

<p>Licensed Child Care Center and Family Child Care Home P A R E N T N O T I F I C A T I O N R E Q U I R E M E N T S</p>
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Beginning January 1, 2007, the law requires that licensees post and hand out copies of information, to parents of children in care, about the child care facility's compliance with licensing rules. As a licensee, you must comply with the following:

At the conclusion of each visit a Licensing Program Analyst (LPA) will post a Notice of Site Visit (LIC 9213) inside the main entrance door. It must remain posted for 30 days.

- ☆ Removal of any posted documents before 30 days is a \$100 civil penalty violation

If you are cited for a **Type A violation**, upon receipt of the licensing report, you must:

- ☆ **Post the LIC 809 or LIC 9099** (for 30 days – inside the main entrance door)
- ☆ **Provide copies to parents** no later than the next business day or the next day the child is in care
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file
- ☆ **Post proof of correction** (for 30 days – inside the main entrance door)

Following a meeting with the local Child Care Licensing Manager in which issues of noncompliance are discussed, you will receive a licensing document and you must:

- ☆ **Provide copies to parents** no later than the next business day or the next day the child is in care
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file

Following a notice from the Department of Social Services, Legal Division that an **accusation to revoke your license** has been filed, you will:

- ☆ **Provide copies of the summary of charges to parents** no later than the next business day or the next day the child is in care
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file

When you **enroll a new child** at your facility, you must:

- ☆ **Provide copies of any of the above documents you received during the prior 12 months, to the new child's parents**
- ☆ **Obtain parental signature** and date on LIC 9224 or written statement (receipt)
- ☆ **Keep a Record** - Keep LIC 9224 or signed written statement in the child's file

Failure to provide the required documents to parents and to keep copies of the LIC 9224 or written statement signed by the parents will result in a citation the next time your LPA visits your child care center or family child care home.

If you need more information or forms, you may go to our Community Care Licensing website at www.cclcd.ca.gov.