

WASHOE COUNTY HUMAN SERVICES AGENCY
FAMILY CHILD CARE HOME CHECKLIST
Care of Two to Six Children

WHAT YOU NEED TO DO:

First, submit together:

- Family/Group child care home application form
- Non-refundable \$30 fee

After we receive your application and fee, we will then send you a packet with information on how to obtain some of the following. Please submit as obtained (prior to license being issued):

- Washoe County Sheriff's Child Care Work Permit Cards for all adult residents (18 years of age and over). Work permit applications will be issued upon the receipt of child care application and fee. (IMPORTANT: This can take 90-120 days. Apply within 30 days of submitting child care application.)
- TB test or chest x-ray on all adult residents
- Immunization "certificate" on child residents
- Proof of pet rabies vaccination(s) – dogs, cats, ferrets, etc.
- Proof of building ownership or landlord consent to provide child care on the premises
- Proof of child care insurance coverage
 - \$300,000 liability for capacity being requested (maximum six children)
- Current CPR Certification (minimum 2 hours) for applicant only
- Course in First Aid (minimum 2 hours) for applicant only
- Proof of registration with The Nevada Registry. (www.nevadaregistry.org) The following training and all continuing education classes (except college classes) must be approved by the Nevada Registry.
 - Child Abuse and Neglect course (minimum 2 hours) completion for applicant only.
 - Signs of Illness: Including Blood Borne Pathogens course (minimum 2 hours) completion for applicant only.
 - Sudden Infant Death Syndrome (SIDS) training (minimum 2 hours) for applicant only (if the home will be caring for children under the age of 12 months).
 - Shaken Baby Syndrome (minimum 1 hour) for applicant only (if the home will be caring for children under the age of 12 months).
 - Medication Administration and Allergies (minimum 2 hours) for applicant only.
 - Building/Physical Premises Safety (minimum 2 hours) for applicant only.
 - Emergency Preparedness (minimum 2 hours) for applicant only.
 - Transportation (minimum 1 hour) for applicant only (if transportation will be provided).
 - Wellness (Obesity/Nutrition/Physical Activity) (minimum 2 hours) for applicant only.
 - Child Development or Guidance and Discipline (minimum 3 hours) for applicant only.
- Parent contract
- Daily schedule
- Sample curriculum
- Emergency disaster plan
- Evacuation map

TO BE LICENSED YOU MUST HAVE:

- Fire and safety inspection and approval by Washoe County Human Services Agency

YOU WILL NEED:

- 2A:10:BC fire extinguisher
- Smoke alarm(s) in sleeping and common area
- Outdoor fenced play area (37.5 square feet per child; decks might qualify)
- Indoor usable area (35 square feet per child)

Mobile home family child care facilities must comply with all applicable requirements for construction and safety contained in the National Mobile Home Construction and Safety Act of 1974 (42 U.S.C. SS 5401 et seq.) and state and local tie-down requirements for such facilities.

LICENSE IS ISSUED BY: Washoe County Human Services Agency
Until your license is issued, you are limited to the care of one child for compensation.