

# Steps to becoming a Licensed Family Child Care Provider



The Resource and Referral program at Solano Family & Children's Services (SFCS) **assists prospective child care providers in becoming licensed, provides ongoing technical support, in office help and phone consultation.** We provide ongoing workshops; help with marketing and information on legislative issues. See more information by logging onto [www.solanofamily.org](http://www.solanofamily.org) or by contacting us at the location listed below.

## How to obtain a family child care license

- ☑ Attend a Licensing Orientation meeting that is conducted by a representative from the Department of Social Services/Community Care Licensing (DSS/CCL). The orientation is held at Solano Family & Children's Services (SFCS). A map and dates are located on the back of this document. **YOU MUST REGISTER FOR THIS ORIENTATION BY CALLING DSS/CCL AT (707) 588-5026. A FEE OF \$25.00 BY PERSONAL CHECK, CASHIERS CHECK, OR MONEY ORDER, IS REQUIRED IN ADVANCE**

- ☑ **MAIL PAYMENT TO:**

**DEPARTMENT OF SOCIAL SERVICES/COMMUNITY CARE LICENSING  
REDWOOD EMPIRE DISTRICT OFFICE  
101 GOLF COURSE DR., STE A-230  
ROHNERT PARK, CA 94928**

- ☑ **Before attending the Licensing Orientation you must download required materials from the Community Care Licensing website at [www.cclid.ca.gov](http://www.cclid.ca.gov) to bring with you to the orientation.**
- ☑ When you attend the orientation you must present a photo ID and your payment must have been received by DSS/CCL to be allowed into the meeting. If you miss your scheduled orientation you must immediately contact DSS/CCL at (707) 588-5026. You will receive proof of attendance after the meeting.

## What to send to DSS/CCL, after you attend the Licensing Orientation:

- **A CHECK** for \$66.00 for a Small Family Child Care Home, or a check for \$127.00 for a Large Family Child Care Home. Please note: you may only be licensed for 12/14 children if you have one year of prior experience and if you have followed the city requirements for a large facility.
- **A NEGATIVE OR CLEARED TUBERCULOSIS (TB)** result for yourself, anyone who lives in your home who is eighteen years or older and any other caregiver or assistant. Test can be done through a local health clinic or local health care provider.
- **DOWNLOAD, COMPLETE AND SEND THE FAMILY CHILDCARE APPLICATION WHICH CAN BE FOUND AT: <http://www.dss.cahwnet.gov/pdf/LIC279A.pdf>**
- **PROOF OF** current enrollment, or completion certification for 15 hours of Health & Safety courses, to include 4 hours of CPR, 4 hours of First Aid, and 7 hours of Preventive Health Practices. All classes must be offered by American Red Cross, American Heart Association, or approved by the Emergency Medical Services Authority (EMSA). Please see our workshop flyer for training contact information.

## Next Steps

- ☑ **Wait** for DSS/CCL to alert you to get your FINGERPRINTS scanned at a local Livescan site. Everyone in your home that is eighteen or older and any other caregiver or assistant will need to be fingerprinted. DSS/CCL will provide the documentation and directions for the Livescan process.
- ☑ Patiently wait for your clearances and for DSS/CCL to come to your home for your Pre-Licensing inspection.
- ☑ Receive a Family Child Care license and **contact the SFCS Resource and Referral Program at (707) 863-3950, so that they can assist you in beginning your professional business.**

Refer to Title 22 regulations at [www.cclid.ca.gov](http://www.cclid.ca.gov) for more information on Licensing requirements, safety measures in the home, ratio of children in care, and small vs. large family child care environments and/or requirements. Remember to download application related documents to bring with you to the orientation.

**Note: If you are unable to download the application, you may purchase one at the orientation for \$2.00.**

**You must pre-register and pay for the Licensing Orientation by contacting Department of Social Services/Community Care Licensing at (707) 588-5026.**

**Mail Orientation Fee to:**

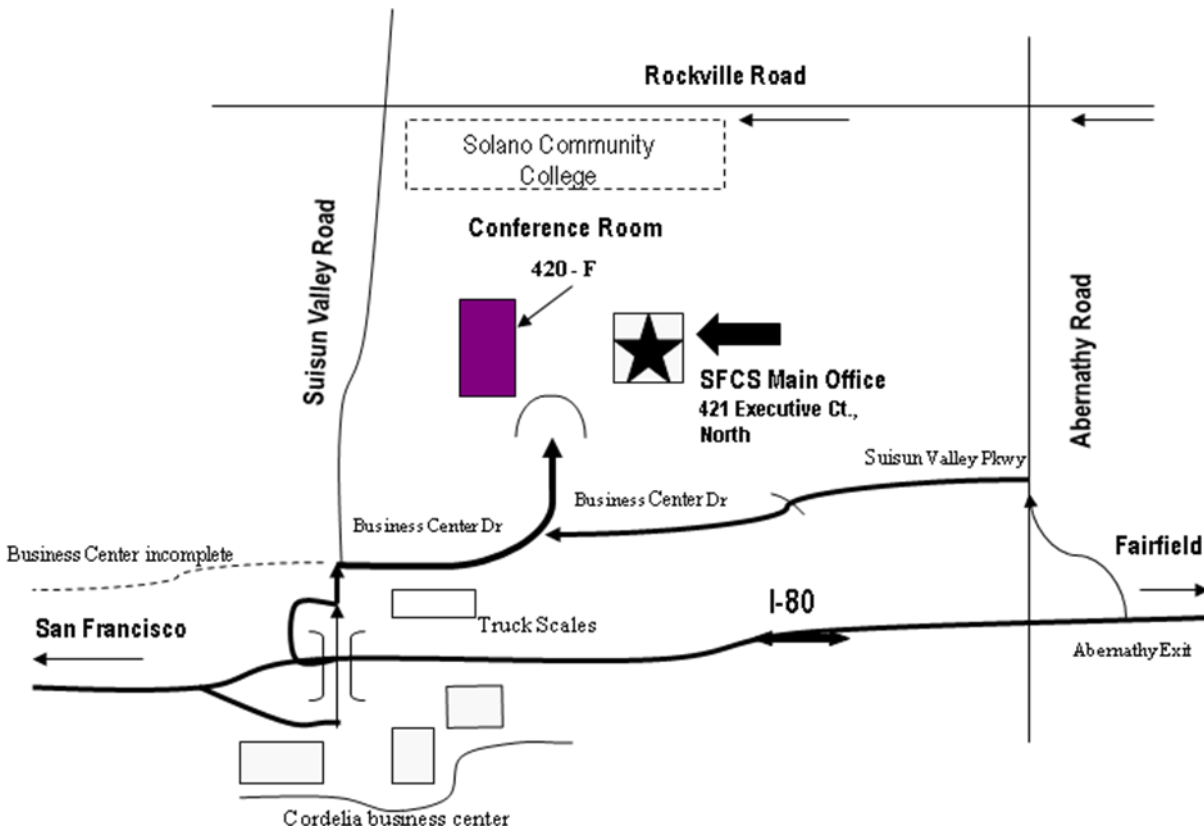
**DSS/CCL  
Redwood Empire District Office  
101 Golf Course Drive, Ste A-230  
Rohnert Park, CA 94928**

**2012 LICENSING ORIENTATION SCHEDULE FOR SOLANO COUNTY**

<b>MEETING LOCATION AND TIME:</b> Solano Family & Children’s Services 421 Executive Ct. North, Suite 420 F Fairfield, CA 94534 — (707) 863-3950 <b>Meeting starts Promptly at: 9:30 A.M.</b> <b>Lasts until approximately: 12:30 P.M.</b>	<b>January 11</b>	<b>July 11</b>
	<b>February 8</b>	<b>August 8</b>
	<b>March 14</b>	<b>September 12</b>
	<b>April 11</b>	<b>October 10</b>
	<b>May 9</b>	<b>November 14</b>
	<b>June 13</b>	No December date

**PLEASE NOTE:** CHILDREN ARE NOT ALLOWED AT SFCS WORKSHOPS. TO ARRANGE CHILD CARE, PLEASE CONTACT THE RESOURCE AND REFERRAL DEPT AT (707)863-3950, x709 FOR A LIST OF LICENSED PROVIDERS THAT MAY MEET YOUR NEEDS.

**MAP to SFCS/Licensing Orientation**



**FROM HIGHWAY 80:** Take the Suisun Valley Road exit. Go NORTH on Suisun Valley Road, as if you were headed towards Solano Community College. Turn RIGHT on Business Center Drive. Turn LEFT on Executive Court North. Continue straight and enter Solano Family & Children’s Services Parking Lot.

## **Family Child Care Online Orientation**

If you are interested in becoming a Family Child Care Home licensee, you now have the option to attend the Family Child Care Orientation online rather than in person. The fee for the online orientation is \$25, plus a processing fee of \$5 (for a total of \$30). Carefully assess your own situation, personal preference, and learning style, prior to signing up for this important first step in beginning your small business. Go to: [www.cclld.ca.gov](http://www.cclld.ca.gov) for more information. Monthly licensing orientations will still be offered on-site at Solano Family & Children's Services. Call our Resource & Referral Specialists for more information at (707) 863-3950 Ext. 752.

### **Online or classroom style – “Not just personal preference”**

**Classroom style:** This face-to-face presentation given by a Licensing Program Analyst (LPA) may help you to get clarification on information that you don't understand. You will have the opportunity to ask questions as they arise. The orientation at Solano Family & Children's Services also introduces you to your local resource and referral agency, where you will receive information about upcoming workshops, free technical support, and guidance through the process of opening a small business in your home. *See attachment for more information.*

**Online:** Online classes are usually more convenient than traditional classes. You can get your education from the comfort of your home, which works well for some people. Online classes tend to leave some questions unanswered, although you may call your local resource and referral agency, or DSS/CCL in order to get those pressing questions answered. The huge advantage to online classes is flexibility. If you decide to attend the online class, be sure to call (707) 863-3950 to speak with a resource and referral specialist about FREE technical support and upcoming workshops.