



## How to Obtain a Family Child Care License

The State of California Community Care Licensing issues licenses to family child care providers in Yolo County. The phone number for licensing is (916) 263-5744. These are the basic requirements for obtaining a family child care license:

- You must be 18 years of age or older.
- You must complete a Family Child Care Orientation held by Community Care Licensing.\*  
There are two ways to complete the Licensing Orientation process:
  1. Attend an onsite Licensing Orientation (Fee=25.00)
  2. Complete the online Licensing Orientation (Fee=30.00) Go to Community Care Licensing website: <http://cclcd.ca.gov/>
- **Tuberculosis Clearance** You and any adult living in the home must have a tuberculosis test and proof of clearance. Clearance has to have been dated within a year.
- **Health & Safety Training** You must submit proof of completion of 15 hours of health and safety training from an EMSA approved program. The training includes adult, infant and child cardiopulmonary resuscitation (CPR), pediatric first aid, and training in infectious disease and injury prevention for children. **(Please see the Health & Safety Requirement page in this document.)**
- **Application** You must fill out an application for a license. Always make copies of your application for your records. The application can be download at <http://www.dss.cahwnet.gov/forms/english/LIC279A.pdf>.
- **Licensing Application Fees** Non refundable fees for a small or large license must accompany your application. Small License the fee = \$66. Large License Fee = \$127.
- **Criminal Background Check** You will be required to go through a Livescan fingerprint process for a criminal records check. Every adult living in the household must also have their fingerprints taken and submitted for review. After you submit your application and fee, Community Care Licensing will issue you a "Facility Number" and send you the forms you will need to get your livescan/fingerprinting done. Only the forms issued by Community Care Licensing may be used.
- **When will I receive my license?** This depends on how fast you are able to meet your requirements. When all the paperwork is complete and all household adults have cleared the criminal background check, a licensing evaluator will visit your home to conduct a health and safety inspection. Please use the Pre-Licensing Readiness Guide available at <http://www.dss.cahwnet.gov/forms/english/LIC9217.pdf> in the Community Care Licensing website to prepare for your inspection.
- **How long is my license valid for?** You are licensed with your home, it is a facility license. As long as you remain in the home that licensing has inspected and approved, your license is valid. You must pay the Annual Renewal Fee in order to keep your license. **IMPORTANT: If you plan to move to another home, you must apply for a license relocation. Your license is tied to your original location. Community Care Licensing must inspect AND approve a new location prior to operation. Also, any changes or improvements to your home may need to be inspected again. Please call Community Care Licensing and talk to a licensing analyst at (916) 263-5744.**

*For more information about the licensing process call and ask to speak with a Resource & Referral Specialist at Child Care Services: (530) 757-5695 or (800) 723-3001.*

Child Care Services Resource & Referral  
600 A Street, Davis, CA 95616 (530)757-5695 or (800)723-3001  
[www.cityofdavis.org/cs/childcare](http://www.cityofdavis.org/cs/childcare)

## 2012 Family Child Care Onsite Orientation Schedule

**DAY:** Tuesday  
(Third Tuesday of every other month)

**TIME:** 9:30AM to 1:00PM

**PLACE:** Child Care Services  
County Conference Room  
600 A Street in Davis  
(Directions on page 3)

If you have questions call: (530) 757-5695

January 17

March 20

May 15

July 17

September 18

November 20

## Family Child Care Licensing Application Mailing Instructions

1. **Download Application and print all licensing forms:**  
<http://www.dss.cahwnet.gov/forms/english/LIC279A.pdf> (7 forms in total)
2. **Complete Application**
3. **Include the following:**
  - A. **Proof of TB Clearance for everyone 18 years of age or older in the home**
  - B. **Proof of completion OR registration in all Health & Safety Courses**
4. **Include the Application Fee (Make checks or money orders payable to: *Department of Social Services.*)**
  - A. **\$66 for a small license**
  - or**
  - B. **\$127 for a large license**
5. **Mail all documents to\*:**  
**River City Child Care Regional Office**  
**2525 Natomas Park Drive Suite 250**  
**Sacramento, CA 95834**

\* Please make sure you keep copies of checks/money orders and all documents you submit.

***If you have any questions about payment, forms or the licensing process please call the licensing office at (916) 263-5744 and ask to speak with the "Officer of the Day".***

# DIRECTIONS TO THE CHILD CARE SERVICES COUNTY CONFERENCE ROOM 600 A Street in Davis, 95616

## Coming from San Francisco

Take I-80 EAST toward Sacramento  
Merge to HWY 113 towards Woodland  
EXIT Russell Boulevard  
Make a RIGHT on Russell Boulevard  
Make a LEFT on A Street

## Coming from Sacramento

Take I-80 WEST toward San Francisco  
EXIT Richards Boulevard (Downtown)  
Turn RIGHT & go under RR overpass  
Stay on Richards Blvd. Name changes to E St.  
Make a LEFT on 5th Street/Russell Blvd.  
Make a RIGHT on A Street

## Coming from Chico-Redding via I-5

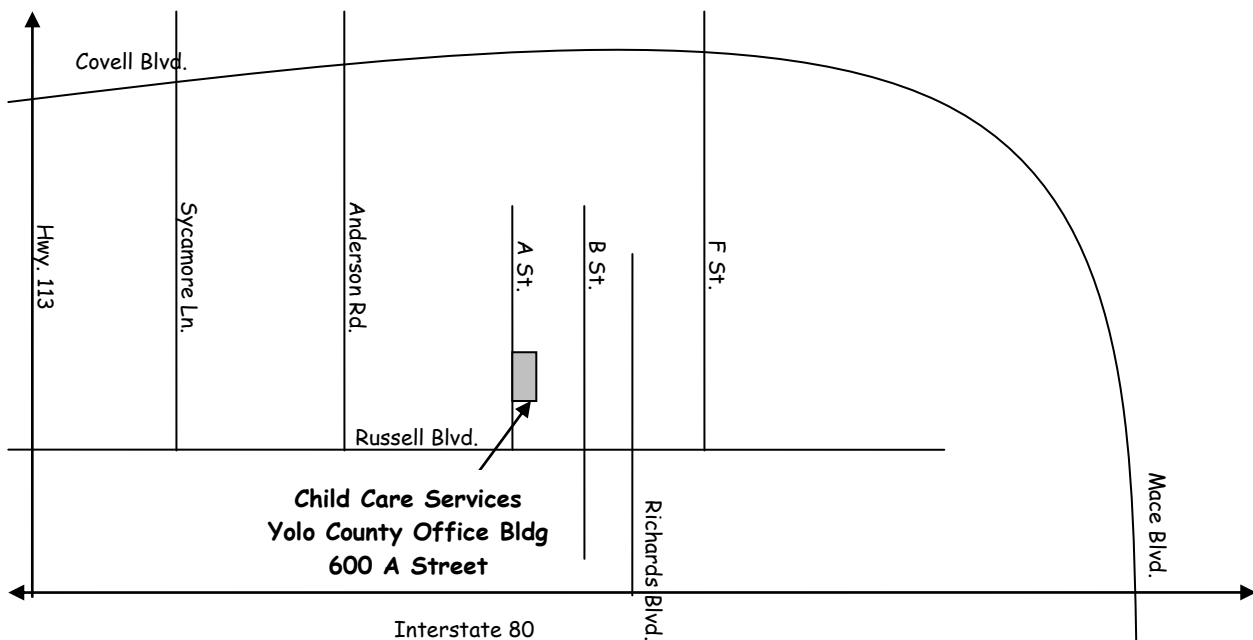
Take I-5 South  
Merge to HWY 113 to Davis  
EXIT on Russell Boulevard  
Make a LEFT on Russell Boulevard  
Make a LEFT on A Street

## Coming from Woodland

Take HWY 113 to Davis  
EXIT on Russell Boulevard  
Make a LEFT on Russell Boulevard  
Make a LEFT on A Street

## PARKING

The Child Care Services County Conference Room is in the county building between two parking lots. **PLEASE park in the Parking Lot between the Davis Senior Center and the 600 A Street building.** It is the second parking lot coming from Russell Blvd. and is on the north side of the 600 A Street building. **The lot is marked for employees only. Come in to the conference room and you will be issued a temporary permit.** You may be ticketed if you park in the other lot.



# HEALTH AND SAFETY REQUIREMENTS FOR FAMILY CHILD CARE PROVIDERS

*Child care providers must take 15 hours of training in preventive health care practices. The required components include adult/ infant/ & child CPR, pediatric first aid, and training in infectious disease and injury prevention for children. All family child care providers must meet the 15-hour requirement. When this provider is not present in the home, someone must be available at all times when children are present with at least the pediatric CPR and pediatric first aid training.*

*The 15 hours of training must be completed before a new license can be issued. Currently licensed family child care providers and at least one center staff person must remain certified in CPR and first aid by taking these trainings before their certificates expire. Providers from a family child care home who are found to be out of compliance must complete the training within 90 days. Training must be EMSA-approved program.*

Below is a list of agencies in the Yolo County and Sacramento County that offer all or part of the training. Some of these providers offer on-site group trainings. For schedules and costs of training, call the agencies directly. If your schedule permits, try to find an agency giving all the required child care classes in a group - you can often **save money** this way.

## Yolo County

- Woodland Healthcare at (530) 662-3961 ext. 5540 (CPR, first aid)
- Yolo County American Red Cross at (530) 662-4669 (child care course\*)
- On Scene Safety [www.onscenesafety.com](http://www.onscenesafety.com) (877) 4ONSCENE (877-667-2363) or (530) 220-9901  
Will come to your site for groups of 8-30  
Instruction in Spanish available (child care course\*)

## Sacramento County

- Sacramento Red Cross (916)368-3130 (child care course\*)
- Emergency Instruction Institutes:  
Sheila Evans, Instructor/Trainer at (916) 927-2233 (child care course\*)  
Will come to your site for groups of 6-10 minimum depending on location.  
Classes on regular basis at Orangevale and Carmichael Park Districts.
- Have A Heart /Tenga Corazon  
Silvia Saldivar, Instructor at (916) 641-0372  
Classes at 2 sites in Sacramento. Will come to your area for groups of 8-12 minimum depending on location. Instruction in Spanish available. (child care course\*)

**\*The child care course includes all 15 hours of training required by AB243.**