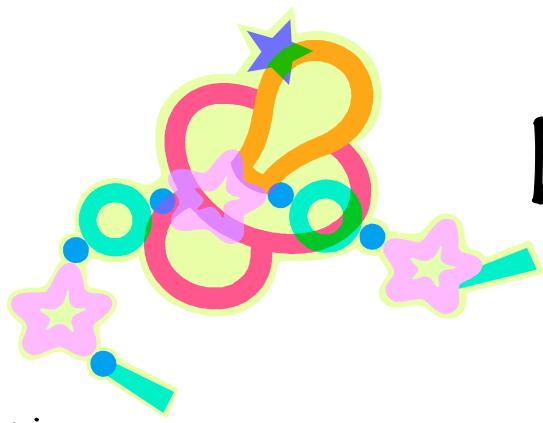


# So You Want to Be A Child Care Provider?



Family Resource & Referral Center  
509 W. Weber Ave., Suite 101  
Stockton, CA 95203  
(209) 948-1553 or 1-800-526-1555

Web site: [www.frrcsj.org](http://www.frrcsj.org)



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## Is Family Child Care A Good Job for Me?

Working with young children can be extremely rewarding and satisfying work. It is important to have some insights about working with young children before you invest time and money into becoming a family child care provider.

For some people taking care of young children is a dream come true. For others, it can be a nightmare. It is important to consider why you want to teach and if you have the qualities and skills you will need in order to provide high quality care for children. Use this self-evaluation to help you think about your personality and situation, and whether you will be likely to succeed as a family child care provider.



**FINGERPRINTING:** As part of the application process, you and all members of your family and other adults living in the home who are over 18, must be fingerprinted. Fingerprints are checked by the Department of Justice and the Federal Bureau of Investigations. Any arrests with convictions for felonies will come back with a rejection for licensing.

### **Before you embark on a journey into child care, ask yourself these questions:**

- Do I like young children?
- Am I patient and tolerant?
- Am I able to set limits for children?
- Am I willing and able to be open to people's beliefs and customs even when they are different from my own?
- Do I have good communication skills with adults and with children?
- Am I willing to invest time to take classes and continue throughout my career to learn about children's needs and development?
- Does my behavior set a good example for children?
- Do I show affection and respect for each child?
- Can I tolerate children's mess and clutter in at least certain parts of my home?
- Do I know what to do in case of emergency, accident or illness?
- Am I willing to improve my skills as a child care provider?

### **DO I UNDERSTAND CHILDREN?**

- Can I look at things from the child's viewpoint rather than my own?
- Am I able to show a child that I respect his/her feelings, thoughts and possessions?
- Can I know when a child is tired, hungry, happy, upset, frustrated, tense or relaxed?
- Can I recognize when a child's behavior is unusual for him/her?

Can I plan activities that allow children to explore and discover at their own rate?

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## CAN I PROVIDE WHAT CHILDREN NEED?

- Can I give children the opportunity to learn and discover on their own by providing interesting, stimulating and different experiences?
- Can I help children accept limits which are suitable to their developmental level and the needs of the group?
- Can I help each child become responsible for his/her own actions?
- Can I help children learn respect for others and their materials/toys?
- Can I help each child learn to recognize and express his/her feelings in an appropriate manner?
- Can I give each child some time every day to communicate with me to share something of myself with that child?
- Can the children depend on me for assistance, comfort, understanding, leadership, and a sense of humor?
- Will I take every opportunity to learn more about how children grow, how they learn, and how they develop?
- Do I have an understanding of child nutrition and meal planning?
- Am I willing to learn how to recognize signs of child abuse and neglect and what to do and not do when I suspect abuse or neglect?



## PARENT SUPPORT:



- Will I be able to find ways to plan, share and cooperate with the parents of the children I care for?
- Will I be able to convey warmth and respect to each parent?
- Will I be willing to work with parents to help them find solutions to problems, even if it means after-hour meetings and/or telephone calls?
- Will I learn to share with parents something positive about their children each day?
- Will I be a good model for parenting and have the skills for parents who need an example to follow?

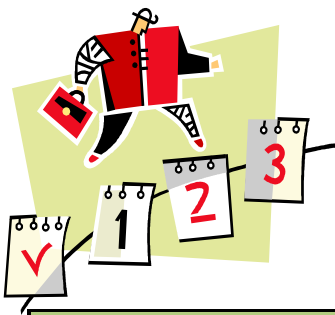
## BUSINESS:

- Can I learn to write a contract with parents and be able to stick by the issues included?
- Will I be able to talk to parents about over due payments and other money matters?
- Can I learn to keep accurate and complete bookkeeping and other records?
- Will I be able to see myself as a business person and conduct myself in a professional and businesslike manner regarding money, hours, vacation, etc.?
- Will I be able to budget my income to make money while maintaining a quality educational program?
- Can I balance my family and their needs at home with additional children in that environment?



If, after reviewing these questions, you wish to pursue a career in licensed family child care, then call Family Resource and Referral Center at 948-1553 to register for the Department of Social Services Child Care Licensing Orientation.

If you still have questions, call the Family Resource and Referral Center at 948-1553 and ask to speak with one of our Community Resource Specialists.



# Steps to Licensing for Family Child Care

**NOTE:** It is always recommended that you make and keep copies of all your forms before you start filling them in and after you have completed the forms before you submit them to DSS, Child Care Licensing.

TO DO	COMMENTS/ DATE COMPLETED
Attend licensing orientation. Call Family Resource & Referral Center at 948-1553 to pre-register.	
Complete application; for help call a Community Resource Specialist at 948-1553.	
Attend <i>optional</i> FRRC workshops <u>First Steps</u> and <u>Getting Ready, Getting Started</u> . Call 461-2993 to sign up.	
Take TB test: for all adults residing in the home (results must accompany application).	
Mail your completed licensing application along with check or money order for \$60, your signed pink orientation receipt and copies of all 508's, TB test results to State Licensing: <i>River City Regional Office, 8745 Folsom Blvd., Suite 200, Sacramento, CA 95826</i>	
Complete CPR and First Aid and 7 hours of Health and Safety. An EMSA list enclosed. Check with FRRC to see if rebates are available.	
Visit FRRC Resource Center for help, resources and information about licensed family child care.	
Childproof your home or apartment. Have age appropriate books and toys, craft supplies and games on hand.	
After you receive your facility number from DSS, call Livescan to set up your appointment(s). Fingerprint all adults in home (18 years & over). Cost is \$55 each.	
Send a <b>copy</b> of your Pre-Licensing Readiness Guide for Family Child Care Homes (LIC 9217) to state licensing to schedule your inspection visit. After your receive your license, call a referral specialist at 461-2908 to register for referral services.	
Enroll in the USDA Food Program. Call Dee 461-2975 or Lisa 461-2994.	
Continuing Child Care Training. Check the " <i>In A Nutshell</i> " newsletter for opportunities for free or low cost workshops.	

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## OVERVIEW OF CHILD CARE LICENSING REQUIREMENTS

Privately operated child care programs in California are licensed by the Department of Social Services under Health and Safety Code: Title XXII, Division 6, Chapter 8.5 for centers and Title XXII, Division 12, Chapter 1 for child care homes. The license assures that a program has met minimum health and safety standards. *A license is not an affidavit or a badge signifying a quality program.*

A simple application must be completed and submitted to the State Department of Social Services. A Community Care Division licensing analyst will make a site visit; check for smoke detector, fire extinguisher, and any safety hazards.

**You must attend a Dept. of Social Services, Community Care Licensing Division Orientation to receive your licensing packet and basic information. For information on location, time and date for Family Child Care Orientations call (209) 948-1553.**

### FAMILY DAY CARE HOMES



In order to obtain a license, programs must meet certain space and ratio requirements:

#### SMALL FAMILY DAY CARE HOME

- Up to 8 children (no more than 2 infants & 2 school age children), or 4 infants only
- No space requirements
- Day Care "by right" in residential areas
- Must have fire extinguisher, smoke detector, and evacuation plan
- Must have 15 hours health & safety training including CPR & First Aid
- Provider and adults residing in homes must have criminal fingerprint clearance

### **LARGE FAMILY DAY CARE HOMES**

- 7 to 14 children, to include 4 school age children and no more than 4 infants - must have an assistant to care for more than 8 children.
- No special space requirements
- Must have fire clearance, smoke detector, fire extinguisher, and evacuation pl
- Must have 15 hours health & safety training including CPR & First Aid. Assistant must have CPR & First Aid
- A provider must have had 1 year of experience as a small family day care provider or equivalent experience and education
- Local city or county planning departments may have additional requirements
- Provider and adults residing in home must have criminal fingerprint clearance



STATE REGULATION 102416.5 STATES: IT IS THE LICENSED PROVIDER'S RESPONSIBILITY TO MAKE SURE THE FACILITY IS NOT OVER ENROLLED AT ANY TIME. THE MAXIMUM NUMBER OF CHILDREN, INCLUDING THE LICEN-SEE'S OWN CHILDREN UNDER AGE TEN, FOR WHOM CARE SHALL BE PROVIDED WHEN THERE IS NO ASSISTANT PROVIDER IN THE HOME SHALL BE THE CAPACITY SPECIFIED ON THE LICENSE.

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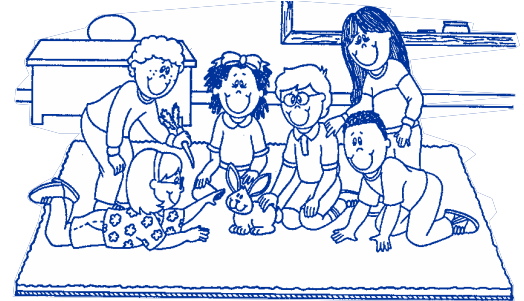
## CPR, FIRST AID and HEALTH & SAFETY TRAINING

EMSA (Emergency Medical Services Authority)  
APPROVED ORGANIZATIONS for SAN JOAQUIN COUNTY

### CHILD CARE HEALTH & SAFETY TRAINING REQUIREMENTS

CPR—4 hours      First Aid—4 Hours  
7 hours of additional health and safety classes

California Dept. of Social Services for Child Care Licensing requires an EMSA sticker on all your CPR, First Aid & Health & Safety Training. Be sure you request this sticker.



- |   |                |
|---|----------------|
| <b>Penny Schultz, Stockton</b><br>Adult, Child, Infant CPR, CA Childcare First Aid, Health & Safety                       | (209) 957-2703 |
| <b>American Heart Association, Stockton</b><br>Offers CPR only  | (800) 242-8721 |
| <b>American Red Cross, Stockton</b><br>Pediatric First Aid/Pediatric CPR and Health & Safety                              | (209) 466-6971 |
| <b>Certify U, Stockton, Anne Spiner</b><br>Pediatric First Aid/Pediatric CPR  | (209) 952-5234 |
| <b>National Safety Council, Stockton</b><br>Pediatric First Aid/Pediatric CPR and Health & Safety                         | (209) 472-7233 |
| <b>Doctor's Hospital, Manteca, Susan Blair &amp; Diane Haupt</b><br>Pediatric First Aid/Pediatric CPR and Health & Safety | (209) 239-8322 |
| <b>Deborah Hampton, Manteca</b><br>Pediatric First Aid/Pediatric CPR and Health & Safety                                  | (209) 456-2461 |
| <b>Gladys Bell, Tracy</b><br>Recertification only for CPR/First Aid   | (209) 833-7504 |

**It is your responsibility to verify the presenter's credentials. Call the sponsoring organization.**

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## Rental Agreements Cannot Prohibit Residential Day Care Use



California Health & Safety Code section 1597.40 states that lease or rental agreement cannot prohibit the use of a residential property for a family day care facility; any provision of a rental or lease agreement that purports to do so apparently is void. Owners and property managers of residential real property should be aware of this potential risk, even though there does not appear to be a specific recourse available.

The law indicates that a lease or rental agreement that specifically prohibits the use of premises for commercial purposes would be interpreted to permit the operation of a family day care facility. Health & Safety Code section 1597.40 expresses the Legislature's intent as follows: "It is the intention of the Legislature that family day care homes for children should be situated in normal residential surroundings so as to give children the home environment with is conducive to healthy and safe development. It is the public policy of this state to provide children in a family day care home with the same environment as provided in a traditional home setting."

The Legislature has "attempted" to address the concerns of landlords by requiring that prospective family day care home providers who reside in residential units provide 30 days written notice to the landlord prior to the commencement of the operation of a family day care home. This notice period is intended to give the owner of the property the opportunity to seek additional insurance and correct possible hazards in the unit and / or common areas.

For family day care home providers who relocate and existing licensed family day care program to a rental property on or after January 1, 1997, less than 30 days written notice may be provided in cases when administrative approval of the facility occurs in less than 30 days or the more is licensed in less than 30 days. This provision is designed to prevent interruption of service for children moving from the former location to the new location. In addition, a family day care home provider in operation on a rental or leased property as of January 1, 1997, should have notified the landlord or property owner in writing at the time of the annual license fee renewal or by March 31, 1997, whichever occurs later.

When a landlord learns that a family day care home is being operated on his or her property, the landlord may require the family day care home provider to pay an increased security deposit, even though a lower security deposit is required of tenants not operating family day care homes. The total security deposit charged, however, may not exceed the maximum allowable under the law.

For the landlord who is faced with increased risk and increased costs due to a commercial operation on his or her residential property there is not much consolation to be gained from the notice requirements or increased security deposit provisions enacted by the Legislature. This is an example of how landlords ( an property managers) are often forced to bear the burdens of the Legislature's social policies without any satisfactory avenue for recourse.

Written by

Elizabeth Humphreys, partner with the Law Firm of Kroloff, Belcher, Smart, Perry & Christoperson.

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## Here's How It Works! Family Child Care Ratios



### Licensed for 6 to 8 children

Number Of Children	Birth—24 months	2-6	School Age
4	No more than: 4	0	0
6	Up to: 3	3	0
8	No more than: 2	4	2



### Licensed for 12 to 14 children

Number Of Children	Birth-24 months	2-6	School Age
12	No more than: 4	8	0
14	Up to: 3	9	2

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## Arranging the Space In Your Home

Much of children's behavior, particularly their response to learning activities, material and toys depends on the arrangement of space around them. The following information is designed to help you think of ways you can arrange your indoor and outdoor play areas which will encourage the children to play actively with materials and toys, but at the same time will not require constant supervision or help on your part.

You might try using these ideas as a check list to assess your home arrangement and make changes if necessary.

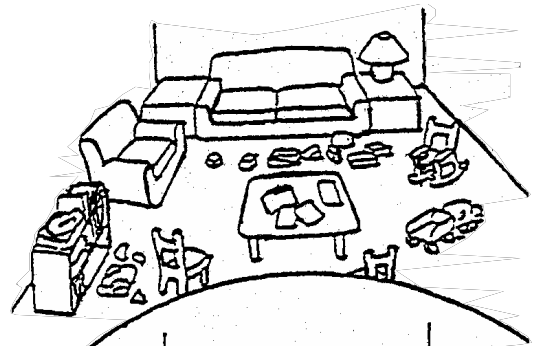
### Quiet Space and Noisy Space

Children need separate areas for quiet activities and noisy activities. A quiet area should include books on display, pillows, rugs, and small manipulative toys. The noisy area should encompass a larger space and include trucks, cars and other large toys.

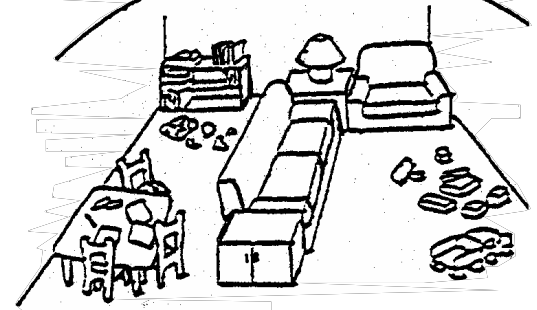
### Activity Space and Traffic Patterns

It is important to have a variety of activities available for young children. It is possible to organize and plan them in such a way so that they do not conflict with each other. For example, puzzles can be put in a place where they will not be in the path of trucks and airplanes. There may not be the space to have a water or sand table set up all the time, but one could be set up for two or three days in the area where children usually paint or water color. Placing blocks, trucks, crayons and puzzles in the same area does not provide children helpful clues on appropriate behavior. However, placing only small muscle toys in one area will. It also allows for children with like interests to play together. You may be able to rearrange the furniture to provide different activity areas and limit or expand existing ones.

All play activity takes place in one part of the room.



Play activity can take place in different parts of the room.



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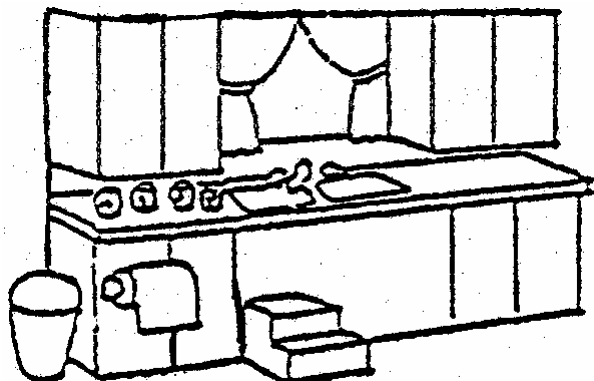
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## Assessing Your Child Care Arrangements

1. Take a walk through your home. What areas are currently available for children's use? What activities take place in these areas?
2. How can your furniture be arranged to provide varied play spaces? Are there any traffic patterns or play areas you could define through space arrangements?
3. Which toys do the children play with most frequently? Which toys do the children seldom play with?
4. Where in your home can toys or books be displayed so the children can select and return the toys easily?
5. Try establishing one, or two new play areas or reorganizing existing ones; keeping in mind that materials displayed and the space available will help define for the children appropriate behavior. Observe the children's behavior for a week afterwards. Are there any changes?
6. Draw a diagram of your backyard. Include the kinds of learning areas and equipment you would like to see for the children.

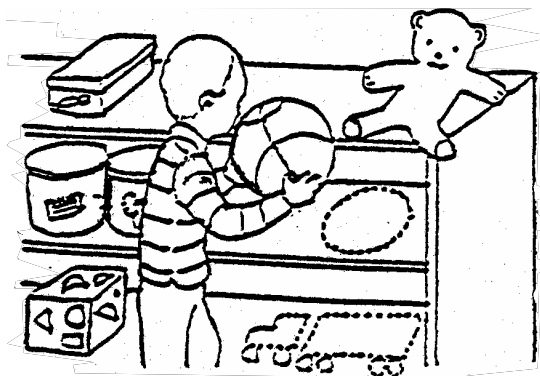
### Eye and Reach Level

You can help children become self-reliant and to feel good about themselves by placing frequently used objects at their level. Children will be able to get things and to put them away on their own without having to constantly ask you for help. This will encourage the development of independence and responsibility. Providing pictures, mirrors, tables and chairs at the children's level will help increase their growing sense of self-worth.



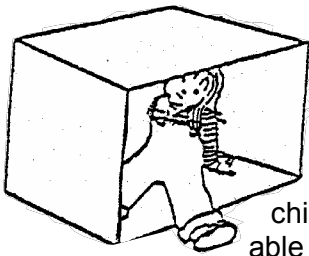
## Toys and Material Display

Many of you may have experienced the frustration of having lots of toys available, yet the children never seem to have enough to do. You may also know how it feels to have toys scattered around at the end of the day and you have to spend time showing the children where and how to put the toys away.



One way to prevent this is to have toys and materials well displayed and easily accessible to the children. They can be placed attractively on shelves with pictures or outlines used as guides for return of items after use. The outlines or pictures indicate clearly to the children where the various toys belong. It makes putting the toys away a matching game rather than just a task. Children are also able to select toys easily when there are not too many to choose from. They can see the toys spaced on shelves. When too many toys are piled together, such as in a toy box, it makes toy selection confusing and difficult. They are not able to remember what is at the bottom of the box, there are too many toys to choose from and often they make a mess in order to find the desired toy. Toys also break easier and pieces are lost more readily when the toys are all piled together.

You may want to keep some of the toys stored in a closet and rotate the toys available for the children to use. This will stimulate interest and motivation. Toys with small parts can be stored in ice cream buckets so it is easier for the child to keep the parts separated. Materials such as paste, paper, scissors and crayons can be stored in individual containers that encourage appropriate use.

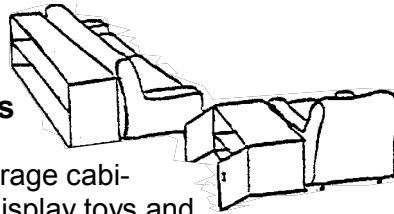


## Alone Space

Children need to have places where they can play with other children, but they also need to be able to find private spaces where they can be alone to think and reflect on their experiences. Try looking for nooks and crannies in your home -- a chair pulled out from the wall or a cardboard box will do.

## Integrating Family and Child Care Environments

Many caregivers have found or build different kinds of storage cabinets or furniture which can display toys and activities during the day, but can be closed or turned around in the evening. Some child care furnishings can be organized to fit in with the general furniture arrangement so that they do not look out of place.



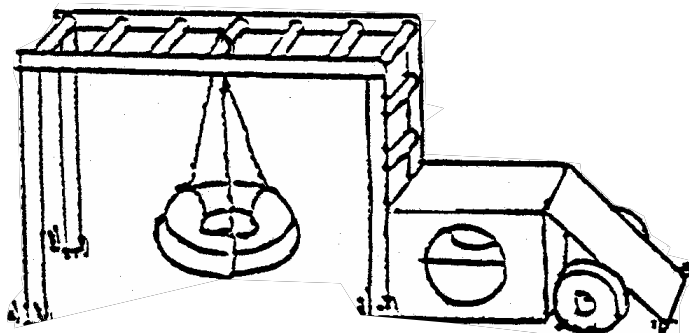
## Variety In Equipment

Suggestions for outdoor equipment..

- ◆ Obstacle course made out of boards, tires, boxes, etc.
- ◆ Wheeled toys - trucks, carts
- ◆ Tricycles
- ◆ Wooden boards of different lengths
- ◆ Boxes - wooden or cardboard
- ◆ Automobile tires
- ◆ Inner tubes
- ◆ Swings (may be constructed of rope and a tire)
- ◆ Sandbox and an assortment of sandbox toys
  - ◆ Different sized buckets and pots
  - ◆ Sieve
  - ◆ Shovels, spoons
  - ◆ Colander
  - ◆ Funnel
- ◆ Wide transparent tubing in short lengths  
(so that the child can see the sand passing)

(NOTE: COVER THE BOX WHEN NOT IN USE. BE SURE TO KEEP CATS FROM USING THE SAND AS A LITTER BOX.)

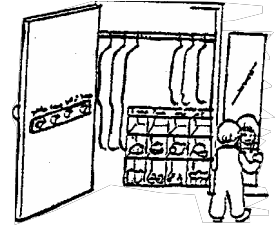
- ◆ Jungle gym or climbing bars
- ◆ Bean bags
- ◆ Balls - small and large
- ◆ Jump rope
- ◆ Barrel
- ◆ Wheelbarrow
- ◆ Hoops
- ◆ Blocks - small and large
- ◆ Wagon



## Environment: Planning to Meet the Special Needs of Infants and Toddlers

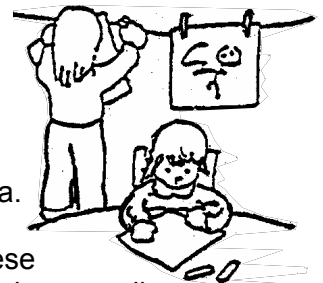
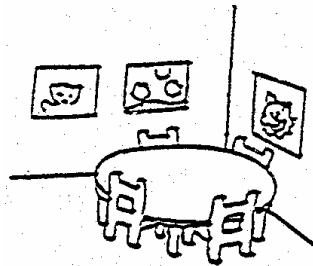
Infants need:

- ◆ A quiet place to sleep.
- ◆ A diaper changing area.
- ◆ A comfortable place to be fed.
- ◆ An interesting safe place to observe family activities during waking moments.
- ◆ A cubby or box for a change of clothing, diapers and belongings.
- ◆ A place in the refrigerator and space in the kitchen for storage of food.



In addition to the above a toddler will need:

- ◆ A child-proof environment where it is safe to explore
- ◆ A low shelf or bookcase so that toys can be easily reached and easily put away.
- ◆ Child-sized chairs and a table for play.
- ◆ A feeding table in the kitchen.
- ◆ A place where it's okay to work with messy things like play dough, crayons, and paints.
- ◆ A fenced outside play area.
- ◆ How can you best use these ideas given the space you have available in your home? Use your floor plan to try out different arrangements.



# California's Car Seat Law



**California's Car Seat Law requires that children use a child safety seat until they are either 6 years old or weigh 60 pounds.**

- Lap and shoulder belts protect average size adults, but children need additional protection. Booster seats give children the lift they need so lap and shoulder belts can do their job.
- Children should stay in a booster seat until the adult lap belt stays on the upper thighs, away from their stomach, and the shoulder belt comes across the chest without rubbing their neck.
- Passengers should never ride with the shoulder belt under their arm or behind their back.
- The National Highway Traffic Safety Administration recommends using a booster seat until the child is 8 years old, 80 pounds, and 4' 9" tall.



**[www.ottoclub.org](http://www.ottoclub.org)**

**For more information please call the  
CSAA Traffic Safety Department, 1-800-637-2122.**

Poster courtesy of  
Family Resource & Referral Center, 509 W. Weber Ave., Suite 101, Stockton, CA 95203  
We're here to help with all your childcare needs.