

Becoming a Licensed Family Child Care Provider in 7 Easy Steps

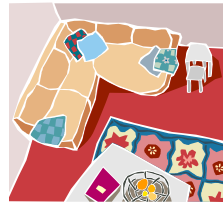
41



- 1. Application and Orientation-** To receive an application packet you must attend the required Licensing Orientation. Orientation meetings are the first Tuesday of each month from 9:30 a.m. until noon at Child Care Links Main Office, 1020 Serpentine Lane, Suite 104, Pleasanton. Pre-registration is required. Please contact Community Care Licensing (510) 622-2602 to register.



- 5. Safety-** Check your home for the health and safety of children of all ages newborn to twelve years. Be sure to have a 2A10BC or larger fire extinguisher, smoke alarm, and first aid kit. Contact Child Care Links if you would like a checklist for inspection.



- 6. Home Visit-** Child Care Links provides a free home visit as a service to prospective child care providers. A staff person will come out and check your home and make suggestions on what licensing will be looking for. Call Child Care Links (925)417-8733 to schedule an appointment.



- 2. Complete your application requirements-** For all people living in the home 18 years of age or older a **CRIMINAL RECORD STATEMENT AND TB CLEARANCE** must be completed. Remember to make a copy of all forms in the application and include your \$25.00 fee. Community Care Licensing will return any applications that are filled out incorrectly or if any information is missing.



- 7. The Pre-licensing Visit-** Licensing will call to schedule a visit to your home, called a "pre-licensing visit". A Licensing Program Analyst (LPA) will visit your home. If your home has met all **HEALTH AND SAFETY** requirements you are then officially licensed for up to 8 children. It will take about two weeks for your license to arrive from Community Care Licensing in Sacramento. If you do not meet licensing standards, you will receive directions from the Analyst on what you need to complete in order to get your license.



- 3. Health and Safety Training-** Complete 15 hours of Health and Safety training. You will need to sign up in advance as classes fill up quickly. Child Care Links can refer you to certified trainers.



- 4. Fingerprinting-** Once your application has been approved you will receive a letter with your facility number and a **LIVESCAN APPLICATION**. You can then call your local Livescan facility to schedule an appointment. This process will also include your **CHILD ABUSE INDEX**.

Have questions about your license?

Call your Licensing Analyst at (510) 622-2602



BECOMING A LICENSED FAMILY CHILD CARE PROVIDER IN 7 EASY STEPS

Child Care Links offers the following services. Most are free.

1. Technical assistance in preparing your home and meeting licensing regulations (free)
2. Home visit to help you prepare your home for your pre-licensing visit (free)
3. New Provider Training consisting of three evening workshops covering business aspects and record keeping for child care, child development and discipline, emergency and health/safety procedures. The training is held every other month and rotates among Livermore, Pleasanton, and Dublin. (free)
4. Toy Lending and Resource Library with toys and equipment for infants through school-age; reference books covering a variety of topics related to child care and family dynamics. Items may be borrowed for up to 4 weeks. Free van delivery and pick-up of items by arrangement. (possible charge to join)
5. Workshops and classes on topics related to child care and children (possible charge- most are free)
6. Referrals to community resources to help you get started in business (free)



Once you are licensed, Child Care Links offers these services to help you maintain a quality childcare program. Most of them are free.

1. Continuing technical assistance with licensing, professionalism and business issues (free)
2. Listing on Child Care Links provider data base for parents calling the agency for child care referrals (free)
3. Participation in the Child Care Food Program which reimburses you in part for the cost of snacks and meals and provides current nutrition information to help you plan meals (free)
4. Subscription to Child Care Links' newsletter (free)



Assistance is just a phone call away!



**Child Care Links • 1020 Serpentine Lane • Pleasanton, CA • 94566
Phone: (925) 417-8733 • Fax: (925) 417-8740 • www.childcarelinks.org**