

## Child Care Site Planning

### City of Palo Alto

(650) 329-2441 Planning  
(650) 324-2445 Building Inspection  
(650) 329-2151 Public Works Eng.  
(650) 329-2233 Fire Marshal  
(650) 329-2221 Family Resources  
[www.cityofpaloalto.org](http://www.cityofpaloalto.org)

### CDSS/Community Care Licensing Division

2580 N. First Street, Suite 300  
San Jose, CA 95131  
(408) 324-2148  
[www.cclcd.ca.gov](http://www.cclcd.ca.gov)

### National Association of the Education of Young Children (NAEYC)

1313 L Street, N.W. Suite 500  
Washington, D.C. 20005-4101  
(800) 424-2460  
[www.naeyc.org](http://www.naeyc.org)

### National Association for Family Child Care (NAFCC)

1743 West Alexander Street  
Salt Lake City, Utah 84119  
(800) 359-3817  
[www.nafcc.org](http://www.nafcc.org)

#### Please Note:

Be sure to review all City and State requirements before you initiate your child care plan

### A Small Family Child Care Home is:

Child care provided by a care giver in his/ her own home.

- Licensed for up to 8 children under the age of 10 (including the providers' own children). Licensed by the State of California Department of Social Services (CDSS).
- **No permit is required by the City. Allowed by right in any residence in the State of California.**

### A Large Family Child Care Home is:

Child care provided by a caregiver in his/ her own home

- Licensed for up to 14 children under the age of 10 (including the providers' own children).
- Licensed by CDSS
- **No permit is required by the City. Allowed by right in any residence in the State of California.**

### A Child Care Center is:

- Child care provided by qualified teachers in a licensed facility.
- Space requirements include 35 sq. ft. of classroom space per child indoors and 75 sq. ft. per child outdoors.
- Licensed by the CDSS.
- A Child Care Center requires a State license and a Conditional Use Permit.



## Child Care Planning Guide

The City of Palo Alto has made a commitment to encourage the development of quality child care facilities within residential and commercial areas of our community.

It is our hope that this brochure will help you to understand the process for opening a licensed family child care home or a child care center in the City of Palo Alto.

Provided by the City of Palo Alto Office of Human Service  
Questions? Please call  
(650) 329-2221

**Small Family Child Care Home**  
**Up to 8 children depending on age**

1. Attend orientation meetings with California Dept. of Social Services (CDSS) Community Care Licensing.
2. Complete and submit State licensing application to CDSS.
3. Have small family child care home inspected by State Licensing Evaluator.
4. Obtain State License from CDSS prior to opening.

**Large Family Child Care Home**  
**Up to 14 children depending on age**

1. Attend orientation meetings with CDSS/Community Care Licensing.
2. Complete and submit State Licensing application to CDSS.
3. Put plans together to modify home if necessary to meet requirements.
4. Have a large family child care home inspected by a City Fire Marshal /Inspector and State Licensing Evaluator.
5. Obtain State license from Department of Social Services prior to opening.

**Child Care Center**  
**Planning Process**

1. Review City permit requirements with Planning staff (for certain sites preliminary Architectural Review Board review may be recommended).
2. Prepare concept development plan for a determined site.
3. Attend orientation meetings with State licensing.
4. Meet with City Planning, Building, Fire, & Public Works Engineering staff to review site plan, land use, facilities, and operations.
5. Submit applications for a Conditional Use Permit and Architectural Review Board review (fee required).
6. Within 30 days, Planning staff coordinates City departments' comments & notifies applicant of any deficiencies.
7. Prepare any plan revisions if required.
8. Prepare for public hearings before Architectural Review Board and Director's Hearing.
9. Director's decision is appealable.

**Child Care Center**  
**Building Process**

1. Consult with the State License Board to review final concept plans.
2. Submit building plans with a permit application to the City Building Department for review (fee is required). City departments review building plans which may take several months.
3. Approval and issuance of Building Permit and Impact Fees due.
4. Begin construction.
5. 30 days prior to the issuance of occupancy permits, contact State Community Care Licensing to begin licensing process.
6. Complete and submit State licensing application to CDSS.
7. To obtain occupancy permits, call for final inspection:
  - City Building Inspector
  - City Fire Marshal
  - State Licensing Evaluator
8. Obtain State license from Department of Social Services prior to opening.