



WASHOE COUNTY HUMAN SERVICES AGENCY

350 S. CENTER STREET
RENO, NEVADA 89501-2103
PHONE: (775) 337-4470
FAX: (775) 337-4495

Dear CHILD CARE FACILITY APPLICANT:

A child care facility license issued by this Agency is required for care of two or more children. An application must be accompanied by a nonrefundable fee based upon the number of children for whom you request licensing.

<u>Licensed Capacity</u>	<u>Fee</u>
2 to 6 children	\$30
7 to 12 children	\$60 *(requires a Special Use Permit from your local Zoning Department)

Upon receipt of your application and fee, we will send you an application for a Washoe County Sheriff's Child Care Work Permit card for each adult member of your household (18 years of age and over), and we will make arrangements with the Fire and Health Departments, if necessary, for inspections. Please refer to the enclosed "Checklist" for other documents we will need from you before your license can be issued.

Prior to the issuance of your license, you and each adult member of your household must obtain a Washoe County Sheriff's Child Care Work Permit Card. (An adult is anyone 18 years of age or over.) This process takes approximately 90-120 days to complete, so you must apply for a work permit within 30 days of submitting your application. Instructions for the work permit application are included in this packet on a separate sheet.

Child care regulations permit a maximum of six (6) children; however, children under three years of age that reside in the home count in that licensed capacity.

You will also be required to have current CPR certification and have completed courses in First Aid, Child Abuse and Neglect, Signs and Symptoms of Illness With Bloodborne Pathogens, Sudden Infant Death Syndrome, Shaken Baby Syndrome, Medication Administration and Allergies, Building/Physical Premises Safety, Emergency Preparedness, Transportation, Wellness (obesity/nutrition/physical activity), and Child Development or Guidance and Discipline before the issuance of your license. Information on these classes will be provided once you submit an application for child care. You will also be required to register with the child care training approval organization, The Nevada Registry (www.nevadaregistry.org).

Washoe County Human Services Agency wants to help you become licensed and to help you safeguard the children in your area. Our staff has many years of experience in child care, and we are currently working with over 100 home care providers. We will try to assist you through the licensing process or in working with children and their families.

Your social worker, _____, is here to help you and can be contacted at _____ . Don't hesitate to let the worker or me know when you need assistance.

Sincerely, 

Kristy Baker, Supervisor
Child Care Services



INTEGRITY



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COMMUNICATION



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PUBLIC SERVICE

350 S. CENTER STREET, RENO, NV 89501

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