

2005 Child Care Licensing Study California

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: California Department of Social Services		
Address: Community Care Licensing Division Child Care Licensing Program 744 P Street, Mail Stop 19-48		
City: Sacramento	State: CA	Zip: 95814
Phone: 916-229-4500	Toll Free:	
Fax: 916-229-4508	E-mail:	
Web site: http://cclid.ca.gov/ChildCareL_1728.htm		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	14,841
Family child care homes	37,820
Large/group family child care homes	6,674
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	59,335
Data notes:	

Key:

✓ = Yes

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LICENSED CAPACITY	
Child care centers	738,951
Family child care homes	302,560
Large/group family child care homes	93,436
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	1,134,947
Data notes:	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	
<i>Other type of assignment:</i>	
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	210
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	283:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	34
Data notes:	

TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
License renewal			
• Announced			
• Unannounced			
Data notes:			
Routine compliance	✓	✓	✓
• Announced			
• Unannounced	✓	✓	✓
Data notes:			

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Less than once every three years
Family child care homes	Less than once every three years
Large/group family child care homes	Less than once every three years
<i>Other frequency of inspection:</i>	
Data notes:	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	Non-expiring license
Family child care homes	Non-expiring license
Large/group family child care homes	Non-expiring license
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Less than once every three years
Family child care homes	Less than once every three years
Large/group family child care homes	Less than once every three years
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	No
<i>Use of form described:</i>	
Family child care homes	No
<i>Use of form described:</i>	
Large/group family child care homes	No
<i>Use of form described:</i>	
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State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	No
Family child care homes	No
Large/group family child care homes	No
Data notes:	

DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	Yes
<i>System of assessing compliance and differential monitoring: Yearly and more often if the center has legal problems.</i>	
Family child care homes	Yes
<i>System of assessing compliance and differential monitoring: Yearly and more often if the small family child care home has legal problems.</i>	
Large/group family child care homes	Yes
<i>System of assessing compliance and differential monitoring: Yearly and more often if the large/group family home has legal problems.</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Family child care homes	Yes		
Large/group family child care homes	Yes		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	No		
Family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	✓

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As needed by licensee	✓	✓	✓
<i>Other:</i>			
Data notes:			
Referrals made to other agencies/organizations/individuals for technical assistance			
Child care centers			
Family child care homes			
Large/group family child care homes			
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i>			

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes:	
Portable computers and inspection software used for inspections	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	
<i>Other tools used for inspections and monitoring:</i>	No

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	No
Family child care homes	No
Large/group family child care homes	No
State has separate staff who only work on complaint investigations	
Child care centers	No
Family child care homes	No
Large/group family child care homes	No

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State uses other complaint investigation staff	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
<i>Other complaint investigation staff described:</i> There is a separate Investigator Unit that investigates more serious health and safety complaints. Otherwise, the same staff members who conduct inspections for initial licensure and routine compliance also conduct complaint investigations.	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed				
Number of substantiated licensing complaints				
Data notes: Data on complaints are not available.				
<i>Nature of licensing complaints:</i>				

CHILD ABUSE AND NEGLECT				
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes				
Licensing agency	✓			
Protective services				
Specialized unit for child abuse and neglect				
Other agency:				
Data notes:				
Number of child abuse and neglect complaints	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed				
Number of substantiated child abuse and neglect complaints				

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Data notes:

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	0	✓	0
Denial of license	✓	0	✓	0	✓	0
Immediate closure of facility	✓	0	✓	0	✓	0
Non-renewal of license						
Probation	✓	0	✓	0	✓	0
Conditional license	✓	0	✓	0	✓	0
Consent agreement	✓	0	✓	0	✓	0
Civil fine	✓	0	✓	0	✓	0
Criminal fine						
Imprisonment						
<i>Other enforcement actions:</i> Suspension of part of a program, such as transportation.						
Data notes:						
<i>Legal representation for licensing agency:</i>						

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A

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Data notes:

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers			Yes
Family child care homes			Yes
Large/group family child care homes			Yes
Data notes:			
Type of Licensing Fee	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities		✓	✓
Fee based on maximum number of children in facility	✓		
<i>Other type of fee:</i>			
Data notes:			
Amount of Licensing Fee	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee		Capacity 1–8: \$60 application fee and \$60 annual fee	Capacity 9–14: \$115 application fee and \$115 annual fee
Fee based on maximum number of children in facility	Capacity 1–30: \$400 application fee and \$200 annual fee; 31–60: \$800 application fee and \$400 annual fee; 61–75: \$1,000 application fee and \$500 annual fee; 76–90: \$1,200 application fee and \$600 annual fee; 91–120:		

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	\$1,600 application fee and \$800 annual fee; 121+: \$2,000 application fee and \$1,000 annual fee		
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Other type of fee:

Data notes: In addition to the above annual and application fees, the California Department of Social Services shall charge the following fees:

(A) A fee that represents 50 percent of an established application fee when an existing licensee moves the facility to a new physical address.

(B) A fee that represents 50 percent of the established application fee when a corporate licensee changes who has the authority to select a majority of the board of directors.

(C) A \$25 fee when an existing licensee seeks to either increase or decrease the licensed capacity of the facility.

(D) A \$25 orientation fee for attendance by any individual at a department-sponsored family child day care home orientation session, and a \$50 orientation fee for attendance by any individual at a department-sponsored child day care center orientation session.

(E) A probation monitoring fee equal to the annual fee, in addition to the annual fee for that category and capacity for each year a license has been placed on probation as a result of a stipulation or decision and order.

(F) A late fee that represents an additional 50 percent of the established annual fee when any licensee fails to pay the annual licensing fee on or before the due date as indicated by postmark on the payment.

(G) A fee to cover any costs incurred by the department for processing payments including, but not limited to, bounced check charges, charges for credit and debit transactions, and postage due charges.

(H) A \$200 plan of correction fee when any licensee does not implement a plan of correction on or prior to the date specified in the plan.

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Program Analyst

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	

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Some college education	
Certification program or credential (not college-level)	
High school diploma or GED	
Experience working with children in the early care and education field	
No required educational qualifications	
<i>Other qualifications:</i>	
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
Data notes:	
<i>Content areas or majors accepted:</i>	
Experience working in a setting with children required prior to working as a licensor	No
Data notes:	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training: 36 hours per year.</i>	
Topics covered in training	
Regulatory issues	✓
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	✓
Adult development	
Business administration/management	
Supervision	
<i>Other training topics: Time management.</i>	
Data notes: The California Department of Social Services (CDSS) is required to provide staff with 36 hours of training per year that prepares them to meet the unique needs of children. The training includes, but is not limited to, training relating to regulation administration, communication skills, writing skills, and human relations skills. The CDSS is required to provide new staff with comprehensive training within the first six months of employment. This training includes the following core areas: administrative action process, client populations, conducting facility visits, cultural awareness, documentation skills, facility operations, human relation skills, interviewing techniques,	

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investigation processes, and regulation administration. The CDSS is required to provide new staff members who have earned fewer than 16 semester units in child development or early childhood education from an accredited college at least 40 hours of training in child development or early childhood education.

Sources of training for child care licensing line staff	
Licensing agency	✓
Community-based organization	✓
Local/state conferences	
National conferences	
Outside consultants	
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff	
General state funds	✓
Child Care and Development Fund (CCDF)	
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	✓
Do not know	
<i>Other funding sources:</i>	
Data notes:	

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	

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Accreditation facilitation project	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Professional development system	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Assessing quality with environment rating scale	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Other quality initiative	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	4

Qualification alternative #1: 15 semester or equivalent quarter units. Three of the 15 units required shall be in administration or staff relations. Twelve of the 15 units required shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	4 years
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Qualification alternative #2: Associate of arts degree in early childhood education or child development. Three semester or equivalent quarter units shall be in administration or staff relations.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #3: Bachelor's degree in early childhood education or child development. Three semester or equivalent quarter units shall be in administration or staff relations.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #4: Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	✓
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	

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• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	✓

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system:</i> N/A	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	5

Qualification alternative #1: Child Development Associate (CDA) credential with the appropriate age-level endorsement and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program. 6 months experience	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #2: Twelve postsecondary semester or equivalent quarter units in early childhood education or child development. The units shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #3: Child Development Associate Teacher Permit	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	

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Amount of experience required	N/A
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Qualification alternative #4: Child Development Teacher Permit	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #5: Child Development Master Teacher Permit	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials: N/A</i>		<i>Master's degree in a related field: N/A</i>	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	✓

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓

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Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	✓
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	3

<p>Qualification alternative #1: Possess a regional occupation program certificate of training in child care occupations issued by a regional occupational program which is accredited by the Western Association of Schools and Colleges. Complete at least 95 hours of classroom instruction in child care and development and child care occupations Plus. Subsequent to being hired, a teacher shall make satisfactory progress towards meeting the educational requirement for a fully qualified teacher, as specified in departmental regulations. For purposes of this section, "satisfactory progress" shall mean completion, with passing grades, of a minimum of two units each semester or the equivalent number of units each quarter until the educational requirement is satisfied. Six of the required semester or equivalent number of quarter units of early childhood education from an accredited university or college shall be completed during the next two consecutive regular semesters or equivalent quarters.</p>	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	150 hours

<p>Qualification alternative #2: Six postsecondary semester or equivalent quarter units of the education</p>	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #3: Child Development Assistant Permit issued by the California Commission on Teacher Credentialing			
Time frame for requirements:			
Preservice			✓
Orientation to role/initial hiring period			
<i>During a certain period of time:</i>			
Experience requirements:			
Amount of experience required			N/A
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	✓

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	2

Qualification alternative #1: Completion of at least two postsecondary semester units or equivalent quarter units in early childhood education or child development each semester or quarter following initial employment, and continuation in the educational program each semester or quarter until six units have been completed.	
Time frame for requirements:	
Preservice	
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #2: Completion of six postsecondary semester or equivalent quarter units in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	

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• Director credential		Master's degree	
• <i>Other state credentials: N/A</i>		<i>Master's degree in a related field: N/A</i>	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field: N/A</i>		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision of Children During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility and Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
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- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Title 22, Div 12, Chapter 1 - Child Care Center	
Date of regulations: 6/15/2005	
State has separate regulations for the following types of care:	
School-age care programs	✓
Infant and toddler care programs	✓
Programs for mildly ill children	✓
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child Care Center" or "Day Care Center" (or "center") means any child care facility of any capacity, other than a family child care home, in which less than 24-hour per day non-medical care and supervision are provided to children in a group setting. The term "Child Care Center" supersedes the term "Day Care Center" as used in previous regulations.	
State has definition of "child care facility" or "day care facility"	Yes
<i>Text of definition:</i> "Child Care Facility" or "Child Day Care Facility" (or "facility") means any place or building in which less than 24-hour per day non-medical care and supervision, are provided to children in a group setting. The term "Child Care Facility" supersedes the term "Child Day Care Facility" as used in previous regulations.	
Health and Safety Code Section 1596.750 states: "Child day care facility" means a facility which provides non-medical care to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. Child day care facility includes day care centers and family day care homes.	

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Elements included in state's definition of a licensed child care center:	
Minimum number of children	
Minimum age of children	
Maximum age of children	✓
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	
Services are provided on a scheduled basis	
Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	
Data notes: N/A	

EXEMPTIONS FROM LICENSING ↑	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	Operates only 1 day per week for no more than 4 hours on that 4 day
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	

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Services are provided by a relative of the children in care	✓
<i>State definition of "relative": N/A</i>	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	✓
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	✓
Program is instructional classes for children	✓
Services are provided by a religious organization	
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: Any child day care program that offers temporary child care services to parents and which satisfies both of the following: (A) The services are only provided to parents and guardians who are on the same premises as the site of the child day care program. (B) The child day care program is not operated on the site of a ski facility, shopping mall, department store, or any other similar site identified by the department by regulation.</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	

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Other exemptions:

- Any health facility, clinic, or community care facility.
- Any cooperative arrangement between parents for the care of their children where no payment is involved.
- Public and private schools that operate a program before and/or after school for school-age children.
- Any school parenting program or adult education child care program operated by a public school district or operated by an individual or organization pursuant to a contract with a public school district.
- A program facility administered by the Department of Corrections that (1) houses both women and their children, and (2) is specifically designated for the purpose of providing substance abuse treatment and maintaining and strengthening the family.

Data notes: N/A

CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	Yes	Fully qualified teacher
Teacher	Yes	Teacher
Assistant teacher	No	N/A
Aide	Yes	Teacher Aide

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS ↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	18	N/A	HS diploma or GED required
Master teacher	18	N/A	Not specified; preservice requirements above HS level
Teacher	18	N/A	Not specified; preservice requirements above HS level
Assistant teacher	N/A	N/A	N/A

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Aide	18	18 or if under 18 must be HS grad or enrolled in HS or college occupational program	Attending HS or GED prep courses
<i>Additional requirements:</i> N/A			

OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	18	N/A
Volunteer	✓	18	N/A
<i>Other roles:</i> Driver		N/A	N/A

HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements:</i> License applicants are required to have character references.		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	Yes
<ul style="list-style-type: none"> • Required at hiring 	✓
<ul style="list-style-type: none"> • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓

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Center staff required to provide proof of immunizations	No
• Required at hiring	
• Required annually or at another time interval	
• Required for staff having contact with children	
• Required for staff having contact with food	
Center staff must meet additional requirements regarding their health	Yes
Center staff required to provide proof of suitability to provide care to children	✓
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: All personnel, including the licensee, administrator and volunteers, shall be in good health and shall be physically and mentally capable of performing assigned tasks.</i>	

BACKGROUND CHECKS	
↑	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	✓
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	✓
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	Yes
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	✓
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	Yes
• State fingerprint record check required	
• Federal fingerprint record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	

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• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

ORIENTATION TRAINING	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	
Required orientation training is about state's licensing regulations	
License applicant required to complete orientation training during the application process	✓
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	✓
<p><i>Required content for orientation training:</i> All personnel shall be given on-the-job training in the areas listed below, or shall have related experience that demonstrates knowledge of and skill in those areas. Such training or experience shall be appropriate to the job assigned and shall be evidenced by safe and effective job performance.</p> <p>(1) Principles of nutrition, food preparation and storage, and menu planning. (2) Housekeeping and sanitation principles, including universal health precautions. (3) Provision of child care and supervision, including communication. (4) Assistance with prescribed medications that are self-administered. (5) Recognition of early signs of illness and the need for professional assistance. (6) Availability of community services and resources.</p> <p>Prior to filing an LIC 281A (12/96) and the documents specified in Section 101169(d), the applicant shall attend an orientation provided by the Department. The orientation shall cover, but not be limited to, the following areas: (A) How to complete the application process; and (B) Scope of child care center operation subject to regulation by the Department.</p>	
<i>Additional requirements: N/A</i>	

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HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	✓
Administration of medication	
<p><i>Additional health and safety training:</i> Additional health and safety training is required during orientation:</p> <ul style="list-style-type: none"> • Recognition of early signs of illness and the need for professional assistance; • Universal health precautions; and • Assistance with prescribed medications that are self-administered. <p>In addition to any other required training, at least 1 director or teacher at each day care center shall have at least 15 hours of training on preventive health practices. The training shall include pediatric cardiopulmonary resuscitation, pediatric first aid, recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries. The training may include training in sanitary food handling, child nutrition, emergency preparedness and evacuation, caring for children with special needs, and identification and reporting of signs and symptoms of child abuse.</p>	

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ONGOING TRAINING ↑	
Ongoing training required for directors	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	No
<i>Content of ongoing training hours:</i>	
N/A	

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Ongoing training hours required in specific content areas for teaching staff	No
<i>Content of ongoing training hours:</i> N/A	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	Not regulated
9 months	4:1	Not regulated
18 months	6:1	12
27 months	6:1	12
3 years	12:1	Not regulated
4 years	12:1	Not regulated
5 years	14:1	Not regulated
6 years	14:1	Not regulated

[↑](#)

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7 years	14:1	Not regulated
8–9 years	14:1	Not regulated
10 years and older	14:1	Not regulated
<i>Additional requirements: N/A</i>		

MIXED-AGE GROUPS	
↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups: Whenever groups of children of 2 age categories are commingled and the younger age group exceeds 50 percent of the total number of children present, the ratios for the entire group must meet the ratios required for the younger age group. If the younger age group does not exceed 50 percent of the total number of the children present, the teacher-child and adult-child ratios shall be computed separately for each group.</i>	
<i>Group size requirements for mixed-age groups: N/A</i>	
<i>Additional requirements: N/A</i>	

ADDITIONAL REQUIREMENTS	
↑	
State has a definition for “group”	No
<i>Text of definition: N/A</i>	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required child-staff ratios	✓
<i>Conditions: Except as otherwise provided in this Division or Title 22 California Code of Regulations, Community Care Licensing Standards the program may exceed teacher-child and adult-child ratios by 15 percent for a period of time not to exceed 120 minutes in any one day.</i>	
Centers allowed legally to exceed required group size	
<i>Conditions: N/A</i>	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	✓
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	✓
State has requirements related to supervision and the use of substitutes for staff	✓
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
• Infant and toddler	
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements: A teacher-child ratio of one teacher supervising 24 napping children is permitted provided that the remaining teachers necessary to meet the overall ratio are immediately available at the center. An aide who is 18 years of age or older, and who meets the requirements for teacher aides, may supervise 24 napping children in place of a teacher if the conditions specified are met.</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE	
(see also Specialized Care – Evening/Overnight Care) ↑	
State has requirements for the supervision of children during evening/overnight care	No
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	✓
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
↑	
State has requirements for the supervision of children during outdoor play	No
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	
↑	
State has requirements for the supervision of children during large group activities	No
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	

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State has specific child-staff ratio requirements for large group activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for large group activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: A ratio of not less than 1 adult, including teachers, to every 6 children, or fraction thereof, shall be maintained during water activities in or near bodies of water. Lifeguards or personnel supervising anyone other than center children at the water activity site shall not be included in this ratio.</i>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: There shall be at least one adult who has a valid water-safety certificate on file at the center present during water activities in or near any of the following bodies of water: (1) Swimming pool. (2) Any portable pool with sides so high that children using the pool cannot step out unassisted by a person or device (including a ladder). (3) Potentially dangerous natural bodies of water including, but not limited to, oceans, lakes, rivers and streams.</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation)	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	

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Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING FIELD TRIPS ↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	No
<i>Requirements: N/A</i>	
State has specific group size requirements for field trips	Yes
<i>Requirements: Whenever children are engaged in activities away from the center, no teacher shall be in charge of a group of more than 12 children.</i>	
<i>Additional requirements: N/A</i>	

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CARE OF CHILDREN



AGE DEFINITIONS
Definition of "infant"
<i>Text of definition:</i> "Infant" is defined as a child under two years of age.
Definition of "toddler"
<i>Text of definition:</i> "Toddler Component" is defined as the component of a preschool or infant care program designed for children between the ages of 18 months and 30 months.
Definition of "preschool-age"
<i>Text of definition:</i> "Preschool age children" is defined as children who are enrolled in a child day care center licensed by the department and who are not enrolled in either an infant care center or a school-age child day care center.
Definition of "school-age"
<i>Text of definition:</i> "School-age child" is defined as any child who meets one of the following: (A) has entered the first grade or above; or (B) is in a child care program providing care and supervision exclusively to children enrolled in kindergarten and above.

CHILDREN'S HEALTH REQUIREMENTS	
State requires children to have a physical exam to enroll in a center	Yes
Center must keep records of children's physical exams	✓
Health records must be provided to the center within a specific time frame after a child's enrollment	✓
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	✓
Center can accept children on a conditional basis if not all immunizations are complete	✓
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓

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Additional requirements: N/A

NUTRITION	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	No
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment <p><i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i></p>	
<i>Other forms of discipline allowed: N/A</i>	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	
• Punishment for toileting accident/toileting-related punishment	
• Putting something in child's mouth	
• Discipline/punishment by another child	

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Other forms of discipline not allowed: Children shall be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning. Any form of discipline or punishment that violates a child's personal rights shall not be permitted regardless of authorized representative consent or authorization.

Center must have written policies on discipline and behavior guidance practices

PROGRAM AND ACTIVITIES [↑](#)

Center must have a written daily schedule of activities

No

Center must post daily schedule

Center must provide specific activities for children

Yes

Regular meal/snack times

✓

Nap or rest period

✓

Toileting and washing/hand washing

✓

Outdoor play

Indoor play

Child-initiated activities

Staff-initiated activities

Individual activities

Group activities

- Large group activities

- Small group activities

Active play

✓

Quiet play

✓

Free play

Creative expression

Gross motor activities

Fine motor activities

Other activities: N/A

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Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development		
Emotional development		
Cognitive/intellectual development		
Physical development		
Language/literacy development		
Cultural development		
<i>Other areas of development: N/A</i>		
State has requirements for the specific types of equipment/materials a center must have for children		No
Books and other literacy materials		
<ul style="list-style-type: none"> Number of books required 		
<i>Additional requirements about books: N/A</i>		
Art supplies/creative activities		
Blocks/construction materials		
Sensory materials		
Fine motor manipulatives		
Gross motor equipment (indoor and/or outdoor)		
Dramatic play/pretend		
Science/experimental/math (counting/sorting)		
Technology/computers		
Music		
<i>Other types of equipment required: N/A</i>		
<i>Additional requirements: N/A</i>		

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	✓
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	

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State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
<ul style="list-style-type: none"> • Each infant must have a primary caregiver 	
State has requirements for staff working with infants and/or toddlers	✓
<p><i>Staff requirements:</i></p> <p>Director: At least 3 of the semester or equivalent quarter units required shall be related to the care of infants.</p> <p>Infant Care Teacher: Prior to employment, an infant care teacher shall have completed, with passing grades, at least 3 postsecondary semesters or equivalent quarter units in early childhood education or child development, and 3 postsecondary semester or equivalent quarter units related to the care of infants, at an accredited or approved college or university. After employment, a teacher who has not completed the course work shall complete, with passing grades, at least 2 units each semester or quarter until the education requirements are met.</p> <p>To be a fully qualified infant care teacher, a teacher shall have the following: (1) Completion, with passing grades, of 12 postsecondary semester or equivalent quarter units in early childhood or child development education at an accredited or approved college or university. At least 3 of the units required shall be related to the care of infants or shall contain instruction specific to infants. Examples of acceptable course work are pediatric nursing and postnatal care. (2) At least 6 months of experience in a licensed infant care center or comparable group child care program for children under 5 years of age. Experience shall be verified as having been performed satisfactorily, at least 3 hours per day for a minimum of 50 days in a 6-month period, as a paid or volunteer staff member under the supervision of a person who would qualify as a teacher or director under this chapter.</p>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓

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State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
<i>Additional requirements on SIDS prevention: N/A</i>	

SPECIALIZED CARE – SCHOOL-AGE	
↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	✓
<p><i>Staff requirements:</i></p> <p>School-age child care center director: As an alternative educational prerequisite, any school-age director may substitute 6 of the units in early childhood education or child development required with 6 units appropriate to elementary school-age children, on a unit-per-unit basis, in any one or a combination of the following:</p> <p>(1) Recreation, which includes, but is not limited to, art, music, and dance relevant to elementary school-age children. (2) Physical education, which includes, but is not limited to, indoor and outdoor sports activities relevant to elementary school-age children. (3) Units earned toward an elementary teaching credential. As an alternative educational prerequisite, the director of a school-age child care center that stands alone may substitute 20 training hours for each of the required units of education. (This alternative shall not apply to a director of a combination program that includes a component for school-age children.) Units and training hours may be combined to meet the total educational requirement (15 units or 300 training hours, or any combination thereof).</p> <p>(1) Health and Safety Code Section 1597.21(b) contains the alternative educational requirements that a director may meet. In addition to an administration course consisting of three units or 60 training hours and three units or 60 training hours in early childhood education, child development, or school-age child courses, the site director may, as an alternative to existing regulations, complete 9 core units or 180 training hours from the following:</p> <p>a. Recreation, which includes, but is not limited to, art, music, and dance. b. Physical education, which includes, but is not limited to, indoor and outdoor sports activities. c. Human services and social welfare, which includes, but is not limited to, nursing, psychology, sociology, or home economics. d. Units earned toward an elementary or middle school teaching credential. e. Early childhood education, child development, or school-age child units. A director is required to complete 12 units or 240 training hours prior to employment. The remaining three units [or 60 training hours] must be completed within one year of employment.</p> <p>(2) A director may also qualify by possessing any associate of arts or bachelor's degree</p>	

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from an accredited or approved college or university provided at least 3 units or 60 training hours are in early childhood education, child development or school-age child courses; and 3 units or 60 training hours are in administration or staff relations.

(3) In accordance with Health and Safety Code Section 1597.21(f), a director may use alternative approved sources of education.

School-age child care center teacher:

As an alternative educational prerequisite, a school-age child care teacher may substitute 20 training hours for each of the required units of education. Units and training hours may be combined to meet the total educational requirement (12 units or 240 training hours, or any combination thereof).

(1) Health and Safety Code Section 1597.21(d) contains the alternative educational requirements that a teacher may meet. As an alternative to satisfying the educational requirements of teachers contained in the regulations, a teacher may substitute 12 units or 240 training hours in any combination of the following:

- a. Recreation, which includes, but is not limited to, art, music, and dance.
- b. Physical education, which includes, but is not limited to, indoor and outdoor sports activities.
- c. Human services and social welfare, which includes, but is not limited to, nursing, psychology, sociology, or home economics.
- d. Units earned toward an elementary or middle school teaching credential.
- e. Early childhood education, child development, or school-age child units. A teacher is required to complete 6 units or 120 training hours prior to employment.

(2) In accordance with Health and Safety Code Section 1597.21(f), a teacher may use alternative approved sources of education.

State has requirements on program/activities specifically for school-age children	
State has requirements on equipment/materials specifically for school-age children	
State has requirements for the facility related to the care of school-age children	✓

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also [Care of Mildly Ill Children](#)) [↑](#)

State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	✓
State has requirements for the facility related to the care of mildly ill children	✓

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SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	No
State has requirements on program/activities specifically for the care of children during evening/overnight hours	
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	
State has requirements for the facility related to the care of children during evening/overnight hours	

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: Any child day care program that offers temporary child care services to parents and which satisfies both of the following is EXEMPT:</i> (A) The services are only provided to parents and guardians who are on the same premises as the site of the child day care program. (B) The child day care program is not operated on the site of a ski facility, shopping mall, department store, or any other similar site identified by the department by regulation.	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Timeframe not specified
Requires health inspections	
Requires building code inspections	

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Additional requirements: The Department has the authority to require the licensee to obtain a building inspection by a local building inspector if the Department suspects that a hazard to children's health and safety exists.

SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements: N/A</i>	

CONDITION OF FACILITY AND EQUIPMENT ↑	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT ↑	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment:</i> As a condition of licensure, the areas around and under high climbing equipment, swings, slides and other similar equipment shall be cushioned with material that absorbs falls. Sand, woodchips and pea gravel, or rubber mats commercially produced are permitted. The use of cushioning material other than that specified above shall be approved by the Department prior to installation.	
State has requirements on sleeping equipment	✓

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State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓
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OUTDOOR SPACE ↑	
State requires outdoor space is enclosed/has a fence	Yes
<i>Required height for fence: 4 feet</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	✓
State has requirements about alternatives to outdoor space	

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	
<i>Time interval for fire drills: N/A</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS ↑	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS ↑	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	✓
<i>Additional requirements: Each licensee shall have a disaster and mass casualty plan of action. Disaster drills shall be conducted at least every 6 months.</i>	

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SECURITY	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	✓
Centers must keep daily attendance records of children	
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

TRANSPORTATION (see also Supervision of Children Transported in Vehicles)	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	✓
State has requirements about vehicle safety restraints for children	✓
<ul style="list-style-type: none"> • State has requirements about seat belts for children • State has requirements about car seats/child restraint systems 	
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	
<i>Additional requirements: Regulations do not specifically mention seat belts and car seats, but refer to an "appropriate restraint system."</i>	

LIABILITY INSURANCE	
State requires centers to have liability insurance	No
General liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	No
<i>Amount of insurance required: N/A</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

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ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements: N/A</i>	

MEDICAL PROCEDURES ↑	
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: After the child has been determined to be without obvious signs of illness and has been accepted, the center shall require that the person sign the child in. The child's authorized representative shall be notified immediately when the child becomes ill enough to require isolation, and shall be asked to have the child removed from the center as soon as possible.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓

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Additional requirements: Upon the occurrence of an incident during the operation of the child care center, a report shall be made to the Department by telephone or fax within the Department's next working day and during its normal business hours. In addition, a written report shall be submitted to the Department within 7 days following the occurrence of such event. In the case of less serious injuries including, but not limited to, minor cuts, scratches and bites from other children requiring assessment and/or administration of first aid by staff, the licensee shall document the injury in the child's record and notify the child's authorized representative of the nature of the injury when the child is picked up from the center.

ADDITIONAL HEALTH REQUIREMENTS ↑	
Centers must have a health consultant	
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	✓
<i>Additional requirements: N/A</i>	

HAND WASHING ↑	
State has requirements on hand washing for staff	No
State has requirements for centers that specify when staff must wash their hands	
• Center staff must wash their hands after toileting	
• Center staff must wash their hands after diapering a child	
• Center staff must wash their hands after toileting a child	
• Center staff must wash their hands before and/or after preparing, serving, or eating food	
• Center staff must wash their hands after attending to an ill child	
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	
<i>Other times staff must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for staff	✓
State has requirements on hand washing for children	No
State has requirements for centers that specify when children must wash their hands	
• Children must wash their hands after toileting	
• Children must wash their hands after diapering	
• Children must wash their hands before and/or after eating food	
• Children must wash their hands after handling animals	
<i>Other times children must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

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DIAPERING	
State has requirements on diapering	No
State requirements specify when a staff person must change a child's diaper	
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	
Diaper changing table and area must be sanitized after each use	
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area: N/A</i>	
<i>Additional requirements: N/A</i>	

SMOKING POLICIES	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	✓
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements: Smoking is prohibited on the premises of a child care center. The smoking of tobacco on the premises of a licensed day care center shall be prohibited.</i>	

HAZARDOUS MATERIALS	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	
<i>Additional requirements: N/A</i>	

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FIREARMS	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	✓
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

ANIMALS IN FACILITY	
State has requirements about animals in the facility	No
Animals are allowed in child care centers	
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	
Centers must notify parents of the presence of animals	
<i>Additional requirements: N/A</i>	

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Publication of NARA and NCCIC, 2006