

**SAMPLE COURTESY NOTIFICATION TO NEIGHBORS
OF FAMILY CHILD CARE HOME OPERATION
REDWOOD CITY**

Dear Neighbor,

Family day care is an important community resource for working families, and is, by definition, located in residential areas. The City encourages family day care home providers to work together with their neighbors to create a positive community atmosphere. This letter is to inform you of the pending approval of a "large family child care home" in your neighborhood, and to explain the operation and regulation of the facility. If you have any questions, you may call the child care provider or someone in our department.

Child care provider (licensee) name: _____

Address: _____

Telephone: _____

What is family day care and how is it regulated?

Family child care homes (also called family day care) are licensed by the Community Care Licensing Division of the California Department of Social Services. Licensing regulations address health and safety issues related to the care and supervision of children from infants to 12 years of age. Family day care does not include foster care, childcare centers or preschools, as defined by the State. Family day care is provided in the licensee's residence (owned or rented), and is considered a residential (not commercial) use of the property.

"Small" family day care homes for up to six children (with two additional school-age children permitted under certain conditions) must be allowed by cities in all residential areas. "Large" family day care homes care for 7 to 12 children (these numbers must include the provider's own children under age 10) and two additional school-age children allowed under certain conditions, with an assistant and requires a permit from the City.

The City of Redwood City requires large family day care providers to agree to certain conditions prior to approval of their use. These conditions include: obtaining and maintaining a State License, which requires a City Fire Department clearance; implementing parking and child drop off/pick-up arrangements which have minimum impact on neighbors; agreeing to maintain 'reasonable' noise standards; and notifying all property owners and/or occupants which are located within 100 feet of the property to be used for large family child care. *This letter has been sent to you in fulfillment of this last requirement.*

State Law requires cities to approve Large Family Day Care Homes as long as they meet the above requirements. Although the applicant intends to meet these requirements, city staff will conduct an initial site inspection to assure the conditions are met.

How does Family Day Care operate?

Though individual child care providers determine their own program services, hours, parent fees, etc., most operate weekdays from around 7 a.m. to 6 p.m. Since parents' work schedules differ, children usually arrive over a period of two or more hours in the morning and leave over a similar period in the late afternoon. This reduces the number of vehicles likely to stop at the home at one time, as does siblings or carpoolers arriving together. Parents are encouraged to escort children safely to and from cars to the home. While children are in care, the child care provider is responsible for their supervision at all times, including indoor activities, outdoor play, and on walks or vehicle trips away from the home.

For more information

If you have questions or concerns regarding this Family Day Care operation, you are encouraged to first contact the provider. You may want to request a visit of the home to familiarize yourself with the program, especially if you might want to refer a family or to volunteer.

If you need further information or assistance, the following Redwood City Departments should be contacted:

- ❖ **Redwood City Planning Department: 780-7234**
(regarding neighborhood impact issues)
- ❖ **Redwood City Child Care Coordinator: 780-7336**

For more information, the following agencies can also be contacted:

- ❖ State Community Care Licensing office in San Bruno: 266-8843
(regarding licensing status, children's health & safety, program issues)
- ❖ Peninsula Conflict Resolution Center: 373-3490
(resolves neighbor-to-neighbor disputes through neutral third-party mediation)