

Steps To License Your Home as a Child Care Business

1. **Contact your Licensing Specialist** to discuss your interest in starting a Home Based Child Care Business.
 - RuthAnn Mendez 874-6161 Gunnison, Montrose, Delta and Mesa County
2. **Submit an application to the Division of Child Care**
 - Purchase an application packet at Hastings Book Store 2401 North Avenue, Grand Junction, Aisle 5B Family

OR

 - Mail order through the Licensing Specialist (\$14).
3. **Complete Paperwork:**
 - **Application** – found in licensing packet.
 - Fingerprints –Everyone living in household 18 years and over (cards found in licensing packet.)
Fingerprint Options:
 - **Applicant and co-applicant (spouse) must sign an affidavit of lawful US residence.**
 - **Send Payment of Fees**— Yearly Licensing Fee and Finger Print Card Processing Fee. Fees found in packet.
4. **Finish Required Training:**
 - **15 hour pre-licensing training** (Topics cover Colorado Core Knowledge and Standards for Early Childhood Professional Development: Child Growth and Development, Health, Nutrition, Safety, Developmentally Appropriate Practices, Guidance, Family and Community Relationships, Cultural and Individual Diversity, Professionalism, Administration and Supervision.)
 - **Infant/Toddler CPR and First Aid Classes:**
 - **Medication Administration and 1.5 hours of Universal Precautions**
5. **Register your Child Care Business** –
 - Gunnison City and County check with zoning agencies. In Gunnison County, it is not necessary to register your child care business with the County. **It is necessary to register your business at the state level.**
6. **Inspection of the home** –

Your licensing specialist will contact you after you have submitted your application to schedule a home visit/inspection with you. Ideally, this visit/inspection will take place about 30 days after you have submitted your application, as well as after you have finished your 15-hour pre-licensing training. After the inspection, you will have 30 days to complete any necessary changes to the home. Once this is done, the licensing specialist may then be able to recommend your license to the Division of Child Care. Please note that the licensing process takes at least 60 days. To ensure that you are licensed in a timely manner it is important to follow the above steps and maintain communication with your licensing specialist.

Other steps to take

- **Join a Child Care Home Association**
- **Join the Gunnison Hinsdale Early Childhood Council-** this will ensure that you will be up to date in Early Childhood issues in your community. You will be a part in creating quality early childhood education and services, as well as take part in bringing trainings to Gunnison.
- **Contract with Department of Human Service Colorado Child Care Assistance Program**
- **Register Your Business with Child Care Resource and Referral: Provider Services**
- **Contract with a USDA Food Assistance Program** –
 - **For-Profit Centers:** The Child Nutrition and WIC Reauthorization Act of 2004 (Pub. L. 108-265) now permits for-profit child care centers to participate in the CACFP when 25% of the centers enrollment or licensed capacity receive either Title XX or are eligible for free or reduced price meals. Apply for CACFP by calling 303-692-2452
- *Wildwood Food Program - Dawnette Simpson, Delta 970-399-3253 OR A Child's Choice – Denver 1-303-693-4467*