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Child Care Advocate Program  
**Information Bulletin**

**Basic Licensing Requirements for a Child Care Center or Preschool**

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**Ages Served:**

- 24 months to entry in first grade

**Physical Plant:**

- 35 square feet of indoor activity area per child
- 75 square feet of outdoor activity area per child
- Fence at least four feet high surrounding the outside play area
- One toilet and one hand-washing sink for every 15 children
- Individual storage space for each child's belongings
- Napping equipment and storage space
- Drinking water available both indoors and outdoors
- Safe and age-appropriate equipment which is in good repair
- Cleaners, medicines, machinery and bodies of water are inaccessible
- Food preparation area – sink, hot and cold water, refrigerator, and food storage
- Separate adult/staff restroom
- Isolation area for a child who becomes ill or contagious (the Center office may be used)
- Comfortable temperature between 65 and 85 degrees Fahrenheit

**Staffing:**

- All staff must be fingerprint cleared with the California Department of Justice and the Federal Bureau of Investigation and have a Child Abuse Index clearance.
- All staff must have a TB clearance and a health report.
- At least one person on site must have 15 hours of health and safety training approved by the Emergency Medical Services Authority. This includes a current CPR and First Aid certificate.



**Director:**

- Must be present and responsible for site operations
- 15 units (at least) of early childhood education and four years of experience in a child care center.
  - Education must include 3 units of administration or staff relations, and 12 units in child development, child-family and community, and curriculum.
  - A Child Development Site Supervisor Permit or Program Director Permit issued by the California Commission on Teacher Credentialing also qualifies.

**Teacher:**

- 12 units of early childhood education, including units in child development, child-family and community, and curriculum.
- Child Development Associate Teacher Permit, Child Development Teacher Permit or Child Development Master Teacher Permit also qualifies.
  - A person with 6 early childhood education units can qualify as a teacher, provided they are continuously enrolled in at least 2 units per semester until fully qualified.
  - Child Development Assistant Permit also qualifies provided they are continuously enrolled in at least 2 units per semester until fully qualified.

**Aide:**

- 18 years of age or a high school graduate.
- No college units are required.

**Ratios:**

Staff must meet the needs of the children in attendance and provide visual observation and supervision at all times. Centers may need additional staff depending on the age of children and their needs. Additional staff are needed for backup. An Aide cannot be left alone with children except during naptime and to escort children to the restroom.

- One teacher can supervise no more than 12 children.
- One teacher and one aide can supervise up to 15 children.
- A fully qualified teacher and an aide with 6 early childhood education units can supervise up to 18 children.
- A ratio of one teacher or aide for 24 napping children is permitted, providing that the additional staff to meet the “awake” ratios are immediately available at the center.

For further information please see the Child Care Center regulations, Title 22, Division 12, Chapter 1 available at [www.cclcd.ca.gov](http://www.cclcd.ca.gov), under Title 22 Regulations, and the Child Care Center Self Assessment Guides, under Child Care Advocate Program.