



A Beginners Guide to Family Child Care

City of Boulder
Children, Youth & Families

303-441-4411

www.bouldercolorado.gov/cyfhhs/rt

2160 Spruce Street
Boulder, CO 80302



Funding provided by the Colorado Department of Human Services, Division of Early Care and Learning as the lead agency in Colorado for administering the Child Care and Development Funds available through the U.S. Department of Health and Human Services.

GETTING STARTED IN FAMILY CHILD CARE

Taking care of children is one of the most **IMPORTANT**, fastest **GROWING** and most **SATISFYING CAREERS** in America today. When you provide child care in your licensed family child care home you:

- Have an opportunity to shape the future
- Promote the development of children to become caring, responsible, successful adults
- Become the operator of your own small business

CHILDREN, YOUTH & FAMILIES is committed to helping you provide a **SAFE, HIGH QUALITY ENVIRONMENT** for the children in your care by offering:

- Low cost training throughout the year that meets licensing requirements
- Ongoing community based workshops that meet the relicensing requirement of 15 clock hours each year
- In-depth advanced training opportunities such as the Quality Infant & Toddler Training Program

TRAINING REQUIRED FOR LICENSING

In Colorado classes required to obtain a family child care license may be taken from approved trainer in the state.

- A list of approved Boulder county trainers is included in this packet.
- A statewide list of approved trainers is included in the Licensing Application Packet
- Visit the on-line training calendar at www.qualistar.org

The four classes listed below are required to obtain a family child care license.

- **PRE-LICENSING TRAINING (21 HRS)** — is offered five to six times each year and includes Universal Precautions. See the enclosed Pre-licensing flyer for details.
- **UNIVERSAL PRECAUTIONS (1.5 hrs)** — is included as part of the Boulder county pre-licensing. This class may also be taken separately if desired.
- **FIRST AID & CPR (4 hrs each)** — is offered by several trainers in Boulder county.
- **MEDICATION ADMINISTRATION (4 hrs)** — is offered by several trainers in Boulder county.

2013
**ORIENTATION TO FAMILY
CHILD CARE**

Would you like to provide care for young children in your home?

Is family child care the right profession for you? What are the costs and benefits of becoming licensed? Get answers to these questions and learn about Colorado's Rules & Regulations. You will also receive an overview of the licensing process and information about required training. Participants also receive a **Licensing Application Packet (\$19 value)**. The packet includes a Department of Human Services application, finger print cards, health evaluation form and the rules that regulate the licensing of family child care homes in the state of Colorado.



Time

6 to 8:30 p.m.

Location

City of Boulder - Children, Youth & Families
2160 Spruce St., Boulder, CO 80302

Cost

Free - City of Boulder Residents
\$15/person Boulder County Residents
\$20/person Outside of Boulder County

2013 Calendar

January 15, 2013	in English
April 23, 2013	in English
July 16, 2013	in English
August 27, 2013	in English and Spanish
October 16, 2013	in English

303-441-1912 - www.bouldercolorado.gov/cyfhhs/rt

REGISTER

Register for Orientation to Family Child Care at www.bouldercolorado.gov/cyfhhs/rt, by phone at 303-441-1912, or by mailing this registration form.

1/15/2013 4/23/2013 7/16/2013 8/27/2013 10/16/2013

Name(s) of people attending: _____

Address: _____

Phone: _____

E-mail: _____

_____ people x \$_____ = \$_____ enclosed (make check payable to City of Boulder - CYF)

Mail to: City of Boulder-CYF, Attention Annette Crawford, P.O. Box 791, Boulder, CO 80306

Required Training to Become A Licensed Family Child Care Provider

The State of Colorado Rules Regulating Family Child Care Homes requires that the primary caregiver of a licensed family child care home complete the following training to receive a permanent license. All classes must be complete prior to the licensing inspection of the home.

Pre-licensing must be completed prior to the licensing visit. This training provides the information needed to prepare for the licensing inspection. If for some reason a class is missed the provider must make the class up prior to receiving a license.

To receive a regular 6+2 family child care license the primary provider must physically reside at the family child care home, must provide the child care and complete the following minimum training requirements from an approved trainer.

- Pre-licensing – minimum of 15 clock hours
- Universal Precautions – minimum of 1.5 clock hours
- First Aid – usually 3-4 clock hours
- CPR – usually 3-4 clock hours
- Medication Administration – minimum of 4 clock hours

To receive an infant/toddler license the primary care giver must live in the home, complete the above basic training requirements

AND

- The primary provider must complete the State Department approved Expanding Quality Infant/Toddler (EQ/IT) course of training or 3 credit college level class in infant/toddler development and care giving practices prior to receiving the license
- The primary caregiver must be at least 21 years of age. Other caregivers must be at least 18 years of age. Each caregiver must have one year of supervised experience caring for children under the age of three years.

To receive a large home license there are additional training requirements that must be met by the primary provider. See regulation 7.707.31.C for details. In addition the licensee may need to obtain prior approval from the local zoning or planning department for more children than is usually allowed as use-by-right. For example: City of Louisville or Lafayette, Town of Erie, Boulder County etc.

Zoning Approval

All applicants for a new family child care license or a change in the type of license must show a letter from the local zoning or planning department that includes the address of the home and the number of children allowed by local zoning ordinances.

Rev. 1/10

INITIAL EXPENSES TO OBTAIN A FAMILY CHILD CARE LICENSE

\$The cost of fingerprinting each adult member (anyone 18 or older) of your household varies depending on where the fingerprints are taken. See attached handout on where, when and the cost of fingerprints.

\$The cost of running a Colorado Bureau of Investigation (CBI) background check for each person age 18 or older in your household: \$17.50

\$The cost of running an FBI background check for each person age 18 or older in your household: \$22.00

\$The cost of physical examinations for every member of your household, unless they are current within the last six months

\$The application fee of \$24.00 to the Colorado Dept. of Human Services

\$The cost of First Aid & CPR (\$50.00) and Medication Administration training (\$45.00), however this cost can vary depending on the vendor.

\$The cost of the 21 hours of Pre-licensing training (includes Universal Precautions and Child Abuse Reporting) is \$40.00 for City of Boulder residents, \$65.00 for all other Boulder County residents, \$90.00 for people who do not live in Boulder County.

\$Additional costs will vary for each home and might include physicals, fencing, baby proofing or making necessary safety alterations to the home. Toys, books, art supplies, play equipment and other equipment such as cribs, high chairs, rest mats, child size tables and chairs etc. suitable for the ages and numbers of children in care may be needed.

\$Basic cost for a family with two adults who have lived in Colorado for more than 2 years and reside in Boulder County:

First Aid & CPR	\$50.00
Medication Administration	\$45.00
Pre-licensing	\$65.00
Fingerprinting (\$15 x 2 adults)	\$30.00
CBI Background Check (\$17.50 x 2 adults)	\$35.00
FBI Background Check (\$22 x 2adults)	\$44.00
<u>License Application Fee</u>	<u>\$24.00</u>
TOTAL	\$293.00

2012 CHILD CARE RATES—LICENSED HOMES

Cost Survey Conducted by City of Boulder
Department of Housing & Human Services
Children, Youth & Families Division

Licensed Family Child Care Homes, Full-Time

	0-12 Mos.	13 Mos.-2 Yrs.	2 Yrs.-5 Yrs.	6+ Yrs (Full Day)	1st Grade & Up B/A
Boulder	Average: \$252 Range: \$200-350	Average: \$254 Range: \$200-350	Average: \$248 Range: \$188-350	Average: \$225 Range \$200-250	Average: \$140 Range \$115-177
Erie and Lafayette	Average: \$234 Range: \$175-348	Average: \$232 Range: \$175-348	Average: \$220 Range: \$155-315	Average: \$186 Range \$140-300	Average: \$110 Range \$75-175
Longmont	Average: \$185 Range: \$125-265	Average: \$180 Range: \$125-265	Average: \$171 Range: \$150-275	Average: \$155 Range: \$100-185	Average: \$106 Range: \$66-190
Louisville and Superior	Average: \$ 208 Range: \$150-275	Average: \$210 Range: \$150-275	Average: \$202 Range: \$150-275	Average: \$155 Range: \$100-185	Average: \$97 Range: \$75-110

City of Boulder
Children, Youth, and
Families
Child Care Subsidy and
Referrals
2160 Spruce Street
Boulder, CO 80302

Phone: 303-441-3544
Fax: 303-441-4348
Wwww.bouldercolorado.gov

The data presented is based on a survey conducted July – November, 2012 of 119 licensed family child care homes in Boulder County. One-hundred fifteen surveys were completed (97% completion rate). Sixteen additional homes were not surveyed as they offer only part-time programs or sliding scale fees.



City of Boulder
Housing & Human Services
supporting individuals • strengthening community

2012 CHILD CARE RATES—CENTERS

Cost Survey Conducted by City of Boulder
Department of Housing & Human Services
Children, Youth & Families Division

Centers, Full-Time Weekly Rates

	0-12 Mos.	13 Mos.-2 Yrs.	2 Yrs- 5 Yrs.	6+ Yrs. Full Days (summer and off school days)	Before and After School 1 st Grade & Up
Boulder	Average: \$322 Range: \$255-433	Average: \$297 Range: \$230-389	Average: \$274 Range: \$177-377	A: \$251 R: \$210-372	A: \$111 R: \$100-117
Lafayette And Erie	Average: \$250 Range: \$235-265	Average: \$234 Range: \$205-255	Average: \$229 Range: \$195-269	A: \$188 R: \$175-200	A: \$113 R: \$110-118
Longmont	Average: \$253 Range: \$215-320	Average: \$225 Range: \$188-289	Average: \$206 Range: \$168-266	Average: \$190 Range: \$165-218	Average: \$110 Range: \$100-115
Louisville & Superior	Average: \$318 Range: \$295-356	Average: \$285 Range: \$254-319	Average: \$247 Range: \$230-283	Average: \$227 Range: \$204-240	Average: \$135 Range: \$125-155

	6+ Yrs. Full Days (summer and off school days)	Before and Af- ter School 1 st Grade & Up
Boulder Valley School Dis- trict Area	A: \$251 R: \$179-365	A: \$126 R: \$90-175
St Vrain Valley School Dis- trict Area	A: \$170 R: \$165-224	A: \$112 R: \$110-130

The data presented is based on a survey conducted July – November, 2012 128 child care centers and school age sites in Boulder County. 127 surveys were completed (99% completion rate). Programs not included in the survey were: 32 part-time only pre-school programs (privately owned), 83 part-time school district programs (preschool, kindergarten enrichment programs and SACC), 17 private schools that are tuition based, 7 federally subsidized Head Start program, 6 programs that have sliding scale fees, and 2 drop-in programs.

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Wwww.bouldercolorado.gov



Boulder County Child Care Training Resources

	First Aid & CPR*	Medication Administration**	Universal Precautions***	Child Abuse & Neglect Reporting****
Carol Conti R.N. 303-776-3084		X		
Childcare Educational Opportunities 303-469-5596 www.childcareeducationalopportunities.com	X	X	X	
City of Boulder Children, Youth & Families 303-441-1912 to register by phone <i>To register online or obtain a mail in registration form for City of Boulder Universal Precautions and Child Abuse Reporting classes please go to:</i> www.bouldercolorado.gov/cyfhhs/rt			X	X
Heartsmart, Inc. 1-800-894-3439 303-456-8543 www.coheartsmart.com <i>To receive a mail in registration form for Heartsmart First Aid & CPR classes please call 303-441-1912 or go to:</i> www.bouldercolorado.gov/cyfhhs/rt	X	X	X	

* FA must be renewed every 3 years, CPR every two years.

** Must be renewed every three years.

*** Must be renewed every three years.

**** Required for all new family child care providers and newly hired center based staff.

For more training options visit www.gualistar.org

2013

PRE-LICENSING TRAINING FOR NEW FAMILY CHILD CARE PROVIDERS

**Pre-licensing training is required by the State Division of Child Care for
people who wish to obtain a family child care license.**

Pre-licensing covers: Child Development, Developmentally Appropriate Practice, Family and Community Relationships, Learning Environments, Cultural and Individual Diversity, Child Guidance, Health, Safety & Nutrition, Business Practices and Professionalism, Including Special Needs Children, Universal Precautions and Child Abuse & Neglect Reporting. All sessions must be attended to receive full credit for Pre-licensing.

Time

6 - 9:30 p.m.

Location

Boulder

City of Boulder - Children, Youth and Families
2160 Spruce St., Boulder, CO 80302

Longmont

First Lutheran Church
825 3rd Ave, Longmont, CO 80501

Cost

\$40/person City of Boulder Residents
\$65/person Boulder County Residents
\$90/person Outside of Boulder County



2013 Calendar (all classes in the series must be attended to receive a completion certificate)

Series 1:	February 6, 11, 13, 20, 25, 27	in English	Boulder
Series 2:	May 6, 9, 13, 16, 20, 23	in English	Boulder
Series 3:	August 5, 8, 12, 15, 19, 22	in English	Boulder
Series 4:	September 24, 28*, October 1, 5*, 8, 10	in Spanish	Longmont *9 a.m. - 12:30 p.m.
Series 5:	November 5, 9*, 12, 16*, 19, 21	in English	Boulder *9 a.m. - 12:30 p.m.

303-441-1912 - www.bouldercolorado.gov/cyfhhs/rt

REGISTER

Register for Pre-Licensing at www.bouldercolorado.gov/cyfhhs/rt, by phone at 303-441-1912 or by mailing a check along with this form.

February 2013 May 2013 August 2013 September 2013 (Spanish) November 2013

Name(s) of people attending: _____

Address: _____

Phone: _____

E-mail: _____

_____ people x \$ _____ = \$ _____ enclosed (make check payable to City of Boulder - CYF)

Mail to: City of Boulder-CYF, Attention Annette Crawford, P.O. Box 791, Boulder, CO 80306

BOULDER 2013 MEDICATION ADMINISTRATION

Required for all early childhood professionals who dispense medication in centers, preschools & child care homes.



Medication Administration training must be renewed every three years. Don't know your expiration date? Look it up on the Qualistar web site www.qualistar.org.

Time

9 a.m. - 1:30 p.m.

Location

City of Boulder - Children, Youth and Families
2160 Spruce St., Boulder, CO 80302

Cost

\$45/person

Instructors

Caring 4 Kids Nurse Consulting

Cancellation Policy - To receive a refund you must cancel one week before the class date.

Disclaimer: The program, its contents and any related materials are solely the responsibility of the program sponsors.

2013 Calendar

February 16, 2013
April 13, 2013
June 22, 2013
August 10, 2013
October 12, 2013
December 7, 2013

CLASS SIZE IS LIMITED - PLEASE REGISTER EARLY!

For information call 303-441-1912 - Register on-line at www.c4k.biz

2013 UNIVERSAL PRECAUTIONS & CHILD ABUSE REPORTING

Universal Precautions training must be renewed every three years.
Child Abuse Reporting provides 1.5 hours continuing education credit in Health & Safety



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Time

6:20 - 6:30 p.m. - Sign-In
6:30 - 8:00 p.m. - Universal Precautions
8:00 - 9:30 p.m. - Child Abuse Reporting

Location

Boulder
City of Boulder - Children, Youth and Families
2160 Spruce St., Boulder, CO 80302

Longmont
First Lutheran Church
825 3rd Ave, Longmont, CO 80501

Cost

\$10/person City of Boulder Residents or Centers
\$15/person Boulder County Residents or Centers
\$20/person Outside of Boulder County

2013 Calendar

February 27	Boulder
May 23	Boulder
August 22	Boulder
October 10 (Spanish)	Longmont
November 21	Boulder

Cancellation Policy - To receive a refund you must cancel one week before the class date.

Late Policy - People arriving more that 10 minutes late will not receive a certificate.

Scholarships are available for programs serving CCCAP families.

303-441-1912 - www.bouldercolorado.gov/cyfhhs/rt

REGISTER

Register at www.bouldercolorado.gov/cyfhhs/rt, by phone at 303-441-1912 or by mailing a check along with this form.

2/27/2013 5/23/2013 8/22/2013 10/10/2013 Spanish 11/21/2013

Name(s) of people attending: _____

Address: _____

Phone: _____

E-mail: _____

_____ people x \$ _____ = \$ _____ enclosed (make check payable to City of Boulder - CYF)

Mail to: City of Boulder-CYF, Attention Annette Crawford, P.O. Box 791, Boulder, CO 80306

STATE FORMS CENTER ORDER FORM
 Colorado Department of Human Services/Division of Child Care Forms

PLEASE NOTE: GENERAL RULES FOR CHILD CARE FACILITIES MUST BE PURCHASED WITH * ITEMS

Description	Commodity #	Qty	Price	Total
General Rules for Child Care Facilities rev. 09/08 PLEASE NOTE PRICE CHANGE – THIS PUBLICATION IS NO LONGER FREE – GENERAL RULES MUST BE PURCHASED WITH ALL * ITEMS	615-82-14-0119		\$ 5.00	
*Rules Regulating Child Care Centers rev. 5/10 Child Care Centers, Infant Centers, Toddler Centers, and Preschools	615-82-14-1000		\$ 8.00	
Application Packet for Family Care Homes - Packet includes a copy of the Rules Regulating Family Child Care Homes, General Rules for Child Care Facilities, Rules Regulating Special Activities, 3 Fingerprint Cards, and all other forms needed to apply for a Family Child Care Home license.	615-82-14-1117		\$ 15.00	
*Quality Standards for 24-Hour Facilities rev. 07/06	615-82-14-2001		\$ 4.00	
*Rules Regulating Family Child Care Homes rev. 1/10 Less than 24 hours in caretaker's primary residence	615-82-14-2008		\$ 9.00	
Minimum Rules & Regulations for Children's Camps rev. 06/07	615-82-14-3006		\$ 8.00	
*Minimum Rules & Regulations for Child Placement Agencies rev. 08/06	615-82-14-4442		\$ 6.50	
*Minimum Rules & Regulations for Family Foster Homes rev. 08/07	615-82-14-5555		\$ 6.00	
*Minimum Rules & Regs for Residential Child Care Facilities rev. 07/06 24-hour residential treatment of children removed from their homes	615-82-14-6009		\$ 10.00	
*Minimum Rules & Regulations for Day Treatment Centers rev. 10/03	615-82-14-7007		\$ 5.00	
Applicant Fingerprint Cards	615-82-14-7718		\$.50	
Envelope for Fingerprint Cards	310-42-14-7749		\$.75	
Notification of Name Removal from Child Care Fingerprint File	615-82-14-7726		\$.20	
Rules Regulating School-age Child Care Centers rev. 09/08	615-82-14-8005		\$ 10.00	
*Rules Regulating Secure Residential Treatment Centers rev. 2/00	615-82-14-8506		\$ 6.50	
Rules Regulating Special Activities (rev. 06/07)	615-00-0000-014		\$ 4.00	
Minimum Rules & Regs for Specialized Group Facilities rev.11/08	615-82-14-9003		\$ 8.00	
Family Foster Home Certificates – 33 pads per set, rev. 1/04.	615-82-16-7906		\$16.00	
Colorado's Core Knowledge & Standards	615-82-54-1997		\$17.50	

SHIP TO:

Phone _____

TOTAL FOR FORMS	\$ _____
SHIPPING & HANDLING (<i>See Reverse</i>)	\$ _____
SUBTOTAL: <u>FORMS + SHIPPING & HANDLING:</u>	\$ _____
TAX ON SUBTOTAL ABOVE (CHOOSE ONLY ONE):	
DENVER CITY & COUNTY	7.72%
METRO COUNTY TAX**	4.1%
STATE TAX	2.9%
TAX EXEMPT NUMBER:	\$ _____
# _____	
TOTAL AMOUNT ENCLOSED	\$ _____

** Metro Counties: Adams – Arapahoe - Boulder – Douglas – Jefferson (Most orders shipped in 2 days from receipt of order)

Order Form must be accompanied by a check or money order for exact amount, payable to the State Forms Center. PLEASE DO NOT SEND CASH. Your order will be processed only after payment has been received. Please send Order Form and payment to:

STATE FORMS CENTER
4999 OAKLAND STREET, DENVER CO 80239
Phone: 303-370-2165/Fax: 303-320-1050

PRICES SUBJECT TO CHANGE WITHOUT NOTICE

STATE FORMS & PUBLICATIONS

Shipping & Handling Charges

For Orders Totaling:	Add
\$1.00 to \$10.00 (sent by U.S. Mail only)	\$4.00
UP to \$20.00	\$7.00
\$20.01 to \$30.00	\$8.00
\$30.01 to \$40.00	\$9.00
\$40.01 to \$60.00	\$10.00
\$60.01 to \$75.00	\$12.00
\$75.01 to \$100.00	\$13.00
\$100.01 to \$150.00	\$15.00
\$150.01 to \$200.00	\$16.00
\$200.01 to \$400.00	\$20.00
\$400.01 to \$500.00	\$25.00
\$500.01 to \$999.99	\$30.00
\$1000.00 +	BY WEIGHT

(Subject to change without notice)



Individual Development Accounts (IDA's) are **matched savings accounts** designed to help low-income, working families and individuals accumulate money to purchase an asset of great value, such as a home, a post-secondary education or job training, or a small business.

If you meet the eligibility standards based on:

- Income
- Size of family/household
- Current assets
- Chosen savings goal

And you are able to:

- Commit to save \$25 or more each month
- Participate in money management training
- Participate in training in your chosen asset goal

You can start saving today for your future with **Personal Investment Enterprise**

For more information, call:
303-441-3998
or visit:

<http://www.bouldercountypie.org>



Collaborating Partners:

- Amistad Center
- Boulder County Housing & Human Services
- Boulder Housing Partners
- Boulder Shelter for the Homeless
- Casa de la Esperanza
- City and County of Broomfield
- Emergency Family Assistance Association
- Family Self-Sufficiency
- Flatirons Habitat for Humanity
- Habitat for Humanity of the St. Vrain Valley
- Longmont Housing Authority
- Mental Health Center Serving Boulder and Broomfield Counties
- Outreach United Resource Center
- Sister Carmen Community Center
- Thistle Communities
- Workforce Boulder County



Sponsored by:

**Foothills United Way
Boulder County
Community Action Programs**

An Individual Development Account Program for Boulder and Broomfield Counties

Personal Investment Enterprise



- Home Ownership
- Education
- Business Development

First Time Home Ownership

Owning a home seems out of reach for many people. With **Personal Investment Enterprise's** Homeownership Program, participants can save money towards a down payment on a house.

Participants in this program will:

- Receive matching funds to help save for a down payment on a home
- Attend money management training and homeownership course
- Earn a 4 to 1 match to savings, for example, receive \$100 for every \$25 saved

To qualify for the PIE program, an individual must fulfill the following:

1. Minimum age of eighteen (18)
2. Meet income eligibility guidelines
3. Maximum household net assets of \$10,000 (First home and first vehicle do not count as an asset)
4. Resident of Boulder or Broomfield County (one year minimum)
5. Social Security Number
6. Participants must work 30 hours per week unless permanently disabled, elderly, receiving TANF, or full-time student head of household.

Post-Secondary Education

Obtaining a post-high school education or vocational training can help improve job, career and life opportunities. **Personal Investment Enterprise's** Education Savings Program assists participants in saving money for a post-high school degree or entering a certified job training program.

Participants in this program will:

- Save toward an education in a chosen field of interest
- Attend money management training and receive academic counseling
- Earn a 4 to 1 match to savings, for example, receive \$100 for every \$25 saved

Small Business Development

Owning a small business can provide people with economic independence and the opportunity to increase their income. The Small Business Development component of **Personal Investment Enterprise** helps participants save towards the purchase or development of their own small business.

Participants in this program will:

- Receive matching funds to help save towards starting or building a small business
- Attend a small business Start Up training course and develop a sound, concept business
- Earn a 4 to 1 match to savings, for example, receive \$100 for every \$25 saved