

Opening and Operating a Successful Family Child Care Business



CHILD ACTION, INC.





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INTRODUCTION

Thank you for your interest in developing quality child care programs in Sacramento County! This booklet is designed to give an overview of the procedures for developing and licensing family child care homes in Sacramento County. Taking care of the emotional, physical and developmental needs of children is a big responsibility. A child care program is not only a social service for families and employers; it also needs to be a viable business. This guide will take you through the process of opening a family child care home from planning to opening your doors for business.

This publication is designed to provide accurate and authoritative information on the topics covered. It is made available with the understanding that Child Action, Inc. is not engaged in rendering legal or other professional advice. If legal, accounting or tax assistance is required, check with a professional in those fields. As with any publication, be sure to check whether the information contained within remains current. All phone numbers were accurate as of May 2012. If you have any questions about the information contained in this guide please contact:

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SELF-REFLECTION

Before deciding to open your own family child care business, a certain level of self-reflection is necessary. Since a family child care is run out of your home, it will impact your family, neighbors and children. Please take a moment to ask yourself, how a family child care business will impact your:

- Personal needs
- Family's needs
- Children
- Friends and neighbors

It is important to ensure that you are able to mitigate any negative impacts on the lives of your own family before you move forward.

You must ask yourself whether your home is in the appropriate condition to run a successful family child care. Ask yourself:

- Is your home or apartment big enough? Is it in good repair? Will you need to renovate parts of it?
- Can you arrange your home to accommodate the learning and play needs of children of different ages and abilities?
- Is the outdoor space safe? Are there any poisonous plants? Is your wading or swimming pool fenced? Is the yard fenced?
- Are your pets gentle and predictable? Are their vaccinations up-to-date?
- Is the house safety-proofed? Are there key locks on drawers and cabinets containing knives, chemicals or weapons?
- Are your spouse and children ready to share their living room, toys and you with other people? Is there private space for family members?

Opening a successful family child care business also requires certain interpersonal skills and characteristics. The following questions will help you assess whether you are ready to open a family child care:

- Do you enjoy spending all day with children?
- Are you generally patient, warm and affectionate?
- Are you organized and able to keep records?
- Are you comfortable building partnerships with parents and their children?
- Do the people you live with support your idea to open a family child care?
- Are you comfortable with your house being messy sometimes? Are you able to put the needs of the children ahead of the household chores?

If you answered YES to these questions, you may have the qualities it takes to operate a family child care home. Child Action, Inc. can help you evaluate and plan for your family child care business.

CHILD CARE NEED

First, you must determine whether there is a need for child care in your area. Data on the number of child care spaces in the area, average household incomes and the number of children in the area will help you get a thorough understanding of the child care needs of your potential clients.

Every five years, the Local Child Care Development and Planning Council (LPC) publishes a report about the child care needs in Sacramento County. You can view the most current report at www.childaction.org. They also have demographic data available by zip code for all of Sacramento County. This data will help you better understand the child care needs of your potential clients.

The Community Services Planning Council is another resource for data. They provide community area profiles based on census information as well as available community services within an area. Visit their website, www.communitycouncil.org, for resources and detailed demographic data by zip code that can help you determine the need for child care within your area.



FAMILY CHILD CARE LICENSING REQUIREMENTS

In Sacramento County, the Sacramento County Department of Health and Human Services is responsible for licensing family child care homes. They host a family child care orientation that you must attend prior to applying for your family child care license. The fee for orientation is \$25. Orientation is by appointment only; please contact them to register.

Location: 3701 Branch Center Rd. Sacramento, CA 95827
Conference Room 1

Time: 9:00 am to 12:30 pm once a month

Phone: (916) 875-2808 for an appointment
(916) 875-6886 for a recorded message with directions
and more information

Family Child Care Home Online Orientation is also available online at www.cclld.ca.gov. The fee for this orientation is \$25, plus a processing fee of \$5 (a total of \$30), and must be paid by using either a credit card or a debit card with a Visa or MasterCard logo on it.

Licensing Requirements

- You must be 18 years of age or older.
- You must attend an orientation session presented by the Sacramento County Department of Health and Human Services.
- You, your staff members and all adults over the age of 18 living in your home must submit fingerprints for criminal background checks.
- You, your staff members and all adults over 18 living in your household must be tested for tuberculosis.
- If you own your home, you must provide proof of ownership to the licensing agency. If you rent or lease you must provide a copy of your lease or rental agreement.
- You must notify your property owner/landlord of your intent to provide child care and provide written proof of this notification to the licensing agency. *See page 25 for some frequently asked questions about landlord/tenant issues.*
- You will need to submit proof of 15 hours of health and safety training. The training includes pediatric cardiopulmonary resuscitation (CPR), pediatric first aid, and preventative health practices. *See page 30 for more information.*
- A license will not be issued until all adults required to submit to a background check have been cleared.

At licensing orientation, you will receive an application for a license that you must fill out and submit to licensing with additional paperwork.

The entire licensing process can take at least two to four months. A family child care license is only valid in the home of the provider who is licensed. This means that once you are licensed, you cannot legally use your child care license to provide care in someone else's home. It also means that every time you move, you must be re-licensed. A family child care license is not required when you are caring for children from one other family in addition to your own children.

LIVE SCAN FINGERPRINTING

Licensing regulations require that Live Scan fingerprints be submitted for every staff member you employ and every person 18 years and older living in the household. Live Scan request forms are supplied by Licensing and are mailed to applicants as the second part of the application process. Please visit the department of Justice website at www.ag.ca.gov for a list of approved fingerprinting locations. Live Scan fingerprinting processing fees vary by location. Call the location nearest you for verification of fees, operation hours and appointments. *Remember, photo I.D. is required.*

CAPACITY

Small Family Child Care License:

Once you are licensed, you may care for up to eight children within your home; this includes your own children under the age of ten.

Large Family Child Care License:

Once you have been licensed as a small family child care provider for one year or have verified experience working with children, you may choose to expand to a large family child care license in order to care for up to 14 children. In order to obtain a large family child care home license, you must meet the requirements for a small family child care home and:

- You must hire an assistant 14 years of age or older
- You must comply with city/county zoning and land use requirements. See *page 28 for more information.*
- You must complete a fire inspection/clearance by the County Structural Inspector or local Fire Marshall. See *page 29 for more information and a list of local fire prevention agencies*
- You must notify each parent with a child in care that you will be providing care for two additional school-age children. This notification must be in writing and signed by the parent



FAMILY CHILD CARE HOME RATIOS

The number of children cared for at a family child care home may vary, depending on the age of the children and whether an assistant is present. The children of the provider and assistant who are under the age of ten are included in determining the adult-to-child ratio.

Small License

- Four infants, or six children, no more than three of whom may be infants.
 - Six children, or up to eight children when one child is at least six years of age and one child is enrolled in and attending kindergarten or elementary school and no more than two infants are in care. Parent notification and property owner consent must be on file
 - Two school age children where at least one child is enrolled and attending kindergarten or elementary school and the second child is at least 6 years of age, two infants*, four children over the age of two.
 - All school age children (two children at least 6 years old).
 - Two children, 6 years or older, and six preschool children.
- *Whenever more than 6 children are present there can be no more than 2 infants present.*

Large License (An assistant is required)

- For a Large Family Child Care Home, the maximum number of children cared for when there is an assistant provider in the home, including children under age 10 who live in the home, and the assistant provider's children under age 10, is either:
 - Twelve children, no more than four of whom may be infants, or
 - Up to 14 children when one child is at least six years of age and one child is enrolled in and attending kindergarten or elementary school, and no more than three infants are in care. Parent notification and property owner consent must be on file.
 - Three infants*, two children, 6 years or older, and nine children over the age of two.
 - Two school age children where at least one child is enrolled and attending kindergarten or elementary school and the second child is at least 6 years of age and twelve preschool children.
 - All school-age children.
- *Whenever more than 12 children are present there can be no more than 3 infants present.*

Licensing Fees

Licensing fees are subject to change, so contact family child care licensing to verify the fee schedule below:

Capacity	Annual Fee	Application Fee
Small Family Child Care (1-8)	\$66	\$66
Large Family Child Care (9-14)	\$127	\$127

February 2011, fees are subject to change.

HEALTH AND SAFETY TRAINING

California law requires providers in child care centers and family child care homes to complete 15 hours of training about health and safety. The training includes Pediatric First Aid, Pediatric Cardiopulmonary Resuscitation (CPR) and Preventive Health Practices. The Preventive Health Practices portion of the training must include information about infectious diseases (including immunizations), preventing childhood injuries, caring for children with special needs and identification and reporting of child abuse. It may also include child nutrition, sanitary food handling, emergency preparedness and evacuation information.

Child care providers in licensed child care homes and facilities must complete 15 hours of state-required training. The training is broken up into three components:

- 1) pediatric first aid;
- 2) pediatric cardiopulmonary resuscitation (CPR) (including an overview of how to use an Automated External Defibrillator (AED)); and
- 3) preventive health practices.

The pediatric first aid course must be four hours. The pediatric CPR course with AED overview must be four hours as well. The preventive health practices course must be seven hours. A lunch break is not considered part of the course hours. Online or other home-study training is not allowed to fulfill the requirements of this training.

Family child care providers must be trained by one of the following:

- 1) A training program approved by the State Emergency Medical Services Authority (EMSA)
- 2) The American Red Cross
- 3) The American Heart Association
- 4) A course or training program offered or approved by an accredited college or university. *Providers must renew their certification as shown on the course completion card or certificate.*

Training Requirements

A family child care provider must complete 15 hours of health and safety training. If the family child care provider with the full 15 hours of training is absent at any time when children are in the home or offsite for family child care activities, the assistant or substitute must have a current certification in Pediatric First Aid and CPR.

Providers must mail copies of course completion cards, training certificates and/or transcripts to the licensing office and keep a copy on file at their center or child care home. Licensing staff will check these documents, including expiration dates, at the time of a site visit.

Licensees must complete the training to keep their licenses and maintain records of current certification. Licensee applicants must complete the training to become licensed. If an applicant has completed everything else but the training, Family Child Care Licensing may issue a 90-day provisional license that will not be extended if the training is not completed within 90 days.

HEALTH AND SAFETY TRAINING, *CONTINUED*

Online training courses do not meet licensing requirements and will not be accepted. Assistants left alone with children must also have current Pediatric First Aid and CPR certification in addition his/her fingerprint and tuberculosis clearances.

For more information, call Sacramento Family Child Care Licensing at (916) 875-2808. You may also call the Emergency Medical Services Authority at (916) 322-4336 or visit www.emsa.ca.gov.

See page 30 for more information on where to obtain the appropriate health and safety trainings.

IMMUNIZATIONS

There are two situations where California law allows a child to be exempted from the immunization requirements: a medical exemption and a religious or personal beliefs exemption.

A medical exemption is granted when a child should not get some or all shots for temporary or permanent medical reasons.

- If a child has a temporary medical condition which rules out one or more immunizations, or their physician wishes to delay an immunization, a child can be temporarily exempted from the requirement. To receive a Temporary Medical Exemption, the parent must provide a statement from a physician (preferably on letterhead), stating which immunizations the child cannot have at this time, why, and when the immunization(s) will be given. The letter of exemption must be attached to the immunization blue card and the follow-up date should be noted. It is the child care provider's responsibility to follow up before the exemption expires. The child must either receive the immunization(s) needed or another Temporary Medical Exemption when the current one expires.
- If a child has a medical condition that permanently rules out one or more immunizations, the child can be exempted from the immunization requirement. To grant a Permanent Medical Exemption, the parent must provide a statement from a physician stating that there is a medical condition which permanently rules out immunization(s), and which immunization(s) the child cannot receive. The letter of exemption must be attached to the immunization "blue card."

If immunization is against a family's religious or personal beliefs, they are asked to sign the Personal Beliefs Affidavit on the back of the blue card. By signing the affidavit, parents acknowledge that if there is an outbreak of any disease their child is not protected against, the child may be temporarily excluded from attending child care. However, the Personal Beliefs Exemption is to be granted to parents only for reasons of personal belief, and not as a matter of convenience because a parent can't find the immunization record, or does not have time to take the child to get immunized.

FIRE SAFETY

Large family child care homes are required to undergo a fire clearance by the local fire marshal prior to obtaining their large license. See page 29 for more information on who to contact at your local fire prevention office in order to obtain a fire clearance.

Smoke Detectors and Carbon Monoxide Detectors

All family child care homes are required to be equipped with working smoke detectors and carbon monoxide detectors. Although there are no special smoke detector requirements for the devices, you may want to contact your local fire prevention office to obtain information on the most efficient detectors.

Fire Extinguishers

All family child care homes are required to be equipped with working fire extinguishers. Fire extinguishers are rated with letters and numbers to identify what types of fires the extinguisher can be used on and the ratio of extinguishing chemicals within the extinguisher.

Below are the types of fires each extinguisher can fight:

A = ordinary or combustible fires: trash, paper, cloth, and wood

B = flammable liquids: paint, gas, grease, and some solvents

C = electrical equipment: wiring, control boxes, panels, and lines

D = burnable metals

The minimum fire extinguisher rating required in a family child care home is a 2A10BC. Fire extinguishers can be purchased at various locations; however, if you are applying for a large family child care license, you will need a tag on your fire extinguisher indicating that it has been tested for efficiency. Fire extinguishers with these tags can only be obtained through a company that has been state licensed to distribute fire extinguishers. Check the phone book under Fire Extinguishers for a list of state licensed companies. Fire extinguishers must be serviced or purchased annually. Keep your receipt to demonstrate proof of purchase.



MANDATED REPORTING

As a family child care provider, you are mandated by the State of California to report any reasonable suspicion of child abuse. Reasonable suspicion means that by using your experience and knowledge, and after examining all the facts in a particular situation, you make the decision that you believe the child has been abused. You are not required to notify the parents of the child that you are making a report.

Child abuse is considered any:

- Physical injury to a child that happens by other than accidental means, and/or
- Sexual assault or molestation of a child by any person, and/or
- Cruel and unusual punishment which results in a traumatic condition, physical pain or mental suffering.

To file a report, contact Sacramento County Child Protective Services at (916) 875-KIDS.

When you call to make a report, give your name, and let the agency know that you are a mandated reporter. Your name will be kept totally confidential. Once you call, you will be asked to complete a written report within 36 hours of your verbal report by filling out a Child Abuse Report Form (Form SS 8572) which you can get from Sacramento County Child Protective Services.

For more information and resources on how to identify child abuse and how to prevent it, visit the Child Abuse Prevention Council's website at: www.capcsac.org.



SETTING YOUR RATES

You will need to determine how much you will charge families for leaving their children in your care. You should set a part time as well as a full time rate in order to accommodate the schedules of all of your families. Your rates will depend on several things: the amount of money you feel you need and deserve, the established “going rate” in your community, and the income level of your potential customers. The hard part, of course, is balancing your financial needs with what parents are able to pay. First, you must determine what income you need. To make this determination, ask yourself the following questions:

- What are my expenses?
- Do I have other sources of income?
- How many people do I support?
- How many hours a day or days a week do I want to operate my business?

Above all, make sure you guarantee yourself a decent living wage. You are providing a valuable, professional service and you have the right to be paid accordingly.

For more information on this topic, call Child Action, Inc. at (916) 369-0191 and request Handout #14 or visit www.childaction.org and download this and many other informational publications.



DEVELOPING YOUR CHILD CARE POLICIES AND HANDBOOK

A parent handbook which thoroughly outlines your child care policies and procedures is a valuable tool for you and your clients. It can be used to introduce your policies and procedures and serve as a handy reference tool for you and the families enrolling into your program. A handbook ensures that all program policies are right at your fingertips. It can be presented in a binder, printed as a booklet or as a packet in a folder.

The policies that you develop for your family child care are tools you can use to communicate your needs and expectations to the parents. Here are some questions you may want to consider in developing your handbook:

- What is your personal philosophy on caring for children?
- What is your discipline policy?
- What are your daily, weekly and monthly rates?
- How will you handle payments?
- How will you handle late payments?
- Will you charge a late fee?
- What are your emergency procedures?
- What are reasons for termination?
- When is a child too sick to attend child care?

An outline for parent handbook is available on page 23.

As with any business, it's important to put everything in writing. After establishing your policies, creating the forms and information your clients need and compiling a handbook, you'll want to find a way to make your policy handbook work for you. After reviewing your policy handbook with prospective clients, and they choose to enroll their child in your child care program, you may want to have them sign a contract stating they have read and understand your policy guidelines and provide them with a signed copy. The contract should also include the names of the parents and children, hours, days and cost of care. Parents appreciate receiving a copy of any forms, contracts or other agreements you have asked them to sign. *A sample child care contract is on page 24.*



RECORD KEEPING

Running a successful family child care requires good record keeping. Setting aside time in your day to maintain thorough records allows you to keep your business running smoothly long term.

Children's Records

One of the most important on-going requirements for family child care programs is maintaining individual and up-to-date records on the children who are in care. Good children's records should include the following information:

- Name of the children
- Name, addresses, and contact information of parents and guardians
- Allergies, dietary restrictions, and medications
- Emergency contact information and instructions
- Records of children's immunizations
- Affidavit of insurance
- Healthcare plan information, if applicable
- Copies of signed contracts and enrollment forms

Personnel Records

The State requires that you maintain specific records for all personnel, including yourself. You are required to maintain these records for at least three years following termination of an employee. These records shall be maintained at the child care home and shall be available to the licensing agency for review. The following records are required:

- (1) Employee's full name.
- (2) Driver's license number if the employee is to transport children.
- (3) Date of employment.
- (4) Date of birth.
- (5) Current home address and phone number.
- (6) Documentation of completion of training on preventative health practices.
- (7) Past experience, including types of employment and former employers.
- (8) Duties of the employee.
- (9) Termination date if no longer employed.
- (10) A signed and dated copy of the Notice of Employee Rights [LIC 9052, (Rev. 03/03)]
- (11) A signed statement regarding their criminal record history
- (12) Documentation of either a criminal record clearance or a criminal record exemption.

TAX AND FINANCIAL RECORDS

In order to file your taxes appropriately and meet your tax obligations, it is important to maintain thorough records of income and expenses generated through your family child care home. You can maintain these records on your computer or keep paper records, as long as they are thorough and accurate. Computer programs such as Quickbooks can be very useful for tracking expenses and income. Another resource is Tom Copeland's *The Basic Guide to Family Child Care Record Keeping*, published by Redleaf Press, a copy of which is in the Child Action, Inc. Resource Library.

As a self-employed family child care provider you can get information to identify your tax obligations and deductions by consulting with an IRS tax preparer, a tax consultant or by attending a tax workshop.

For more information on this topic, call Child Action, Inc. at (916) 369-0191 and request Handout #11 or visit www.childaction.org and download this and many other informational publications.

IRS – Internal Revenue Service

www.irs.gov

For forms. 1-800-829-FORM

For questions. 1-800-829-1040

EDD – Employment Development Department

www.edd.ca.gov

For forms or questions. 1-916-654-8706

Franchise Tax Board

www.ftb.ca.gov

For forms or questions. 1-800-338-0505



INSURANCE

Family child care is a business enterprise and you are responsible for the supervision of the children in your care at all times and for the appropriate handling of emergencies. For this reason, we encourage you to consider insurance coverage for your child care program.

As a licensed family child care provider, you are required to choose one of the following:

- 1) Carry liability insurance that covers \$100,000 per incident/occurrence, and a minimum of \$300,000 annually or;
- 2) Carry a bond that covers a minimum of \$300,000 or;
- 3) Have all parents in the program sign an affidavit (declaration) stating that they are aware that you choose not to have insurance. Sample affidavit forms are available from the Department of Social Services (LIC 282). However, because parents cannot waive the rights of their children, the affidavit merely informs parents that you carry no insurance, and ultimately, parents can still hold you liable and sue you for damages.

Your homeowner's or renter's insurance will not cover your business venture unless you purchase additional coverage for your child care program. Plans are available specifically for family child care programs that cover a variety of items. Below are some types of insurance coverage that are available for you to purchase:

Automobile Insurance: Covers children you transport in the car/van.

General Liability Insurance: Covers accidental injuries where the provider is found negligent. Comprehensive general liability insurance includes bodily injury, damage to property, medical emergencies and legal costs.

Personal Liability: Covers issues pertaining to custody, child abuse, slander, or invasion of privacy.

Fire Legal Liability: Covers fire damage to your home and grounds.

Property Insurance: Covers damage to your home and may offer cash value replacement.

For more information on this topic, call Child Action, Inc. at (916) 369-0191 and request Handout #12 or visit www.childaction.org and download this and many other informational publications.

PROVIDING QUALITY CHILD CARE

As you develop your family child care business, the quality of the care you provide is important. National associations and child development agencies have set standards to define and measure quality care. Common elements of these standards include staff training, the physical environment, curriculum and the relationships that you and your staff members develop with the children and their families.

Quality Enhancement Assistance

Child Action, Inc. offers support to potential and newly licensed family child care providers to help them establish quality family child care homes.

One such support is **The Child Care Initiative Project (CCIP)**, funded by the California Department of Education and available through Child Action, Inc., to recruit and retain family child care providers in Sacramento County. CCIP includes:

- Assistance with the family child care license application process and ongoing support through site visits, office visits, and telephone assistance
- Support in establishing a quality child care business
- Support in building relationships with parents and providing a warm supportive learning environment for children
- Information and training on child development, business practices and community resources
- Training on “How to Open and Operate a Quality Child Care Business.” This series is offered in English, Spanish and Russian, and covers such topics, such as Partnership with Parents, How Children Learn, Ages & Stages of Child Development, Including All Children, Healthy Environments, Quality Environments, Know Business ... Like Your Business, Building Professionalism
- Participants who complete 25 hours of training and apply for their family child care license are eligible to receive various program incentives including orientation and application fee reimbursements and more.

Child Action, Inc. also offers a variety of free workshops, trainings, and on-site technical assistance to help you improve the environment in your family child care home. Child Action, Inc. staff can come out to your home and work with you to improve the quality of your child care program utilizing assessment tools such as the Family Child Care Environment Rating Scale (FCCERS-R). We can also help you develop a quality improvement plan and provide incentives and resources to help develop your program

For a complete listing of upcoming workshops and trainings, check our community events calendar online at www.childaction.org, or call us at 916/369-0191.

Appendix

ESTIMATED START-UP COSTS FOR A SMALL FAMILY CHILD CARE HOME

Topic	Cost
Family Child Care Orientation fee	\$25
Application fee	\$66
Annual fee	\$66
Live Scan Fingerprinting (<i>varies</i>)	<i>approx. \$50/adult</i>
TB test and clearance	\$15/adult
Health and safety training	\$75
Fire extinguisher	\$40
Smoke detectors	\$50
Toys and play equipment	\$200

ESTIMATED START-UP COSTS FOR A LARGE FAMILY CHILD CARE HOME

Topic	Cost
Family Child Care Orientation fee	\$25
Application fee	\$127
Annual fee	\$127
Live Scan Fingerprinting (<i>varies</i>)	<i>approx. \$50/adult</i>
TB test and clearance	\$15/adult
Health and safety training	\$75
Fire extinguisher	\$40
Smoke detectors	\$50
Toys and play equipment	\$250

SAMPLE OUTLINE FOR A PARENT HANDBOOK

Program Philosophy

It's a good idea to start your handbook with an outline or statement of the type of care, services and program you provide. Explain how children will benefit from being in your care and why your program is unique. Include your qualifications and why you chose child care as a profession. This is a great place to talk about your personal philosophy about caring for children.

Payments and Fees

- Enrollment policies and paperwork required
- Monthly/Weekly/Hourly Rates
- Rates for Different Age Groups
- Absences
- Registration Fees
- Vacation and Holiday Policies
- Withdrawal or Termination from Care
- Overtime Charges
- Late Fees
- Types of Payment Accepted (cash, check or money order)
- Returned Check Policy

Food, Clothing, and Supplies

- Number of meals and snacks provided
- Type of food offered
- Treats for special occasions
- Extra clothing and toileting supplies that need to be provided by parents
- Supplies included by the child care program

Health and Safety

- Immunization Requirements and records
- Illness and/or Injury Policy
- Emergency Procedures
- Emergency Care Information
- Mandated Reporting/Child Abuse Policy
- Notification of Parents' Rights
- Medication Policy

Authorizations

- Field Trip Authorization
- Authorization to Provide Transportation
- People Authorized to pick-up Child(ren)
- Authorization to Give Medication

SAMPLE CONTRACT FOR FAMILY CHILD CARE

This agreement is between:

_____ and _____ for the care of _____
 (Provider Name) (Parents' Names) (Children's Names)

Child Information:

Name: _____ Sex: _____ Date of Birth: _____

Name: _____ Sex: _____ Date of Birth: _____

Name: _____ Sex: _____ Date of Birth: _____

Parent Information:

Parent 1: _____ Parent 2: _____

Address: _____ Address: _____

Home Number: _____ Home Number: _____

Cell Number: _____ Cell Number: _____

Work Number: _____ Work Number: _____

Employer: _____ Employer: _____

Email Address: _____ Email Address: _____

Child Care Schedule:

Your child will receive care according to the following schedule. If changes need to be made to this schedule, please notify the program immediately:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Drop-off	_____	_____	_____	_____	_____	_____	_____
Pick-up	_____	_____	_____	_____	_____	_____	_____

Fee Schedule:

	Full Time (30+ hours per week)	Part Time (29 or less hours per week)
0-2 Years	_____	_____
2-5 Years	_____	_____
5-12 Years	_____	_____

Payment is based on the hours you agree to use child care, not the actual hours attended.

Payment is due whether or not the child actually attends care.

Either party can terminate this contact with 2 weeks notice.

I agree to the terms of this contract. I have received, read and agree to the child care policies at _____ family child care home.

Signed: _____ Print Name: _____ Date _____
 Parent

Signed: _____ Print Name: _____ Date _____
 Parent

TENANT/LANDLORD ISSUES IN FAMILY CHILD CARE

This section explains the legal rights for both tenants and landlords and offers suggestions on how to handle some of the more common conflicts and concerns when operating a family child care program.

A rental or lease agreement cannot prohibit the operation of a family child care business regardless of whether you live in a house, apartment, condominium, town house or a duplex. Rental or lease agreements that read, “home is only to be used as a residence,” or “not be used as a place of business” cannot be used to prohibit family child care. Some landlords may argue that the operation of a family child care home is a commercial activity. Health and Safety Code Section 1597.43(a) is clear that the use of the premises for family child care does not change the residential nature of the use. The hours of care provided may not be limited by your landlord even if you choose to provide evening or weekend care. If your landlord is concerned about noise disturbing the other tenants, develop policies that specify no honking horns, parking in the guest spaces or noisy conversations in the hallways.

If you plan to open a family child care program in your home, you must notify your landlord of your intent to start a family child care home on the premises. There is no law that requires you to get permission from your landlord to operate licensed family child care in your home unless you plan to use, the “Plus 2 Option” which allows you to care for 8 children instead of 6 (small family day care license), or 14 children instead of 12 (large family day care license). Otherwise, in California it is illegal to refuse permission, or serve an eviction notice because of operating, or intent to operate, a licensed family child care program.

Your landlord may be concerned about being sued if a child is injured while in the child care home. You can, and probably should, get liability insurance for your program, although the law does not require it. Your landlord can provide you with a written request to be added as an additional party insured on your policy. You must honor this request as long as the addition does not result in a cancellation or non-renewal of your policy. Some insurance companies charge an additional premium for the addition. If that is the case, the added cost is to be covered by your landlord. If you choose not to get insurance, the parents you serve must sign an affidavit provided by River City Child Care Program, at (916) 229-4530, stating that they know your program does not have liability insurance. However, having the signed affidavits does not limit your liability.

A safe, clean environment must be maintained according to licensing regulations and may reduce the risk of liability.

For additional information on housing law and child care, please contact :

Legal Services of Northern California
515 12th Street. Sacramento, CA 95814
(916) 551-2150 www.lsn.net



Resources

LARGE FAMILY CHILD CARE PERMITS BY AREA

JURISDICTION	PERMIT AND ZONING REQUIREMENTS	FEES
City of Citrus Heights Planning Department 6237 Fountain Square Drive Citrus Heights, CA 95621 (916) 725-2448 www.ci.citrus-heights.ca.us	Large family child care is permitted by right in residential neighborhoods. No permit is required.	None
City of Elk Grove Planning Division 8401 Laguna Palms Way Elk Grove, CA 95758 (916) 478-2265 www.egplanning.org	Large family child care requires a Conditional Use Permit (CUP) in residential neighborhoods. The application for a CUP will go to the Planning Commission for review and approval. If denied, the applicant has 10 calendar days to appeal the decision to the City Council. There is no fee for the appeal.	\$5,223 CUP Fee \$350 neighbor notification fee
City of Folsom Community Development Department 50 Natoma Street Folsom, CA 95630 (916) 355-7222 www.folsom.ca.us	Large family child care requires a Conditional Use Permit (CUP) in residential neighborhoods. The application for a CUP will go to the Planning Commission for review and approval. If denied, the applicant has 10 calendar days to appeal the decision to the City Council. There is an additional fee for an appeal.	\$4,954 CUP Fee \$214 Administrative Appeal Fee
City of Galt Finance Department 380 Civic Drive Galt, CA 95632 (209) 366-7150 www.ci.galt.ca.us	Large family child care is permitted by right in residential neighborhoods. No permit is required.	None
City of Rancho Cordova Planning Department 2729 Prospect Park Drive Rancho Cordova, CA 95670 (916) 851-8750 www.cityofranhocordova.org	Large family child care requires a Limited Use Permit (LUP) in residential neighborhoods. The application for a LUP will go to the Planning Director for review and approval. If denied, the applicant has 10 calendar days to appeal the decision to the Planning Commission. There is an additional fee for an appeal.	\$1,000 LUP Fee
City of Sacramento Permit Counter 300 Richards Blvd., 3rd Floor Sacramento, CA 95811 (916) 264-5011 www.cityofsacramento.org	Large family child care is permitted by right in residential neighborhoods. No permit is required.	None
County of Sacramento Planning Department 827 7th Street, Room 101 Sacramento, CA 95814 (916) 874-6221 www.planning.saccounty.net	Large family child care is permitted by right in residential neighborhoods. No permit is required.	None

FIRE CLEARANCE FOR LARGE FAMILY CHILD CARE

In order to obtain your large family child care license, you will need a fire clearance from the local fire marshal. Contact your local fire service agency for requirements, fees, and to schedule an appointment.

FIRE SERVICE AGENCY	CONTACT INFORMATION
Cosumnes Fire District	8820 Elk Grove Boulevard Elk Grove, CA 95624 (916) 405-7100 www.yourcsd.com/fire
Courtland Fire District	11751 Riverside Avenue Courtland, CA 95615 (916) 775-1210
Folsom Fire Department	535 Glenn Drive Folsom, CA 95630 (916) 984-2280 or (916) 491-1257 www.folsom.ca.us/depts/fire
Herald Fire District	12746 Ivie Road Herald, CA 95638 (209) 748-2322 www.heraldfire.net
Isleton Fire District	P.O. Box 716 Isleton, CA 95641 (916) 777-7776
Sacramento City Fire District	1231 I Street Suite 401 Sacramento, CA 95814 (916) 264-5260 www.sacfire.org
Sacramento Metropolitan Fire District	3012 Gold Canal Drive Rancho Cordova, CA 95670 (916) 942-3300 www.smfd.ca.gov
Walnut Grove Fire District	13900 Leary Road Walnut Grove, CA 95690 (916) 776-1214

HEALTH & SAFETY TRAINING

Scholarships for Health & Safety Training

Child Action, Inc. is authorized to provide scholarships for Sacramento County family child care providers towards the cost of authorized health and safety training. To be eligible, you must provide proof of purchase AND copies of training cards. Training must also meet the mandated course curriculum requirements. Reimbursements are contingent upon the availability of funds and are allocated on a first come, first served basis. For more information about this program, please contact Child Action, Inc. at (916) 369-0191.

Family child care providers are required to complete 15 hours of training. There are three sections: Infant/Child CPR; Pediatric First Aid (or Infant/Child First Aid) and Preventive Health Practices, including immunizations and prevention of childhood injuries.

Below is a list of approved health and safety training resources. When you contact them, be sure to ask about fees, refund policies and confirmation notices. You should receive an approved certificate upon completion that includes the number of hours attended. Some courses may charge additional fees for books and other materials.

Recertification

As long as you are licensed, you must keep your Infant/Child CPR and Pediatric First Aid certification current. Check your cards for expiration dates. You are not required to renew or repeat the Preventive Health Practices section.

Air Heart

(916) 971-3485

American Red Cross

(916) 993-7070

American River College (ECE 410)

(916) 484-8011

Carmichael Recreation & Park District

(916) 485-5322

Cosumnes River College

(916) 691-7410

Emergency Instruction Institute 3

(916) 927-2233

Have A Heart

(916) 641-0372

Orangevale Recreation & Park District

(916) 988-4373

Rescue Training Institute (2-year certificate)

(916) 939-2277

Sacramento City College

(916) 558-2111

PROFESSIONAL DEVELOPMENT AND QUALITY IMPROVEMENT

Trainings, workshops and networking are great ways to improve the quality of your family child care home. Here are some resources to help you locate classes, workshops and professional organizations who can help you develop your knowledge of child care.

Accreditation

Once you are established as a family child care provider, you may want to look into accreditation through the National Association for Family Child Care (NAFCC). Accreditation is awarded to family child care providers who meet eligibility requirements and quality standards. NAFCC is the only nationally recognized accreditation system specifically for family child care providers and is the highest indicator available to demonstrate that a family child care program is a quality environment. For more information call (800) 359-3817 or visit www.nafcc.net. For assistance in receiving accreditation, contact Child Action, Inc. at (916) 369-0191.

The CARES Program

The Comprehensive Approaches to Raising Educational Standards (CARES) Program encourages the retention of caregivers in the field by providing cash incentives or resources to child care providers who seek education and training in the field. To learn more about requirements for CARES, you must attend a mandatory orientation. Check the Child Action, Inc. calendar of events at www.childaction.org or call (916) 369-0191 to find out about upcoming orientations. Due to funding limitations, eligible participants are not guaranteed a stipend. If there are more eligible applicants than funding available, a lottery will be held to determine stipend awardees.

Los Rios Community College District

Community colleges offer certificates and associates degrees in Early Childhood Education. There are a variety of courses in child development and family issues available at the community colleges. These classes add to your understanding of children and better prepare you to open your family child care home. Consult your local community college for a class schedule.

American River College <i>Early Childhood Education</i> (916) 484-8902 www.arc.losrios.edu	Cosumnes River College <i>Early Childhood Education</i> (916) 691-7226 www.crc.losrios.edu	Sacramento City College <i>Early Childhood Education</i> (916) 558-2401 www.scc.losrios.edu	Folsom Lake College <i>Early Childhood Education</i> (916) 608-6500 www.flc.losrios.edu
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Professional Growth Resources

Child Action, Inc.
 (916) 369-0191
www.childaction.org
 Free training for child care providers

Family Child Care Providers, Inc.
 (916) 504-9859
 Training and monthly support groups

RESOURCES ON THE WEB

California Association for the Education of Young Children

www.caeyc.org

A professional organization that offers a number of valuable services and excellent opportunities for early childhood educators to get together and exchange ideas

California First 5 Commission

www.cafc.ca.gov

An organization designed to provide all children prenatal to five years of age with a comprehensive, integrated system of early childhood development services. Through the integration of health care, quality child care, parent education and effective intervention programs for families at risk, children and their parents and caregivers are provided with the tools necessary to foster secure, healthy and loving attachments.

Child Care Aware

www.childcareaware.org

Child Care Aware is a non-profit initiative committed to helping parents find the best information on locating quality child care and child care resources in their community by raising visibility for local child care resource and referral agencies nationwide, and by connecting parents with the local agencies best equipped to serve their needs.

Child Development Policy Institute

www.cdpi.org

A nonprofit, non-partisan agency concerned with child care and development issues. CDPI has one of the few paid lobbyists for the child care field.

Zero to Three

www.zerotothree.org

A national, nonprofit, multidisciplinary organization that advances their mission to support the healthy development and well-being of infants, toddlers and their families by informing, educating and supporting adults who influence the lives of infants and toddlers.



CHILD AND FAMILY ADVOCACY

Family Child Care Providers, Inc. (FCCP)

P.O. Box 277494

Sacramento, CA 95827

(916) 504-9859

www.fccpinc.org

This association provides support, professional development and resources to the community, families, and family child care providers.

Children Now

1404 Franklin Street; Ste. 700, 5th Floor
Oakland, CA 94612

(510) 763-2444

www.childrennow.org

This is a nonpartisan, independent voice for children working to translate the nation's commitment to children and families into action.

Parent Voices

9800 Old Winery Place

Sacramento, CA 95827

(916) 369-0191

www.parentvoices.org

Parent Voices is a parent-led grassroots organization fighting to make quality child care affordable and accessible to all families.



BOOKS/MATERIALS ON PROFESSIONAL DEVELOPMENT

Child Action, Inc.'s Resource Library has a Professional Development Section. We have a large selection of books to choose from, or you may access our website at www.childaction.org to see a complete list of materials including books and videos of what is available. For more information on membership in the Child Action, Inc.'s Resource Library call (916) 369-0191.