

Adopt Section 102416.2 to read:

102416.2 REPORTING REQUIREMENTS

102416.2

- (a) A licensee or applicant must report to the Department at the time they apply for a family child care home license, or any time after licensure, if they are licensed as a foster family home or certified as a foster family home through a foster family agency.
- (b) A licensee must report to the Department any change in household composition including adults moving in or out of the home and anyone, including children, living in the home turning 18 years old.
- (c) The reports specified in Sections 102416.2(a) and (b) must be made to the Department by telephone or fax within the Department's next business day and during normal working hours (8am to 5pm).
- (d) Whenever a child in the licensee's care has suffered any injury or has been subjected to any act of violence, or has been involved in any event that is required to be reported to the Department as specified in Section 102416.2(e)(1), the licensee shall report the unusual incident, injury, act or event to the parent(s)/authorized representative(s) of the child no later than the same business day.
- (e) When any of the events specified in Section 102416.2(e)(1) occur during the operation of the family child care home, a report shall be made to the Department by telephone or fax during the Department's next business day between (8am to 5pm) and a written report shall be submitted to the Department within seven (7) calendar days following the occurrence of such an incident/injury. The written report shall either be a letter or the Unusual Incident/Injury Report – Family Child Care Home, LIC 624B, (6/03).
  - (1) Events that a licensee shall report include the following:
    - (A) The death of any child in care from any cause.
    - (B) Any incident or injury to any child that requires professional medical treatment.
    - (C) Any act of violence that occurs while children are in care. For example, any physical altercation between adults or teenagers must be reported, including altercations between children in care resulting in an injury.
    - (D) Any instance where a child in care is missing. For example, any child in care who wanders away from the Family Child Care Home, is lost during an outing, or does not return from school, must be reported even if the child is later found safe.
    - (E) Any physical, sexual, or emotional abuse of any child in care.

- (F) Fires or explosions occurring in or on the premises of the family child care home.
  - (G) Epidemics or suspected outbreaks of communicable diseases involving two or more children.
  - (H) Poisonings.
  - (I) Catastrophes.
- (2) Information provided on the letter or the LIC 624B (6/03) form shall include the following:
- (A) Child's first name, middle initial, date of birth, sex, and date of admission.
  - (B) Child's or parent's primary language, (i.e., English, Spanish, Chinese, Russian, etc.)
  - (C) Date and time the incident or injury happened.
  - (D) Date that the parent(s)/authorized representative(s) were notified of the incident or injury.
  - (E) Describe how the incident or injury happened and name of the child(ren) or adult(s) that may have been involved. Include any steps taken to prevent the same type of injury from occurring in the future.
  - (F) Name and telephone number of any doctor or other health care provider that examined the child.
  - (G) Any agency notified, person contacted, date of the contact, and the telephone or fax number of that agency or person.
- (f) The licensee shall keep a copy of the letter or completed LIC 624B (6/03) (Unusual Incident/Injury Report – Family Child Care Home) in the child's file at the Family Child Care Home facility.
- (g) The licensee shall also report to local law enforcement or child protective services items specified in Section 102416.2(e)(1)(E).
- (h) The items specified in Section 102416.2(e)(1)(F) shall be reported to the local fire authority within 24 hours. In areas not having organized fire services, a report shall be made to the State Fire Marshal within 24 hours.

- (i) The licensee shall report items specified in Section 102416.2(e)(1)(G) to the local health authority when appropriate pursuant to California Code of Regulations, Title 17, Section 2500.
- (1) The licensee shall call the local health authority who will take down the information and provide any needed assistance.

HANDBOOK BEGINS HERE

Title 17, Section 2500, lists the following reportable communicable diseases:

Communicable Diseases:

- Acquired Immune Deficiency Syndrome (AIDS)
- + Amebiasis
- + Anisakiasis
- \* Anthrax
- + Babesiosis
- \* Botulism (Infant, Foodborne, Wound)
- \* Brucellosis
- + Campylobacteriosis
- Chancroid
- Chlamydial Infections
- \* Cholera
- \* Ciguatera Fish Poisoning
- Coccidioidomycosis
- + Colorado Tick Fever
- + Conjunctivitis. Acute Infectious of the Newborn, Specify Etiology
- + Cryptosporidiosis
- Cysticercosis
- \* Dengue
- \* Diarrhea of the Newborn, Outbreaks
- \* Diphtheria
- \* Domoic Acid Poisoning (Amnesic Shellfish Poisoning)
- Echinococcosis (Hydatid Disease)
- Ehrlichiosis
- + Encephalitis, Specify Etiology: Viral, Bacterial, Fungal, Parasitic
- \* Escherichia coli 0157:H7 Infection
- +# Foodborn Disease
- Giardiasis
- Gonococcal Infections
- + Haemophilus influenzae, Invasive Disease
- \* Hantavirus Infections
- \* Hemolytic Uremic Syndrome
- Hepatitis, Viral
- + Hepatitis A
- Hepatitis B (specify acute case or chronic)

Hepatitis C (specify acute case or chronic)  
Hepatitis D (Delta)  
Hepatitis, other, acute  
Kawasaki Syndrome (Mucocutaneous Lymph Node Syndrome)  
Legionellosis  
Leprosy (Hansen Disease)  
Leptospirosis  
+ Listeriosis  
  Lyme Disease  
+ Lymphocytic Chriomeningitis  
+ Malaria  
+ Measles (Rubeola)  
+ Meningitis, Specify Etiology: Viral, Bacterial, Fungal, Parasitic  
\* Meningococcal Infections  
  Mumps  
  Non-Gonococcal Urethritis (Excluding Laboratory Confirmed Chlamydial Infections)  
\* Paralytic Shellfish Poisoning  
  Pelvic Inflammatory Disease (PID)  
+ Pertussis (Whooping Cough)  
\* Plague, Human or Animal  
+ Poliomyelitis, Paralytic  
+ Psittacosis  
+ Q Fever  
\* Rabies, Human or Animal  
+ Relapsing Fever  
  Reye Syndrome  
  Rheumatic Fever, Acute  
  Rocky Mountain Spotted Fever  
  Rubella (German Measles)  
  Rubella Syndrome, Congenital  
+ Salmonellosis (Other than Typhoid Fever)  
\* Scombroid Fish Poisoning  
+ Shigellosis  
\* Smallpox (Variola)  
+ Streptococcal Infection (Outbreaks of Any Type and Cases in Food Handlers and Dairy Workers Only)  
+ Swimmer's Itch (Schistosomal Dermatitis)  
+ Syphilis  
  Tetanus  
  Toxic Shock Syndrome  
  Toxoplasmosis  
+ Trichinosis  
+ Tuberculosis  
\* Tularemia  
+ Typhoid Fever, Cases and Carriers  
  Typhus Fever

- \* Varicella (deaths only)
- + Vibrio Infections
- \* Viral Hemorrhagic Fevers (e.g., Crimean-Congo, Ebola, Lassa and Marburg viruses)
- + Water-associated Disease
- \* Yellow Fever
- + Yersiniosis

\* OCCURRENCE OF ANY UNUSUAL DISEASE, OUTBREAKS of ANY DISEASE (Including diseases not listed in Section 2500).

(\* ) - to be reported immediately by telephone.

(+ ) - to be reported by mailing a report, telephoning, or electronically transmitting a report within one (1) working day of identification of the case or suspected case.

(No asterisk or cross symbol) - to be reported within seven (7) calendar days by mail, telephone, or electronic report from the time of identification.

(# ) - when two (2) or more cases or suspected cases of foodborne disease from separate households are suspected to have the same source of illness, they should be reported immediately by telephone.

The symbols above (\*, + and # ) are not as they appear in California Code of Regulations, Section 2500, however they represent the same definition as stated in Section 2500.

HANDBOOK ENDS HERE

Authority cited: Sections 1596.81 and 1597.46, Health and Safety Code.

Reference: Sections 1596.72, 1596.73, 1596.81, 1597.05 and 1597.467, Health and Safety Code; Section 11166, Penal Code; and Title 17, Section 2500.

Adopt Section 102416.3 to read:

102416.3 ALTERATIONS TO EXISTING BUILDING OR GROUNDS

102416.3

- (a) Prior to making alterations or additions to a family child care home or grounds, the licensee must notify the Department of the proposed changes specified in Section 102416.3(a)(1).
- (1) Alterations or additions that a licensee must report include, but are not limited to, the following:
- (A) Conversion of a garage (either attached or detached) into a "child care" room.
  - (B) Room additions to the family child care home.
  - (C) Installation of in the ground or above the ground swimming pools, spas, fish ponds, decorative water feature, fountains or other bodies of water.
  - (D) Construction of exterior decks or porches.
  - (E) Construction of play equipment including swing sets/climbing structures
  - (F) Changes in "off limits" areas of the family child care home.
- (2) The Department may require the licensee to obtain an inspection by the local building inspector to ensure that no hazard to the health and safety of children exists as a result of the alteration, addition or construction.

Authority cited: Section 1596.81, Health and Safety Code.

Reference: Sections 1596.72, 1596.73, and 1596.81, Health and Safety Code.

Amend Section 102419 to read:

102419    ADMISSION PROCEDURES AND PARENTAL AND  
            AUTHORIZED REPRESENTATIVE'S RIGHTS (Continued)

102429

(d)    The licensee shall provide to the parent or authorized representative the Family Child Care Consumer Awareness Information, LIC 9212 (2/05).

~~(de)~~    At the time of acceptance of each child into care ~~and for all children in care on August 7, 2002,~~ the licensee shall provide the child's parent or authorized representative with a copy of the notice form LIC 995A (8/02), Family Child Care Home Notification of Parents' Rights, ~~and~~ the LIC 995E (8/02), Caregiver Background Check Process form and the Family Child Care Consumer Awareness Information, LIC 9212 (2/05).

(1)    The licensee shall request the child's parent or authorized representative to sign and date the bottom portion of the notice form LIC 995A (8/02), which acknowledges that the parent or authorized representative has received and read the LIC 995A. The bottom portion of this form must be kept in the child's file as proof that the parent or authorized representative has been notified of his or her rights and received a copy of the LIC 995E (08/02), Caregiver Background Check Process form and the Family Child Care Consumer Awareness Information, LIC 9212 (2/05). (Continued)

(3)    Reserved

(A)    Upon a finding of noncompliance with a plan of correction for violation of Sections 102419(a)(8), (b), (c), (d), ~~(e)~~, ~~(e)(1)~~, or ~~(e)(2)~~, the Department shall impose a civil penalty of fifty dollars (\$50) per day until the deficiency is corrected.

(B)    Regardless of whether the licensee complies with an initial plan of correction in the time allotted, if the licensee subsequently violates any provision of Sections 102419(a)(8), (b), (c), (d), ~~(e)~~, ~~(e)(1)~~, or ~~(e)(2)~~ within 12 months of the initial citation, the Department shall assess a civil penalty of \$150 plus an assessment of \$50 per day until the deficiency is corrected.

(C)    Regardless of whether the licensee complies with the deficiency in Section 102419(b)(3)(B), if the licensee subsequently violates any provision of Sections 102419(a)(8), (b), (c), (d), ~~(e)~~, ~~(e)(1)~~, or ~~(e)(2)~~ within 12 months of the citation and assessment in Section 102419(b)(3)(B), the Department shall assess a civil penalty of \$150 plus an assessment of \$150 per day until the deficiency is corrected.

~~(ef)~~    (Continued)

(fg) (Continued)

(gh) (Continued)

(hi) The licensee shall provide a copy of the Department issued Addendum to Notification of Parent's Rights (Regarding Removal/Exclusion) (LIC 995B Rev (05/03), sent by the Department, that is still in effect, to one parent or authorized representative of every child when the parent or authorized representative arranges for child care services or on the first day the child receives care, whichever is first. (Continued)

(2) The licensee may provide the parent or authorized representative with the Family Child Care Home Explanation of Removals/Exclusions and Reinstatement, LIC 995D (5/03).

(ij) The licensee shall obtain a signed and dated receipt from one parent or authorized representative that acknowledges that he/she was given a copy of the addendum specified in Section 102419~~(h)~~ and ~~(h)(1)~~ (i) and (i)(1).

(jk) The licensee shall maintain copies of the signed and dated receipt required in Section 102419 (ij) in each child's file. Copies shall be made available to the Department upon request.

Authority cited: Section 1596.81, Health and Safety Code.

Reference: Sections 1596.72, 1596.73, 1596.853, 1596.857, 1596.859, 1596.872, 1596.874, 1597.07, 1597.30, and 1597.56, Health and Safety Code.

Amend Section 102423 to read:

102423 PERSONAL RIGHTS (Continued)

102423

- (b) The licensee shall give authorized representatives of children in care the Family Child Care Consumer Awareness Information, LIC 9212 (2/05), a consumer education and awareness handout. ~~The Department shall provide this handout and distribute it to licensees.~~

Authority cited: Section 1596.81, Health and Safety Code.

Reference: Sections 1596.81(b) and 1597.30, Health and Safety Code.

# UNUSUAL INCIDENT/INJURY REPORT - FAMILY CHILD CARE HOME

**INSTRUCTIONS:**

1. Notify parent(s), guardian, or authorized representatives of child(ren) in care.
2. Notify Licensing by telephone, fax, or e-mail before end of next working day.
3. If reported by telephone, submit written report within 7 calendar days of the incident/injury to Licensing.
4. Keep a copy of the report in the child's facility file.

1. TODAY'S DATE	2. FACILITY LICENSE NUMBER:	3. LICENSEE'S NAME:				
4. FACILITY NAME:		5. FACILITY ADDRESS:				
6. Name of Child(ren) Involved	7. Birth date Mo/Day/Yr	8. Sex M / F	9. Admission Date	10. Primary Language	11. Date / Time Incident/Injury	12. Date notified Parents

13. Name and telephone number of child's parent(s):

**14. TYPE OF INCIDENT OR INJURY (CHECK ONE OR ALL THAT APPLY)**

- a.  Death of a child in care from any cause
- b.  Any injury to a child in care that requires professional medical treatment
- c.  Any suspected physical, sexual, or emotional abuse of any child. (Must also be reported to local law enforcement or Child Protective Services.)
- d.  Any act of violence occurring while children are in care
- e.  Anytime a child in care is missing for any reason without supervision, knowledge, or permission of the licensee
- f.  Any unusual incident that threatens the physical or emotional health or safety of any child in care
- g.  Other

15. DESCRIBE WHAT HAPPENED.

16. BRIEFLY DESCRIBE THE INJURY.

17. NAME OF PHYSICIAN OR OTHER MEDICAL PROVIDER:

18. TELEPHONE NO.  
( )

19. DESCRIBE HOW THIS INCIDENT OR INJURY WILL BE PREVENTED IN THE FUTURE:

20. Agencies Notified	21. Name of Person(s) Contacted	22. Date	23. Telephone:
<input type="checkbox"/> State Child Care Licensing			( )
<input type="checkbox"/> County Child Care Licensing			( )
<input type="checkbox"/> Child Protective Services			( )
<input type="checkbox"/> Law Enforcement			( )

24. REPORT SUBMITTED BY:

25. TELEPHONE NO.  
( )

26. DATE:

**(TO BE COMPLETED ONLY BY LICENSING DEPARTMENT)**

Date report received in Licensing Office: \_\_\_\_\_ Date "Officer of the Day" reviewed and logged report: \_\_\_\_\_

**EVALUATION OF SIR:**

Followup Inquiry required

Yes  No

Investigation required

Yes  No

**REFERRED TO:**

- Licensing Program Analyst
- Licensing Unit Manager/Sup
- Regional/Program Manager

Date Reviewed: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_  
Date Reviewed: \_\_\_\_\_

Case Management Visit

Yes  No

Other \_\_\_\_\_

DISPOSITION:

**SEE INSTRUCTIONS ON REVERSE**

## GENERAL INSTRUCTIONS FOR COMPLETION

1. Enter the current month, day, and year.
2. Enter the facility number as shown on the license.
3. Enter the licensee's name as shown on license.
4. Enter the name of the facility as shown on the license.
5. Enter the number and street address, city, state, and zip code.
6. Enter the first and last name of each child involved in the incident or injury.
7. Enter the month, date, and year of the child's birth date.
8. Enter the gender of the child as M for Male or F for Female.
9. Enter the month, date, and year the child was accepted into the Family Child Care Home.
10. Enter the language that the child speaks (*i.e., English, Spanish, etc.*).
11. Enter the month, date, year and the time of day that the incident or injury happened.
12. Enter the month, date, and year that the child's parent(s) were notified.
13. Enter the name(s) and telephone number of the child's parent(s).
14. Type of Incident or injury definitions:
  - a. Check if a child in care has died from any cause.
  - b. Check if a child was injured while in care, and the injury required professional medical treatment other than first aid.
  - c. Check if it is suspected that a child has been subjected to physical, sexual, or emotional abuse.
  - d. Check if any act of violence occurred while children are in care, whether or not a child was involved.
  - e. Check if a child in care leaves or wanders (*is missing*) from the facility without permission or supervision, including when a child is missing during any outing or special event away from the facility, or a child doesn't return from school.
  - f. Check if an unusual incident occurs that is not covered above, and threatens the physical or emotional health or safety of a child in care. This category may include epidemic outbreaks, poisonings, fires, or other catastrophes.
  - g. Check other if the unusual incident is not covered above.
15. Describe what happened. Be specific. Include name of person(s) involved in or suspected of causing the injury.
16. Describe the injury.
17. Enter the first and last name and title of the doctor providing care to child, if known.
18. Enter the area code and seven digit telephone number of the doctor or hospital where care was given.
19. Describe how this incident or injury will be prevented in the future.
20. Check one or more of the agencies notified of the incident or injury.
21. Enter the name of the person (*for each agency*) with whom you spoke when reporting the injury.
22. Enter the month, day, and year next to the agency person's name that was contacted.
23. Enter the area code and seven digit telephone number of the agency contacted.
24. Enter the first and last name and title of the person filling out this report.
25. Enter the area code and seven digit telephone number of the person filling out this report.
26. Enter the month, date, and year this report was filled out.

## FAMILY CHILD CARE HOME EXPLANATION OF REMOVALS/EXCLUSIONS AND REINSTATEMENT

### EXCLUSION:

By law, licensees and adults who live or work in a Family Child Care Home must have a criminal background check. They must submit fingerprints and have their name checked against the California Child Abuse Central Index. If the Department removes or excludes an individual, for any reason, the licensee may request a review of the Department's decision if they want the person to continue to be present in the Family Child Care Home. In many cases, an individual may not be present or work in the Family Child Care Home while the Department conducts the review. If the licensee chooses not to request a review the individual may do so.

The Department of Social Services has the authority to remove or exclude a person from a Family Child Care Home if the Department finds that a person has:

- a) Been convicted of certain serious crimes that are by law non-exemptible.
  - These convictions are considered so serious that the person must not be present in the Family Child Care Home when child care children are present and they are not permitted to obtain an exemption, or
- b) Been convicted of a felony or certain specified misdemeanors.
  - The licensee will be instructed not to permit the person to be present in the home any time child care children are present. The licensee or the individual, may request an exemption. If an exemption is granted the person will be permitted back into the home, or
- c) Been convicted of a misdemeanor, and
  - The person poses a risk to child care children because of the seriousness, recency, and/or pattern of the crime. The licensee or the individual, may request an exemption. If an exemption is granted the person will be permitted back into the home, or
- d) Been found, after a licensing investigation, to have committed an improper act, and
  - The improper act causes the licensing department to believe the person may pose a risk to child care children. The excluded person may appeal, and has a right to a hearing.

The decision to remove or exclude a person is based on confidential information reported on his or her criminal record or based on a thorough investigation by the Department of Social Services.

### EXEMPTION:

An individual who has been convicted of a crime (other than a minor traffic violation) is disqualified from holding a license or being present in a licensed Family Child Care Home unless the individual is granted a criminal record exemption by the Department.

The law permits any person convicted of a crime that the law does not classify as non-exemptible to apply for an exemption.

An exemption may be granted if the individual presents substantial and convincing evidence to support a reasonable belief that the person is of good character and is not a threat to the well being of child care children.

### REINSTATEMENT:

A person has a right to appeal his or her exclusion. After review of the entire record, it may be determined that an exemption may be granted or that the excluded person does not pose a threat to children in care. In either case, the previously excluded person will be allowed to return to the Family Child Care Home (reinstated).

## IMPORTANT INFORMATION FOR PARENTS

### CAREGIVER BACKGROUND CHECK PROCESS CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

The California Department of Social Services works to protect the safety of children in child care by licensing child care centers and family child care homes. Our highest priority is to be sure that children are in safe and healthy child care settings. California law requires a background check for any adult who owns, lives in, or works in a licensed child care home or center. Each of these adults must submit fingerprints so that a background check can be done to see if they have any history of crime. If we find that a person has been convicted of a crime other than a minor traffic violation, he/she cannot work or live in the licensed child care home or center unless approved by the Department. This approval is called an exemption.

A person convicted of a crime such as murder, rape, torture, kidnapping, crimes of sexual violence or molestation against children **cannot by law be given an exemption that would allow them to own, live in or work in** a licensed child care home or center. If the crime was a felony or a serious misdemeanor, the person must leave the facility while the request is being reviewed. If the crime is less serious, he/she may be allowed to remain in the licensed child care home or center while the exemption request is being reviewed.

#### How the Exemption Request is Reviewed

We request information from police departments, the FBI and the courts about the person's record. We consider the type of crime, how many crimes there were, how long ago the crime happened and whether the person has been honest in what they told us.

The person who needs the exemption must provide information about:

- The crime
- What they have done to change their life and obey the law
- Whether they are working, going to school, or receiving training
- Whether they have successfully completed a counseling or rehabilitation program

The person also gives us reference letters from people who aren't related to them who know about their history and their life now.

We look at all these things very carefully in making our decision on exemptions. By law this information cannot be shared with the public.

#### How to Obtain More Information

As a parent or authorized representative of a child in licensed child care, you have the right to ask the licensed child care home or center whether anyone working or living there has an exemption. If you request this information, and there is a person with an exemption, the child care home or center must tell you the person's name and how he or she is involved with the home or center and give you the name, address, and telephone number of the local licensing office. You may also get the person's name by contacting the local licensing office. You may find the address and phone number on our website. The website address is <http://cclid.ca.gov/docs/maps/state.htm>

## FAMILY CHILD CARE CONSUMER AWARENESS INFORMATION

*Family Child Care (FCC) is provided by the home of a licensed provider for up to eight children with one adult or up to 14 children with one adult and one assistant. FCC homes provide a home like setting. Making sure that the licensed FCC homes are providing safe care is the job of the licensing agency, the parents and the provider.*

### HEALTH and SAFETY CHECKLIST

You should check for basic health and safety practices in the home. Your FCC Provider, by state law and regulation, must do the following:

- Get a license from the local licensing agency.
- Provide care to no more than eight children (with no more than two children under age 2) or 14 children with an assistant (with no more than 3 children under age 2).
- Make sure the home has heat in cold weather and is cool in hot weather.
- Keep detergents and cleaning products out of children's reach.
- Make sure swimming pools are fenced.
- Baby gates must block stairs in facilities when children less than five years old are in care.
- Store guns, other weapons, and poisons in locked areas.
- Have an emergency plan in case of fire or earthquake.
- Keep an emergency information card on every child in care.
- Keep a fire extinguisher and working smoke alarm in the FCC home.
- Provide a smoke free environment.
- Not use baby walkers, bouncers or similar items.

### WHAT SHOULD THE FAMILY CHILD CARE HOME PROVIDE?

**You should** get answers to these questions before placing your child in the home:

- Is the home clean and safe?
- Are there enough toys and games?
- How will my child be disciplined? (**Spanking, hitting, slapping, shaking and so forth are not permitted in licensed homes.**)
- What meals will my child be given?
- How will the food I bring be stored and prepared?
- Is there enough room (*indoor and outdoor*) for my child to play?
- What activities are planned for my child?
- How will my child be cared for when he or she gets sick?
- How many other children will be in care?
- What ages are the other children?
- What are the sleeping/napping/rest arrangements?
- How will I find out if my child is hurt or injured while in care?

### DISCUSS THE FOLLOWING WITH THE PROVIDER:

- **Setting times** for arrival and pickup.
- **Bringing items** from home (*food, toys, change of diapers, change of clothes, toothbrush, infant furniture, and so forth*).
- **Providing instructions** for giving medicines or special food.
- **Providing telephone numbers** for home, work, spouse's work, doctor and neighbor.
- **Providing a list of names** and telephone numbers of people who may pick up your child.

### GOOD CHILD CARE INCLUDES THESE THINGS:

- **A provider** who provides warm and loving care and guidance for your child, and who works with you and your family to make sure your child grows and learns in the best way possible.
- **A home** that keeps your child safe, secure, and healthy.
- **Activities** that help your child grow mentally, physically, socially and emotionally.
- **Your involvement** in your child's care.

## WHAT ARE PARENTS' RESPONSIBILITIES?

*The California Department of Social Services licenses homes to provide child care, and wants you to understand the licensing laws and the ways in which you can check the quality of care your child receives.*

### WHAT SHOULD PARENTS DO?

- **Ask** to see the FCC home license. Homes caring for children from more than one family must be licensed.
- **Check** the condition of the FCC home frequently. Parents have the legal right to "drop in" at any time care is being provided.
- **Know** your rights as a parent by reading and keeping the Notification of Parents' Rights form.
- **Make sure** the Parents' Right Poster is displayed in the home.
- **Watch** how your child acts in the home.
- **Listen** to what your child tells you about the care received in the home.
- **Talk** with the provider about any problems. Inform the provider of anything in the home which could hurt your child.
- **Call or write** the licensing agency if the provider fails to fix a hazard or if you believe your child has been harmed while in the provider's care. (See "How to file a complaint")
- **Ask** to see the licensing reports on file in the home.
- **Call or visit** the licensing office and ask to look at your provider's licensing file
- **Ask** if there are any adults in the home that have a criminal background.

### PARENTS OF BABIES SHOULD ENSURE THAT:

- The baby receives **good nutrition** and is fed at the proper times.
- **A stimulating environment** is provided.
- The provider gives **emotional support**, and holds the child regularly.
- The provider cares for **no more than four babies**.
- Babies are **placed on their backs** when put down to sleep or nap.

### HOW TO FILE A COMPLAINT ABOUT A FAMILY CHILD CARE HOME

#### COMPLAINT PROCESS

1. If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office. You can find the address and telephone number in the following ways:

- the provider's license
- your copy of the Parents' Rights Notification form
- the telephone book under:

**STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL SERVICES  
COMMUNITY CARE LICENSING**

OR

**COUNTY OF \_\_\_\_\_  
WELFARE OR SOCIAL SERVICES DEPARTMENT  
CHILD CARE LICENSING**

- The California Department of Social Services Community Care Licensing Division's website at [www.cclid.ca.gov](http://www.cclid.ca.gov)
2. Call or write your local licensing office and explain your complaint. Your name will remain anonymous unless you give us permission to use it. You will be notified of the results when the investigation is done.
  3. If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.
  4. Contact the local licensing office about any issues or questions you may have.
  5. To learn more about the Child Care Licensing program and services, please visit our website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

**WHEN YOU REPORT SUSPECTED VIOLATIONS YOU NOT ONLY PROTECT YOUR CHILD BUT ALSO PERFORM A SERVICE TO YOUR COMMUNITY.**

### WHAT THE LICENSING AGENCY DOES

- Visits each FCC home before issuing a licence to operate.
- Does criminal background checks and child abuse index checks on all adults in the home.
- Requires tuberculosis (TB) tests of providers.
- Investigates complaints.
- Makes unannounced visits to the FCC home.
- Denies applications and revokes licenses when necessary.