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 your primary residence
  - Homelike environment
  - Less than 24 hours

- **Child Care Centers**
  - Commercial property
  - Special permits required
  - Space and qualification requirements
Who Needs a License?

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 $200 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
Inspection Authority

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 WILL NOT 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 never 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:

- Infant bouncers
- Baby walkers
- Johnny Jumpers
- Saucer chairs
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
Basic Requirements (cont.)

- 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
Break Time!
Mandated Reporter

- 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
Unusual Incident Reporting Requirements

- **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)
Parent Notification Requirements

- 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
Parent Notification Requirements

- 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
Documents to be Posted (Continued)

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

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

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
Licensing Process for Large Family Child Care Home

- 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 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

Other costs may apply. Fees may vary based on Applicant’s location.
Application

- You may download the application at www.Daycare.com

- Keep copies of the blank and completed forms
Current Children in Your Home
Application for
Family Child Care
License (LIC 279B)

Children’s names are confidential
Criminal Record Statement (LI C 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.

Have you ever been convicted of a crime in California? □ YES □ NO

Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of U.S.? □ YES □ NO

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California.

If you answer "YES", give details on the back of this page indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:
1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn’t have to go to court (your attorney would do it);
4. You had no jail time or the sentence was a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.
Criminal Record Statement (LIC 508)

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)
_____________________________________________________________________________
_____________________________________________________________________________

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 and send a copy to your LPA.

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (PL 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, 1569.09, 1569.17 and 1596.87.) The Department will create a file containing 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 newspapers and television reporters.

NOTE: IMPORTANT INFORMATION
The Department is required to tell people who ask, including the press, if some one is 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 license, 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

WHERE TO CALL IN AND SEND THE WRITTEN ABUSE REPORT

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 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.

IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF ABUSE REPORTS

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for 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 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. [PC § 11167.5(a)-(b)]

PENALTY FOR FAILURE TO REPORT ABUSE

A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail, a fine of $1,000, or both. [PC § 11166(b)]

COPY OF THE LAW

Prior to my employment in a licensed or unlicensed child day care facility or child care institution, my employer provided me with a copy of Penal Code sections 11165.7, 11166, and 11167. [PC § 11166.5(a)]

ACKNOWLEDGMENT OF RESPONSIBILITY

I, __________________________, have knowledge of my responsibility to report known or suspected child abuse in compliance with Penal Code section 11166. [PC § 11166.5(a)]

______________________________
SIGNATURE

______________________________
DATE
Emergency Disaster Plan for Family Child Care Homes (LIC 610)

Emergency Phone Numbers

Poison Control:
Child Protective Services:
Licensing:

Provide emergency numbers in addition to 911

**Refer to your local telephone directory for other information**
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
Facility Sketch (LI C 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
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.
If the property is leased or rented, consent must be obtained from the property owner before caring for the additional school age children.
Health & Safety Training

- Licensee shall have **15** hours of EMSA approved Health & Safety Training which includes:
  - Pediatric CPR
  - Pediatric First Aid
  - Preventative Health Practices
To accept your application the following are required:

- 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

Plus:

- Application
- Criminal Record Statements (for all adults)
- Sketches
- Emergency Disaster Plan
- Abuse Reporting Form
- • 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)

**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 your 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 YOUR 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 fingerprints 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 reach of children (inaccessible):
  - Kitchen: all sharp utensils and cleaning supplies, medicines, drawers and cabinets with liquid, plastic bags, and sharp things or small things children can swallow, etc.
  - Bathroom: shampoo, mouthwash, toothpaste, medicines, perfumes/lotions/cosmetics, solvents, etc.
  - Garage and Outdoors: solvents, gasoline, oil, turpentine, paint, sharp tools, lawn mower, gardening tools, poisonous plants, abandoned machinery, old refrigerators/freezers, old vehicles, etc.
- 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.

### THERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT MAY NOT BE IN REGULATIONS. IF YOU HAVE ANY QUESTIONS, CALL YOUR LICENSING PROGRAM ANALYST.

### ADDITIONAL NOTES:

My home meets all of the above requirements and I am ready for a pre-licensing inspection.

<table>
<thead>
<tr>
<th>PRINT YOUR FULL NAME</th>
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Keep a copy of this form and use the area below to note the date and time we will visit your home and the name and telephone number of your Licensing Program Analyst.

<table>
<thead>
<tr>
<th>DATE FOR MY HOME VISIT</th>
<th>TIME OF HOME VISIT</th>
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NAME OF MY LICENSING PROGRAM ANALYST:  
TELEPHONE #:
Things to Consider

- 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
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
Thank you for coming!