



# WASHOE COUNTY HUMAN SERVICES AGENCY

350 S. CENTER STREET  
RENO, NEVADA 89501-2103  
PHONE: (775) 337-4470  
FAX: (775) 337-4495

Dear CHILD CARE FACILITY APPLICANT:

Thank you for your interest in becoming a licensed home child care provider! A child care facility license issued by this Agency is required for care of two or more children for compensation in your personal home.

To get started, an application must be accompanied by a nonrefundable fee based upon the number of children for whom you request licensing.

<u>Licensed Capacity</u>	<u>Fee</u>
2 to 6 children	\$30
7 to 12 children	\$60 *(requires a Special Use Permit from your local Zoning Department)

Child care regulations permit caring for a maximum of six (6) children; however, children under three years of age that reside in the home count in that licensed capacity. Please note that there are additional ratio restrictions based on the ages of children you intend to care for.

Prior to the issuance of your license, you and each adult member of your household must complete all necessary steps of the background clearance process to obtain a Memorandum of Eligibility from the State. Upon receipt of your application and fee, we will send you a child care background clearance packet and fingerprinting instructions for each adult member of your household (18 years of age and over). We recommend starting this process as soon as you submit your application, as it can take 90-120 days to complete.

As part of your licensure, you will be required to complete 23 hours of initial training and become a member of the Nevada Registry, Nevada’s child care training approval organization ([www.nevadaregistry.org](http://www.nevadaregistry.org)). Please refer to the enclosed checklist for a full list of documentation and training that will be required from you prior to your license being issued.

Washoe County Human Services Agency wants to help you become licensed and to help you safeguard the children in your area. Our staff has many years of experience in child care, and we are currently working with over 100 home care providers. We are here to assist you through the licensing process and support you in your work with children and their families.

Your licensing worker, \_\_\_\_\_, is here to help you through this process and can be contacted at \_\_\_\_\_. Please don’t hesitate to contact your worker or me when you need assistance.

Sincerely,

Lindsey Klaes, Supervisor  
Child Care Services



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 send you a packet with information on how to obtain some of the following. Please submit proof of completion as obtained (prior to license being issued):

- Child care background clearance Memorandum of Eligibility from the State of Nevada for all adult residents (18 years of age and over). Child care background clearance packet and fingerprinting instructions will be issued upon the receipt of child care application and fee. **(IMPORTANT: This can take 90-120 days, please start this process as soon as possible.)**
- TB test or chest x-ray on all adult residents
- Proof of Immunization for all 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 required (maximum six children)
- Current CPR Certification (minimum 2 hours) for applicant and any alternate care provider(s)
- Course in First Aid (minimum 2 hours) for applicant and any alternate care provider(s)
- Proof of completion of the following training requirements. All courses 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.
- Proof of registration with The Nevada Registry ([www.nevadaregistry.org](http://www.nevadaregistry.org)).
- 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



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**FAMILY CHILD CARE HOME CHECKLIST**  
**Care of Two to Six Children**

YOU WILL NEED:

- 2A:10:BC fire extinguisher
- Smoke alarm(s) in sleeping and common areas. All smoke alarms must be interconnected.
- Outdoor fenced play area (37.5 square feet per child; decks may 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

Please remember that until your license is issued, you are restricted to care of no more than **one** child.

