

CHILD CARE RESOURCES

Community Care Licensing

California Dept. of Social Services
San Bruno Regional Office
Regional Manager, Sharon Howell
851 Traegar Avenue, Suite 360, MS 29-04
San Bruno, CA 94066
(650) 266-8800
<http://cclcd.ca.gov/PG411.htm>

CA Child Care Licensing
Resource Videos for Parents & Providers
<https://cclcd.childcarevideos.org/>

Some Licensing Requirements:

- Fingerprint clearances & Child Abuse Index Checks
- Proper supervision ratios
- Access control to any bodies of water
- Proper storage of hazardous materials and weapons
- Emergency Disaster Plans
- Current Pediatric CPR & First Aid Cert.
- Inspection of home or center by Licensing Analyst

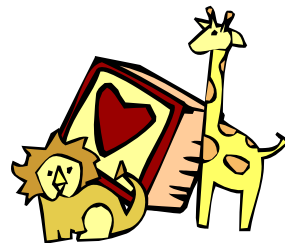
Online Licensing Orientation for Family Child Care Homes and Child Care Centers. Also In-Person Orientation Schedules can be found here:
<http://www.cclcd.ca.gov/PG534.htm>

Child Care Coordinating Council of San Mateo County, Inc.

Sobrato Center for Nonprofits –
Redwood Shores
330 Twin Dolphin Drive, Suite 119
Redwood City, CA 94065
<http://www.sanmateo4cs.org/>

4C's Mission Statement:
4Cs mission is to connect and empower families, educators, and child care providers with resources today for a stronger San Mateo County tomorrow.

- Training – 4Cs offers a variety of workshops and training for all providers.
- Health and Safety Classes – 4Cs offers CPR, First Aid and Preventative Practices classes.
- Family Child Care Program – 4Cs offers a Family Child Care Program, often referred to as CCIP (Child Care Initiative Project).



The **City of San Mateo** supports the development of child care programs to serve our community. This brief start-up guide will assist you in understanding and completing the permitting requirements and processes of the city and the state. Contact information for agencies that regulate child care is provided.

City Contact Information

Offices at San Mateo City Hall,
330 West 20th Ave., San Mateo, CA 94403
Website: www.cityofsanmateo.org

Planning Department **(650) 522-7202**

(Use Permits for Child Care Centers)

Business Tax Division, Finance Dept.
(650) 522-7113
(Business License)

Building Department **(650) 522-7172**

(Fire Inspection for Large Family Child Care Homes *or* Building Permits for structural changes in any building)

Fire Prevention **(650) 522-7940**

(Fire Inspection for Child Care Centers)



Child Care Start-Up Guide

**Steps to Opening a Child Care
Center, Preschool or Family
Child Care Home**

City of San Mateo



FAMILY CHILD CARE HOME

What is the definition of a Family Child Care Home?

- ☑ Child care provided in the caregiver's residence for periods of less than 24 hours per day while parents are away
- ☑ Licensed by State Community Care Licensing
- ☑ Exempt from licensing if caring for children from one family, or relatives' children

Small Family Child Care Home

- Licensed for eight (8) or fewer children, including the providers' own children under the age of 10
- Six children may be under six years, an additional, optional two may be 6 or older under certain conditions

Large Family Child Care Home

- Licensed for 14 or fewer children: no more than 12 under age 6, with additional 2 over 6 years
- Must be licensed as Small FCC Home for one year, or have additional qualifications
- Fire clearance, requested by Licensing, completed by San Mateo Building Inspection Division



Steps to Opening a Family Child Care Home in San Mateo

1. Complete State Licensing Orientation
2. Enroll in required Pediatric Health training classes
3. Complete Licensing application & requirements
4. Licensing Analyst visit
5. City Business Tax Certificate for Large FCCH
 - a. Small FCCH exempt per CA Health & Safety Code § 1597.45(b)

Additional for Large Family Child Care Home:

6. City Building Inspector will visit & give clearance by request of Licensing office (R-3 occupancy); a fee is charged for this inspection.

San Mateo City Requirements

For Small Family Child Care:

- ☑ Allowed by right in any residence (no city permit or license)
- ☑ Check with Building Dept. before making any changes to home
- ☑ State child care license

For Large Family Child Care:

- ☑ Allowed by right in any residence (no use permit)
- ☑ City Business Tax Certificate
- ☑ Check with Building Dept. before making any changes to home

CHILD CARE CENTERS

What is the definition of a Child Care Center?

- ☑ State-licensed group care and/or education, for less than 24 hours
- ☑ Includes preschool, infant care, before- and after-school care (5-12 years), parent cooperative, sick child care

Steps to Opening a Child Care Center in San Mateo

1. Attend State Licensing Orientation Meeting
2. Conduct needs assessment and develop a business plan.
3. Locate a facility; check with Planning Dept. and Licensing to determine feasibility.
4. Obtain building permit for construction/renovation, if any.
5. Apply for City Use Permit, if needed.
6. Enroll in required Pediatric Health training classes
7. Complete Licensing application & requirements
8. Inspections by:
 - City Building Inspector, if any construction.
 - City Fire Inspector
 - Licensing Analyst
9. Obtain City Business License
10. Begin marketing and enrollment of children.
11. Upon receipt of State license, open facility.

San Mateo City Requirements

(Preschools, Infant Centers, After-School Centers, etc.)

- ☑ Child Care Centers can locate in most zones, but Special Use Permit is required in some:
 - In Residential (low density), R-1 & R-2, allowed with Use Permit only if in a public or quasi-public building (school, church, etc.); otherwise not allowed.
 - In Multi-family Residential, (R-3, -4, -5, & R-D), Industrial (M-1), Open Space: Use Permit required.
 - In Commercial (C-) and Office (E-) zones, no permit required
- ☑ Parking required on-site for employees and for child drop-off / pick-up.
- ☑ Building Dept. approval and permits are required before making any changes to commercial or residential building
- ☑ Fire Inspection (E-3 occupancy)
- ☑ City Business License

