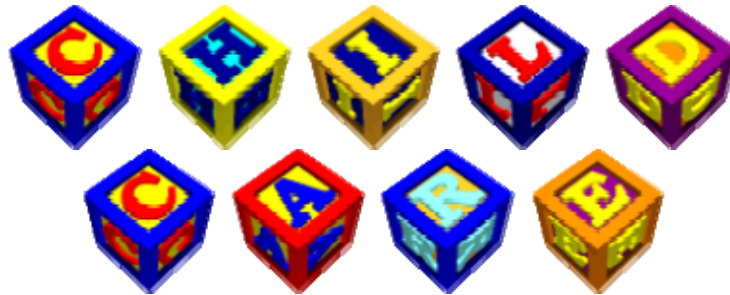


**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



## COMMUNITY CARE LICENSING DIVISION



### UPDATE

April 2007

*To the Child Care Community*



We hope you are all enjoying the beautiful and warm spring weather. We are in the fifteenth year of our efforts to keep the child care community informed about licensing programs and services. The Updates continue to be an important method for sharing information. We appreciate your support in sharing these Updates with those in your organization, and others interested in child care issues.

The Updates are now available online and can be viewed or obtained at:

[http://www.cclld.ca.gov/CommunityC\\_1726.htm](http://www.cclld.ca.gov/CommunityC_1726.htm).

You can find the topic of your choice in each Update without having to scroll down. Just go to the Topic Index, put your cursor over the blue highlighted subject heading that you wish to review, hold down the control and shift buttons at the same time, and you will be taken to that area of the Update.

## **TOPIC INDEX**

**[NEW CHILD CARE ADVOCATE](#)**

**[CHILD CARE ORIENTATION FEES](#)**

**[CHILD CARE LICENSING FEES—CHANGE OF LOCATION](#)**

**[CAPACITY LIMITATIONS](#)**

**[COMPUTER ACCESS](#)**

**[DETECTING SIGNS OF DEVELOPMENTAL DISABILITIES--  
FREE EDUCATIONAL RESOURCES](#)**

**[PLAN TIME FOR READING](#)**

**[LICENSED CHILD CARE STATISTICS](#)**

**[SUMMARY](#)**

### **NEW CHILD CARE ADVOCATE**

We are pleased to announce the appointment of Holly Daasnes as the [Child Care Advocate](#) for the southern part of the State. Holly has been with Community Care Licensing Division (CCLD) since 1981. She brings a wealth of experience working in child care programs as well as children and adult residential programs. She has also been a County Liaison working with the contract counties that perform the Family Child Care Home (FCCH) and Foster Family Home licensing function and most recently was a Licensing Program Analyst (LPA) with the Adult Program in the Carlsbad Office. We are delighted to have her join the Policy and Advocacy Unit. Holly will be stationed in the Carlsbad Office and may be reached at (760) 929-3274.

### **CHILD CARE ORIENTATION FEES**

Effective March 1, 2007, individuals interested in attending FCCH orientations are required to pay the orientation fee in advance. The individual will receive a receipt

which entitles them to attend any FCCH orientation in the state. This is the result of a new electronic receipt database that is now being utilized statewide. The receipt database will provide the State Child Care Licensing Program with additional capabilities and a more effective means for tracking fees information. For orientation schedules, please visit our website at [www.cclcd.ca.gov](http://www.cclcd.ca.gov).

## CHILD CARE LICENSING FEES—CHANGE OF LOCATION

When you are planning to move to a new location, and you receive your annual bill and plan to move shortly, *you must still pay the annual fee for your current address.*

Here are some tips for ensuring a quicker process for getting your new license when your FCCH moves to a new location.

Prior to moving, notify your local Child Care Regional or County Office and submit an application on the LIC 279 (Application For a FCCH.) Check the box that indicates “Location Change” under #1 on the LIC 279, and complete the rest of the form. Along with the application, submit the LIC 610A (Emergency Disaster Plan For FCCHs) and the LIC 999A (Facility Sketch.) You must also submit a relocation fee of 50% of the application fee - \$30 for a capacity of up to eight, and \$57.50 for a capacity of up to 14. If you plan to increase your capacity from 8 to 14, you must pay a total of \$55 (\$30 for change of location and \$25 for increase in capacity) and must also obtain a fire clearance.

Once you change your location, you no longer have a license and cannot operate until your new license is issued. Your LPA will contact you to schedule an appointment for your pre-licensing visit. Once this is done and any deficiencies are corrected, you will receive your new license.

We would like to remind you that if you are a State-licensed FCCH and have been issued a PIN number on your annual fee notice, you are eligible to make [online fee payments](#) with your Visa, Master Card, or debit card.

## CAPACITY LIMITATIONS

Although the majority of child care providers operate within the limits of the law and provide quality child care, there has been an increase recently in the incidence of over-capacity situations. This is a reminder that the capacity specified on your license is the **maximum** number of children for which you are allowed to provide care. This maximum is established for health and safety reasons and for Large FCCHs includes a fire clearance from the local fire authority. Operating over that maximum is considered a *serious* violation of licensing regulations.

## **COMPUTER ACCESS**

For some time now, licensed child care providers have been expected to download, from the CCLD's website ([www.cclcd.ca.gov](http://www.cclcd.ca.gov)), regulations, forms and other information needed to stay updated on licensing requirements. More and more information is available on this website and it is updated regularly. Providers are encouraged to check the website frequently.

Providers without computer access are at a real disadvantage. To obtain needed licensing information, they must travel to the local library or other local entity to download the needed documents. Having a computer and internet capability enables you to retrieve information in the convenience of your own facility and you can get it when you need it. Also, having access to the internet means having access to a wealth of information related to the world of child care.

We encourage you to talk with your tax representative and discuss the potential tax advantages of purchasing a computer as a business expense.

## **DETECTING SIGNS OF DEVELOPMENTAL DISABILITIES-- FREE EDUCATIONAL RESOURCES**

The Centers for Disease Control and Prevention (CDC), in collaboration with a coalition of national partners, is launching a new phase of the "Learn the Signs. Act Early." public awareness campaign. This childhood development campaign is designed to help increase awareness about the importance of tracking a child's social and emotional development, including the potential early warning signs of autism and other developmental disabilities.

CDC will provide free materials to help child care providers and preschool teachers educate parents about child development and autism. Child Care providers and preschool teachers spend a considerable amount of time watching children interact in peer groups and can be the first to observe early warning signs of a developmental delay such as autism. Learning and development is a major concern of parents and it is imperative that parents know what the developmental milestones are and when they should be occurring. No parent wants to find that his or her child has a delay, but if they can identify any delay early, they can seek appropriate help right away, which is always in their child's best interest.

The "Learn the Signs. Act Early." campaign has developed a free resource kit of materials on child development and autism for day care providers and teachers to share with parents of children in their care. The kit, available in both English and Spanish, includes a CD-ROM containing fact sheets on age-specific developmental milestones and on developmental disabilities such as autism, a growth chart that allows parents to track specific developmental milestones along with the height and weight of the child,

and educational posters.

The CDC campaign also encourages parents to ask their child's doctor or health care professional about any developmental concerns they might have. Parents can also call 1-800-CDC-INFO or visit [www.cdc.gov/actearly](http://www.cdc.gov/actearly) for additional information and ordering information.

## PLAN TIME FOR READING

### Mama was right!

By

Gloria J. Merk II, MA

Child Care Program Administrator



Reading is magical. Watching a child's expression at the sound of a book read aloud, seeing them learn a color or word, hearing a new sound, expressing a feeling, knowing they are developing before your eyes, is truly magical.

As child care providers and children's advocates we are in a unique position to encourage age and developmentally appropriate reading with our children. Child care providers can plan time for reading. We can encourage parents to read with their children, send a favorite book to share with the other children in care, and volunteer to be a "reading buddy" at child care program.

The Children's Book Council (<http://www.cbcbooks.org/readinglists/choosing.html>) is a great source of information for child care providers and parents. Check out all the lists of books that might be right for your children.

Another example of lists of books is Baby Center (<http://babycenter.com/general>) which is a commercial website that lists starter libraries for each age group.

Venture into Cultures, Second Edition, A Resource Book of Multicultural Materials & Programs by Olga R. Kuharets, Ethnic and Multicultural Information Exchange Round Table (EMIERT) is an example of a book that provides culturally appropriate reading materials for children, parents and providers.

It is most important for providers and parents to be involved in the selection and sharing of reading material. **In the months ahead I encourage you to start or expand your program library to encourage the joy of reading, facilitate child development and to share the magic.** Mama was right, reading is magical.

## **LICENSED CHILD CARE STATISTICS**

Enclosed are the most recent [statistics on licensed child care facilities and capacities](#). Further breakouts by category and location are available.

## **SUMMARY**

If you have questions about items included in this Update, or suggestions for future topics, please contact Gloria Merk, Program Administrator, Child Care Program Office, at (916) 229-4500. You may also visit our internet website at [www.cclid.ca.gov](http://www.cclid.ca.gov) to obtain copies of licensing Updates, office locations, provider letters, regulations, forms, the Licensing Evaluator Manual, or to learn more about licensing programs and services.

Sincerely,

***(original signed by Jo Frederick)***  
JO FREDERICK  
Deputy Director  
Community Care Licensing Division

Enclosures