

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814

**FACT SHEET****ASSEMBLY BILL 633
CHILD CARE PARENT NOTIFICATION REQUIREMENTS
EFFECTIVE JANUARY 1, 2007****Documents to be Made Accessible to the Public:**

The Licensee, upon receipt, shall make accessible to the public any licensing report, any licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee in which issues of noncompliance are discussed, and/or a copy of an Accusation that indicates the licensing agency's intent to revoke the facility's license.

Documents to be Provided to Parents/Legal Guardians:

Upon receipt by the licensee, the licensee is to provide to parents/guardians the following:

- Copies of any licensing report that documents a Type A citation - this includes facility visits and substantiated complaint investigations.
- Copies of any licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee in which issues of noncompliance are discussed.
- Copies of a summary of an accusation indicating the Department's intent to revoke the facility's license, until that accusation is either dismissed or resolved through the administrative hearing process or stipulated agreement.
- Copies of any of the above licensing documents the licensee has received in the prior 12 months shall be provided to parents/guardians of newly enrolling children, upon enrollment.

The licensee shall keep verification of receipt in each child's file at the facility.

Administration of Child Care Programs:

Within 90 days of employing a new director a child care center licensee shall secure verification that the newly hired director has completed attendance at an orientation given by Licensing and verification of such shall be kept on file.