

# Family Day Care Registration Process

## Initial Inquiry

Licensing Specialist shares information with inquirer by phone or in person. An application packet which includes a copy of applicable rules and inspection check lists, a Family Day Care Handbook and other materials relevant to providing family day care are provided.

## Application Process

Provider submits a signed application in order to activate the registration process, which is completed within 60 days or less, after all application materials are received.

### References

Provider submits names of three references. References cannot be related to applicant. Licensing Specialist contacts the references.

### Background Checks

Central registry screening is completed for all household members over age 10. Criminal record check and Sex Offender check completed.

### Physical Exam

Applicant submits documentation of having a physical exam within the past year.

### Immunization Records

Immunization records are required for all household members under 18 years of age.

### City Approval

Provider ensures all local requirements for operation of a child care program are met.

### CPR Training

Provider attends hands-on CPR training and submits a copy of the certification showing completion.

## Inspection

Once all paperwork has been submitted and approved, the Licensing Specialist will arrange a home inspection.

## Registration

Registration is issued after all requirements are met.