

COMMUNITY CARE LICENSING DIVISION CHILD CARE LICENSING

CHILD CARE CENTER PROVIDER REQUIREMENTS

In order to obtain a child care facility license, interested individuals must attend an orientation. Orientations are scheduled at the local regional offices on a regular basis, statewide, or individuals may participate in an online orientation at: <https://secure.cps.ca.gov/cdss/default.aspx>. There is an orientation fee and it is nonrefundable.

Licensed child care facilities are required to pay an annual licensing fee, as well as other fees such as for a change in location, change in capacity, and change in corporate status; and late fees, probation fees, and dishonored check fees.

STAFF QUALIFICATIONS

DIRECTOR QUALIFICATIONS

❖ Directors ✓ 12 core semester units early childhood education/development ✓ 3 semester units in Administration or Staff Relations ✓ 4 years teaching experience in a supervised group Child Care Center	❖ Infant Director ✓ 12 core semester units ○ 3 semester units related to infant care ✓ 3 semester units in Administration ✓ 4 years teaching experience with children under age 5 years	❖ School-Age Director ✓ 12 core semester units early childhood education/development ✓ 3 semester units in Administration or Staff Relations ✓ 4 years teaching experience in a supervised group Child Care Center
Alternatives ✓ A degree in child development, 3 units Administration and 2 years teaching experience ✓ BA degree in child development, 3 units Administration and 1 year teaching experience ✓ Child Development Site Supervisor Permit or Program Director Permit ✓ School-Age Director – See Health and Safety Code Section 1597.21		

TEACHER QUALIFICATIONS

❖ Fully Qualified Teacher ✓ 12 core semester units in early childhood education/development semester units ✓ 6 months experience in a licensed child care center or comparable group child care program.	❖ Fully Qualified Infant Teacher ✓ 12 core semester units ○ 3 semester units related to infant care ✓ 6 months experience with children under age 5 years	❖ School-Age Teacher ✓ 12 core semester units in early childhood education/development semester units ✓ 6 months experience in a licensed child care center or comparable group child care program.
Alternatives ✓ Teacher - 6 completed semester units of early childhood education and enrolled in at least 2 semester units at a college until fully qualified ✓ Infant Teacher - 3 completed semester units of early childhood education and 3 completed semester units of infant care and Enrolled in at least 2 semester units at a college until fully qualified ✓ School-Age Teacher – See Health and Safety Code Section 1597.21		

AIDE QUALIFICATIONS

❖ Aide ✓ 6 completed units of early childhood education ✓ 18 years old, high school graduate or enrolled in an ROP at an accredited high school
Alternatives ❖ 2 completed units of early childhood education each semester following initial employment and continuation in an educational program until fully qualified