LICENSE APPLICATION AND INSTRUCTIONS
FOR
FAMILY CHILD CARE HOMES

This contains instructions needed to file an application for a Family Child Care Home license, and to gain access to and print forms.

Family Child Care is non-medical care and supervision for children, in the provider’s own home, for periods less than 24 hours. A license may be issued for a Small Family Child Care Home or a Large Family Child Care Home. A Small Family Child Care Home provides care for up to 6 children or for up to 8 children if certain requirements are met. A Large Family Child Care Home provides care for up to 12 children, or for up to 14 children if certain requirements are met.

www.cclld.ca.gov
Application Forms
For A
Family Child Care Home License

These forms are required to be completed by an applicant for a Family Child Care Home license:

CLICK BELOW TO
ACCESS EACH FORM

Application for a Family Child Care Home License (LIC 279)

Current Children In Your Home (LIC 279B)

Criminal Record Statement (LIC 508)

Emergency Care and Disaster Plan (LIC 610A)

Statement Acknowledging Requirement to Report Suspected Child Abuse (LIC 9108)

Facility Sketch -- Floor Plan and Yard (LIC 999A)

Pre-Licensing Readiness Guide -- Family Child Care Home (LIC 9217)

NOTE: In addition to these forms, you will be required to submit supplementary information. Please refer to the information and instructions on the following pages and the Application Checklist at the end of this application booklet for a detailed explanation of what is required to be submitted with your application.
What do I need to do to get a Family Child Care Home License?

In order to get a Family Child Care Home license, you must:

- Be 18 years of age or older
- Attend an orientation (if you have not completed a Family Child Care Home Orientation within the last 12 months)
- Submit all the required forms in this Application Booklet
  - ✓ Be sure to read each one carefully
  - ✓ All forms must be typed or completed in ink
  - ✓ Keep a copy of all information that you send to Licensing
- Submit the required application fee (See information on the following pages regarding payment of fees)
- Obtain a background check clearance for you, your spouse, and all other adults residing or having contact with the children in the home
- Obtain a tuberculosis clearance (not more than 1 year old) for all adults residing or having contact with the children in the home
- Complete or be enrolled in Preventive Health Practices training
  - ✓ This includes 15 hours of training in pediatric CPR, pediatric first aid, and a preventive health practices class
  - ✓ All classes must be offered by the American Red Cross, American Heart Association, or approved by the Emergency Medical Services Authority (EMSA)
  - ✓ Be sure to submit with your application, copies of course certificates of completion or training cards, or proof of current enrollment
- Meet experience requirements if you will be operating a Large Family Child Care Home (up to 14 children)
  - ✓ At least one year of experience either as a licensed Small Family Child Care Home provider or as an administrator, director, or teacher at a licensed Child Care Center
  - ✓ Verification may include copies of previous licenses or a written statement from your previous employer on company letterhead. The letter should verify your job duties and length of employment
- Make sure that you meet any requirements of the city, county, or any other local ordinances
- Inform your landlord (if you are renting or leasing) of your decision to operate a Family Child Care Home (See information on the following pages regarding landlord notifications)
- Pass a home inspection

Specific information and instructions for all of the above requirements will be found on the following pages and throughout the application booklet.

For a handy checklist of items that must be included in your application package, refer to the Application Checklist titled: “What Do I Need to Send in With My Application?” at the end of this booklet. **IF YOUR APPLICATION IS INCOMPLETE, IT WILL BE RETURNED TO YOU.**

PLEASE NOTE THAT THE LICENSING AGENCY MAY DENY YOUR LICENSE APPLICATION IF YOU ARE UNABLE TO MEET ALL OF THE LICENSING REQUIREMENTS.
Where Can I Get Licensing Forms?

If you need additional forms, please download and print them from the Community Care Licensing Division website: www.cclld.ca.gov, or contact your local Licensing Agency. For a location nearest you, please visit the above website and click on “Regional Offices.” You may also find the telephone number in your local telephone directory under the State Government Office listings, Social Services Department, Community Care Licensing - Day Care.

If you need assistance completing your licensing forms, you may also contact your local Child Care Resource and Referral Agency at: 1-800-543-7793 or visit their website at: www.rnnetwork.org

For direct access to CCLD forms, follow the procedures below:

- Visit the CCLD website at: http://cclld.dss.ca.gov
- Click on “Licensing Forms” in the margin on the left-hand side of the screen of the CCLD home page.
  - For forms in English, click on the first web address:
    http://www.dss.ca.gov/cdssweb/On-lineFor_272.htm
  - On the left-hand side of the screen click on “On-line Forms and Publications I-L.” All licensing forms are labeled “LIC,” are numbered, and are titled.
  - Click on the “L” for licensing forms.
- For forms in Spanish, click on the second web address:
  http://www.dss.ca.gov/cdssweb/SpanishTra_275.htm (Espanol)
  - Click on the “L” for licensing forms.

Please note that CCLD does not manage these online forms. If you have problems accessing them, please refer your comments to the Department of Social Services, Forms Management Unit at: fmudss@dss.ca.gov

Where Can I Get Child Care Licensing Regulations?

The regulations that govern the licensing of Child Care Facilities covered by these application instructions are under the California Code of Regulations, Title 22, Division 6. Copies of the regulations and amendments can be downloaded from www.dss.ca.gov/ord.

For information on purchasing regulations with an update service, contact: Barclays West Group, at 1-800-888-3600.
How much is the application fee?

The application/license fee can change every year. Please visit the CCLD website shown above, or contact your local Licensing agency for current fee information.

The nonrefundable application/license fee must be submitted with your application. Please send either a check or money order made payable to the Department of Social Services.

Do I need to tell my landlord about my plans to operate a Family Child Care Home?

Yes. There are requirements for notifying your landlord.

**KEEP THE FOLLOWING SIGNED FORMS IN YOUR FILE AT HOME. DO NOT SEND THEM TO THE LICENSING AGENCY:**

PROPERTY OWNER/LANDLORD NOTIFICATION (LIC 9151) - You must inform your landlord of your decision to operate a Family Child Care Home.

PROPERTY OWNER/LANDLORD CONSENT FORM (LIC 9149) - You must obtain consent from your landlord when:

1. You plan to expand your Small Family Child Care Home capacity from 6 to 8, or
2. You plan to expand your Large Family Child Care Home capacity from 12 to 14.

*Note: If you do not have consent, you may only provide care for either 6 or less children in a Small Family Child Care Home, or 12 or less children in a Large Family Child Care Home.*

PARENT NOTIFICATION, ADDITIONAL CHILDREN IN CARE (LIC 9150) - You must notify parents when:

1. You plan to expand your Small Family Child Care home capacity from 6 to 8, or
2. You plan to expand your Large Family Child Care Home capacity from 12 to 14.

*There are a number of forms that must be maintained at your home so that your Licensing Program Analyst can discuss them with you during your home visit. For a handy list of these forms, please refer to: Forms/Records to Keep in Your Family Child Care Home, LIC 311D.*
QUESTIONS AND ANSWERS REGARDING CRIMINAL BACKGROUND CHECK REQUIREMENTS

CRIMINAL BACKGROUND CHECK REQUIREMENTS
All adults residing in the home must complete the criminal background check process before a license is issued. The background check consists of a Department of Justice (DOJ) check, Child Abuse Central Index (CACI) check and a Federal Bureau of Investigations (FBI) check.

WHO MUST GET A BACKGROUND CHECK?
- Applicant(s) for the child care license
- Any adult residing in the facility
- Any adult who provides care and supervision to children.
- Any adult employee or volunteer who has contact with the children.

HOW DO I START THE PROCESS?
If you are applying for a child care license with the California Department of Social Services (CDSS), information about how to submit your fingerprints will be mailed to you after a complete application is received and accepted.

If you are applying for a child care license in a county that contracts with the CDSS to license Family Child Care Homes, the County Licensing Office will provide you with instructions on how to submit your fingerprints.

NOTE: Do not schedule a LIVESCAN appointment until you receive a facility number from the licensing office. You must include the facility number on all LIVESCAN forms.

WHAT IF THE PERSON IS CONVICTED OF A CRIME?
Individuals convicted of a crime will be required to get a criminal record exemption from the Department before the license is issued. Information on what the exemption process consists of and how the Department evaluates criminal records may be found on the internet at the Community Care Licensing Division (CCLD) website at: www.ccld.ca.gov by clicking on the "Licensing Forms" link and going to the LIC 995E, Caregiver Background Check Process; LIC 995F, Caregiver Background Check Information; and by clicking on the link to the CCLD Homepage: “Information regarding the Background Check process.” For direct access to these, click on the links below:

Caregiver Background Check Process, LIC 995E
Caregiver Background Check Information, LIC 995F
Background Check Process Information (CCLD Homepage)

WHAT IF A PERSON IS ARRESTED, BUT NOT CONVICTED?
The DOJ is responsible for providing this Department with any arrest information. Any arrest that does not result in a conviction will be evaluated and resolved prior to issuing a license or prior to a person being present in the Family Child Care Home.

WHAT HAPPENS AFTER I GET MY LICENSE?
Once you are licensed, it will be your responsibility to submit fingerprints for any additional adult(s) who will be moving into or working in your home. They must receive a California clearance or a criminal record exemption before they move in or begin work. This includes children residing in the home who are turning 18 years old. All of these adults must complete the Criminal Record Statement document (LIC 508).

If a person voluntarily discloses a history of criminal convictions on the LIC 508, submit the LIC 508 to the Licensing Program Analyst, along with any attachments. The person may need a criminal record exemption.
What do I need to send in with my application?

APPLICATION CHECKLIST

BE SURE TO INCLUDE THE FOLLOWING ITEMS IN YOUR APPLICATION PACKET:

☐ Completed Application for a Family Child Care Home License (LIC 279).  
   IF YOUR APPLICATION IS INCOMPLETE, IT WILL BE RETURNED TO YOU.
☐ Completed Current Children in Your Home (LIC 279B)
☐ Proof that you completed an orientation
☐ Completed Criminal Record Statements (LIC 508) for all adults living in the home
☐ Emergency Care and Disaster Plan (LIC 610A)
☐ Copy of Applicant’s signed Statement Acknowledging Requirement to Report Suspected Child Abuse (LIC 9108)
☐ Facility Sketch (LIC 999A) of the home and outdoor space
☐ Proof of completion or enrollment in Preventive Health Practices training
☐ Copies of TB clearances (not more than 1 year old) for all adults living in your home
☐ Proof of child care experience (if applying for a Large Family Child Care Home license)
☐ A check or money order made payable to the Department of Social Services for the nonrefundable application fee. For county licensed forms, contact the appropriate contracting county licensing agency for fee payment instructions.

To prevent delays in processing your application, be sure that you have all the necessary information completed, properly signed in ink, with original signatures, and dated.

Please refer to the Pre-Licensing Readiness Guide, LIC 9217. This Guide will help you get ready for your home visit. Please follow the instructions on the Guide. Do not send the guide back to the licensing agency until your home has met all of the requirements listed on the Guide. When the licensing agency receives the Guide, a Licensing Program Analyst will call you to set up a date for your home visit.

PLEASE NOTE THAT THE LICENSING AGENCY MAY DENY YOUR LICENSE APPLICATION IF YOU ARE UNABLE TO MEET ALL OF THE LICENSING REQUIREMENTS.

Be sure to keep copies of your application and accompanying documents for your records before sending the originals to the Licensing Agency.

Remember, if you need additional forms, you may download and print them from the Community Care Licensing website at: www.cclld.ca.gov. From this website you may also obtain copies of the Title 22 regulations and more information on licensed child care. Instructions for downloading forms can be found on page 4 of this booklet.
APPLICATION FOR A FAMILY CHILD CARE HOME LICENSE

Type or print clearly.

1. **TYPE OF APPLICATION**
   - ☐ New Application
   - ☐ Capacity Change
   - ☐ Location Change
   - ☐ Update

2. **APPLICANT(S) First** | **Middle** | **Last Name** | **Over 18 Years Old?**
   - ☐ Yes
   - ☐ No

3a. **YOUR HOME ADDRESS:**
   - CITY
   - COUNTY
   - STATE
   - ZIP
   - PHONE

3b. **IF YOU HAVE NOT LIVED IN THIS COUNTY FOR THE PAST TWO YEARS, LIST THE COUNTIES IN WHICH YOU HAVE RESIDED:**

4. **MAILING ADDRESS (if different):**
   - CITY
   - STATE
   - ZIP
   - EMAIL ADDRESS (NOT REQUIRED)

5. **DIRECTION(S) TO HOME:**

6. **ARE YOU CURRENTLY, OR HAVE YOU EVER BEEN, LICENSED OR CERTIFIED FOR ANY TYPE OF FACILITY TO CARE FOR CHILDREN OR ADULTS?**
   - ☐ Yes
   - ☐ No
   - ☐ Pending

   **ADDRESS:**
   - CITY
   - STATE
   - ZIP

   **TYPE OF LICENSE:**
   - LICENSE #:
   - LICENSING AGENCY:

7. **OTHER ADULTS IN THE HOME (Not applicant(s))**
   - Do not list the names of persons under 18 years of age

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<th>Middle</th>
<th>Last Name</th>
<th>Relationship to You</th>
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8. **CURRENT CHILDREN IN YOUR HOME (LIC 279B)**
   - Click to access

9. **TYPE OF LICENSE**
   - ☐ Small Home (up to 8)
   - ☐ Large Home (up to 14)

10. **APPLICANT/LICENSEE RESPONSIBILITY**
    - I/We certify that:
      A. I/We live in the home to be licensed.
      B. I/We have money to maintain the level of service required by law in a Family Child Care Home.
      C. I/We have both a State Fire Marshal approved fire extinguisher (rated 2A, 10B: C) and a smoke detector in operating condition.
      D. I/We shall stay current and in compliance with the laws and regulations governing standards for Family Child Care Homes.
      E. I/We shall obtain approval from the licensing agency before making changes in our license capacity, or to our home.
      F. I/We shall notify the licensing agency when we want to discontinue our license.
      G. I/We have informed the property owner, if leased or rented, that we will be operating a Family Child Care Home on the premises. The owner/landlord has been sent the Property Owner/Landlord Notification (LIC 9151).
      H. I/We have written consent from the property owner, if leased or rented, when I plan to expand my Small Family Child Care Home capacity from 6 to 8 children, or to expand my Large Family Child Care Home capacity from 12 to 14 children. Property Owner/Landlord Consent Form (LIC 9149).
      I. I/We understand the requirements to report known or suspected child abuse (LIC 9108).

11. **PERJURY STATEMENT**
    - I/We declare under penalty of perjury that the statements on this application and accompanying attachments are correct to the best of my/our knowledge.

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<th>Applicant(s) Signatures</th>
<th>City and County where Signed</th>
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Did you remember to: **Sign and date all documents in ink and enclose the application/licensing fee**?
Need Help Completing The Application For a Family Child Care Home License?

These are instructions for filling out the Application for a Family Child Care Home License (LIC 279). Match the numbered items on this page with the numbered sections on the Application.

For your information, details on the Application are public information.

1. **TYPE APPLICATION** - A “New Application” is a request to license both an individual and a home that are not now licensed. A “Capacity Change” is a request to increase the approved number of children in an already licensed home. A “Location Change” is a request by a licensee to obtain a new license when he/she plans to move. An “Update” is, for example, to request a change in your name or phone number.

2. **APPLICANTS** - The applicants are the persons who will be responsible for providing child care in their own home. All applicants must live in the home to be licensed and must be 18 years of age or older to be licensed to provide child care. A “Yes” check means the applicants are 18 years of age or older.

3a. **YOUR HOME ADDRESS** - Your home address is the location of the home in which you live and want to provide care. This is the home that the Licensing Agency will inspect to determine whether it meets health and safety standards. **PHONE NUMBER**—Enter your primary phone number.

3b. **LIST OF ADDITIONAL COUNTIES** - If you have not lived in this county for two years, list all other counties where you have lived in the past two years.

4. **MAILING ADDRESS** - If your mailing address is different from the home address, put your mailing address here. If it is the same, write “Same”. **EMAIL ADDRESS**—It is not a required field to complete.

5. **DIRECTION(S) TO HOME** - Please provide directions to your home. Please attach a sketch or map if possible.

6. **LICENSE OR CERTIFICATION STATUS** - This is any license or certification issued to any of the applicants for providing care. If you are or have ever been licensed or certified to provide care, or if an application is pending, check the appropriate box and enter the type of license/certification; date licensed/certified; and name, address and phone number of the Licensing Agency. This includes Foster Family Homes and any other license category.

7. **OTHER ADULTS IN THE HOME** - List all persons (other than yourself) who live in your home, including family members, boarders, or other relatives. **Do not list the names of persons under 18 years of age** (See #8 below). If needed, you may attach additional pages to list all residents. You do not need to list your spouse if he/she is also an applicant.

8. **CURRENT CHILDREN IN YOUR HOME** - Complete the form LIC 279B. List the name, date of birth, sex and relationship of each child living in your home. This sheet will be filed in the confidential portion of your facility file.

9. **TYPE OF LICENSE** - Requirements for homes serving nine or more children are different from homes serving eight or fewer. Please tell us the capacity you plan to serve, the age range, and what days and/or hours you plan to be open.

10. **APPLICANT/LICENSEE RESPONSIBILITY** - You need to let the Licensing Agency know that you live in the home to be licensed, have enough money to maintain your home, have basic fire protection, will stay current and in compliance with licensing laws and regulations, will obtain approval from the licensing agency whenever you plan to change your license capacity or make changes to your home, and that you understand the child abuse reporting requirements and the notification and consent requirements related to property owners/landlords.

11. **PERJURY STATEMENT** - Each applicant must sign the application. The signatures should be the same as the names listed on the top of the form. The signature is signed under a perjury oath. This means that you promise that everything you have said in the application is true and correct. If you knowingly make false statements, you have committed the crime of perjury, which may be punishable by imprisonment.

**NOTE:** IF YOU DO NOT HAVE ENOUGH SPACE, ATTACH ADDITIONAL PAPER.
CURRENT CHILDREN IN YOUR HOME
APPLICATION FOR A FAMILY CHILD CARE HOME LICENSE

Please list the name, date of birth, sex and relationship of each child living in your home. This form is intended for agency use only and is relevant to the Application for a Family Child Care Home License, LIC 279.

The information contained in this form is not public. This form will be filed in the confidential section of the facility file.

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<th>CHILD’S FULL NAME</th>
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CRIMINAL RECORD STATEMENT

State law requires that persons associated with licensed facilities be fingerprinted and disclose any conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you may have.

Have you ever been convicted of a crime in California? ____________ □ YES □ NO

You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety Code sections 11361.5 and 11361.7.

Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of U.S.? ________________ □ YES □ NO

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California.

If you answer YES, give details on the back of this page indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn’t have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.

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<th>FACILITY NAME</th>
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<td>YOUR NAME (PRINT CLEARLY)</td>
<td>YOUR ADDRESS</td>
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<td>SOCIAL SECURITY NUMBER (SEE PRIVACY STATEMENT ON REVERSE SIDE)</td>
<td>DATE OF BIRTH</td>
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LIC 508 (3/11) REQUIRED FORM - NO CHANGE PERMITTED
I. Instructions to Respondents:
If you have been convicted of a crime in California, another state or in federal court, provide
the following information:
(You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety
Code sections 11361.5 and 11361.7.)

What was the offense?

In which state and city did you commit the offense?

When did this occur?

Tell us what happened. (Use additional sheets of paper if needed)

I certify under penalty of perjury that the above information is true and correct to the best of my
knowledge.

Signature ___________________________ Date ______________

II. Instructions to Licensees:
If the person discloses a criminal conviction, review the person's statement and discuss it with your
Licensing Program Analyst (LPA). Maintain this form in your facility personnel file and send a copy
to your LPA.

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (PL. 93-579) and the Information Practices Act of 1977 (Civil Code section 1798
et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department
of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the
SSN may delay the processing of this form and the criminal record check.

In order to be licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal
background check. (Health and Safety Code sections 1522, 1568.09, 1569.17 and 1596.871) The Department will
create a file concerning your criminal background check that will contain certain documents, including information that
you provide. You have the right to access certain records containing your personal information maintained by the
Department (Civil Code section 1798 et seq.). Under the California Public Records Act, the Department may have
to provide copies of some of the records in the file to members of the public who ask for them, including newspaper
and television reporters.

NOTE: IMPORTANT INFORMATION
The Department is required to tell people who ask, including the press, if someone in a licensed facility has a
criminal record exemption. The Department must also tell people who ask, the name of a licensed facility that has a
licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office.
CRIMINAL RECORD STATEMENT

State law requires that persons associated with licensed facilities be fingerprinted and disclose any conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you may have.

Have you ever been convicted of a crime in California? □ YES □ NO

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Have you ever been convicted of a crime from another state, federal court, military or jurisdiction outside of U.S.? □ YES □ NO

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California.

If you answer YES, give details on the back of this page indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn’t have to go to court (your attorney went for you);
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5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.

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<th>CITY</th>
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I. Instructions to Respondents:
If you have been convicted of a crime in California, another state or in federal court, provide
the following information:
(You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified at Health and Safety
Code sections 11361.5 and 11361.7.)

What was the offense?

In which state and city did you commit the offense?

When did this occur?

Tell us what happened. (Use additional sheets of paper if needed)

I certify under penalty of perjury that the above information is true and correct to the best of my
knowledge.

Signature ___________________________ Date _______________

II. Instructions to Licensees:
If the person discloses a criminal conviction, review the person’s statement and discuss it with your
Licensing Program Analyst (LPA). Maintain this form in your facility personnel file and send a copy
to your LPA.

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code section 1798
et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department
of Justice uses a person’s SSN as an identifying number. The requested SSN is voluntary. Failure to provide the
SSN may delay the processing of this form and the criminal record check.

In order to be licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal
background check. (Health and Safety Code sections 1522, 1566.09, 1569.17 and 1596.071) The Department will
create a file concerning your criminal background check that will contain certain documents, including information that
you provide. You have the right to access certain records containing your personal information maintained by the
Department (Civil Code section 1798 et seq.). Under the California Public Records Act, the Department may have
to provide copies of some of the records in the file to members of the public who ask for them, including newspaper
and television reporters.

NOTE: IMPORTANT INFORMATION
The Department is required to tell people who ask, including the press, if someone in a licensed facility has a
criminal record exemption. The Department must also tell people who ask, the name of a licensed facility that has a
licensee, employee, resident, or other person with a criminal record exemption.

If you have any questions about this form, please contact your local licensing regional office.
EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

Type or print clearly. Post next to phone. Keep current - Return a copy to the licensing office.

LICENSEE NAME: ___________________________ DATE: ___________________________

1. EMERGENCIES - LIFE THREATENING - Call 9-1-1 - Tell them: Number Calling from:
   HOME ADDRESS: ___________________________
   MAJOR CROSSROAD: ___________________________
   HOME DIRECTION FROM CROSSROAD: ___________________________

2. EMERGENCY NAMES AND TELEPHONE NUMBERS (in addition to 9-1-1)
   Fire/Paramedics: ___________________________
   Red Cross: ___________________________
   Hospital: ___________________________
   Office of Emergency Services: ___________________________
   Licensing: ___________________________
   Police/Sheriff: ___________________________
   Child Protective Services: ___________________________
   Ambulance: ___________________________
   Poison Control: ___________________________

3. FACILITY EVACUATION - Some disasters require evacuation of the building. Using a copy of the Facility Sketch (LIC 999A), show arrows for the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of a fire, get everyone out, follow the escape routes, meet at a prearranged location, account for everyone, do not let anyone return to the building and call the fire department.

4. TEMPORARY RELOCATION SITE(S) - Some disasters require moving to a safe location. When relocating, determine whether you need food, water, blankets and flashlight and meet at a prearranged easily accessible location. Be sure to obtain permission from the property owner.
   NAME: ___________________________ PHONE: ___________________________
   ADDRESS: ___________________________

   NAME: ___________________________ PHONE: ___________________________
   ADDRESS: ___________________________

5. UTILITY SHUT OFF - Indicate locations on the Facility Sketch (LIC 999A) with the exit routes.
   GAS: ___________________________ GAS CO. PHONE: ___________________________
   ELECTRIC: ___________________________ ELECTRIC CO. PHONE: ___________________________
   WATER: ___________________________ WATER CO. PHONE: ___________________________

6. EQUIPMENT LOCATION - The fire department may help you with installation information.
   FIRE extinguisher LOCATION: ___________________________
   SMOKE detector LOCATION: ___________________________
   FIRE alarm LOCATION (IF you HAVE ONE): ___________________________
   TYPE: ___________________________

7. OTHER EMERGENCY EQUIPMENT - Where appropriate identify location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.
   LOCATION: ___________________________
EMERGENCY DISASTER PLAN FOR FAMILY CHILD CARE HOMES

Need help filling out the Emergency Disaster Plan Form?

Applicants need to submit a plan to handle possible emergencies. The Emergency Disaster Plan is a plan that identifies resources when an emergency occurs. A copy of the form must be posted in a conspicuous place near a telephone and a copy given to the licensing agency with the application packet. Licensee is responsible for updating information as required and all information should be typed or clearly handwritten.

1. EMERGENCIES - LIFE THREATENING - Whenever a life threatening emergency occurs, use the 9-1-1 telephone number. Operators are able to speed dial help for any life threatening emergency. If the call is interrupted, they are usually able to identify the home address from the open line. It is important to write out exactly what needs to be said to direct help to the home. This means that you need to write out the home phone, the address of the home, the nearest major cross street and directions to the home from the cross street.

2. EMERGENCY NAMES AND TELEPHONE NUMBERS (In addition to 9-1-1) - This is a list of additional emergency resources that you may need. Most of the numbers are listed on the form. The Office of Emergency Services (OES) assists local government and the public with emergencies that threaten lives, property and the environment. The telephone number for your local OES can be found in the white pages of the telephone book under Government Listings, County Government Offices, "Emergency Operations". It may also be found under County Sheriff's Department. The "Other" is extra space for other numbers that you think may be needed in an emergency.

3. FACILITY EVACUATION - The most important action in a fire emergency is getting the children safely out and grouped together in a safe location. As part of your application packet, you need to complete a facility sketch. Take a copy of the sketch and identify the quickest exiting routes from each room. Copies of the exiting routes should be posted in conspicuous locations. You also need to identify a safe location where everyone should gather to be sure everyone is counted and no one remains in the building. You need to have regular fire drills with the children. Your fire department is an excellent resource for fire and evacuation instructions.

4. TEMPORARY RELOCATION SITES - In the event of an emergency or disaster, you need to make arrangements to move to a temporary site, such as at the home of a friend or a local church. You need to identify a second site in the event the first site is not immediately available in the emergency. Be sure to get permission from the property owner of the relocation site.

5. UTILITY SHUT OFF - In emergencies such as floods and earthquakes, it may be necessary to shut the utilities off. It is important to identify the locations of the utility shut off for such emergencies. You should also have a wrench on hand for the gas line. It also may be helpful to put the utility shut off locations on the Facility Sketch.

6. EQUIPMENT LOCATION - Your home must contain a fire extinguisher and smoke detector device which meet the standards established by the State Fire Marshal. The fire extinguisher must be in a location that is easily accessible and identified in this plan. The local fire department may help you with the location of fire equipment. In addition to smoke alarms, you need to identify and locate any other emergency alarms that are on the premises. If a fire is just beginning, it may be possible to extinguish the fire with a fire extinguisher. However, the children should be safely relocated before attempting to extinguish any fire.

7. OTHER EMERGENCY EQUIPMENT - In the event of a flood or earthquake, it may be necessary to have a first aid kit, blankets, food and water, radio, flashlight and other provisions. The plan needs to identify where this other emergency equipment is kept.
STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE

NOTE: RETAIN IN EMPLOYEE/LICENSEE FILE

NAME:

POSITION:  FACILITY NUMBER:

California law REQUIRES certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed facility or a child care institution, YOU are one of those persons - a "mandated reporter."

PERSONS WHO ARE REQUIRED TO REPORT ABUSE

Mandated reporters include a licensee, an administrator, or an employee of a licensed community care or child day care facility. [Penal Code ("PC") § 11165.7(a)(10)] Mandated reporters also include an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities. [PC § 11165.7(a)(14)] No supervisor or administrator may impede or inhibit an individual’s reporting duties or subject the mandated reporter to any sanction for making the report. [PC § 11166(h)]

WHEN REPORTING ABUSE IS REQUIRED

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident. [PC § 11166(a)]

ABUSE THAT MUST BE REPORTED

Physical injury inflicted by other than accidental means on a child. [PC § 11165.6]

Sexual abuse meaning sexual assault or sexual exploitation of a child. [PC § 11165.1]

Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. [PC § 11165.2]

Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered. [PC § 11165.3]

Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition. [PC § 11165.4]
WHERE TO CALL IN AND SEND THE WRITTEN ABUSE REPORT

Reports of suspected child abuse or neglect must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or the county welfare department. [PC § 11165.9] The written report must include the information described in Penal Code section 11167(a) and may be submitted on form SS 8572.

IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF ABUSE REPORTS

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by law. [PC § 11172(a)] The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports, and other designated agencies. [PC § 11167(d)(1)] Reports are confidential and may be disclosed only to specified persons and agencies. Any violation of confidentiality is a misdemeanor punishable by imprisonment, fine, or both. [PC § 11167.5(a)-(b)]

PENALTY FOR FAILURE TO REPORT ABUSE

A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail, a fine of $1000, or both. [PC § 11166(b)]

COPY OF THE LAW

Prior to my employment in a licensed community care or child day care facility, or child care institution, my employer provided me with a copy of Penal Code sections 11165.7, 11166, and 11167. [PC § 11166.5(a)]

ACKNOWLEDGMENT OF RESPONSIBILITY

I, ____________________________, have knowledge of my responsibility to report known or suspected child abuse in compliance with Penal Code section 11166. [PC § 11166.5(a)]
FACILITY SKETCH (Floor Plan) - Family Child Care Home

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Please identify areas which will be "off limits" to children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.
FACILITY SKETCH (Floor Plan) - Family Child Care Home

Applicants are required to provide a sketch of the floor plan of the home or facility and outside yard. The floor sketch must label rooms such as the kitchen, bath, living room, etc. Please identify areas which will be “off limits” to children. Door and window exits from the rooms must be shown in case of an emergency (see Emergency Disaster Plan). Show room sizes (e.g. 8.5 x 12). Keep close to scale. Use the space below. See back for yard sketch.
FACILITY SKETCH (Yard) - Family Child Care Home

The yard sketch should show all buildings in the yard including the home (with no detail), garage and storage building. Include walks, driveways, play area, fences, gates. Please identify areas which will be "off limits" to children. Show any potential hazardous areas such as pools, garbage storage, animal pens, etc. Show the overall yard size. Try to keep the sizes close to scale. Use the space below.
PRE-LICENSING READINESS GUIDE - FAMILY CHILD CARE HOME

Before you receive a Family Child Care Home license, the licensing agency will visit your home to make sure that your home meets licensing requirements. Below is a checklist of requirements to help you get ready for our visit. As each requirement is completed, please put a check mark next to it. When your home has met all of the requirements:

- **SIGN AND DATE THE FORM AT THE BOTTOM.**
- **MAIL THIS FORM BACK TO THE LICENSING AGENCY** (When the licensing agency receives this form, it will mean that your home meets all of the requirements and you are ready for your visit.)
- **A LICENSING PROGRAM ANALYST WILL CALL YOU TO SET UP A DATE FOR OUR VISIT TO YOUR HOME.**

### THE FOLLOWING ITEMS ARE REQUIRED BY REGULATION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>All adults living in the home and assistant and/or substitute care providers have submitted fingerprints and child abuse index check forms to Department of Justice and received a California clearance or exemption.</td>
<td></td>
</tr>
<tr>
<td>Home is neat and clean.</td>
<td></td>
</tr>
<tr>
<td>All fireplaces, woodstoves, and/or heaters are screened to prevent access by children.</td>
<td></td>
</tr>
<tr>
<td>Home has a fully charged fire extinguisher which is at least a 2A:10BC.</td>
<td></td>
</tr>
<tr>
<td>Home has a working smoke alarm.</td>
<td></td>
</tr>
<tr>
<td>Home has a working telephone.</td>
<td></td>
</tr>
<tr>
<td>All poisons are locked.</td>
<td></td>
</tr>
<tr>
<td>Hazardous materials are kept out of the reach of children (inaccessible):</td>
<td></td>
</tr>
<tr>
<td>Kitchen: all sharp utensils and cutlery, cleaning supplies, medicines, drawers and cabinets with liquor, plastic bags, and sharp things or small things children can swallow, etc.</td>
<td></td>
</tr>
<tr>
<td>Bathroom: shampoo, mouthwash, toothpaste, medicines, perfumes/lotions/cosmetics, solvents, etc.</td>
<td></td>
</tr>
<tr>
<td>Garage and Outdoors: solvents, gasoline, oil, turpentine, paint, sharp tools, lawn mower, gardening tools, poisonous plants, abandoned machinery, old refrigerators/freezers, old vehicles, etc.</td>
<td></td>
</tr>
<tr>
<td>All firearms and any other weapons are not loaded and are locked up. Ammunition is stored and locked away separately from firearms.</td>
<td></td>
</tr>
<tr>
<td>Outdoor play area is free from defects or dangerous conditions. Play equipment is securely anchored according to manufacturer directions.</td>
<td></td>
</tr>
</tbody>
</table>
☐ Outdoor play area is fenced.
   -or-
☐ Outdoor play area is not fenced and the plan for supervision is:

☐ If caring for children under 5 years old, home has a gate(s) blocking the stairs.

☐ Home does not have a swimming pool, spa, hot tub, fishpond, or any other bodies of water,  
   -or-

☐ Home **does** have a ____________________________, covered or fenced.
   *(Write in type of body of water)*

☐ The fence is at least 5 feet feet high with a self-latching gate that opens away from the pool  
   or body of water. If using a cover, it must support the weight of an adult and shall be locked  
   when pool is not in use.

☐ Toys and playthings are safe, clean, and appropriate for the age of the children.

☐ Baby walkers, bouncers, jumpers, and similar items will not be used for children in care and  
   are kept inaccessible.

☐ A copy of the deed or property tax statement, or if renting or leasing, a copy of the lease or  
   rental agreement is available at the home.

**THERE ARE MANY OTHER THINGS YOU CAN DO TO MAKE YOUR HOME SAFE THAT  
MAY NOT BE IN REGULATIONS. IF YOU HAVE ANY QUESTIONS, CALL YOUR LICENSING  
PROGRAM ANALYST.**

**ADDITIONAL NOTES:**

My home meets all of the above requirements and I am ready for a pre-licensing inspection.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINT YOUR FULL NAME</td>
<td></td>
</tr>
</tbody>
</table>

Keep a copy of this form and use the area below to note the date and time we will visit your  
home and the name and telephone number of your Licensing Program Analyst.

<table>
<thead>
<tr>
<th>DATE FOR MY HOME VISIT:</th>
<th>TIME OF HOME VISIT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF MY LICENSING PROGRAM ANALYST:</td>
<td>TELEPHONE #:</td>
</tr>
</tbody>
</table>

LIC 0217 (3/05)