



APPLYING FOR YOUR LICENSE

In order to apply, you will need:

- A \$40.00 non-refundable application fee
- Adult medical statements for all adult household members (18 years of age or older)
- Health records for household children under 18 years of age
- Proof of current first aid and CPR certification
- Completed foster care or adoption verification form (if applicable)
- Well water test (if applicable)
- 3 completed reference forms
- Background checks (with required fee) for you and all household members 18 years of age or older
- Lead water test—a first draw current test from a sink used for drinking beverages and food prep and analyzed by a state-certified lab
- Auxiliary heating device (i.e. wood stove, pellet stove, gas insert) inspection report indicating it is approved for proper and safe installation

*Answer all application questions completely and truthfully. False statements can lead to denial of your application.

FOR MORE INFORMATION

For more information on becoming a licensed family child care provider, view our application process video at ct.gov/oec. Or, call us at 1 860-500-4450/1 800 282-6063.

We look forward to hearing about your plans and supporting you through this exciting step to build your business!

Please note: this is NOT a comprehensive list of regulatory requirements. For more detailed information, refer directly to the statutes and regulations. We also encourage you to view the "Maintaining Compliance" video that can be found on the OEC website.

How to become a licensed family child care provider





IS IT RIGHT FOR YOU?

If you're thinking of watching children in your home, there are some important considerations. A provider should be at least 20 years old, enjoy caring for children, have a good understanding of developmental needs of children, use good judgment about safety and supervision, and most importantly...be willing to open heart and home to children!



DEFINITION OF FAMILY CHILD CARE

Family Child Care consists of a private family home caring for not more than six children (or nine children with an OEC-approved staff) where the children are cared for not less than three or more than twelve hours during a twenty-four hour period, and where care is given on a regularly recurring basis.



BENEFITS OF BEING LICENSED

- Support from a trained team of specialists
- Help creating a safe setting for children
- Access to training and educational materials



GET STARTED

To get started on becoming a child care provider, contact the **Office of Early Childhood (OEC)** at **1-800-282-6063** or **1-860-500-4450**. As the state agency responsible for licensing family child care homes, we can answer all your questions and provide an application packet, including sample forms, and a copy of the statutes and regulations for family child care homes. You can also go to ct.gov/oec.



LICENSING REQUIREMENTS

Once your application is complete, one of our child care licensing specialists will contact you to schedule an inspection. Some items to have ready for this inspection include:

- Operable smoke detector on each level of home
- A mounted 5 lb. ABC fire extinguisher
- At least one operable carbon monoxide detector on each occupied level
- A written evacuation plan identifying 2 safe & accessible means of escape
- Posted telephone and emergency phone numbers
- First aid supplies on-site and on field trips
- Protected electrical cords/outlets
- Any weapons must be stored unloaded, and locked away separate from ammunition
- Water temperature may not exceed 120 degrees
- Current rabies vaccination certificate for dogs/cats
- Clean, sanitary home and equipment
- Dangerous items for children — such as sharp knives, scissors, razors, matches, tools, and lawn and garden equipment — should be inaccessible
- Protected stairways inside and outside
- Consider regulatory requirements for the outdoor space you wish to use. Fencing may be required based on children's access to water and other hazards — your licensing specialist will help you with this during the initial inspection.

