

## Health & Safety Checklist

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

- Have a license from the local licensing agency.
- Provide care to no more than eight (8) children, or fourteen (14) children if the provider has an assistant.
- Provide care for only four (4) children under age two (2).
- Have heat in cold weather and ventilation in hot weather.
- Store detergents and cleaning products out of reach of children.
- Have swimming pools fenced.
- Have baby gates blocking stairs when children less than five (5) years old are in care.
- Have all weapons, guns, and poisons stored in locked areas.
- Have an emergency plan in case of fire, earthquake, or other disaster.
- Have an updated emergency information card for every child in care.
- Keep a fire extinguisher and a working smoke detector in the FCC home.
- Provide a smoke free environment.
- Not use baby walkers, bouncers or similar items.



## How to file a complaint about a Family Child Care Home

### COMPLAINT PROCESS

If you think a FCC provider is breaking the licensing laws, you may file a complaint with the local licensing office.

State of California  
Department of Social Services  
Community Care Licensing  
360 S. Hope Avenue, Suite C-105  
Santa Barbara, CA 93105  
(805) 682-7647

Call or write and explain your complaint. It will be investigated and you will be notified of the results when the investigation is done.

If you believe your child is being physically or sexually abused, you should also report it to your local Police Department or Sheriff's Department.

To learn more about the Child Care Licensing program and services, please visit the website. There you will find child care licensing updates, regulations, and information about the child care advocate program.

[www.cclq.ca.gov](http://www.cclq.ca.gov)

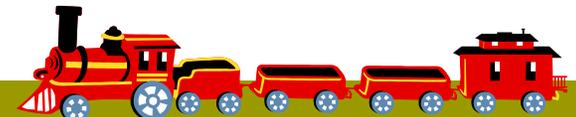
**When you report suspected violations, you not only protect your child but also perform a service to your community.**

*Federal and State laws prohibit discrimination on the basis of Age, Race, Color, National Origin, Disability, Religion, Political Affiliation, Sexual Orientation, Marital Status and Sex in the Administration of this program.*



## Family Child Care

Family Child Care (FCC) is provided in the home of a licensed child care provider for up to eight (8) children with one adult or up to fourteen (14) children with one adult and one assistant provider. FCC homes provide children a home-like child care setting. Making sure that licensed FCC homes are providing safe care is the job of the Licensing Agency, the parents, and the child care provider.





## What are Parents' Responsibilities?

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

## What the Licensing Agency Does...

- Visit each FCC home before issuing a license to operate.
- Complete criminal background checks and child abuse index checks on all adults in the home.
- Require tuberculosis (TB) tests for providers.
- Investigate complaints.
- Make unannounced visits to the FCC home.
- Deny applications and revoke licenses when necessary.



## What Should Parents Do?

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

## Parents of babies should ensure that:

- The baby receives **good nutrition** and is fed at the proper times.
- A **stimulating environment** is provided.
- The provider gives **emotional support**, and holds the baby regularly.
- The provider cares for **no more than four (4) babies**.
- Babies are **placed on their backs** when put down to sleep or nap.



## What Should the Family Child Care Home Provide?

You should get answers to the questions below before placing your child in the FCC home...

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

## Discuss the Following with the Provider:

- Drop-off and pick-up times.
- Items from home (food, special toys, diapers, change of clothes, toothbrush, infant furniture, and so forth)
- Special instructions for medicine or food.
- Who to call in case of an emergency. Be prepared to provide telephone numbers for home, work, spouse's work, doctor and neighbor.
- Who is allowed to pick up your child.

## Good Child Care includes these Things:

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