

CHILD CARE FOR ALL

*Information for Child Care Providers
on Expanding Infant and Toddler Care in
Los Angeles County*



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Office for the Advancement of Early Care and Education (OAECE)
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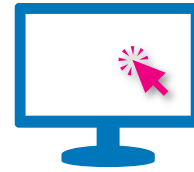
Ritu Mahajan, Public Counsel

Jenny Chung Mejia, Jenny Chung Mejia Consulting

Wuin Hopkins, Wuin Hopkins Art + Design



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INTRODUCTION

Purpose Of This Toolkit

The critical and long-standing need for infant and toddler care in Los Angeles County¹ and the expansion of transitional kindergarten in California, provides an important opportunity for child care providers to expand their services for infants and toddlers.

According to the 2022 Early Care and Education (ECE) Needs Assessment, Los Angeles County is home to more than 484,000 infants and toddlers and only has licensed capacity through child care centers and family child care homes to serve 4 percent of children under 24 months.

The information provided is designed to be a user-friendly toolkit ("Toolkit") that provides family child care home and community based child care center providers in Los Angeles County² with information on **7 key considerations** related to expanding child care services for infants and toddlers, including:

- 1 Licensing**
- 2 Ratios: Child-Provider and Child-Teacher**
- 3 Staff Qualifications**
- 4 Equipment**
- 5 Changes to the Physical Space**
- 6 Financial Business Model**
- 7 Outreach to Families**



How to Use this Toolkit

This Toolkit is available online and in English and Spanish. This Toolkit was published in March 2024 and provides information relevant to expanding child care services for infants and toddlers. At the end of the Toolkit, there is a Resource Directory that includes relevant Community Care Licensing Division (CCLD) regulations, contact information for the agencies and organizations referenced in the Toolkit, and financial business model resources.

Child care providers can use this Toolkit as a reference, but are encouraged to verify the rules that apply to their specific child care program as the information in this Toolkit may change over time.

¹ The current ECE system only has the capacity to serve 13% of families with infants through three years old who are eligible for subsidized care. Los Angeles County Child Care Planning Committee, Los Angeles County 2017 Needs Assessment Technical Report. (2017), <https://childcare.lacounty.gov/wp-content/uploads/2018/11/TechRptState201711July18.pdf> (last visited Aug 1, 2023).

² This Toolkit is not intended for child care center programs that are being operated by a school district or that are only licensed to provide school-age child care.

EXPANSION OF TRANSITIONAL KINDERGARTEN

What is Transitional Kindergarten?

In 2021, Governor Gavin Newsom signed legislation that requires any school district in California operating a kindergarten to also provide a Transitional Kindergarten (TK) program for age-eligible children to attend. In 2025-2026, local education agencies (LEAs) are required to make TK available to all children who will have their 4th birthday by September 1 of the school year.³

TK is part of the K-12 public school system and is the first year of a 2-year kindergarten program that must be taught by an educator who holds appropriate credentials to teach TK.⁴ TK requires at least 3 hours of instructional time.⁵ Enrollment in TK is optional.⁶



Possible Impact and Opportunity for Child Care Programs

As TK continues to expand, child care programs serving 3 and 4 year olds will likely experience a decline in enrollment as many children will leave programs to enroll in TK. This may give child care providers an opportunity to fill vacant child care spaces and meet a critical need by expanding their child care services for infants and toddlers.



³ California Department of Education, Universal Prekindergarten FAQs (2022), <https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp#what-is-transitional-kindergarten-tk-updated-26-september-2022> (last visited Aug 1, 2023).

⁴ California Department of Education, Transitional Kindergarten (TK) Program Information (2022), <https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp#how-are-transitional-kindergarten-tk-programs-different-than-preschool-or-other-child-development-programs-offered-by-local-education-agencies-leas-for-three-and-four-year-old-children-updated-27-may-2022> (last visited Aug 1, 2023).

⁵ California Department of Education, Instructional Time and (TK) (2022), <https://www.cde.ca.gov/fq/aa/pa/tkiscalfaq.asp#is-there-a-specific-number-of-instructional-minutes-required-for-transitional-kindergarten-tk-posted-19-dec-2022> (last visited Aug 1, 2023).

⁶ California Department of Education, Funding and Reporting Information (2022), <https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp#must-children-attend-transitional-kindergarten-tk-updated-26-september-2022> (last visited Aug 1, 2023).

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

Community Care Licensing Division Definitions



Assistant Provider⁷: A person at least 14 years of age who works at a family child care home and is primarily involved in caring for children during the hours that the family child care home is open.

Child Care Center⁸: A child care facility of any capacity, other than a family child care home, in which less than 24-hour per day nonmedical care and supervision are provided to children (persons under the age of 18) in a group setting.

Child Care License⁹: A license issued by the California Department of Social Services, Community Care Licensing Division which allows an individual to operate a family child care home or child care center in California.

Child Care Provider¹⁰: Anyone providing care to children as authorized by the California Department of Social Services, Community Care Licensing Division regulations and includes the licensee, assistant provider, or substitute adult.

Family Child Care Home¹¹: A facility that regularly provides care, protection, and supervision for fourteen or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family child care home or a small family child care home. Homes include apartments, condos, townhomes, and single-family homes.

Infant¹²: A child up to 2 years old.

Large Family Child Care Home¹³: A facility that provides care, protection, and supervision for nine to fourteen children, including children under 10 years of age who reside at the home. Homes include apartments, condos, townhomes, and single-family homes.

Play Yard¹⁴: A framed enclosure with integrated mesh or fabric sides that has not been banned or recalled by the United States Consumer Product Safety Commission.

⁷ CALIFORNIA CODE REGS. tit. 22, § 102352(a)(3) (2009).

⁸ CALIFORNIA HEALTH & SAFETY CODE § 1596.76 (Deering 2023).

⁹ CAL. CODE REGS. tit. 22, § 101152(l)(2) (2009).

¹⁰ See id. at § 102352(p)(3).

¹¹ CAL. HEALTH & SAFETY CODE § 1596.78(a) (Deering 2023).

¹² CAL. CODE REGS. tit. 22, § 101152(l)(1) (2009) and § 102352(i) (2009).

¹³ CAL. HEALTH & SAFETY CODE § 1596.78(b) (Deering 2023).

¹⁴ CAL. CODE REGS. tit. 22, § 102352(p)(2) (2009).

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

Community Care Licensing Division Definitions (continued)

Preschool-age child¹⁵: A child who is not enrolled in either infant care center or school age child day care center.

School-age child¹⁶: Any child who meets one of the following:

(A) Has entered the first grade or above; (B) Is in a child care program providing care and supervision exclusively to children enrolled in TK/Kindergarten and above.

Small Family Child Care Home¹⁷: A facility that provides care, protection, and supervision for eight or fewer children, including children under 10 years of age who reside at the home. Homes include apartments, condos, townhomes, and single-family homes.

Toddler¹⁸: A child between 18-36 months old.

Transitional Kindergarten¹⁹: The first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.



¹⁵ CAL. HEALTH & SAFETY CODE § 1597.059(b) (Deering 2023).

¹⁶ CAL. CODE REGS. tit. 22, § 101152(s)(2) (2009).

¹⁷ CAL. HEALTH & SAFETY CODE § 1596.78(c) (Deering 2023).

¹⁸ CAL. CODE REGS. tit. 22, § 101216.4 (2009).

¹⁹ California Department of Education, Universal Prekindergarten FAQs (2022), <https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp#what-is-transitional-kindergarten-tk-updated-26-september-2022> (last visited Aug 1, 2023); California Department of Education, Transitional Kindergarten (TK) Program Information (2022), <https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp#what-is-upk-and-how-is-it-related-to-universal-transitional-kindergarten-utk-updated-27-may-2022> (last visited Aug 1, 2023).

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

Government Agencies



1. [California Department of Social Services, Community Care Licensing Division \(CCLD\)](#)

The Community Care Licensing Division ensures the health and safety of children in care. CCLD issues child care licenses for all child care facilities, which includes all family child care homes and child care centers. CCLD strives to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.



2. [Los Angeles County Department of Consumer and Business Affairs \(DCBA\)](#)

The Los Angeles County Department of Consumer and Business Affairs serves consumers, businesses, and communities through education, advocacy, and complaint resolution. DCBA connects small businesses with government contracting opportunities and certifies local small businesses. The DCBA's Small Business Concierge service is the one-stop shop for helping entrepreneurs start successful small businesses in Los Angeles County.



3. [Los Angeles County Department of Economic Opportunity \(DEO\)](#)

The Los Angeles County Department of Economic Opportunity provides free 1-on-1 individualized counseling tailored to help residents kick start, launch, and certify their small business, including workshops, referrals for legal assistance, grant opportunities, and more.



4. [Los Angeles County Fire Department \(Fire Department\)](#)

The Los Angeles County Fire Department assesses child care facilities to ensure compliance with fire safety standards and to eliminate hazardous conditions that threaten life, environment, and property, which includes ensuring that child care facilities are clean and clear both inside (e.g., home and garage) and outside (e.g., landscaping).

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

Government Agencies (continued)



5. Los Angeles County Department of Public Health, Office for the Advancement of Early Care and Education (OAECE)

The Office for the Advancement of Early Care and Education shapes policy recommendations, facilitates planning, and provides a range of services aimed at improving the availability, quality, and access to early care and education programs. OAECE supports efforts to promote informed parents' choice of early care and education services and the meaningful engagement of parents in those services. And finally, OAECE works across disciplines to promote access to concrete supports that families need.



6. Los Angeles County Department of Public Works, Building & Safety Division (Building & Safety)

The Los Angeles County Building & Safety Division provides services to ensure safe building design, construction, approval of completed building projects, and code enforcement. Building & Safety's services include issuing building permits, reviewing and monitoring the design, construction, installation, demolition, and maintenance of privately or publicly owned buildings and structures through the enforcement of the County's building codes and regulations. Building & Safety provides services for unincorporated areas of Los Angeles County as well as the following cities: Artesia, Carson, Cerritos, Industry, Irwindale, La Cañada Flintridge, Lakewood, La Mirada, Lawndale, Lomita, Rolling Hills, Rolling Hills Estates, Santa Fe Springs, and Westlake Village.



7. Los Angeles County Department of Regional Planning (Regional Planning)

Los Angeles County Department of Regional Planning performs all land use planning functions for the unincorporated areas of Los Angeles County. Regional Planning's services include long range planning, land development counseling, project/case intake and processing, environmental review, and zoning code enforcement for each of the unincorporated communities within Los Angeles County.



8. U.S. Small Business Association, Small Business Development Centers (SBDCs)

Small Business Development Centers provide counseling and training to small businesses including working with the Small Business Administration to develop and provide informational tools to support business start-ups and existing business expansion.

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

Key Resources

1. General Child Care Resources



- a. **California Child Care Resource and Referral Network** supports child care providers in understanding the child care needs of the state, developing partnerships with businesses and government, and responding to changing economic, social, and family needs. There are resource and referral agencies in all 58 counties in California, including Los Angeles County, and their services are free and available to all parents and child care providers.



- b. **The Child Care Alliance of Los Angeles (CCALA)**, also referred to as the Alliance, is a unique and significant partnership of ten agencies that serve communities at the local level. Formed in 1997, Alliance agencies deliver services to the thousands of families and child care providers across Los Angeles County. Child care providers can connect with their local resource & referral and alternative payment agencies through the CCALA website.

2. Financial Planning Resources: See [Resource Directory](#) at end of this Toolkit for these resources.

3. Legal Agencies – No Cost



- a. **Child Care Law Center** focuses on increasing affordable child care for families with low incomes, equitable pay for family child care providers, and rights for children with disabilities through legislation, advocacy and litigation. The Child Care Law Center provides resource guides and no-cost legal advice to child care providers.



- b. **Public Counsel** is the nation's largest provider of no-cost legal services, utilizing an innovative legal model to promote justice, hope, and opportunity in lower-income and communities of color. Public Counsel's Early Care and Education Law Unit is the only provider of free legal services for child care providers in LA County. The program's goal is to maintain and increase the supply of quality early care and education in Los Angeles County by helping providers overcome barriers to opening and operating child care programs.

DEFINITIONS, GOVERNMENT AGENCIES, KEY RESOURCES, AND REGULATIONS

Regulations

1. California

- a. California Code of Regulations Title 22, Division 12, [Chapter 1 \(Child Care Center\)](#) or [Chapter 3 \(Family Child Care Homes\)](#). The California Department of Social Services, Community Care Licensing Division provides oversight of licensed Child Care Centers and Family Child Care Homes²⁰ by enforcing the above regulations. These regulations outline the Community Care Licensing Division rules that family child care homes and child care centers must follow in order to obtain and maintain a child care license.²¹

1. Los Angeles County

Please see [Child Care for All: How to Develop and Renovate Early Care & Education Facilities in Los Angeles County](#) for more information on regulations that apply to developing and renovating child care facilities in Los Angeles County.



²⁰ California Department of Social Services, Childcare Licensing (2023), <https://www.cdss.ca.gov/inforesources/child-care-licensing> (last visited Aug 1, 2023).

²¹ California Department of Social Services, Laws and Regulations (2023), <https://www.cdss.ca.gov/inforesources/community-care/policy/laws-and-regulations> (last visited Aug 1, 2023).

FAMILY CHILD CARE HOMES



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Considerations For Expanding Infant And Toddler Services



This section provides family child care providers with information on **7 key considerations** related to expanding child care services for infants and toddlers. These considerations include:

7 key considerations



LICENSING



RATIOS: CHILD-PROVIDER



STAFF QUALIFICATIONS



EQUIPMENT



CHANGES TO THE PHYSICAL SPACE



FINANCIAL BUSINESS MODEL



OUTREACH TO FAMILIES



LICENSING

This section describes licensing requirements for age group and capacity. Child care providers considering expanding child care services for infants and toddlers may need to notify and receive approval from CCLD if they want to make the following changes:



Age group of children served;



Increasing the **licensed capacity**²² (the maximum number of children the child care facility can serve) of the child care facility

²² CAL. CODE REGS. tit. 22, § 102352(c)(2) (2009).

1

LICENSING (continued)

CCLD Regulations for Serving New Age Group and Increasing Licensed Capacity



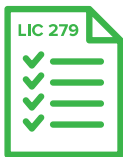
Serve New Age Group

If a family child care home is going to serve a new age group, for example adding toddler care, without exceeding its licensed capacity, then no new child care license is required and the provider does not need to notify CCLD of serving the new age group.



Serve More Infants/Toddlers

If a small family child care home is going to exceed its licensed capacity by adding a new age group, then the provider will need to expand to a large family child care home. To become a large family child care home, the provider must submit form [LIC 279](#) to CCLD and in type of application select “Capacity Change.”



For example, if a small family child care provider licensed to care for 6 children wants to add care for 3 toddlers, this would exceed the child care home’s licensed capacity. In order to serve the 3 additional toddlers, the small family child care provider must submit form [LIC 279](#) to expand their capacity to a large family child care home.



The capacity change fee is \$25. Please note, to obtain a large family child care home license, the child care provider must submit proof that they have at least 1 year of experience as a licensed small family child care home or 1 year of experience as an administrator, director, or teacher at a licensed child care center.²³ Large family child care providers must pay higher annual licensing fees than small family child care providers (currently \$140 per year compared to \$73 per year for small family child care homes).²⁴



Providing Child Care in a Rented Home

Child care providers who rent their homes, must notify their landlord of the change from a small to large family child care home. Providers must also get their landlord’s permission if they are caring for more than 6 and up to 8 children under a small family child care home license or more than 12 and up to 14 children under a large family child care home license.²⁵

²³ See id. § 102369(b)(5).

²⁴ CAL. HEALTH & SAFETY CODE § 1596.803(a)(1) (Deering 2023) and 1596.803(b)(1)(C) (Deering 2023).

²⁵ CAL. CODE REGS. tit. 22, § 102417(q) (2009).

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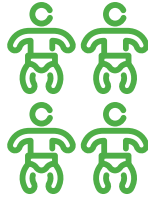
RATIOS: CHILD-PROVIDER

This section describes the CCLD child to provider²⁶ ratio requirements for family child care homes. Child-provider ratios in family child care homes are based on the number of children present in the home as well as their ages.



1 Provider serving up to 6 children

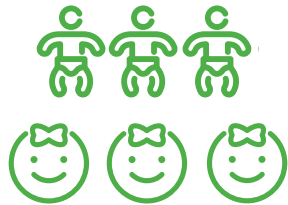
A small family child care home with 1 child care provider can care for:



4 infants maximum

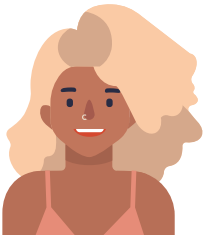
A maximum of 4 infants with no other children in the child care facility²⁷

OR

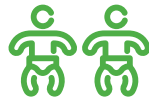


maximum of 3 infants and 3 children over the age of 2

Up to 6 children, if there are no more than 3 infants and the other 3 children are over the age of 2



1 Provider serving up to 8 children



2 infants maximum

Up to 8 children if: no more than 2 of the children are infants



At least 1 child enrolled in/attending TK/K/elementary school

AND

At least 1 child is enrolled in or attending TK/Kindergarten or elementary school, and a second child is at least 6 years old



1 child who is at least 6 years old

In addition, where 1 child care provider is caring for 8 children, that provider must notify each parent that the facility is caring for two additional school age children and that there may be up to 8 children in the home at one time.

²⁶ The term provider as used here means the family child care licensee or a substitute adult.

²⁷ CAL. CODE REGS. tit. 22, § 102416.5(b) (2009).

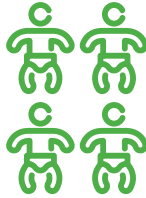
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RATIOS: CHILD-PROVIDER (continued)



**1 Provider and 1 Assistant
serving 9-12 children**

**A large family child care home with 1 child care provider
and 1 assistant can care for:**



4 infants maximum

Up to 12 children, if there are
no more than 4 infants²⁸



**1 Provider and 1 Assistant
serving 13-14 children**



3 infants maximum

Up to 13 to 14 children if
no more than 3 of the children are infants



**At least 1 child
enrolled in/attending
TK/K/elementary school**

AND

at least 1 child must be enrolled in
or attending TK/kindergarten
or elementary school



**1 child
who is at least 6 years old**

AND

a second child must be at
least 6 years old.

In addition, where 1 child care provider and 1 assistant are caring for 13 or 14 children, the provider must notify each parent that the facility is caring for two additional school age children and that there may be up to 13 or 14 children in the home at one time.




²⁸ See id. § 102416.5(d).

3

STAFF QUALIFICATIONS

This section describes the CCLD staff qualification requirements for family child care homes. For family child care homes, the staff qualifications are the same regardless of the age of children served; there are no additional educational or training requirements to care for infants and toddlers.

Staff	Ages Staff Can Serve	Qualification Required (regardless of ages being served) Note: At least 1 staff member must be present in the home who has a current course completion card in Pediatric First Aid and CPR
Assistant	All Ages	None specified in the regulations, but must be 14 years of age or older ²⁹
Provider	All Ages	<ul style="list-style-type: none"> • Must be 18 years of age or older³⁰ • Must have³¹ <ul style="list-style-type: none"> ◦ 4 hours of Pediatric First Aid Training ◦ 4 hours of Pediatric CPR/AED Training ◦ 8 hours of Preventive Health and Safety Training

²⁹ See id. § 102352(a)(3).

³⁰ See id. § 102368(c).

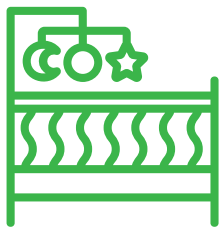
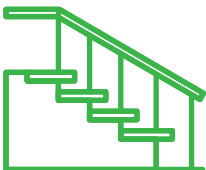
³¹ See id. § 102368(d).

4

EQUIPMENT

This section describes the CCLD equipment requirements for family child care homes considering expanding child care services for infants and toddlers.

For family child care homes, CCLD generally requires safe toys, play equipment, and materials.³² The following specific CCLD requirements for family child care homes apply to cribs, play yards, and staircases:

Equipment: Family Child Care Homes	
Equipment	Requirements ³³
<p>One crib or play yard for each infant who is unable to climb out of the crib/play yard</p> 	<ul style="list-style-type: none"> • Must meet US Consumer Product Safety Commission safety standards • Mattresses must be firm, the right size to fit crib/play yard, and covered with fitted sheet appropriate for the mattress size • Loose from articles and objects • No bumper pads and no objects hanging above or attached to side of crib
<p>Staircase</p> 	<ul style="list-style-type: none"> • Barricade or fence at top and bottom of staircase

³² See id. § 102417(d).

³³ See id. §§ 102425(a)-(b) and §102417(g)(3).

5

CHANGES TO THE PHYSICAL SPACE

Family child care homes may need to change some of their facility’s physical space in order to accommodate additional infants and/or toddlers. This section describes issues to consider when making changes to the family child care home’s physical space.



Indoor/Outdoor



When considering expanding child care services for infants and toddlers, it is important to evaluate the child care facility’s indoor and outdoor space.

Space may be needed to accommodate infant/toddler equipment and supplies (e.g. feeding chairs, diapering/toileting stations and sinks, cribs, and swings).³⁴



When a child shows signs of illness, the child must be isolated from other children and the nature of the illness must be determined. If the illness can infect others, the child must be separated from other children until the infectious stage is over.³⁵

Before making alterations or additions to the family child care home or grounds, the family child care provider must notify CCLD of the proposed change.



³⁴ See id. § 101439(b).
³⁵ See id. § 102417(e).

5

CHANGES TO THE PHYSICAL SPACE (continued)

Renovations/Construction

Renovating or expanding an existing child care facility to serve infants and toddlers requires financial and business planning, including:

Develop a renovation budget

It is important to create a detailed project budget that captures all the costs associated with the intended renovations, including raw materials, hiring a renovation team, and building permits.



Review the renovation/construction design and create a timeline

Child care providers should contact the Planning, Building & Safety, and Fire departments in their local jurisdiction as well as CCLD to determine if their renovation and/or construction plans require review and approval, and if so, discuss and create a renovations/construction timeline with relevant deadlines.



Child care providers operating facilities in the unincorporated areas of Los Angeles County and select cities, may contact the following 4 departments:



1. Los Angeles County Department of Regional Planning (Regional Planning)



2. Los Angeles County Department of Public Works, Building & Safety Division (Building & Safety)

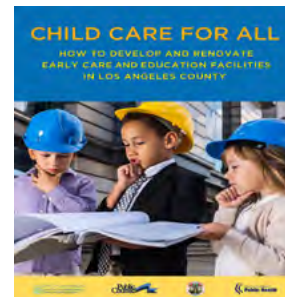


3. Los Angeles County Fire Department



4. California Department of Social Services, Community Care Licensing Division (CCLD)

Child Care for All: How to Develop and Renovate Early Care & Education Facilities in Los Angeles County is a toolkit that helps child care providers in the **unincorporated areas of Los Angeles County** and **select cities** navigate the child care facility renovation/construction approval process.



Plan for impacts to the child care facility, including temporary relocation of the program during construction.

FAMILY CHILD CARE HOMES

6

FINANCIAL BUSINESS MODEL

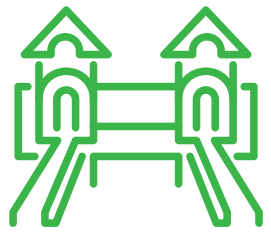
This section describes tools for child care providers to update their financial business models to expand services for infants and/or toddlers, including: 1) one-time and recurring expenses and sources of revenue, 2) sample budgets³⁶, and 3) financial planning resources. Financial planning can be tedious and feel overwhelming, but is necessary for operating a successful child care program.

In order to determine if providing infant and toddler care makes financial sense, there are several things for providers to consider such as how much revenue is needed to pay expenses and build up cash reserves.

One-Time Expenses Related to Expanding Infant and Toddler Care Services

One-time expenses are one-time or infrequent costs. Examples of one-time expenses related to expanding infant and toddler care include:

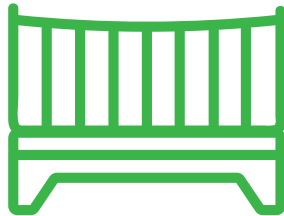
One-Time Expenses	Examples
Remodeling and/or Construction	Changes to the facility’s physical space
Equipment, Furniture, Supplies	Cribs and play yards, fencing, educational materials, etc.
Administrative	Licensing fees, professional development, etc.
Advertising	Flyers, website, etc.



³⁶ Expanding care for infants and toddlers may result in new one-time and recurring expenses so accounting for those expenses in a sample budget can be helpful. This section includes sample budgets for one-time expenses, recurring expenses, and revenue.

**Sample Budget for One-Time Expenses Related to Expanding
Infant and Toddler Care Services**

One-Time Expenses Budget	
One-Time Expenses	Amount
<p>Remodeling and/or Construction</p> <ul style="list-style-type: none"> • Obtaining Permits • Contractors • Materials 	
<p>Equipment, Furniture, Supplies</p> <ul style="list-style-type: none"> • Cribs and Play Yards • Educational Materials • Diapers & Wipes 	
<p>Administrative</p> <ul style="list-style-type: none"> • Licensing fees • Professional development 	
<p>Advertising</p> <ul style="list-style-type: none"> • Business cards • Flyers • Website 	
<p>Expenses Total</p>	



6

FINANCIAL BUSINESS MODEL (continued)

Recurring Expenses Related to Expanding Infant and Toddler Care Services

Recurring expenses are costs that occur on an ongoing basis.
Examples of such recurring expenses include:

Recurring Expenses	Examples
Personnel	Director, Provider/Fully Qualified Teacher, Teacher, Teacher Assistant/Aide, Cook, Substitute Teacher/Assistant
Employee Benefits	Health insurance, workers' compensation, vacation and sick time
Equipment and Supplies	Classroom and office supplies
Utilities	Heat/AC, electricity, gas, phone, internet
Administrative	Rent, liability insurance, association membership fees, accounting and legal fees
Transportation (if applicable)	Car/van maintenance, gas



**Sample Budget for Recurring Expenses Related to Expanding
Infant and Toddler Care Services**

Expenses	Monthly	Yearly Total
Personnel		
Director/Site Supervisor/Family Child Care Owner		
ECE Provider/Teacher (#)		
ECE Provider/Teacher's Aide (#)		
Cook		
Cleaning/Maintenance		
ECE Provider/Teacher's Aide (#)		
Secretary/bookkeeper		
Substitutes (min wage/hour x #weeks)		
Payroll total		
Employee Benefits		
Health Insurance		
Worker's Compensation		
Vacation and Sick Time		
Employee Benefits Total		
Utilities		
Rent		
Heat/Air Conditioning		
Electricity		
Gas		
Telephone		
Internet		
Utilities Total		
Equipment and Supplies		
Infant and/or Toddler Specific Equipment (feeding, diapering)		
Kitchen Supplies		
Office Supplies		
Educational (toys, books, art & crafts etc.)		

**Sample Budget for Recurring Expenses Related to Expanding
Infant and Toddler Care Services** (continued)

Expenses	Monthly	Yearly Total
Administrative		
Advertising (flyer, brochure, website etc.)		
Licensing Fees		
Liability Insurance (cost/child/year)		
Publication subscription/association membership		
Professional Development (first aid, staff appreciation, etc.)		
Audit		
Administrative Total		
Transportation		
Car/Van (maintenance, gas, etc.)		
Field Trips		
Transportation Total		






6

FINANCIAL BUSINESS MODEL (continued)

After calculating a child care program’s one-time and recurring expenses, the next step is to figure out the revenue needed to cover the child care program’s expenses and build cash reserves.

Revenue may come from different sources, including:

-  1) Child care fees paid by families out of pocket
-  2) Government subsidies that cover child care fees for some families
-  3) Other sources, such as grants

Revenue Related to Expanding Infant and Toddler Care Services



Enrollment

- Determine # children by age group that will be served
Suggestion: Calculate revenue using approximately 75-90% enrollment per year

Rates

- Will the program charge a flat weekly or monthly rate per child or charge by the hour?
- Will the program charge per hour for a 3-hour block of care? (e.g. part-time care compared to full-time care)
- Will the program offer a multiple child discount for siblings?



Child Care Fees

- Will the program charge different child care fees depending on age group?

Registration Fees

- Will the program charge one?
- If yes, how often?
- Per family or per child?

Transportation Fees

- If providing transportation, will the program charge a transportation fee?



7

OUTREACH TO FAMILIES

This section describes outreach to families, which is another important consideration related to expanding services for infants and toddlers. Child care providers conduct outreach activities to inform new families and networks about their child care services.

This section describes:

- 1) The information families want to know
- 2) Different ways to outreach



Information to Share

Child care providers may want to explain the following types of benefits³⁷ offered by their programs:

- Child development benefits such as socio-emotional, cognitive, language, and motor development³⁸
- Reliable care for working families
- Flexible hours of operation
- Meals and snack (if relevant)
- Reasonable rates
- Qualified staff
- Specialized activities for children based on age
- Age appropriate toys and curriculum

³⁷Keep in mind that one form of messaging regarding the benefits of the provider's services may not work with all families.

³⁸Zero to Three, Why 0-3? (2023), <https://www.zerotothree.org/why-0-3/> (last visited Aug 1, 2023); Child Care Alliance Los Angeles, Choosing Quality Child Care (2023), <https://www.ccala.net/connect-to-child-care/choosing-quality-child-care/> (last visited Aug 1, 2023).

7

OUTREACH TO FAMILIES (continued)

Ways to outreach

There are a variety of ways to outreach regarding infant and toddler services, including:

■ Resource & Referral Agencies (R&Rs)

- Connect with the [local Resource and Referral](#) agency to include the child care program as a referral for families looking for infant and toddler care.



■ Social Media & Other Technology

- Promote the program using social media and the program website (include videos, etc.). Local Small Business Development Centers may offer free marketing support to small business owners.
- Create QR code to easily access program information.

■ In-person & Word of Mouth

- Attend community events and promote program in person.
- Encourage families to share information about your program with their friends, family, and colleagues.
- Share QR code to easily access program information via smartphones.
- Engage in networks that include parents who are pregnant, recently gave birth, or recently became parents or caregivers.



CHILD CARE CENTERS



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CHILD CARE CENTERS

Considerations For Expanding Infant And Toddler Services



This section provides child care centers with information on **7 key considerations** related to expanding child care services for infants and toddlers.³⁹

These considerations include:

7 key considerations



LICENSING



RATIOS: CHILD-TEACHER & ADMINISTRATION



STAFF QUALIFICATIONS



EQUIPMENT



CHANGES TO THE PHYSICAL SPACE



FINANCIAL BUSINESS MODEL



OUTREACH TO FAMILIES






³⁹ This Toolkit is not intended for child care center programs that are being operated by a school district or that are only licensed to provide school-age child care.

CHILD CARE CENTERS

DEFINITIONS

CCLD uses the following definitions for age groups of children cared for in community based child care centers:


Child Type	Age Group
 Infant	birth-24 months old
 Toddler	18-36 months old
 Preschool-age child	A child not enrolled in either infant nor school-age day care

1

LICENSING

This section describes licensing requirements for age group and capacity. Child care providers considering expanding child care services for infants and toddlers need to notify and receive approval from CCLD if they want to make the following changes:



Age group of children served; 

Increasing the **licensed capacity**⁴⁰ (the maximum number of children the child care facility can serve) of the child care facility

⁴⁰ CAL. CODE REGS. tit. 22, § Section 101152(c)(2) (2009).



January 1, 2024 and beyond

Starting January 1, 2024, licensed child care centers may serve infant, toddler, preschool, and school-age children under one license. Child care centers seeking licensure on or after January 2, 2024, must indicate the age components of children they will serve under a single license, including infants, toddlers, preschool, and school age children using child care center license application form [LIC 200A \(3/23\)](#).

CCLD is planning to convert child care centers that were licensed before January 2, 2024 and have multiple licenses for different age components to a single license. Until then, child care centers licensed before January 2, 2024 must submit a child care center license application using form [LIC 200A \(3/23\)](#) in order to care for a new age group.

If a child care provider wants to increase its licensed capacity then a child care center application must be submitted ([LIC 200A \(3/23\)](#)). On the application under the “Requested Action” section B, the child care provider must check “Change of Capacity” to increase the child care center’s licensed capacity.

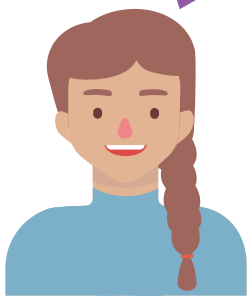
There is a \$25 one-time capacity change fee⁴¹ and sliding scale of licensing fees depending on the size of the child care center, starting at \$484 annually for child care centers caring for up to 30 children.⁴²

* A note about toddler care added to an existing infant or preschool program

All children moved to the toddler component of a child care center must be at least 18 months old, and can only be moved to the toddler program after obtaining permission from the toddler’s parents.⁴⁴

The toddlers must be separated from the children of other age groups, and specific child-teacher ratios for toddler care apply.

Things to Consider



⁴¹ CAL. HEALTH & SAFETY CODE § 1596.803(b)(1)(C) (Deering 2023).

⁴² See id. § 1596.803(a)(1).

⁴³ Kevin Gaines, 2022 Chaptered Legislation Affecting Child Care Facilities (2023), <https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2023/CCP/PIN-23-08-CCP.pdf> (last visited Aug 1, 2023).

⁴⁴ CAL. CODE REGS. tit. 22, § 101417(a)(1) (2009).

RATIOS: CHILD-TEACHER & ADMINISTRATION

This section describes the CCLD regulations for child-teacher and child-administrative staff ratios for child care centers.⁴⁵ Child-teacher ratios for child care centers are based on the child's age group (for example, whether the child is an infant, toddler, preschool age, or school age) as well as the child-administrative staff ratios.

Administration

In general, all child care centers must have a **director OR substitute director** on-site during operating hours.⁴⁶

For child care centers that care for 25 or more infants, there must be both a **director AND assistant director** on-site.⁴⁷



Child-Teacher

CCLD regulations for child care centers specify child-teacher ratios based on children's age groups, whether staff is a teacher aide, teacher, or fully qualified teacher, and whether children are awake or napping. Center staff can serve children of all ages. CCLD does not have a maximum number of children a child care center can serve as long as the center meets all CCLD regulations—they have the required indoor/outdoor space; feeding, diapering, and toileting facilities; and fire clearance approval. Each age group cared for within a child care center must be physically separated from all other age groups.

⁴⁵ See id. § 101215.1 and § 101216.3.

⁴⁶ See id. § 101215.1(d).




⁴⁷ See id. § 101415.1(a).

2

RATIOS: Child-Teacher & Administration (continued)



1. Each age group must be separated from all other age groups
2. Ratios listed below are for times children are awake (ratios change when children are napping)

Age of Child	#Children	#Teachers and/or Aide	Child-Teacher Ratio
Infant (birth-24 months old) 	Up to 4 infants	1 Teacher	4:1
	Up to 12 infants	<ul style="list-style-type: none"> • 1 Fully Qualified Teacher AND • 2 Teacher Aides 	12:3
Toddler (18-36 months old) 	Up to 6 toddlers	1 Teacher	6:1
	Up to 12 toddlers	<ul style="list-style-type: none"> • 1 Fully Qualified Teacher AND • 1 Teacher Aide 	12:2
Preschool-age child (not enrolled in infant nor school-age day care) 	Up to 12 pre-schoolers	1 Teacher	12:1
	Up to 15 pre-schoolers	<ul style="list-style-type: none"> • 1 Teacher AND • 1 Teacher Aide 	15:2
	Up to 18 pre-schoolers	<ul style="list-style-type: none"> • 1 Fully Qualified Teacher AND • 1 Teacher Aide 	18:2






RATIOS: CHILD-TEACHER & ADMINISTRATIONR (CONTINUED)



During nap periods, a child-teacher ratio of 1 teacher supervising 24 napping children is allowed as long as remaining teachers necessary to meet the overall ratios specified in the table below are immediately available at the center.

* Note: if the child-teacher ratios are immediately available, a teacher aide may supervise 24 napping children in place of a teacher.⁴⁸

Child-Teacher Ratios: When Children are Napping ⁴⁹			
Age of Child	#Children	#Teachers and/or Aide	Child-Teacher Ratio
Infant (birth-24 months old) 	Up to 4 infants	1 Teacher	4:1
Toddler (18-36 months old) 	Up to 6 toddlers	1 Teacher	6:1
	Up to 12 toddlers	• 1 Fully Qualified Teacher AND • 1 Teacher Aide	12:2
Preschool-age child (not enrolled in infant nor school-age day care) 	Up to 12 pre-schoolers	1 Teacher	12:1
	Generally up to 15 pre-schoolers; up to 18 pre-schoolers in some cases	• 1 Teacher AND • 1 Teacher Aide • 1 Teacher AND • 1 Teacher Aide (6 semester units)	15:2 18:2

⁴⁸ See id. § 101230(c).

⁴⁹ See id. § 101216.3(f).

2

RATIOS: CHILD-TEACHER & ADMINISTRATION (continued)

INFANT (birth-24 months old)



1 Teacher



Up to 4 infants



1 Fully Qualified Teacher AND
2 Teacher Aides

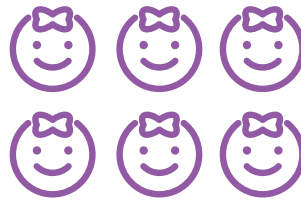


Up to 12 infants

TODDLER (18-36 months old)



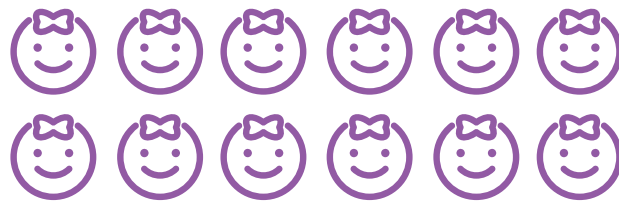
1 Teacher



Up to 6 toddlers



1 Fully Qualified Teacher
AND
1 Teacher Aide



Up to 12 toddlers

2

RATIOS: CHILD-TEACHER & ADMINISTRATION (continued)

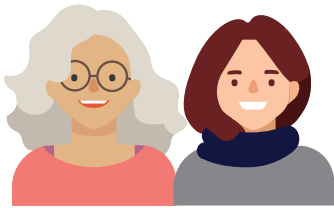
PRESCHOOL (not enrolled in infant nor school-age day care)



1 Teacher



Up to 12 preschoolers



1 Fully Qualified Teacher
AND
1 Teacher Aide



Up to 15 preschoolers



1 Fully Qualified Teacher
AND
2 Teacher Aides



Up to 18 preschoolers



RATIOS: CHILD-TEACHER & ADMINISTRATION (continued)

RECAP

Infant
(birth-24 months old)



For infants, one teacher can care for up to 4 infants at a time. If there is one full qualified teacher and 2 teacher aides, together, they can care for up to 12 infants at a time.

Toddler
(18-36 months old)



For toddlers, one teacher can care for up to 6 toddlers at a time. If there is 1 fully qualified teacher and 1 teacher aide, together, they can care for up to 12 toddlers.

**Preschool-age
child**
(not enrolled
in infant nor
school-age
day care)



For preschoolers, one teacher can care for up to 12 preschoolers at a time. If there is 1 teacher and 1 teacher aide, together, they can care for up to 15 preschoolers.

If there is 1 fully qualified teacher and 1 teacher aide, together, they can care for up to 18 preschoolers.

CHILD CARE CENTERS

3

STAFF QUALIFICATIONS

This section describes the CCLD staff qualification requirements for child care centers.

For child care centers, there are general staff qualification requirements and qualification requirements for each position.

General Staff Qualification Requirements

■ At least one staff member must be present at the center who has a current course completion card in Pediatric First Aid and CPR



■ Staff must have knowledge/skill or be provided on-the-job training in:

- Nutrition, food preparation and storage, menu planning
- Housekeeping and sanitation principles
- Providing child care and supervision
- Administering medications
- Recognition of early signs of illness and need for professional assistance and
- Availability of community services and resources⁵⁰



3 Types of Staff Working Directly with Children		
Staff	Ages Staff Can Serve	Supervisions
<p>Teacher's Aide</p>	Can serve all ages	Must work at all times in the presence of a Teacher (or in presence of Fully Qualified Teacher if Teacher Aide for Infants)
<p>Teacher</p>	Can serve all ages (for infant care need specific infant care units)	Cannot supervise Teacher Aide
<p>Fully Qualified Teacher</p>	Can serve all ages (for infant care need specific infant care units)	Can supervise Teacher Aide

⁵⁰ See id. § 101216(e).

3

STAFF QUALIFICATIONS (continued)

For child care centers, staff qualifications differ depending on position held and whether the staff person is caring for infants.⁵¹ For example, a teacher aide has different qualifications from a teacher, as does a teacher compared to a fully qualified teacher.



Teacher's
Aide

- Can be less than 18 years old if high school graduate or participating in occupational program by accredited high school or college.
- Teacher Aide must work at all times in the presence of a Teacher.
- Teacher Aide for Infants must work at all times in the presence of Director, Assistant Director, or Fully Qualified Teacher.
- There are limited exceptions for when a Teacher's Aide needs to be in the presence of a Teacher - for example, when Teacher Aide is 18 years or older and escorting/assisting children with bathroom or supervising napping.
- If Teacher Aide is assisting a Fully Qualified Teacher in the supervision of 18 preschool-age children, additional educational requirements apply.



Teacher

- **Education Requirements for Teacher:**
 - ✓ **Option One:**
 - 6 semester units in Early Childhood Education (ECE*) or Child Development (CD)
 - AND**
 - While employed at Center, must take at least 2 ECE* or CD units each semester (or quarter) to become a Fully Qualified Teacher
 - ✓ **Option Two:**
 - Has a "Regional Occupation Program Certificate of Training" in child care occupations
 - AND**
 - 95 hours of classroom instruction in child care and development and child care occupations
 - AND**
 - At least 150 hours instead of in supervised field experience in a licensed child care program or comparable child care group program
 - AND**
 - While employed at Center, must take college courses to become a Fully Qualified Teacher

⁵¹ See id. §§ 101216.1, 101216.2, 101416.2, and 101416.3.



STAFF QUALIFICATIONS (continued)



**Teacher
of Infants**

Education Requirements for Teacher of Infants:

- 3 semester units in Early Childhood Education (ECE*) or Child Development (CD)
AND
- 3 semester units related to the care of infants
AND
- While employed at Center, must take at least 2 ECE* or CD units each semester (or quarter) to become a Fully Qualified Infant Teacher



**Fully
Qualified
Teacher**

Education Requirements for Fully Qualified Teacher:

✓ Option One:

- Has a Child Development Associate Teacher Permit
OR
- Child Development Teacher Permit
OR
- Child Development Master Teacher Permit

✓ Option Two:

- 12 semester units in ECE* or CD
AND
- 6 months of work experience

✓ Option Three:

- Child Development Associate credential with appropriate age-level endorsement
AND
- 6 months of on-the-job training and/or work experience



**Fully
Qualified
Teacher
of Infants**

Education Requirements for Fully Qualified Teacher of Infants:



- 12 semester units in ECE* or CD with at least 3 of these units related to the care of infants
AND
- 6 months of work experience in a licensed infant care center or comparable group child care program for children under 5

4

EQUIPMENT

This section describes the CCLD equipment requirements for child care centers considering expanding child care services for infants and toddlers.



The following specific CCLD requirements apply to child care centers:

Equipment	Requirements ⁵²
<p>Floor Mats and Cribs/Cots</p> 	<p>Floor Mats must meet the below requirements:</p> <ul style="list-style-type: none"> • Made of foam at least ¾ inches thick • Covered with vinyl/material to be wiped • Marked/colored to distinguish floor mat from the side used for sleeping • Wiped with detergent/disinfectant weekly or when soiled/wet • Maintained in safe condition with no exposed foam <p>Cribs/Cots must meet the below requirements:</p> <ul style="list-style-type: none"> • Use a firm fitting mattress • Infant using crib/cot needs to be able to stand upright • No bumper or overhead mobiles • Maintained in safe condition <p>Bedding must meet the below requirements:</p> <ul style="list-style-type: none"> • Each cot or mat must be covered with a sheet, and depending on the weather, a sheet and/or blanket • Bedding is not shared by different children without first being washed • Stored individually • Sheets must be washed weekly or when soiled/wet, and blankets shall be cleaned or changed when soiled
<p>Feeding Chairs</p> 	<p>Feeding Chairs must meet the below requirements:</p> <ul style="list-style-type: none"> • Have broad-base legs with seats and backrests made of washable and moisture-resistant material • When an infant is in a high chair, tray must be latched on both sides

⁵² See id. §§ 101239 and 101239.1.

4

EQUIPMENT (continued)

Equipment	Requirements
<p>Swings/Playpens</p> 	<p>Swings/Playpens must meet the below requirements:</p> <ul style="list-style-type: none"> Assembled and installed according to manufacturer's instructions Maintained in good repair and safe condition <p>Note that equipment already purchased and assembled cannot be modified.</p>
<p>Sinks and Toilets</p> 	<p>Sinks and Toilets must meet the below requirements:</p> <ul style="list-style-type: none"> Toilets, potty chairs, and hand washing sinks for infants must be in close proximity to indoor and outdoor activity space Must be a minimum of 1 hand washing sink for every 15 infants, and it must be disinfected after each use, and washed and disinfected after each diaper change Must be a minimum of 1 potty chair for every 5 infants being toilet trained, though a combination of potty chairs and toilets with training seats may be used if sufficient potty chairs are unavailable When in use, the potty must be placed on the floor No infant can be left unattended while on a potty chair The potty must be promptly emptied into a flushing toilet and all surfaces thoroughly cleaned and disinfected Infants must not be permitted to play with potty chairs

CHILD CARE CENTERS

5

CHANGES TO THE PHYSICAL SPACE

Child care centers may need to change some of their facility's physical space in order to accommodate additional infants and/or toddlers. This section describes issues to consider when making changes to the child care center's physical space.

Indoor/Outdoor

Space may be needed to accommodate infant/toddler equipment and supplies (e.g. feeding chairs, diapering/toileting stations and sinks, cribs, and swings).

Child Care Center space will need to accommodate

- Infant/toddler equipment and supplies
- Separating sick children

**CCLD must be notified of certain changes to physical space

Child Care Centers - CCLD physical space requirements for infants/toddlers

- Indoor - Must be at least **35** square feet per child
- Outdoor - Must be at least **75** square feet per child
- Indoor and Outdoor - Different age groups must be physically separated



Space may be needed to accommodate infant/toddler equipment and supplies (e.g. feeding chairs, diapering/toileting stations and sinks, cribs, and swings).⁵³

When a child shows signs of illness, the child must be isolated from other children and the nature of the illness must be determined. If the illness can infect others, the child must be separated from other children until the infectious stage is over.⁵⁴

Child care centers must provide at least 35 square feet of indoor space per child,⁵⁵ at least 75 square feet of outdoor space per child,⁵⁶ and different age groups must be physically separated.⁵⁷

If space modifications are expected to reduce total amount of indoor/outdoor activity space, then child care center must notify CCLD in writing prior to making any structural changes.

⁵³ See id. § 101439(b).

⁵⁴ See id. § 101226.2(b).

⁵⁵ See id. § 101238.3(a).

⁵⁶ See id. § 101238.2(a).

⁵⁷ See id. §§ 101438.2(b) and 101438.3(b).

CHILD CARE CENTERS



5 CHANGES TO THE PHYSICAL SPACE (continued)

Renovations/Construction

Renovating or expanding an existing child care facility to serve infants and toddlers requires financial and business planning, including:

Develop a renovation budget:

It is important to create a detailed project budget that captures all the costs associated with the intended renovations, including raw materials, hiring a renovation team, and building permits.



Review the renovation/construction design and create a timeline

Child care providers should contact the Planning, Building & Safety, and Fire departments in their local jurisdiction as well as CCLD to determine if their renovation and/or construction plans require review and approval, and if so, discuss and create a renovations/construction timeline with relevant deadlines.



Child care providers operating facilities in the unincorporated areas of Los Angeles County and select cities, may contact the following 4 departments:



1. Los Angeles County Department of Regional Planning (Regional Planning)



2. Los Angeles County Department of Public Works, Building & Safety Division (Building & Safety)

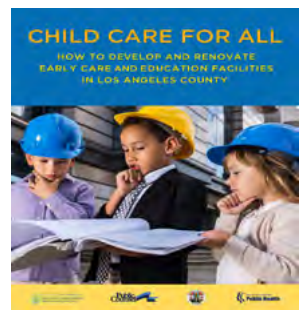


3. Los Angeles County Fire Department



4. California Department of Social Services, Community Care Licensing Division (CCLD)

Child Care for All: How to Develop and Renovate Early Care & Education Facilities in Los Angeles County is a toolkit that helps child care providers in the **unincorporated areas of Los Angeles County** and **select cities** navigate the child care facility renovation/construction approval process.



Plan for impacts to the child care facility, including temporary relocation of the program during construction.

CHILD CARE CENTERS

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FINANCIAL BUSINESS MODEL

This section describes tools for child care providers to update their financial business models to expand services for infants and/or toddlers, including: 1) one-time and recurring expenses and sources of revenue, 2) sample budgets⁵⁸, and 3) financial planning resources. Financial planning can be tedious and feel overwhelming, but is necessary for operating a successful child care program.

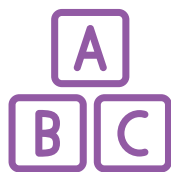
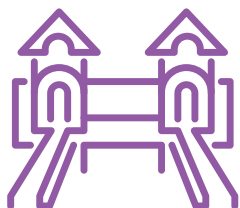
How to determine if providing or expanding infant/toddler care is financially feasible:

- 1) Figure out EXPENSES (one-time and recurring)
- 2) Figure out how much REVENUE is needed (child care fees and other funding) to pay expenses and build up business cash reserves

One-Time Expenses Related to Expanding Infant and Toddler Care Services

One-time expenses are one-time or infrequent costs. Examples of one-time expenses related to expanding infant and toddler care include:

One-Time Expenses	Examples
Remodeling and/or Construction	Changes to the facility's physical space
Equipment, Furniture, Supplies	Cribs and play yards, fencing, educational materials, etc.
Administrative	Licensing fees, professional development, etc.
Advertising	Flyers, website, etc.



⁵⁸ Expanding care for infants and toddlers may result in new one-time and recurring expenses so accounting for those expenses in a sample budget can be helpful. This section includes sample budgets for one-time expenses, recurring expenses, and revenue.

Sample Budget for One-Time Expenses Related to Expanding
Infant and Toddler Care Services

One-Time Expenses Budget	
One-Time Expenses	Amount
<p>Remodeling and/or Construction</p> <ul style="list-style-type: none"> • Obtaining Permits • Contractors • Materials 	
<p>Equipment, Furniture, Supplies</p> <ul style="list-style-type: none"> • Cribs and Play Yards • Educational Materials • Diapers & Wipes 	
<p>Administrative</p> <ul style="list-style-type: none"> • Licensing fees • Professional development 	
<p>Advertising</p> <ul style="list-style-type: none"> • Business cards • Flyers • Website 	
<p>Expenses Total</p>	



CHILD CARE CENTERS

Recurring Expenses Related to Expanding Infant and Toddler Care Services

Recurring expenses are costs that occur on an ongoing basis.
Examples of such recurring expenses include:

Recurring Expenses	Examples
Personnel	Director, Provider/Fully Qualified Teacher, Teacher, Teacher Assistant/Aide, Cook, Substitute Teacher/Assistant
Employee Benefits	Health insurance, workers' compensation, vacation and sick time
Equipment and Supplies	Classroom and office supplies
Utilities	Heat/AC, electricity, gas, phone, internet
Administrative	Rent, liability insurance, association membership fees, accounting and legal fees
Transportation (if applicable)	Car/van maintenance, gas



Sample Budget for Recurring Expenses Related to Expanding
Infant and Toddler Care Services

Expenses	Monthly	Yearly Total
Personnel		
Director/Site Supervisor/Family Child Care Owner		
ECE Provider/Teacher (#)		
ECE Provider/Teacher's Aide (#)		
Cook		
Cleaning/Maintenance		
ECE Provider/Teacher's Aide (#)		
Secretary/bookkeeper		
Substitutes (min wage/hour x #weeks)		
Payroll total		
Employee Benefits		
Health Insurance		
Worker's Compensation		
Vacation and Sick Time		
Employee Benefits Total		
Utilities		
Rent		
Heat/Air Conditioning		
Electricity		
Gas		
Telephone		
Internet		
Utilities Total		
Equipment and Supplies		
Infant and/or Toddler Specific Equipment (feeding, diapering)		
Kitchen Supplies		
Office Supplies		
Educational (toys, books, art & crafts etc.)		

Sample Budget for Recurring Expenses Related to Expanding Infant and Toddler Care Services (continued)

Expenses	Monthly	Yearly Total
Administrative		
Advertising (flyer, brochure, website etc.)		
Licensing Fees		
Liability Insurance (cost/child/year)		
Publication subscription/association membership		
Professional Development (first aid, staff appreciation, etc.)		
Audit		
Administrative Total		
Transportation		
Car/Van (maintenance, gas, etc.)		
Field Trips		
Transportation Total		



6

FINANCIAL BUSINESS MODEL (continued)

After calculating a child care program's one-time and recurring expenses, the next step is to figure out the revenue needed to cover the child care program's expenses and build cash reserves.

Revenue may come from different sources, including:



1) Child care fees paid by families out of pocket



2) Government subsidies that cover child care fees for some families



3) Other sources, such as grants

Revenue Related to Expanding Infant and Toddler Care Services



■ Enrollment

- Determine # children by age group that will be served
Suggestion: Calculate revenue using approximately 75-90% enrollment per year

■ Rates

- Will the program charge a flat weekly or monthly rate per child or charge by the hour?
- Will the program charge per hour for a 3-hour block of care? (e.g. part-time care compared to full-time care)
- Will the program offer a multiple child discount for siblings?



■ Child Care Fees

- Will the program charge different child care fees depending on age group?

■ Registration Fees

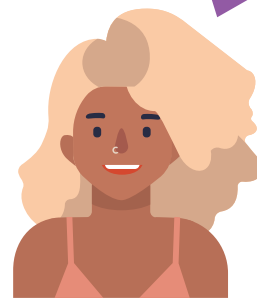
- Will the program charge one?
- If yes, how often?
- Per family or per child?

■ Transportation Fees

- If providing transportation, will the program charge a transportation fee?



Things to Consider





7 OUTREACH TO FAMILIES

This section describes outreach to families, which is another important consideration related to expanding services for infants and toddlers. Child care providers conduct outreach activities to inform new families and networks about their child care services.

- 1) The information families want to know
- 2) Different ways to outreach



Information to Share

Child care providers may want to explain the following types of benefits⁵⁹ offered by their programs:

- Child development benefits such as socio-emotional cognitive, language, and motor development⁶⁰
- Reliable care for working families
- Flexible hours of operation
- Meals and snack (if relevant)
- Reasonable rates
- Qualified staff
- Specialized activities for children based on age
- Age appropriate toys and curriculum

⁵⁹ Keep in mind that one form of messaging regarding the benefits of the provider's services may not work with all families.

⁶⁰ Zero to Three, Why 0-3? (2023), <https://www.zerotothree.org/why-0-3/> (last visited Aug 1, 2023); Child Care Alliance Los Angeles, Choosing Quality Child Care (2023), <https://www.ccala.net/connect-to-child-care/choosing-quality-child-care/> (last visited Aug 1, 2023).

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OUTREACH TO FAMILIES (continued)

Ways to outreach

■ Resource & Referral Agencies (R&Rs)

- Connect with the [local Resource and Referral](#) agency to include the child care program as a referral for families looking for infant and toddler care.



■ Social Media & Other Technology

- Promote the program using social media and the program website (include videos, etc.). Local Small Business Development Centers may offer free marketing support to small business owners.
- Create QR code to easily access program information.

■ In-person & Word of Mouth

- Attend community events and promote program in person.
- Encourage families to share information about your program with their friends, family, and colleagues.
- Share QR code to easily access program information via smartphones.
- Engage in networks that include parents who are pregnant, recently gave birth, or recently became parents or caregivers.



This Resource Directory includes links, contact information, and summaries about the government agencies, nonprofit agencies, and financial planning resources referenced in this Toolkit.

GOVERNMENT AGENCIES

Federal



U.S. Small Business Association, Small Business Development Centers (SBDCs)

213-634-3855 •

<https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc>

Small Business Development Centers provide counseling and training to small businesses including working with SBA to develop and provide informational tools to support business start-ups and existing business expansion. Their publication “How to Start a Quality Child Care Business” can be found [here](#).

State

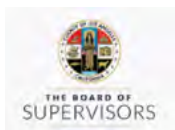


California Department of Social Services, Community Care Licensing Division (CCLD)

(916) 654-1541 • www.cdss.ca.gov

The Community Care Licensing Division’s (CCLD) mission is to promote the health, safety, and quality of life of each person in community care through the administration of an effective collaborative regulatory enforcement system. The Child Care Licensing Program provides oversight and enforcement for licensed child care centers and family child care homes through 19 Regional Offices located throughout California. A list of local Regional Offices can be found [here](#).

County of Los Angeles



Los Angeles County Board of Supervisors

(213) 974-1411 • www.bos.lacounty.gov

The Board of Supervisors is the governing body of the County of Los Angeles, a charter county. As such, it has the unique function of serving as the executive and legislative head of the largest and most complex county government in the entire United States. A civil service staff which performs the duties for the County departments and agencies serves the needs of the County's population of more than 10 million people. The Board of Supervisors also oversees zoning appeals and is responsible for municipal services for the county’s 88 unincorporated areas.



Los Angeles County Department of Consumer and Business Affairs (DCBA)

(800) 593-8222 • <https://dcba.lacounty.gov/>

The Los Angeles County Department of Consumer and Business Affairs serves consumers, businesses, and communities through education, advocacy, and complaint resolution. DCBA connects small businesses with government contracting opportunities and certifies local small businesses. The DCBA’s Small Business Concierge service is the one-stop shop for helping entrepreneurs start successful small businesses in Los Angeles County.⁴



Los Angeles County Department of Economic Opportunity

844-777-2059 • <https://opportunity.lacounty.gov/>

The Los Angeles County Department of Economic Opportunity provides free 1-on-1 individualized counseling tailored to help residents kick start, launch, and certify their small business, including workshops, referrals for legal assistance, grant opportunities, and more.

GOVERNMENT AGENCIES

County of Los Angeles (continued)



Los Angeles County Fire Department (Fire Department)

(323) 881-2411 • www.fire.lacounty.gov

The Fire Prevention Division focuses on educating the community about the benefits of proper safety practices and identifying and eliminating all types of hazardous conditions, which pose a threat to life, the environment, and property. The Fire Prevention Regional Units have offices located throughout Los Angeles County and are divided into three geographical regions: North, Central, and East Regions.



Los Angeles County Department of Regional Planning (Regional Planning)

(213) 974-4103 • www.planning.lacounty.gov

The Department of Regional Planning (Regional Planning) performs all land use planning functions for the unincorporated areas of Los Angeles County. Their services include long range planning, land development counseling, project/case intake and processing, environmental review, and zoning enforcement for each of the County unincorporated communities. A list of Regional Planning field offices can be found [here](#).



Los Angeles County Office for the Advancement of Early Care and Education (OAECE)

(213) 974-6411 • www.childcare.lacounty.gov

The Office for the Advancement of Early Care and Education (OAECE) shapes policy recommendations, facilitates planning, and provides a range of services aimed at improving the availability, quality, and access to early care and education programs. OAECE supports efforts to promote informed parents' choice of early care and education services and the meaningful engagement of parents in those services. And finally, OAECE works across disciplines to promote access to concrete supports that families need.



Los Angeles County Public Works, Building & Safety Division (Building & Safety)

(626) 458-3173 • www.dpw.lacounty.gov

The Department of Public Works, Building & Safety Division (Building & Safety) has been providing services to ensure safe building design, construction, approval of completed building projects and providing code enforcement since the adoption of County building codes and standards in March 1933. Building & Safety provides building permits, review and monitoring of the design, construction, installation, demolition, and maintenance of privately-owned buildings and structures through the enforcement of the County's building codes and regulations. Building services are provided to unincorporated communities at the Public Works headquarters, at one of the 11 Building and Safety District Offices serving unincorporated communities, and at the 14 Contract City Offices serving incorporated cities. Permit applications and permits may be submitted and obtained online through the [EPIC-LA website](#).

NONPROFIT AGENCIES

No-Cost Legal Assistance



Child Care Law Center

(415) 558-8005 • www.childcarelaw.org

The Child Care Law Center focuses on increasing affordable child care for families with low incomes, equitable pay for family child care providers, and rights for children with disabilities through legislation, advocacy and litigation. The Child Care Law Center provides resource guides and no-cost legal advice to child care providers.



Public Counsel

(213) 385-2977 x 300 • www.publiccounsel.org

Founded in 1970, Public Counsel is the nation’s largest provider of no-cost legal services, utilizing an innovative legal model to promote justice, hope, and opportunity in lower-income and communities of color. Public Counsel’s Early Care and Education Law Unit is the only provider of free legal services for child care providers in LA County. The program’s goal is to maintain and increase the supply of quality early care and education in Los Angeles County by helping providers overcome barriers to opening and operating child care programs. Public Counsel assists with issues to support both family child care providers and nonprofit child care centers, including: landlord discrimination against in-home day care providers; land use/zoning barriers imposed by local jurisdictions; compliance with state licensing regulations; navigating business issues related to liability and risk management; drafting contracts and other transactional documents that will protect the provider and their business; and understanding and complying with employment laws.



RESOURCES AND SUPPORT FOR CHILD CARE PROVIDERS



California Child Care Resource and Referral Network (R&R)

(415) 882-0234 • www.rrnetwork.org

Child Care Resource and Referral agencies (R&R) are state-funded, community-based programs that exist in every county in California. R&Rs make up a well-developed system that supports parents, child care providers, and local communities. Local resource and referral agencies maintain comprehensive databases of child care providers in their communities, including licensed family child care homes and child care centers; track providers' licensing status, the languages they speak, the age groups they serve, the schedules they offer, and the number of spaces available in centers or family child care homes; work with child care providers to improve the quality of care and to maintain and expand the supply in their county; provide training and other services that help child care providers stay in business; and educate local communities and leaders to understand child care issues and plan to address childcare needs. R&R services are free and available to all child care providers.



The Child Care Alliance of Los Angeles

(323) 274-1380 • www.ccala.net

The Child Care Alliance of Los Angeles (CCALA) is a partnership of ten Resource and Referral and Alternative Payment agencies in Los Angeles County. Together, the ten agencies deliver services to thousands of families and child care providers across Los Angeles County. Services include assisting families in finding and identifying quality child care and other existing supportive services in the community; offering comprehensive training and other workforce professional development for child care providers; providing subsidized child care vouchers to eligible families; and conveying information to families and child care providers on topics such as advocacy, health, nutrition, and other family-strengthening initiatives. CCALA's countywide, partner agencies have the ability to provide comprehensive child care and early learning services and programs, reach providers, families, and children at a grass-roots level in multiple languages, and have the cultural competencies and strong understanding of their unique communities to work effectively with diverse clientele.



Zero to Three

(202) 638-1144 • <https://www.zerotothree.org/>

Since 1977, Zero to Three has translated their expertise in the science of early childhood development into pioneering programs, field-leading training and resources, and responsive policy solutions. As a membership-based organization, they provide a vibrant, connected community for professionals in diverse disciplines focused on child development who are committed to advancing their knowledge and skills. Their work creates lasting, transformative change for children, their families, and our future.



FINANCIAL PLANNING RESOURCES



Brightwheel

(800) 966-7353 • www.mybrightwheel.com

Brightwheel is an all-in-one software platform for preschools, child care providers, camps, and afterschool programs. Brightwheel helps teachers manage their day and communicate with parents, gives parents deeper insight into what their children are learning, and automates the process of managing operations for administrators. The platform has been shown to save teachers and administrators up to an hour per day while improving parent satisfaction and giving them a closer connection to their child’s learning. Their annual budget planner is available [here](#).



Cengage

(800) 310-5661 • www.cengage.com

Cengage creates learning experiences that build confidence and momentum toward the future students want. Serving the higher education, K-12, professional, library and workforce training markets worldwide, Cengage welcomes every student and design tools that make learning accessible to all. Their sample budget is available [here](#).



Start Small Think Big

(646) 723-4053 x101 • www.startsmallthinkbig.org/

Start Small Think Big is a nonprofit dedicated to advancing equity and inclusion in entrepreneurship by connecting small businesses with the resources and community they need to thrive. Start Small Think Big focuses on partnering with BIPOC entrepreneurs, women, LGBTQIA+ entrepreneurs, immigrants, veterans, entrepreneurs with disabilities, low-income entrepreneurs, and formerly incarcerated entrepreneurs. Their sample income statement is available [here](#).

