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Title 22@ Social Security

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Division 12@ Child Care Facility Licensing Regulations

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Chapter 1@ Child Care Center General Licensing Requirements

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Article 3@ Application Procedures

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Section 101169@ Application for License

## **101169 Application for License**

### **(a)**

Any adult, partnership, corporation, county, city, public agency or other governmental entity wishing to obtain a license shall fill out and file with the Department an Application Booklet (LIC 281A [12/96]), as well as submit to the Department the documents specified in Section 101169(d) below. (1) Applicants for licensure of a single license child care center shall file one application. (A) Licensees requesting the addition of a new infant, toddler, preschool, school-age or mildly ill child component to their single license child care center shall submit an amended Application for a Child Care Center License form (LIC 200A [3/23]), which is incorporated by reference; a program description; a sketch of the center showing where the children in each age component will be located; a schedule of outdoor activities, and if necessary, a fire clearance. (B) The applicant must complete an Applicant Information Form (LIC 215 [12/22]) which is incorporated by reference. (C) If the applicant is a corporation, limited liability company, public agency, partnership, or another type of association, they must complete the Administrative Organization form (LIC 309 [6/01]), which is incorporated by reference. (2) Each applicant for a single license child care center, shall meet the provisions of applicable regulations. (3) The Department has the authority to issue one license to a single license child care center, that is located in multiple buildings at a common address.

**(1)**

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**(B)**

The applicant must complete an Applicant Information Form (LIC 215 [12/22]) which is incorporated by reference.

**(C)**

If the applicant is a corporation, limited liability company, public agency, partnership, or another type of association, they must complete the Administrative Organization form (LIC 309 [6/01]), which is incorporated by reference.

**(2)**

Each applicant for a single license child care center, shall meet the provisions of applicable regulations.

**(3)**

The Department has the authority to issue one license to a single license child care center, that is located in multiple buildings at a common address.

**(b)**

Prior to filing an LIC 281A (12/96) and the documents specified in Section 101169(d) below, the applicant shall attend an orientation provided by the Department. (1) The orientation shall cover, but not be limited to, the following areas:(A) How to complete the application process. (B) Scope of child care center operation subject to regulation by the Department. (2) A licensee applying for another child care center license need not attend another orientation within two years of completing a previous orientation. (3) An applicant applying for a single license child care center is only required to attend one orientation.

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**(A)**

How to complete the application process.

**(B)**

Scope of child care center operation subject to regulation by the Department.

**(2)**

A licensee applying for another child care center license need not attend another orientation within two years of completing a previous orientation.

**(3)**

An applicant applying for a single license child care center is only required to attend one orientation.

**(c)**

The applicant/licensee shall cooperate with the Department in providing verification and/or documentation as requested by the Department.

**(d)**

The LIC 281A (12/96) and supporting documents shall together contain the following: (1) Name (or proposed name) and address of the child care center. (2) Name, and residence and mailing addresses of applicant. (A) If the applicant is a partnership, copies of the partnership agreement and all documents governing the partnership, as well as the name and principal business address of each partner. (B) If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board. (C) If the applicant is a corporation that issues stock, the name and address of each person owning more than 10 percent of stock in the corporation. (D) If the applicant is a corporation, a copy of the articles of incorporation, the constitution, the bylaws, and the board resolution authorizing the submission of the application. (E) If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of all facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer. (3) If the applicant is leasing or renting the premises of the child care center, a copy of the lease or rental agreement and the name, address and telephone number of the property owner. (4) The infant, toddler, preschool and school-age age components of children to be served under a single license child care center pursuant to Health and Safety Code section 1596.951, including mildly ill children, if applicable. (5)

Maximum number of children to be served. (6) Age range and the categories of children to be served including, but not limited to, children with disabilities and/or nonambulatory children. (7) Hours or periods of operation of the child care center. (8) Name of administrator. (9) Information required by Health and Safety Code Section 1596.95(d). (10) Information required by Health and Safety Code Section 1596.95(e). (11) Name, address and telephone number of the city or county fire department, the district providing fire protection services, or the State Fire Marshal's office with jurisdiction in the area where the child care center is located. (12) A plan of operation as specified in Section 101173. (13) Fingerprint cards as specified in Section 101170. (14) Requests to check the Child Abuse Registry as required by Health and Safety Code Section 1596.877. (15) A health-screening report on the applicant as specified in Section 101216(g). (16) The processing fee for an application as specified in Section 101187. (17) Water supply clearance as specified in Section 101172. (18) Evidence that the applicant has posted signs at the entrance to the child care center that provide the telephone number of the local health department and information on child passenger restraint systems pursuant to Health and Safety Code section 1596.95(g) and Vehicle Code sections 27360 and 27360.5. (A) The signs shall provide all of the following information: 1. Protect your child--it is the law. 2. All the information specified in Sections 27360 and 27360.5 of the Vehicle Code regarding child passenger restraint systems. 3. Call your local health department for more information. (19) Such other information as may be required pursuant to Health and Safety Code Section 1596.95(h). (20) Evidence regarding the applicant's reputable and responsible character as required by Health and Safety Code Section 1596.95(b).

**(1)**

Name (or proposed name) and address of the child care center.

**(2)**

Name, and residence and mailing addresses of applicant. (A) If the applicant is a partnership, copies of the partnership agreement and all documents governing the partnership, as well as the name and principal business address of each partner. (B) If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board. (C) If the applicant is a corporation that issues stock, the name and address of each person owning more than 10 percent of stock in the corporation. (D) If the applicant is a corporation, a copy of the articles of incorporation, the constitution, the bylaws, and the board resolution authorizing the submission of the application. (E) If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of all facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.

**(A)**

If the applicant is a partnership, copies of the partnership agreement and all documents governing the partnership, as well as the name and principal business address of each partner.

**(B)**

If the applicant is a corporation or association, the name, title and principal business address of each officer, executive director and member of the governing board.

**(C)**

If the applicant is a corporation that issues stock, the name and address of each person owning more than 10 percent of stock in the corporation.

**(D)**

If the applicant is a corporation, a copy of the articles of incorporation, the constitution, the bylaws, and the board resolution authorizing the submission of the application.

**(E)**

If the applicant is a corporation, each member of the board of directors, executive director, and any officer shall list the name of all facilities which they have been licensed to operate, employed by or a member of the board of the directors, executive director or an officer.

**(3)**

If the applicant is leasing or renting the premises of the child care center, a copy of the lease or rental agreement and the name, address and telephone number of the property owner.

**(4)**

The infant, toddler, preschool and school-age age components of children to be served under a single license child care center pursuant to Health and Safety Code section 1596.951, including mildly ill children, if applicable.

**(5)**

Maximum number of children to be served.

**(6)**

Age range and the categories of children to be served including, but not limited to, children with disabilities and/or nonambulatory children.

**(7)**

Hours or periods of operation of the child care center.

**(8)**

Name of administrator.

**(9)**

Information required by Health and Safety Code Section 1596.95(d).

**(10)**

Information required by Health and Safety Code Section 1596.95(e).

**(11)**

Name, address and telephone number of the city or county fire department, the district providing fire protection services, or the State Fire Marshal's office with jurisdiction in the area where the child care center is located.

**(12)**

A plan of operation as specified in Section 101173.

**(13)**

Fingerprint cards as specified in Section 101170.

**(14)**

Requests to check the Child Abuse Registry as required by Health and Safety Code Section 1596.877.

**(15)**

A health-screening report on the applicant as specified in Section 101216(g).

**(16)**

The processing fee for an application as specified in Section 101187.

**(17)**

Water supply clearance as specified in Section 101172.

**(18)**

Evidence that the applicant has posted signs at the entrance to the child care center that provide the telephone number of the local health department and information on child passenger restraint systems pursuant to Health and Safety Code section 1596.95(g) and Vehicle Code sections 27360 and 27360.5. (A) The signs shall provide all of the following information: 1. Protect your child--it is the law. 2. All the information specified in Sections 27360 and 27360.5 of the Vehicle Code regarding child passenger restraint systems. 3. Call your local health department for more



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Protect your child--it is the law.

**2.**

All the information specified in Sections 27360 and 27360.5 of the Vehicle Code regarding child passenger restraint systems.

**3.**

Call your local health department for more information.

**(19)**

Such other information as may be required pursuant to Health and Safety Code Section 1596.95(h).

**(20)**

Evidence regarding the applicant's reputable and responsible character as required by Health and Safety Code Section 1596.95(b).

**(e)**

The application shall be signed by the applicant. (1) If the applicant is a partnership, the application shall be signed by each partner. (2) If the applicant is a corporation, county, city, public agency or other governmental entity, the application shall be signed by the chief executive officer or the authorized representative.

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**(2)**

If the applicant is a corporation, county, city, public agency or other governmental entity, the application shall be signed by the chief executive officer or the authorized representative.

**(f)**

The application shall be filed with the Department's office that serves the geographical area in which the child care center is located.