

STEPS TO BECOMING A LICENSED FAMILY CHILD CARE PROVIDER

Attend a Licensing Orientation (see schedule on reversed side)

- Register for the orientation with Community Care Licensing at either the Rohnert Park office (residents of Benicia, Fairfield, Rio Vista, Suisun, and Vallejo) or the Chico office (residents of Dixon and Vacaville)
- Call Rohnert Park office (707)588.5026 or Chico office (530)895.5033
- Send \$25 per person attending to the respective office:

Department of Social Services/Community Care Licensing
Redwood Empire District Office
101 Golf Course Dr., Ste A-230
Rohnert Park, Ca 94928

Department of Social Services/Community Care Licensing
Chico Regional Office
520 Cohasset Road, Ste. 170, MS 29-05
Chico, Ca 95926

- You can also complete the orientation online for \$25, plus a processing fee of \$2.43 (for a total of \$27.43) at www.cclcd.ca.gov

Complete Health & Safety Trainings

- 8 hours of CPR and First Aid
 - 8 hour Preventative Health Practices training
 - Complete the Mandated Child Abuse Reporting training online at: <https://childcare.mandatedreporter.ca.gov/>
- Register at www.solanofamily.org

Additional Required Documents

- All adults in the home over the age of 18 must provide proof of a current clear tuberculosis (TB) test
- Applicant's and assistants' proof of immunization against influenza, pertussis and measles

Mail Application with These Documents to the appropriate office:

(The application can be downloaded from the www.cclcd.ca.gov website or purchased from us for \$2.00)

- Copy of the orientation certificate
- Copies of Health & Safety trainings cards/certificates, Mandated Child Abuse Reporting certificate
- TB tests of all adults living in the home
- Proof of immunizations for those who will work directly with the children
- Check or money order for \$73 for small family child care or \$140 for a large family child care

After You Have Submitted Your Application:

- Community Care Licensing will send you a confirmation letter with your facility number
- Use this number on the Livescan Form (LIC 9163 found online at www.cclcd.ca.gov) for each adult in the home for fingerprinting & background check
- After DSS/CCL receives all clearances, you will receive a call from a licensing program analyst to schedule a time for a home inspection
- Prepare your home for your visit from DSS/CCL

Contact Solano Family & Children's Services Resource & Referral Program for:

- Technical support through this journey to owning & operating your own family child care
- Workshops & trainings
- Networking and many other excellent opportunities available to you!!

Visit our website at www.solanofamily.org

2020 FAMILY CHILD CARE HOME (FCCH) ORIENTATION SCHEDULE

Community Care Licensing Division
Redwood Empire District Office
1010 Golf Course Dr. Ste. A-230
Rohnert Park, CA 94928 (707)588.5026
For: Benicia, Vallejo, Fairfield, Suisun,
& Rio Vista

Community Care Licensing Division
Chico Regional Office
520 Cohasset Road, Ste. 170, MS 29-05
Chico, CA 95926 (530)895.5033
For: Vacaville & Dixon

Time

9:30am-12:30pm

Dates

January 29
February 26 (Spanish)
March 25
April 29 (Spanish)
May 27
June 24 (Spanish)
July 29
August 26 (Spanish)
October 1
October 28 (Spanish)
November 25
December 30

Time

9:00am-12:00pm

Dates

January 2
March 5
May 7
July 2
September 3
November 5

Due to COVID 19, all in-person orientations have been cancelled until further notice.

C A L I F O R N I A



Child Care Initiative Project

Contact the Resource & Referral Department and inquire about the *Child Care Initiative Project*, where you can receive technical support such as assistance with completing the licensing application, pre-licensing home visit, and much more.

Contact Joy Gamble at 707-864-4615 or jgamble@solanofamily.org