

Family Day Care Home Licensing Requirements Checklist

1. ORIENTATION

- Review the online Family Day Care Home Orientation.
- Attend in-person **Licensing Orientation**. Completion of the in-person Licensing Orientation is required prior to applying for a child care license. A copy of your certificate must be submitted with your application. Certificates will only be given to those individuals who complete the session.

2. INTIAL APPLICATION

Submit the following documents to the Child Care Services Office:

- Family Day Care Home Application
- A minimum of two child care reference check forms
- Medical certification for the applicant of the family day care home; including a report of tuberculosis screening
- Medical certification for adult household members (18 years of age and older) of the family day care home; including a report of tuberculosis screening
- Documentation of completion of required background checks for all members of the family day care household, including the provider, family members, assistants, and lodgers 18 years of age and older:
 - Sworn Disclosure Statement form
 - National Criminal Background Check
 - If applicable, an out-of-state Central Registry Check
- Documentation of completion of Child Protective Central Registry Check for all members of the family day care household, including family members, assistants, and lodgers 14 years of age and older.
- Proof of identity for applicant, assistant(s), and household members

3. INITIAL PROGRAM CONSULTATION VISIT

- A Child Care Licensing Specialist will contact you within 10 business days of receiving the application to schedule an appointment to conduct an initial onsite consultation inspection. The consultation inspection is to assess health and safety concerns, determine license capacity, and provide technical assistance.

Family Day Care Home Licensing Requirements Checklist

4. REQUIRED TRAININGS

- Submit documentation of completion of the **Virginia Pre-Service Training for Child Care Staff**.
 - <https://extension.psu.edu/programs/betterkidcare/on-demand/states-with-approval/virginia>
- Submit documentation of completion of First Aid and CPR Certification
- Submit documentation of completion of *Recognizing & Reporting Child Abuse and Neglect (For Educators)* training
 - <http://dss.virginia.gov/abuse/mr.cgi>

5. REQUIRED LICENSE/PERMITS

- Apply for a Business License
- Apply for a Certificate of Occupancy (CO)
- Apply for a special exception use-permit; **for programs serving ten (10) to twelve (12) children only.**

6. VALIDATION INSPECTION

A Child Care Licensing Specialist will contact you to schedule an appointment to conduct a home inspection to determine compliance with **Arlington County Code Chapter 59: Family Day Care Homes**. After the inspection is completed, you will receive an inspection report that will identify compliance or non-compliance with licensing regulations.

The following documentation is required to be onsite at the home during the validation visit:

- Fire Evacuation Plan (Written Plan and Diagram)
- State Health Department “Communicable Disease Chart”
- Emergency Numbers
- State Health Department and Education Department flip chart, “Suggestions for Temporary Care of Emergencies in Schools”
- Business License
- Behavior Management Plan
- Written Shaken Baby Syndrome or Abuse Head Trauma Procedures
- Emergency Preparedness and Response Plan
- Written Medication Procedures

Family Day Care Home Licensing Requirements Checklist

7. FOLLOW-UP INSPECTION

- An unannounced follow-up inspection will be conducted to determine if all areas of non-compliance from the validation inspection were corrected. It is recommended that such areas are corrected within 10 days of the validation inspection. A license will not be issued until all areas have been corrected and all licensing requirements are met.

8. ADDITIONAL DOCUMENTATION REQUIRED FOR LICENSURE

- Submit a copy of the Certificate of Occupancy
- Submit documentation of Liability Insurance

9. STATE REQUIREMENTS

- Contact Virginia Department of Social Services for licensure information if your program will be serving five (5) through twelve (12) children.

10. LICENSE ISSUANCE

When all the licensure requirements have been met, a family day care home license* will be issued. The hours of operation, age range, and the number of children you can care for will be included on the license. Your family day care home license must be renewed annually. You must have a valid license before you can take care of children or you shall be subject to civil penalties for an illegal operation of child care.

*A Conditional License will be issued to **NEW APPLICANTS** for a period of six (6) months to allow time for all requirements to be met. If at the end of the six (6) month conditional period, the licensee is in full compliance with Chapter 59 Family Day Care Homes, a regular license will be issued.

**Please allow 6-8 weeks to complete the licensure process.