



# Basic Requirements to Submit a Certified Family Child Care Home License Application

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**Before submitting an application for a certified family child care home license, review the following basic requirements to determine if you are qualified. Understand that your registered family child care home license compliance history will be reviewed and taken into consideration by the Office of Child Care determining eligibility for a certified license.**

- Licensed as a registered family child care provider for at least one year, OR meets the educational requirements, OR meets other qualifying teaching experience. **Note:** Additional training is required and must be completed before caring for more than TWO infants.

## **The Home where Licensed Child Care will be Provided Meets the Following Requirements:**

- Meets local planning and zoning requirements. For questions or more information regarding residential planning and zoning requirements, call the local city or county authority. The Office of Child Care does not regulate these requirements.
- Two exits from each floor to the ground level and two exits in each room used by the children in care.
- Useable indoor space of 35 square feet for first 12 children and 50 square feet for each additional child up to 16. 75 square feet of useable outdoor space available per child in care at any one time.
- A four-foot-high fenced area accessible to children in care.
- Designated area for children less than 24 months of age if applicable.
- If child care is going to be provided in the garage or a detached building of the home, must have appropriate permits and meet all local codes.

## **Other Important Items:**

- Required annual inspections are completed by Office of Child Care and an environmental health specialist. Unannounced monitoring visits will also be conducted by the Office of Child Care as well.
- Supervision by a provider on the same floor level where children are present. Supervision is within sight and/or sound and provider is near enough to respond.
- Have a documented program of activities for children in care.

**These are SEVERAL of the certified family child care home license requirements that differ from a registered family child care home license. Please review the Rules for Certified Family Child Care Homes or call the Office of Child Care at 503-947-1400 or 1-800-556-6616 for more information.**