

Child Care Licensing FAQs

What are the different types of Child Care?

Home Child Care

Child care of at least two, but no more than six children provided in someone's personal home.

Center Child Care

Child care provided in a designated child care facility that regularly provides care for 13 or more children, which is developmentally appropriate for those children.

Who needs a child care license?

A license is required by Washoe County for anyone providing child care services to two or more children who are not related to you if payment is received for any of the children.

Out-of-school time programs that provide supervision of only school-age children in grades Kindergarten and up, before or after school, on the weekend, and during school breaks, do not require a license.

What is the process for becoming licensed? How long does it take and how much does it cost?

To reduce the risk of potential licensing barriers, we recommend that you discuss your plans with Washoe County Human Services Agency (HSA) Child Care Licensing *before* you make any commitments. Opening a child care can be a lengthy and complex process. The Washoe County Licensing team is there to support providers throughout the process.

Home-based child care facilities and child care centers, require an application, license fee, background checks, initial training, insurance verification, and approval from Washoe County Child Care Licensing to become licensed. Child care centers require additional inspections and approvals from the Washoe County Health District, Fire Department, Building Department, and Zoning Department.

Fees and timeline for opening a child care vary greatly, depending on the type of child care you are opening, the number of children you will be serving, where your center is located, and whether or not a special use permit is required.

For a home provider, the typical timeline, from application to licensure, is 3-6 months.

For a center provider, the typical timeline, from application to licensure, is 9-12 months.

What are the initial steps to becoming licensed?

1. Contact Washoe County HSA Child Care Licensing at 775-337-4470 to inquire about the process and request an application. This information can also be found on the Washoe County HSA Child Care Licensing website: [Child Care & Early Childhood Services \(washoecounty.gov\)](http://washoecounty.gov/child-care)
2. Start the comprehensive background check process. Washoe County HSA Child Care Licensing will provide information to you when you reach this step.
3. Inform licensing if you find a potential building for a child care center, prior to signing a lease, so a zoning inquiry can be submitted by the licensing worker.
4. Complete your application form and submit with the licensing fee.

After these steps are completed, your assigned licensing worker will support you throughout the rest of the licensing process.

How much space is required per child in a child care center?

A facility must have 35 square feet of space per child indoors, not including hallways, bathrooms, or kitchens and 37.5 square feet of space per child outdoors. In addition, there must be five square feet of shaded area, per child outdoors, during the months of April to September. Centers also require one toilet and sink for every 15 children.

How many children can I be licensed for?

A home provider can be licensed for a maximum of six children. With prior written permission by Washoe County HSA Child Care Licensing, a home provider may also provide before and after school care for up to three hours, for up to three school age children, in addition to the number stated on the facility's license.

A child care center's capacity is determined by center square footage indoors and outdoors and the number of sinks and toilets within the center at the time of licensure. Mandatory child to staff ratios and staffing availability should also be taken into consideration when determining the number of children served.

What kind of training do I need?

Currently, all child care employees and home providers are required to complete 23 initial training hours and 24 training hours every year thereafter based on their date of licensure. College courses in Early Childhood Education can be counted for 15 training hours per credit taken.

Initial Training requirements include:

- Child Abuse and Neglect course (minimum two hours).
- Signs of Illness (Including Blood Borne Pathogens) course (minimum two hours).
- Sudden Infant Death Syndrome (SIDS) training (minimum two hours).
- Shaken Baby Syndrome (minimum one hour).
- Medication Administration and Allergies (minimum two hours).
- Building/Physical Premises Safety (minimum two hours).
- Emergency Preparedness (minimum two hours).
- Transportation (minimum one hour).
- Wellness (Obesity/Nutrition/Physical Activity) (minimum two hours).
- CPR (minimum two hours, must be completed in-person).
- First Aid (minimum two hours).
- Child Development or Guidance and Discipline (three hours), specific to the age range served by the facility.

The Nevada Registry website at www.nevadaregistry.org provides listings of all approved training hours for the state.

What kind of insurance coverage is required?

Child Care Centers are required to carry a \$1,000,000 liability insurance plan. Home Child Care Providers are required to carry a \$300,000 liability insurance plan for the number of children served.

Do I need a director? What are the requirements to become a director of a child care center?

Centers must have a director approved prior to a license being issued, but home providers do not.

There are multiple ways to meet the qualifications of a director:

- Hold an associate degree or a higher degree in early childhood education and have at least 1,000 hours of verifiable experience in a child care facility.
- Hold an associate degree or a higher degree in any field other than early childhood education, have completed at least 15 semester hours in early childhood education or related courses, and have at least 2,000 hours of verifiable experience in a child care facility.
- Hold a high school diploma or a general educational development certificate, have completed at least 15 semester hours in early childhood education, or related courses, and have at least 3,000 hours of experience in a child care facility.
- Hold a current credential as a “Child Development Associate,” with an endorsement for preschool age children or infants or toddlers, as appropriate, which has been issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours of verifiable experience in a child care facility.
- Another equivalent combination of education and experience that is approved by Washoe County HSA Child Care Licensing.

Directors must also have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration.

Who needs to approve my child care center?

Fire Department inspection, Washoe County Health inspection, Building Department approval, and Zoning Department approval are all needed for center licenses, which Washoe County HSA Child Care Licensing requests once an application and fee have been received. Upon approval by these entities, Washoe County HSA Licensing conducts a final inspection of the facility and gives final approval.

Where can I find the rules and regulations for child care?

State Statutes for Child Care can be found in NRS 432A and NAC 432A. Washoe County specific regulations can be found on the Washoe County HSA Child Care Licensing website: [Child Care Licensing Regulations \(washoecounty.gov\)](http://washoecounty.gov).