



CDSS

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Dear Child Care Facility Licensees:

Being a licensed care provider is a serious responsibility. The very health, safety and well-being of those in your care depend on the quality of care provided by you and your staff and the condition of your home or facility. As a licensed provider you are required, at all times, to comply with laws and regulations aimed at protecting those in your care. Our job in the Community Care Licensing Division (CCLD) is to make sure that each licensee is meeting these requirements, an equally serious responsibility. Both licensees and CCLD are aiming for the same goal, protection of the vulnerable people being served in community care settings.

The CCLD representatives come to inspect your facility periodically, but you are there every day. It is critical that you routinely review your facility's operation to ensure that all licensing requirements are met. As part of CCLD's continued efforts to work with you to ensure compliance with licensing requirements, we have developed a checklist covering the most serious violations that come to our attention. These are violations that present immediate or substantial threats to the physical health, mental health, or safety of those in your care.

We strongly suggest that you use the attached checklist when conducting your own facility inspections, assessing the people you care for, reviewing your records, and training your staff. This will help you evaluate your compliance with those requirements that, when not met, result in the most serious threat to the health and safety of those in care. You may wish to add other items to the checklist to address areas that have been problematic for you in the past or to implement program standards that exceed licensing requirements.

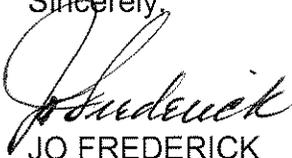
The requirements on the checklist are those considered most serious. Of course, as a licensee, you are required to be in compliance with all other applicable statutes and regulations. We would like to take the opportunity to remind you that all of the statutory and regulatory licensing requirements governing Family Child Care Homes and Child Care Centers may be found on the CCLD website at: www.cclid.ca.gov.

The CCLD website also provides the following tools and resources for staying knowledgeable and up-to-date on all licensing requirements:

- Evaluator Manual (policies and procedures)
- Child Care Updates, Provider Letters, and Information Releases
- Fingerprint Information
- Licensing Forms and Publications in multiple languages
- Self-Assessment Guides
- Important Information for Licensees and Parents
- Contact Information for Local Child Care Regional and County Offices and Child Care Advocates
- Information on Education and Training

We hope that the checklist is helpful to you. We encourage you to conduct your own reviews and to contact your Licensing Program Analyst if you have any questions about licensing requirements.

Sincerely,



JO FREDERICK
Deputy Director
Community Care Licensing Division

Enclosures