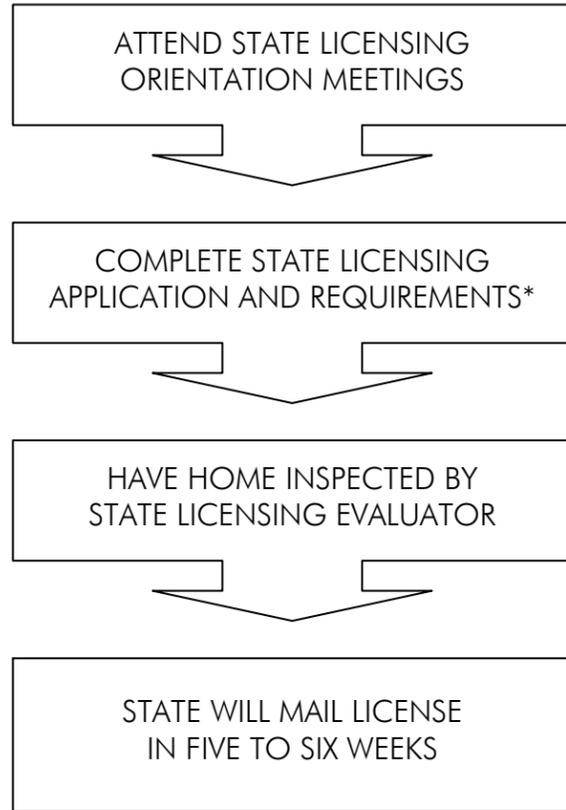


**SMALL FAMILY DAY CARE HOME  
FLOWCHART**

Follow these steps to open a family day care home for one (1) to six (6) (sometimes eight [8]) children.



\* State licensing requirements are subject to change. Contact the State for their most recent requirements.

This guide is provided to you by the  
City of Riverside  
Community Development Department

3900 Main Street, Third Floor  
Riverside, California 92522  
[www.RiversideCA.gov](http://www.RiversideCA.gov)

Planning Division  
Phone (951) 826-5371

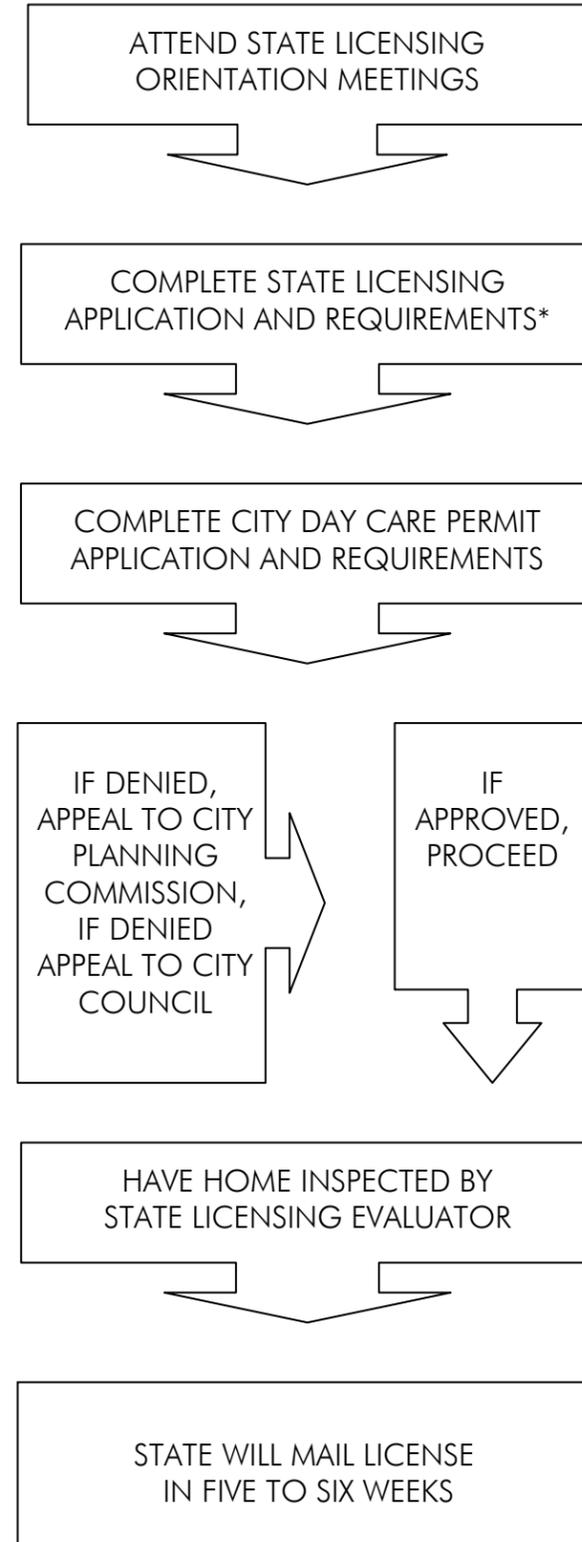
Fax (951) 826-5981  
Email: [PlanInfo@RiversideCA.gov](mailto:PlanInfo@RiversideCA.gov)

Building and Safety Division  
Phone (951) 826-5697

Fax (951) 826-5622  
Email: [PlanCheckInfo@RiversideCA.gov](mailto:PlanCheckInfo@RiversideCA.gov)

**LARGE FAMILY DAY CARE HOME  
FLOWCHART**

Follow these steps to open a family day care home for seven (7) to twelve (12) (sometimes fourteen [14]) children.



**FAMILY DAY CARE HOMES  
A GUIDE FOR SMALL AND LARGE PROVIDERS**

*City of Riverside  
Community Development Department – Planning Division  
April 2007*



# FAMILY DAY CARE HOMES

The City of Riverside believes that day care providers offer valuable services and are assets to our community. This guide is intended to provide contacts, resources and some regulations for family day care homes. We hope that this information will make the establishment of your new home a success.

## THE PROCESS

First, verify that the type of daycare home you are proposing can meet all State and City requirements.

**1. State Orientation** – both small and large family day care home providers are to attend the orientation provided by the California Department of Social Services, Community Care Licensing Division.

**2. Apply** – to the State for a day care license. Small family day care homes are not required to obtain a permit from the City, but will need a City business tax exemption.

Large family day care homes require a day care permit from the Planning Division in addition to the State's requirements. In addition, the applicant will need to request a City Fire Inspection and obtain a Business Tax Certificate. There is a \$198.00 processing fee for the day care application plus a business tax fee, which is based on the estimated gross receipts. The Fire inspection is free.

The City will notify neighbors within 100-feet of the proposed day care home during the review process. Upon request by neighbors, the proposal may be referred to the City Planning Commission for consideration, and they may approve, conditionally approve or deny the day care permit. The Planning Commission's decision may be appealed to the City Council within ten (10) days of Planning Commission action. Your request for a day care permit may take approximately 30 days to process unless public hearings are requested. After your request is approved by the Planning Division, it is your responsibility to contact the City's Business Tax License Division and Fire Department to complete the process.

**3. Inspection** – after securing any City approvals, have your home inspected by the State Licensing Evaluator.

**4. License is Issued** – the State will mail the license about five to six weeks after the inspection.

## DEFINITIONS

*Family Day Care Home means a home that regularly provides care, protection and supervision in the provider's home, for periods of less than 24 hours per day, while parents or guardians are away, and is either a large or small family day care home.*

*Small Family Day Care Home means a home that provides family day care for up to six (6) children, including children under the age of ten who reside at the home, and can go up to eight (8) children if all of the following conditions are met:*

*At least one child is enrolled in and attending kindergarten or elementary school and a second child is at least six years of age. No more than two infants are cared for during any time when more than six children are cared for.*

*The licensee notifies each parent that the facility is caring for two additional school-age children and that there may be up to seven or eight children in the home at one time;*

*The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.*

*Large Family Day Care Home means a home that provides family day care for seven (7) to twelve (12) children, including children under the age of ten who reside at the home, and can go up to fourteen (14) children if all of the following conditions are met:*

*At least one child is enrolled in and attending kindergarten or elementary school and a second child is at least six years of age;*

*No more than three infants are cared for during any time when more than twelve children are being cared for;*

*The licensee notifies a parent that the facility is caring for two additional school-age children and that there may be up to thirteen or fourteen children in the home at one time;*

*The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.*

## CITY ZONING CODES

Small family day care homes are allowed uses in the residential zones without special land use requirements.

Large family day care homes need to meet standards for spacing and concentration, noise, traffic and parking. Details for large family day care homes are listed below:

**Residence** – the caregiver needs to reside in the home where child care is provided. The child care use needs to be clearly incidental and secondary to the residential use of the property. The residence needs to be maintained to retain the appearance of a home consistent with the general character of the neighborhood. The day care use shall operate for fewer than 24 hours per day;

**Separation** – at least 300-feet is required between any two large family day care homes. Variances may be requested from this standard;

**Noise** – the City's noise regulations are Title 7 of the Municipal Code. Ideally, you want your home to be a good neighbor;

**Drop-Off / Pick-Up** – for residences with frontage on or access from a planned 4-lane street, at least one paved area designed with on-site parking and maneuvering needs to be provided. This allows vehicles to drop-off / pick-up children and exit the site without backing out onto the street. The location and design of the paved area needs to be approved by the Planning and Building Department and the Public Works Department;

For all other residences, drop-off / pick-up is only permitted on the driveway, approved parking area, or directly in front of the residence. The drop-off / pick-up area needs to be convenient and safe, not in front of any neighbors' homes.

**Employee Parking** – at least one off-street parking space needs to be provided for each employee of driving age who does not live in the home. The residential driveway approach is acceptable for this parking requirement if the parking space will not conflict with any required drop-off / pick-up area, and does not block pedestrians or the street.

**Outdoor Play Area** – needs to be safe and secure and supervision may be required by the State.

## CITY FIRE AND BUILDING CODES

To use existing space in your residence, the requirements of the City Fire Department apply. Smoke detectors, fire drills, fire extinguishers, and additional areas of concern will be checked during the inspection. To modify, convert, or add on to your residence, building permits are also required.

## RESOURCES

To find out where licensed child care is available, for questions about health and safety, and for information about subsidized child care contact this office:

**Riverside County Office of Education**  
Child Care Resource and Referral Agency  
Children's Services Unit  
(951) 826-6626  
<http://www.rcoe.k12.ca.us/divisions/cfs/index.html>

If you want to provide child care in your home contact this office:

**California Department of Social Services**  
Community Care Licensing Division (CCLD)  
Family Child Care Orientation is Offered at Nine Locations  
General Information (951) 782-4200  
Orientation Information (951) 782-6635  
[www.dss.cahwnet.gov](http://www.dss.cahwnet.gov).

To obtain a business tax certificate (when more than six children are cared for) or a business tax exemption (when up to six children are cared for), contact this office:

**City of Riverside Finance Department**  
Business Tax Division  
3900 Main Street, First Floor  
Riverside, CA 92522  
Information (951) 826-5465  
<http://www.riversideca.gov/finance/default.htm>

If you want to provide child care for seven to fourteen children in your home, or want to build a room addition, contact this office:

**City of Riverside Community Development Department – Planning Division**  
3900 Main Street, Third Floor  
Riverside, CA 92522  
Planning Division Information (951) 826-5371  
Building and Safety Division Information (951) 826-5697  
<http://www.riversideca.gov/planning>

