



FAMILY DAY CARE INFORMATION

SMALL FAMILY DAY CARE

What is a Small Family Day Care?

It means you take care of six and up to eight children in your home if two of the children are at least six years of age.

I have two children of my own under the age of 10 and they stay at home during the time I am providing care to the other children, are they counted as part of the eight children?

Yes.

Do I need a permit from the City?

No.

Do I need a business license from the City?

No.

LARGE FAMILY DAY CARE

What is a Large Family Day Care?

It means you take care of twelve children in your home and up to fourteen children if two of the children are at least six years of age.

I have three children of my own under the age of 10 and they stay at home during the time I am providing care to the other children, are they counted as part of the fourteen children?

Yes.

Do I need a permit from the City?

Yes. Contact the City's Planning Department at the City Hall at (909) 477-2750.

Do I need any other type of license?

Yes. You need to obtain a license from the State's Department of Social Services. Contact their office at Community Care Licensing, 3737 Main Street, Suite 700, Riverside, CA 92501 (951) 782-4200.

Are there any safety requirements I need to know or must meet?

Yes. Contact the Rancho Cucamonga Fire Protection District at City Hall at (909) 477-2770.

What if I want to take care of more than eight children?

You need to obtain a Large Family Day Care Permit and a Business License from the City and a Large Family Day Care License from the State's Department of Social Services.

Do I need a business license from the City?

Yes. Contact the City's Business License Department at the City Hall at (909) 477-2700.

Do I need any other type of license?

Yes. You need to obtain a license from the State's Department of Social Services. Contact their office at Community Care Licensing, 3737 Main Street, Suite 700, Riverside, CA 92501 (951) 782-4200.

Are there safety requirements I need to know or must meet?

Yes, see the attached list of Home Safety Requirements. Contact the Building and Safety Department – New Construction Unit at City Hall at (909) 477-2710 for any questions.

Steps to Obtain a Permit for a Large Family Day Care

1. Contact the City's Planning Department for information and to obtain the application form and filing requirements.
2. While applying for the City's permit, you should also be applying for a license to operate a large family day care with the State's Department of Social Services.
3. Complete the application form and prepare the filing requirements. For example, you have to prepare the mailing address labels for all property owners within a 100-foot radius of your home. If you need help in preparing the filing requirements, please call the Planning staff at the City Hall at (909) 477-2750.
4. Submit the application form, filing requirements, and fee to the Planning Department.
5. Planning staff will review the completeness of the application. If it is found to be complete, staff will send a notice of your proposed large family day care to the surrounding property owners giving them 10 days to respond to the City.
6. A public hearing will not be required unless it is requested by you or one of the surrounding property owners who received the notice.
7. If no response is received, the Planning Director will approve the permit.
8. The decision of the Planning Director is final unless appealed to the Planning Commission within 10 days.
9. Obtain a business license from the City's Business License Department. A fee will be charged.
10. Contact the State's Department of Social Services, Community Care Licensing for an inspection of your home by the State Fire Marshall.

Filing Requirements for a Large Family Day Care Permit

1. Uniform Application form and Large Family Day Care Questionnaire.
2. Four sets of plans consisting of a plot plan and a floor plan on 8 ½ x 11-inch paper. Information on the floor plan must include all applicable items listed on the attached Home Safety requirements.
3. One set of mailing labels listing the name, address, and assessor's parcel number of all property owners within a 100-foot radius of the subject site (measured from your property lines). List shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. For projects located on properties with an Assessor's Parcel Number of **1062-xxx-xx or lower**, contact the Ontario office at: 2314 S. Mountain Avenue, Suite C, Ontario, (909) 458-1300, or for **1063-xxx-xx or higher**, contact the Fontana office at: 9161 Sierra Avenue, Fontana, (909) 427-1660.
4. Fee: See current fee list. (Payable at time of submittal).



LARGE FAMILY DAY CARE QUESTIONNAIRE

Mandatory to complete questionnaire below.

1. How many infants/toddlers do you provide care for? _____

2. How many pre-schoolers do you provide care for? _____

3. How many school age children do you provide care for? Are any of the school-age children siblings of infants/toddlers/pre-schoolers? _____

4. How many day care providers do you currently have on staff? _____

5. What are your hours for providing day care? _____

6. What is the usual schedule for day care activities during regular day care hours (i.e. breakfast, lunch, naps, inside and outside play times, etc.)? _____

7. What are the approximate times when the majority of the drop-offs and pick-ups occur? _____
