC 215

EDUCATION: _____ CA 90001 _____ 6-75-76 _____ 84 _____ 6-10-80 _____ MA 6-10-89 _____

EDUCATION: _____ MA 6-10-89 _____

783 Canal St. Boston, MA College (508) 252-0243

120 Main Bloomington, IL CO (309) 848-3300

ABC Bank, Los Angeles, CA Banker (555) 254-8254

8/1/01 Winchester School Director 1234 Main St 8/1/16 Los Angeles, CA

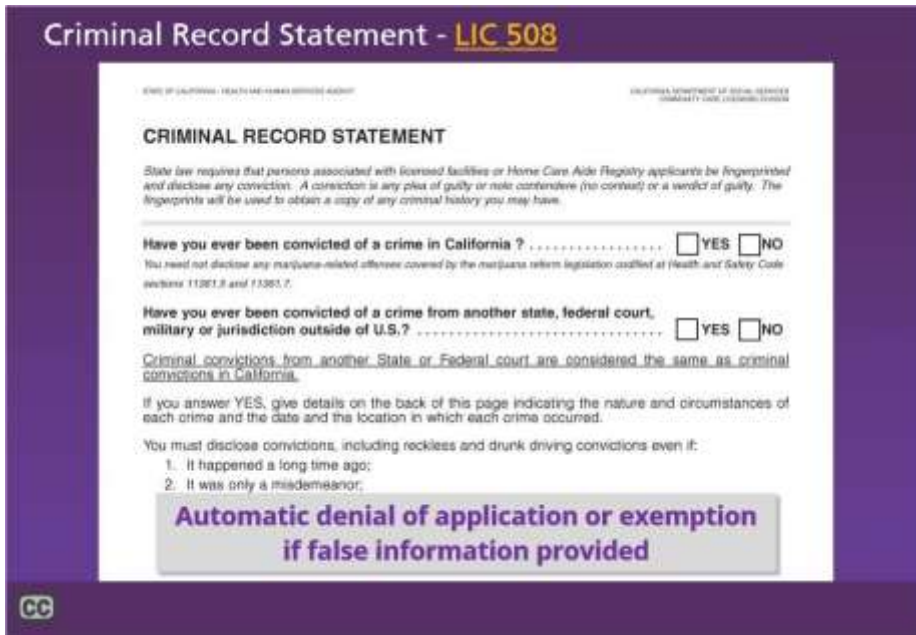
Not required for a public agency applicant

Benjamin H. Reese Los Angeles 8/15/17

The Applicant Information form, LIC 215, must be completed by all applicants - each individual, each partner in a partnership, or chief executive officer, or authorized representative of a corporation. Each applicant will provide their name, education, references, prior licensure status, business experience, and other personal information.

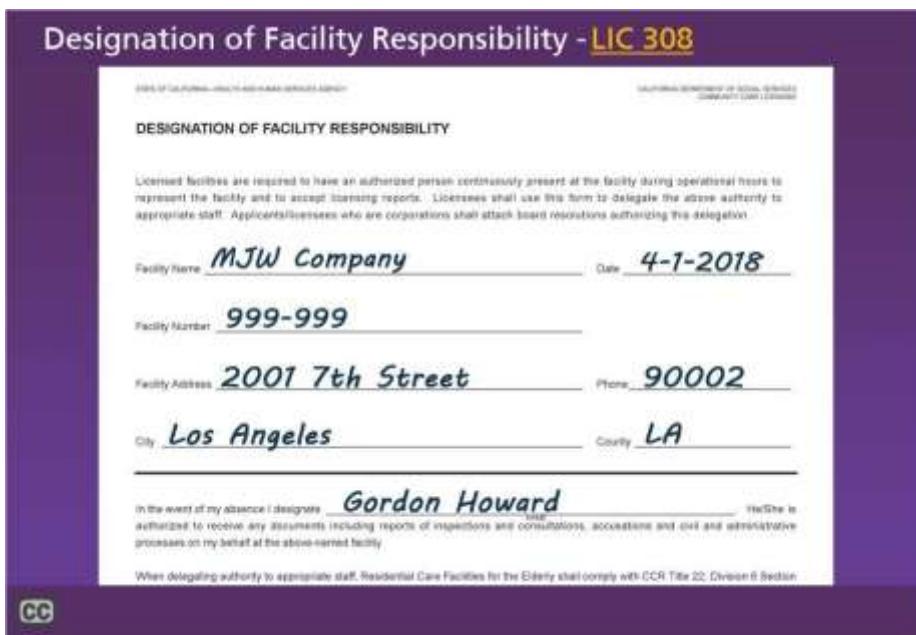
An original signature is required at the bottom of the second page.

This form is not required of a public agency Child Care Center applicant.



The Criminal Record Statement, LIC 508, must be completed by the applicant, and the director as well as all center staff. This form is confidential. Answer YES or NO to each of the questions...And then fill out the information in the box at the bottom. Failure to disclose a prior criminal conviction will result in an automatic denial of an application or exemption request. Make certain that the employees are aware of the consequences of providing false information.

If "YES" is checked for any of the questions, a detailed description of the incident and its outcome must be given on the back of this form. A Criminal Record Statement, LIC 508, must be submitted with the application for both the applicant and the director. Original signature and date are required on both page one and page two.



The Designation of Facility Responsibility, LIC 308, identifies the person authorized by the licensee to have responsibility over the center and to run the day-to-day operations for the licensee.

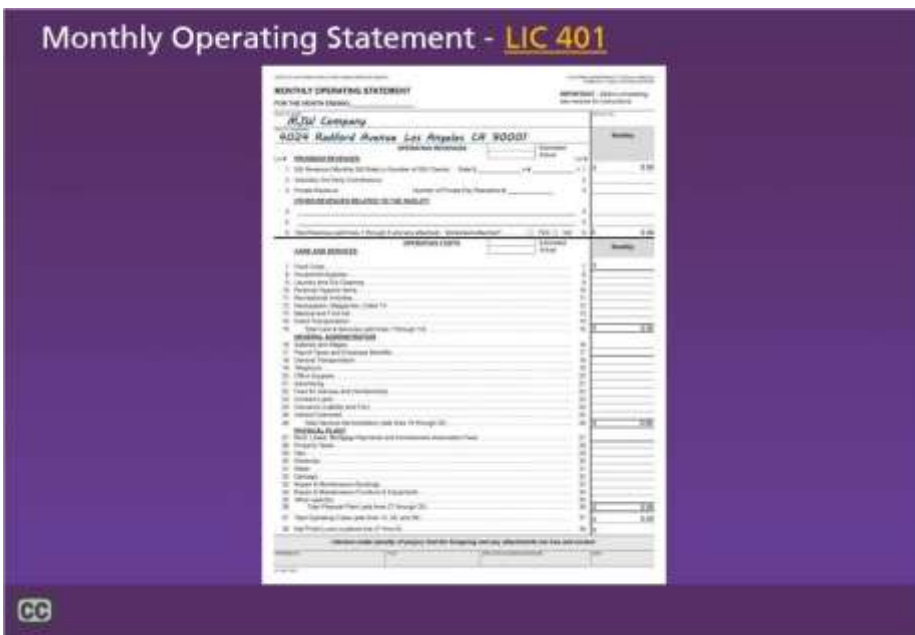
The director is also responsible for communicating with Licensing during site visits and for signing any Licensing reports or documents.

This form must be signed by the applicant. This form is never signed by the director unless the director is also the owner or licensee.



The Administrative Organization, LIC 309, is not required for individual owners. This form is for corporations and limited liability companies. This form identifies the organization, the board officers, and any person having a beneficial ownership of ten percent or more in the corporation or Limited Liability Company. The information on this form must match the application, LIC 200A. The terms of office must match the article bylaws.

There is a section on page two of the LIC 309 for public agencies. The very bottom is for partnerships.



The Monthly Operating Statement (LIC 401) establishes the estimated gross profit based on income from caring for children, less operating costs. Item one is not applicable to Child Care Centers. The information on this form demonstrates that an applicant has budgeted for the number of children requested.

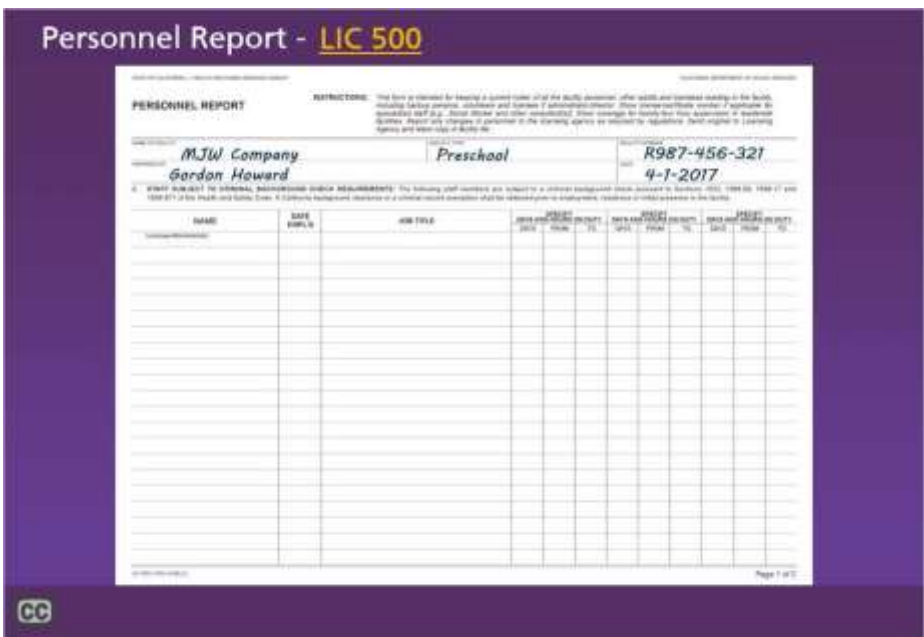
With regard to payroll and employee benefits, be sure to comply with labor standards. The budget should be based on what the center will need to operate fully staffed and at capacity.

The form must include the name of the preparer, and the original signature of the applicant.



The Financial Information Release and Verification form, LIC 404, provides financial information that is verified by a financial institution. Complete section one only. Ensure all account numbers are accurate. A separate form must be completed for each financial institution where banking is conducted.

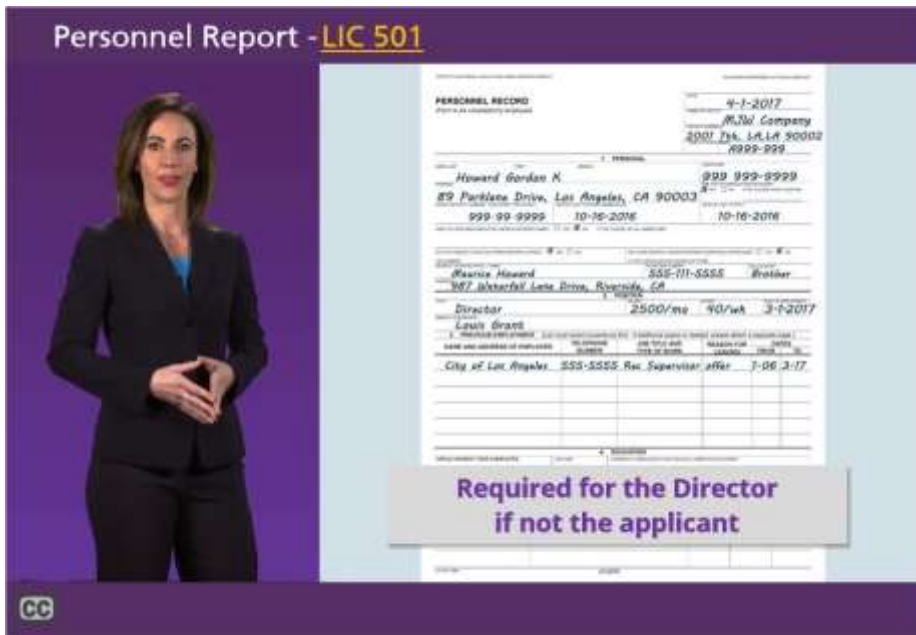
Original signatures are required on each form. The local Licensing office will send this document to the designated financial institution and obtain the information required. Licensing must receive the verified information directly from the financial institution, and therefore, will not accept verification provided by the applicant.



The Personnel Report form, LIC 500, is a staff roster. All planned employee positions must be shown on this form. Include days and hours staff will be on duty. The form must reflect adequate staff coverage for all hours of operation.

List the director and/or the administrator and any teachers or other staff hired at the time of application. List vacant positions by title and indicate "To Be Hired." If the form does not show that the director or administrator is there full time, a qualified substitute must be designated to act during their absence. For example, if the director of a Child Care Center is not opening and closing the center, then a qualified substitute must do so.

Page two of the Personnel Report is for staff exempt from criminal record background check requirements. The second page of the LIC 500 must be signed by the applicant, licensee or a designated representative. The signature must be original.



The Personnel Record, LIC 501 is required to be submitted for the director, if the director is not the applicant. This form provides information about the director’s qualifications. The director must sign the Personnel Record under penalty of perjury that the statements recorded on the form are true and correct.



The Health Screening Report, LIC 503, is required for each applicant and the director. The Health Screening Report must: Demonstrate that the individual’s health condition allows them to perform the type of work required...Be completed by or under the direction of a physician...Be current within one year prior to employment or within 7 days after employment...Provide a TB clearance from within the last year...And proof of immunity to or immunization against influenza, pertussis and measles.

If the applicant is a corporation, there must be a health screening --with a TB clearance--for the board president, the chief executive officer, or the person designated by board resolution. The LIC 503 must be signed and dated by a qualified medical professional. The signature must be original.

Licensing will not accept photocopied signatures on this form.

Emergency Disaster Plan - LIC 610

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EMERGENCY DISASTER PLAN FOR CHILD CARE CENTERS

INSTRUCTIONS:
Post a copy in a prominent location at facility near telephone. Licensee is responsible for updating information as required. Return a copy to the licensing office.

NAME OF FACILITY: _____ ADMINISTRATOR OF FACILITY: _____

FACILITY ADDRESS (CITY, COUNTY, STATE) _____ ZIP CODE _____ PHONE NUMBER () _____

I. ASSIGNMENTS DURING AN EMERGENCY (USE REVERSE SIDE IF ADDITIONAL SPACE IS REQUIRED)		
NAME(S) OF STAFF	TITLE	ASSIGNMENT
1.		DIRECT EVACUATION AND PERSON COUNT
2.		HANDLE FIRST AID
3.		TELEPHONE EMERGENCY NUMBERS
4.		TRANSPORTATION
5.		OTHER (DESCRIBE)
6.		

II. EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 6-1-1)

POLICE OR SHERIFF _____ OFFICE OF EMERGENCY SERVICES _____

RECORDS _____ PERSON CONTROL _____

The Emergency Disaster Plan form, LIC 610, is a plan developed by the applicant to enable the facility to handle any emergency that may arise and to protect the safety and well-being of each child. A separate LIC 610 is required for each component of a child care program.

Indicate on this form how your staff will handle an emergency situation...And emergency numbers of the appropriate agencies. Make sure that the correct non-emergency numbers are provided and not just 911. Indicate the facility exits...And temporary relocation sites. The plan must show a relocation site away from the facility that can accommodate the number of children in the facility.

Indicate the utility shut off locations, first aid kit and other equipment like smoke detectors, carbon monoxide detectors and fire extinguishers. Remember to sign and date the form. This completed form must be submitted with the application, and posted in the center.

Earthquake Preparedness Checklist - LIC 9148

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EARTHQUAKE PREPAREDNESS CHECKLIST (EPC) *

Health & Safety Code 1596.867 requires an Earthquake Preparedness Checklist be included as an attachment to the Emergency Disaster Plan (LIC 610, LIC 610A and 610A (SP)) and be made accessible to the public. This form is intended to meet this requirement.

A. ELIMINATE POTENTIAL HAZARDS IN CLASSROOMS AND THROUGHOUT THE SITE:


<ul style="list-style-type: none"> <input type="checkbox"/> Bolt bookcases in high-traffic areas securely to wall studs. <input type="checkbox"/> Move heavy books and items from high to low shelves. <input type="checkbox"/> Secure and latch filing cabinets. <input type="checkbox"/> Secure cabinets in high traffic areas with child safety latches. <input type="checkbox"/> Secure aquariums, computers, typewriters, TV/VCR equipment to surfaces (e.g. by using Velcro tabs). <input type="checkbox"/> Make provisions for securing rolling portable items such as TV/VCRs, pianos and refrigerators. <input type="checkbox"/> Move children's activities and play areas away from windows, or protect windows with blinds or adhesive plastic. 	<ul style="list-style-type: none"> <input type="checkbox"/> Assess and determine possible escape routes. <input type="checkbox"/> Enlist parent and community resource assistance in securing emergency supplies or safeguarding the child care site. <input type="checkbox"/> Store a 3-day supply of nonperishable food (including juice, canned food items, snacks, and infant formula). <input type="checkbox"/> Store a 3-day supply of water and juice. <input type="checkbox"/> Store food and water in an accessible location, such as portable plastic storage containers. <input type="checkbox"/> Store other emergency supplies such as flashlights, a radio with extra batteries, heavy gloves, trash bags, and tools.
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The Earthquake Preparedness Checklist, LIC 9148, is a form to assist licensees in being prepared in case of an earthquake. Please refer to the "Disaster Guide for Homes and Centers" by clicking this link.

It is also available on the Child Care Licensing website, Child Care Advocate Program webpage.

A copy of this completed form must be attached to the Emergency Disaster Plan, LIC 610.

Facility Sketch (floor plan) - LIC 999

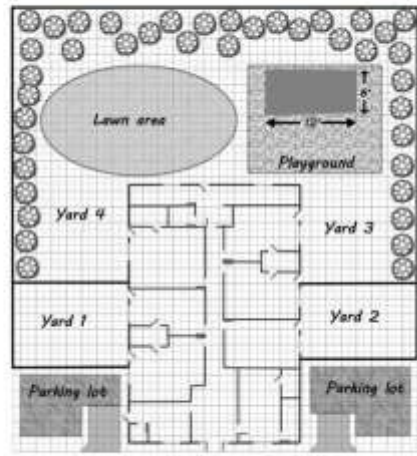


- Required for all indoor and outdoor space
- Show dimensions of rooms
- Designate use of rooms
- Show rooms that will be used by children and staff
- Identify rooms to be used by non-ambulatory children
- Location and number of toilets and sinks
- Show crib space separate from play space

The Facility Sketch, LIC 999, is required for all indoor and outdoor space. The first page of the LIC 999 is for a facility sketch showing the floor plan of the indoor space. It must show the dimensions of all rooms. Designate the use of all rooms, and circle the names of the rooms that will be used by children and staff. Identify rooms to be used by non-ambulatory children and identify the location and number of toilets and sinks. For an infant program, show the crib space separate from the play space.

Facility Sketch (page 2 Yard) - LIC 999

- Buildings in the outdoor space
- Location and dimensions of major equipment
- For combination Child Care Centers, a separate sketch showing indoor and outdoor space for each component
- Show entire facility and relationship between indoor and outdoor space



The second page of the LIC 999 is for a facility sketch of the outdoor space. Among other things, the outdoor sketch must show buildings in the outdoor space, including the facility, the parking lot, storage areas, driveways, fences, gardens, the playground and any other outdoor space intended for use by children. Also show the location and dimensions of major equipment--including playground equipment--and any swimming pools or other bodies of water.

For combination Child Care Centers, a separate sketch showing indoor and outdoor space must be submitted for each component. There must also be one sketch showing the entire facility and the relationship between the indoor and outdoor space of all components, as well as any other uses of the buildings.

Section 6: Completing The Application – Section B

Supportive Document	Description
Partnership Agreement	Partnership Agreement is a legal document that outlines the relationship between two or more individuals who are entering into a business partnership. It should include the names of the partners, the purpose of the partnership, the capital contributions, the distribution of profits and losses, and the responsibilities of each partner.
Articles of Incorporation	Articles of Incorporation are the legal documents that establish a corporation. They outline the basic structure and operations of the corporation, including the names of the incorporators, the purpose of the corporation, and the powers and responsibilities of the directors and officers.
Articles of Organization	Articles of Organization are the legal documents that establish a limited liability company (LLC). They outline the basic structure and operations of the LLC, including the names of the members, the purpose of the LLC, and the powers and responsibilities of the members and managers.
Other Documents	Other documents that may be required include a Certificate of Incorporation, a Certificate of Organization, and a Certificate of Good Standing.

It is now time to review the documents required in Section B. Section B describes the supportive documents that must be submitted with the application.

Documents Required for Partnerships, Corporations and Limited Liability Companies

- ✓ Partnership Agreement
- ✓ Articles of Incorporation
- ✓ Articles of Organization

These are the documents which must be submitted with your application if the licensee is a Partnership, Corporation or Limited Liability Company. Information contained in the partnership agreement...Articles of incorporation...Or articles of organization.

Identify who is ultimately responsible for which functions in the center. This information is especially critical when unresolved problems need attention.

Licensing must know whom to contact regarding the operation of the facility.

Partnership Applicants



- ✓ Partnership
 - ✓ Between two individuals not related by marriage
 - ✓ Includes name and principal business address of each General Partner
 - ✓ Obligations and duties of each General Partner—can each act on behalf of the others?



- ✓ Limited Partnership
 - ✓ Only General Partner is on the license
 - ✓ Provide names and addresses of all Limited Partners



Notes:

If the applicant is a partnership between two individuals, not related by marriage, a copy of the partnership agreement and all documents governing the partnership must be provided. This includes the name and principal business address of each general partner. It also must contain a description of the obligations and duties of each general partner, and whether or not each can act on behalf of the others. Ultimately, each partner in a partnership is responsible and liable for the obligations of the license.

If the partnership is a limited partnership, only the general partner will be on the license and sign the application. However, the names and addresses of the limited partners must be provided. Limited partners do not sign the application.

Corporation Applicants



- ✓ Corporation
 - ✓ Articles of Incorporation with state seal from the state in which they are incorporated
 - ✓ Out-of-state or foreign corporations must submit proof of registration with the California Secretary of State's Office to do business in California
 - ✓ Constitution and bylaws with amendments
 - ✓ Board Resolution authorizing the submission of the application by the designated representative acting on behalf of the corporation
 - ✓ Board officers' names, titles, business addresses and phone numbers
 - ✓ Name of each person owning more than 10% stock





Corporations must submit a copy of the Articles of Incorporation with a state seal from the state in which they are incorporated. Out-of-state or foreign corporations must submit proof of registration with the California Secretary of State's Office in order to do business in California.

Corporations must also submit the constitution and bylaws with amendments...The board resolution that authorizes the submission of the application and designates a representative to act on behalf of the corporation...The Board officers' names, titles, business addresses and phone numbers...And the name of each person owning more than 10% stock in the corporation.

Limited Liability Company Applicants



- ✓ Articles of organization with state seal
- ✓ Operating Agreement
- ✓ Names, titles, business addresses and phone numbers of all managing members, managers, and non-managing members holding 10% or more interest in the LLC



CC

Limited Liability Companies must submit a copy of their Articles of Organization stamped by the Secretary of State...An operating agreement...And names, titles, business addresses, and phone numbers of all managing members, managers, and non-managing members holding a ten percent or more interest in the Limited Liability Company.

Documents of Administrator and Director Qualifications

- ✓ Transcripts from an accredited or approved college or university with verification confirming required experience

OR

- ✓ Copy of Child Development Site or Child Development Program Director Permit

AND

- ✓ References verifying satisfactorily performed experience



CC

To verify the qualifications of an administrator or director, the following documents must be submitted with the application: Transcripts from an accredited or approved college or university...Or a copy of a Child Development Site Supervisor Permit or Child Development Program Director Permit...And written references verifying experience.

Documents of Administrator and Director Qualifications

For the director or teacher that attends the 16-hour Health and Safety Training, verification must include:

- ✓ Current pediatric first aid and pediatric CPR course completion cards issued by the American Red Cross, the American Heart Association, or by any vendor approved by the Emergency Medical Services Authority (EMSA),

AND

- ✓ A course completion card for the preventive health practices course or courses issued by a training program approved by EMSA

OR

- ✓ A certificate of Completion or certified copies of transcripts from an approved or accredited college that identify the number of hours and specified courses taken for the training

AND

- ✓ One hour of Childhood Nutrition Training

CC

For the director or teacher that attends the 16-hour Health and Safety Training, verification must include: Current pediatric first aid and pediatric CPR course completion cards issued by the American Red Cross, the American Heart Association, or by any vendor approved by the Emergency Medical Services Authority...And a course completion card for the preventive health practices course or courses issued by a training program approved by EMSA...Or a certificate of Completion or certified copies of transcripts from an approved or accredited college that identify the number of hours and specified courses taken for the training.

One hour of Childhood Nutrition training is also required.

Job Descriptions



- ✓ One for each classification
- ✓ Duties and responsibilities
- ✓ Minimum qualifications that correspond to licensing requirements
- ✓ Special skills needed to perform job
- ✓ Lines of supervision

CC

Clear, concise, and relevant job descriptions must be developed for each position. The job descriptions must include the duties and responsibilities...Minimum qualifications that correspond to licensing requirements...Special skills needed to perform the job...And lines of supervision.

Personnel Policies and Hiring Practices

Personnel Policies:

- ✓ Work hours/shifts
- ✓ Employee rights
- ✓ Child abuse reporting procedures
- ✓ Employees required to obtain child abuse training
- ✓ Staff coverage
- ✓ Staff qualifications
- ✓ Work schedules
- ✓ Conditions of employment

Personnel Policies

Employee Rights and Conditions

Each agency must provide written information regarding its policies and procedures to all employees upon hire. This information must include, but is not limited to, the following:

- Employee rights and conditions
- Work hours and shifts
- Employee rights
- Child abuse reporting procedures
- Staff coverage
- Staff qualifications
- Work schedules
- Conditions of employment

Equal Opportunity

Each agency must have a written policy that prohibits discrimination on the basis of race, ethnicity, gender, age, religion, sexual orientation, or disability. This policy must be included in the employee handbook and must be provided to all employees upon hire.

Termination and Time Off

Each agency must have a written policy that describes the conditions under which employees may be terminated. This policy must include the following:

- The reasons for termination
- The process for termination
- The employee's right to appeal
- The employee's right to file a complaint

Substance Abuse

Each agency must have a written policy that prohibits the use of alcohol, drugs, and other substances while on the job. This policy must include the following:

- The consequences of substance abuse
- The process for testing
- The employee's right to appeal

Personnel policies must include: Work hours and shifts. Employee rights. Child abuse reporting procedures. Documentation that indicates which employees will be informed of their responsibilities to obtain training on how to report child abuse to Licensing, as well as to the child protective agency. Personnel policies must describe regulatory requirements such as staff coverage. Staff qualifications. Work schedules. And conditions of employment.

Personnel Policies and Hiring Practices

Hiring Practices:

- ✓ Screening of required education and experience
- ✓ In-service training
- ✓ Conditions of employment
 - ✓ Criminal Record Clearance Statement
 - ✓ Criminal background check
 - ✓ Child Abuse Index check
 - ✓ Physical exam/health questionnaire
 - ✓ TB clearance
 - ✓ Immunity to or immunizations against influenza, pertussis and measles

Hiring Practices

Conditions of Employment

Each agency must provide written information regarding its policies and procedures to all employees upon hire. This information must include, but is not limited to, the following:

- Employee rights and conditions
- Work hours and shifts
- Employee rights
- Child abuse reporting procedures
- Staff coverage
- Staff qualifications
- Work schedules
- Conditions of employment

Screening

Each agency must have a written policy that describes the conditions under which employees may be hired. This policy must include the following:

- The reasons for hiring
- The process for hiring
- The employee's right to appeal

Background Screening

Each agency must have a written policy that describes the conditions under which employees may be hired. This policy must include the following:

- The reasons for background screening
- The process for background screening
- The employee's right to appeal

Legal Requirements

Each agency must have a written policy that describes the conditions under which employees may be hired. This policy must include the following:

- The reasons for legal requirements
- The process for legal requirements
- The employee's right to appeal

Hiring practices must describe how employees are screened for the required education and experience. Explain in-service training requirements, how many times throughout the year the employees will be required to attend, and identify who will be conducting those trainings. Make sure you comply with labor laws.

Inform employees that the conditions of their employment include: A criminal record clearance statement of prior criminal convictions. A criminal background check. A Child Abuse Index check. A physical exam and health questionnaire. A TB clearance. And Immunity to or immunizations against influenza, pertussis and measles.

In-Service Training for Staff




- ✓ Which staff will receive training
- ✓ Procedure for determining which staff will receive training
- ✓ Who will provide the training
- ✓ What topics will be covered
- ✓ Training must be pertinent to the facility type and duties performed



CC

As part of the plan of operation for the facility, establish a plan for in-service training for staff. The plan must address: Which staff will receive training -- new versus ongoing staff. Procedure for determining which staff will receive training. Who will provide the training, and the topics to be covered in the training. Topics covered must be pertinent to the facility type and the duties performed.

Parent Handbook

Child Care Program Description and Policies

- ✓ Statement of each program, purpose, goals and methods
 - ✓ Days and hours of operation
 - ✓ Ages of children to be served
 - ✓ Supplementary/optional services
 - ✓ Field trips
 - ✓ Transportation arrangements
 - ✓ Food Services




CC


The Parent Handbook is an informational tool designed to let parents know how the child care program operates. It should include a description of the child care program, admission policies, and discipline policies. The program description should be a general overview of program philosophies and goals, and the basic and optional services and activities to be provided by the program.

It should explain what the public should know about the center, and must include: Days and hours of operation...Ages of children to be served...Any and all supplementary or optional services...Field trip provisions...Transportation arrangements...And food service provisions.

Parent Handbook

Child Care Program Description and Policies

- ✓ Health & Medical Policy Plan
 - ✓ Epi-Pen and Epi-Pen Jr.
 - ✓ Inhaled medications
 - ✓ Blood Glucose monitoring
 - ✓ Insulin shots
 - ✓ Gastronomy tube
 - ✓ Other medical orders
- ✓ Medical or Dental Emergency Plan
 - ✓ Services to be provided to injured children
 - ✓ Sign-In/out Procedures
 - ✓ Transfer of responsibility between center and the child's representative

CC



Child Care Program description and policies should also include: A health and medical policy. Will Incidental Medical Services be offered? If so, describe those services. These may include administration of Epi-Pen and Epi-Pen Junior...Inhaled medications...Blood glucose monitoring...Insulin shots...Gastronomy tube and care...Or carrying out other medical orders.

The Parent Handbook should also include a medical or dental emergency plan. What services will be provided to injured children? Sign in and sign out procedures. There must be a procedure for the transfer of responsibility for the child between the center and the child's parent or authorized representative.

Parent Handbook

Admission Policies:

- ✓ Acceptance and retention limitations
- ✓ Interview to explain program and determine the needs of the child
- ✓ Documents required for enrollment
 - ✓ Copy of Admission Agreement
 - ✓ Notification of Parent's Rights [LIC 995](#)
 - ✓ Personal Rights form [LIC 613A](#)
 - ✓ Consent for Emergency Medical Treatment [LIC 627](#)

CC



The Parent Handbook should also contain your Admission Policies. Admission policies and procedures relevant to the category of children in care. The policies should include acceptance and retention limitations and the criteria for determining the appropriateness of placement, given an individual child's needs. An interview with parents to explain the program and determine the needs of the child must be included in the admission policies.

Documents required for enrollment include: A copy of the Admission agreement...Notification of Parents' Rights form, LIC 995...Personal Rights form, LIC 613A...And Consent for Emergency Medical Treatment form, LIC 627.

Parent Handbook

Admission Policies:

- ✓ Identification and Emergency Information [LIC 700](#)
- ✓ Physician's Report - Child Care Centers [LIC 701](#)
- ✓ Child's Preadmission Health History -- Parent's Report [LIC 702](#)
 - ✓ Immunization Requirements
 - ✓ Needs and Services Plan (infants and children with special needs)


CC

Additional documents required for enrollment include: Identification and Emergency Information form, LIC 700...Physician's Report - Child Care Centers form, LIC 701...Child's Preadmission Health History form, LIC 702--Immunization Requirements...And a "Needs and Services" plan for infants and children with special needs.

Parent Handbook

Discipline Policies:

- ✓ Types of positive discipline to be used
- ✓ Discipline not permitted
- ✓ Nor corporal punishment or violation of personal rights regardless of parental permission
- ✓ Parent conference
- ✓ Grounds for termination of attendance




CC

Discipline policies should describe the types of discipline that will be used and under what conditions each type will be used. Also state the type of discipline which is not permitted. Neither corporal punishment, nor any violation of personal rights, is ever allowed regardless of parental discipline practices or parental permission. Also, describe the parent conference process...And grounds for termination of attendance.

Schedule of Activities

Schedule of daily activities must include:

- ✓ Times that meals and snacks are served
- ✓ Nap time (if needed)
- ✓ Times for specific activities



CC

The schedule of daily activities must include: The times that meals and snacks are served...Nap time...And times for other activities such as circle time and outdoor play.

Admission Agreement

This is a legal contract and must include the following information:

- ✓ Basic services
- ✓ Optional services
- ✓ Reasons for termination of attendance
- ✓ Consent for toddler option component
- ✓ Licensing agency's authority to inspect the facility and interview children in care



CC

The admission agreement is a legal contract with the parents. It must include the basic services...And any optional services that will be provided...

Reasons for termination of attendance...And, if applicable, written permission from the child's parent or authorized representative when the program has a toddler option component.

The admission agreement must document the Licensing agency's authority to inspect the facility and interview children in care.

Admission Agreement

This is a legal contract and must include the following information:

- ✓ Payment policy and individual rates
- ✓ Any fee-related policies
- ✓ Refund policy
- ✓ Signed and dated by all parties
- ✓ Modification to agreement requires 30 day written notice to parent or authorized representative



The Admission Agreement should also state the payment policy and individual rates...Including any fee-related policies such as late fees and returned check fees, as well as any policies related to refunds.

The admission agreement must be signed and dated by all parties involved. Any modifications to the admission agreement require the licensee to provide 30 days written notice to the child's parent or authorized representative.

Sample Menu

The sample menu must include:

- ✓ One week's worth of planned meals and snacks from the 4 basic food groups
- ✓ Portion sizes
- ✓ Times meals are served



A sample menu must be submitted and must include: One week's worth of planned meals and snacks from the four basic food groups... Portion sizes...And the times meals will be served.

Furniture and Play Equipment

Provide a list of indoor and outdoor furniture:

- ✓ Sufficient quantity for capacity of center
- ✓ Tables and chairs
- ✓ Cots or mats
- ✓ Play equipment
- ✓ Age appropriate
- ✓ Safe
- ✓ Appropriate for activities
- ✓ Provide safe cribs, mats and cots

[Federal Guide for New Crib Standards](#)



CC

You must also provide a list of indoor and outdoor furniture which will be sufficient for the number of children in care.

The list would include tables and chairs...Cots and mats...And play equipment. Furniture and equipment must be age-appropriate...Safe... And appropriate for the various activities provided.

Infant programs are required to have safe cribs, mats, and cots available for napping. For an infant who is capable of crawling out of a crib, a mat or cot must be used. The Consumer Product Safety Commission new and improved federal safety standards which apply to full-size and non-full-size cribs prohibit the traditional drop-side rail cribs.

Child care facilities must use only compliant cribs that meet the new federal safety standards. For more information on the new crib standards, please click on the "Federal Guide for New Crib Standards" link.

Control of Property

Proof of ownership:

- ✓ Grant deed, property tax bill, mortgage statement

OR

- ✓ Rental/lease agreement
 - ✓ Correspond with facility
 - ✓ Include contact information for property owner
 - ✓ Sub-lease must be approved by original leasing party



CC


Control of property is established by the following documents: A grant deed, property tax bill, or mortgage statement...Or a rental or lease agreement.

The rental or lease agreement must correspond to the facility...And include the contact information for the property owner. A sublease must be approved by the original leasing party.

Bacteriological Analysis of Water

If water is from a well or private source:

- ✓ Bacteriological analysis is necessary
- ✓ If drinking water is from private source submit evidence of following
 - ✓ An onsite inspection of the source of the water
 - ✓ Bacteriological analysis that establishes the safety of the water from proper authority

A photograph showing a clear glass of water on the left and a water filtration system on the right. The filtration system consists of a grey rectangular unit, a white cylindrical tank, and a grey cylindrical tank, all connected by pipes and mounted on a wooden base. The background is a light blue gradient with faint images of children's faces.

CC

The bacteriological analysis of water is to be completed only if the facility obtains its water from a well or private water source.

If drinking water comes from a private water source, the applicant must submit evidence that an onsite inspection of the water...And a bacteriological analysis has been conducted by the proper authority to establish the safety of the water.



We're almost there! Here are the final steps to completing the Child Care Center Application process.

Application Documents



- ✓ Submit original application documents & non-refundable fee to local licensing office
[Child Care Program Regional Offices](#)
- ✓ Application reviewed (accepted or returned)
 - ✓ Individual application review meeting as needed
 - ✓ A receipt for fee(s) with pending facility number(s) sent to applicant
 - ✓ Pre-licensing visit conducted
 - ✓ If no corrections needed, final file review conducted and license ordered



After completing this Orientation and the application, the original application documents and the non-refundable fee must be sent to the local Licensing office. Click on this link to find the address and contact information of the Child Care Licensing Regional Offices.

If it is determined that the application is incomplete, it will be returned to the applicant with a letter stating the reasons it is being returned. An individual application review meeting may be scheduled with the applicant if there are items that need to be discussed.

A receipt for the fees, with the pending facility number, will be sent to the applicant. After the application is processed and all required clearances are received, the local Licensing Office will schedule and conduct a pre-licensing visit.

If no corrections are needed, the final file review is conducted and the license is ordered.

Please be aware that facilities must be licensed FIRST before operating and advertising their business.

Resource and Referral Agencies



Free services Resource and Referral Agencies provide:

- ✓ Individual assistance with the licensing process and help with setting up and maintaining your business
- ✓ Marketing assistance, including free referral services to families seeking child care in your area
- ✓ Information about Food Program funding which your child care program can access
- ✓ Workshops, training and other resources
- ✓ R and R's also have Lending Library services
- ✓ Provide community resources to support you and the families you serve

1-800-543-7793 or 1-800-KIDS-793
To connect with the local R & R in your area

CC

Every county in California has a state-funded Child Care Resource and Referral agency-R and R-- that can help you start your business and become a successful child care provider. Here are some of the free services which R and R's can provide: Individual assistance with the licensing process and help with setting up and maintaining your business. Assistance with marketing your business, including free referral services to families seeking child care in your area. Information about Food Program funding which your child care program can access. Workshops, training and other resources that will: Help you maintain and develop your business. Improve your knowledge about child development and quality child care. And assist you in meeting health and safety requirements. R and R's also have Lending Library services...And provide community resources to support you and the families you serve.

Call 1-800-543-7793 or 1-800-KIDS-793 to connect with the local R&R in your area.
Click on the BACK button to make any changes.

Reminders



REMEMBER

- ✓ You must complete this orientation and the Operations and Record Keeping Orientation
- ✓ Download and Print your Certificate of Completion
- ✓ Submit Certificates of Completion from both orientations with your application
- ✓ Keep copies of all documents submitted

CC

We hope this orientation was helpful to you in preparing your application to become a Child Care Center licensee. Remember, before an application can be submitted, applicants must complete this orientation, and the Operations and Record Keeping Orientation.

Download and print your Certificate of Completion for this orientation from the MY CERTIFICATES tab on the main page. A certificate from both orientations must be submitted with the application.

Please keep copies of all documents submitted including the certificates from both orientations.



Congratulations, you have now completed the Child Care Center Application Orientation.

Please take the time to fill out our survey to let us know how we can improve this orientation.