

# 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 upcoming 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). See Upcoming dates at [www.solanofamily.org](http://www.solanofamily.org), or call for more 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:**

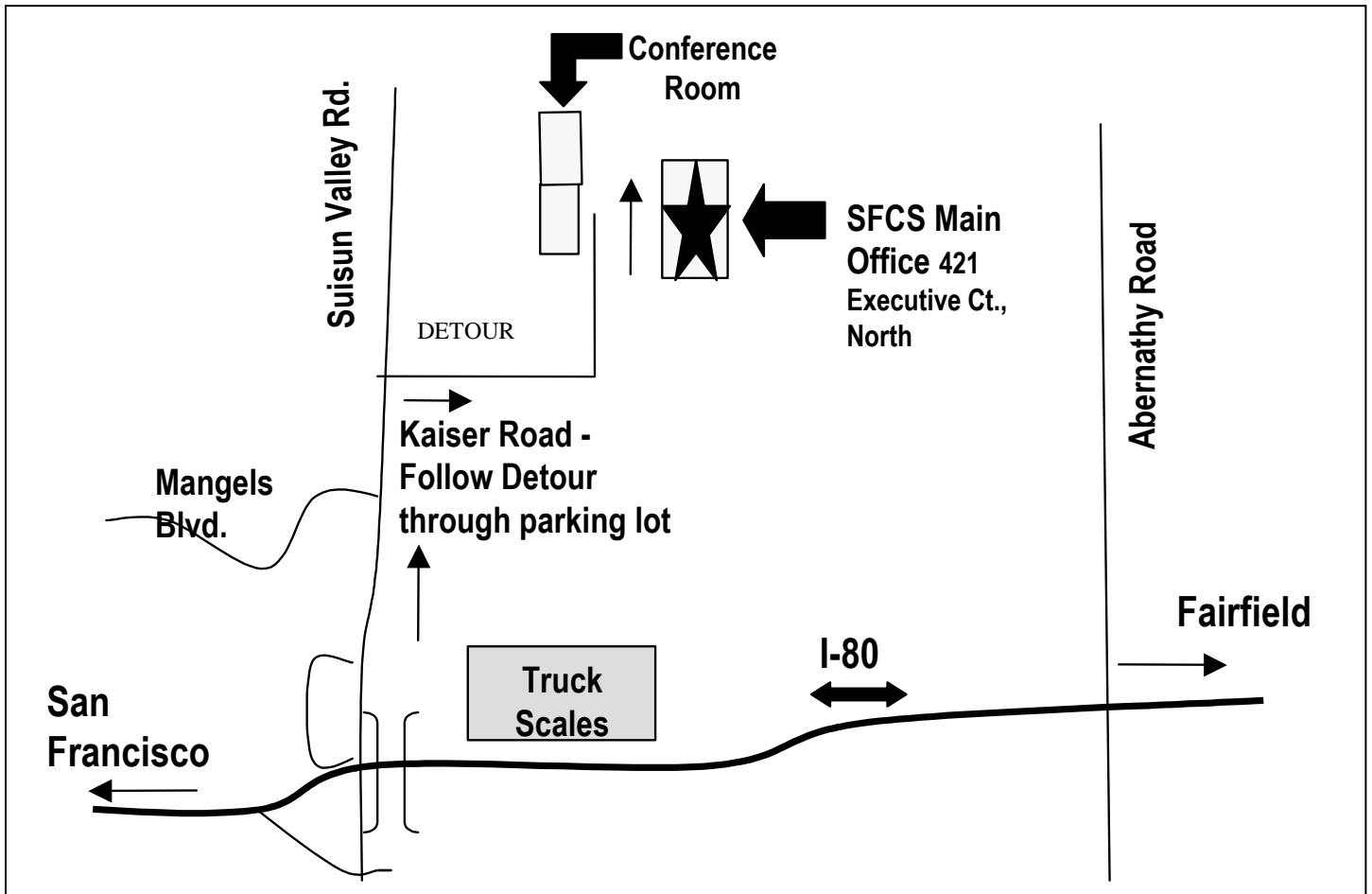
**DSS/CCL  
Redwood Empire District Office  
101 Golf Course Drive, Ste A-230  
Rohnert Park, CA 94928**

**2010 LICENSING ORIENTATION SCHEDULE FOR SOLANO COUNTY**

<p><b>MEETING LOCATION AND TIME:</b> Solano Family &amp; 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></p>	<p><b>September 8</b> <b>October 13</b> <b>November 10</b> December –No Mtg.</p>
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**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 Kaiser Road. Follow DETOUR signs to the LEFT and then RIGHT through parking lot. Turn LEFT and enter Solano Family & Children's Services Parking Lot.