



WASHOE COUNTY HUMAN SERVICES AGENCY

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TO: Applicants for License to Operate a Child Care Center

FROM: Washoe County Human Services Agency

SUBJECT: Child Care Licensing Requirements

Obtaining a child care license is a complicated and time-consuming process. Below is a checklist to help you meet the requirements for licensure. We recommend that you also contact your local government to determine what zoning, business licensing, and other laws and regulations you may have to meet before you are permitted to open for business.

Major Requirements to Obtain a Child Care License (Checklist for applicant use):

- Application and correct fee submitted: 13 – 50 Children \$100
51 and above \$200
- Approved center director (allow 30 days per director application)
 - Approved infant toddler nursery director if planning to care for more than three children under 24 months
- Child care background clearance Memorandum of Eligibility from the State. Child care background clearance packet and fingerprinting instructions will be issued upon the receipt of child care application and fee.
 - Owners (if applicable), director(s), and a minimal of one additional caregiver must have full clearance (allow 90 days)
- Current negative TB test for owner (if applicable) and/or director(s) and at least one employee
- CPR certification (minimum 2 hours) for director(s) and one employee
- First Aid course (minimum 2 hours) completion for director(s) and one employee
- The following training and all continuing education classes (except college classes) must be approved by the Nevada Registry. www.nevadaregistry.org
 - Child Abuse and Neglect course (minimum 2 hours) completion for director(s) and one employee
 - Signs of Illness: Including Blood Borne Pathogens) course (minimum 2 hours) completion for director(s) and one employee
 - Sudden Infant Death Syndrome (SIDS) training (minimum 2 hours) for director(s) and one employee (if the facility will be caring for children under the age of 12 months)
 - Shaken Baby Syndrome (minimum 1 hours) completion for director(s) and one employee (if the facility will be caring for children under the age of 12 months)
 - Medication Administration and Allergies (minimum 2 hours) completion for director(s) and one employee
 - Building/Physical Premises Safety (minimum 2 hours) completion for director(s) and one employee
 - Emergency Preparedness (minimum 2 hours) completion for director(s) and one employee
 - Transportation (minimum 1 hours) completion for director(s) and one employee (if the center transports children)
 - Wellness (Obesity/Nutrition/Physical Activity) (minimum 2 hours) completion for director(s) and one employee
 - Child Development or Guidance and Discipline (3 hours) specific to the age range served by the facility for the director(s) and one employee
- Local zoning approval letter (Special Use Permit if required)
- Washoe County Health District approval (allow 30 days if no problems arise on initial inspection)
- Fire Department approval (allow 30 days if no problems arise on initial inspection)



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- Building Department approval (allow 30 days if no problems arise on initial inspection)
- Sufficient equipment to serve the number of children for which licensure is requested
- Snack/meal menu for two weeks
- Daily schedule for the first month of operation
- Curriculum for the first month of operation for the preschool and nursery (if applicable)
- Landlord approval or proof of building ownership
- Certificate of insurance showing \$1 million liability insurance coverage
- Parent brochure/contract and enrollment forms
- Emergency Disaster Plan
- Other _____
- Other _____
- Final approval of facility (on-site inspection by Washoe County Human Services Agency)

To reduce the risk of potential licensing problems, we recommend that you discuss your plans with us before you make any commitments.

We also encourage you to apply for your child care background clearance as soon as you receive the background clearance packet and fingerprinting instructions from us. The criminal and child abuse investigation is quite a lengthy process. Full clearance must be given before we can approve you for licensure.

Informational Note:

Regulations require:

- 35 square feet of usable play space for each child you are licensed to care for (does not include halls, bathrooms, kitchens or offices)
- 37-1/2 square feet fenced yard (minimum fence height of four feet) for each child you are licensed to care for
- 5 square feet of shaded area outside per child for months of April through September
- One toilet for every 15 children you are licensed to care for
- One hand washing sink for every 15 children you are licensed to care for

We wish you success in your new child care endeavor.

Lindsey Klaes, Supervisor
Child Care Services

