

# **Small and Large Family Child Care**

## **Planning Guide**



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**Santa Monica**

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# Table of Contents



HOW TO USE THIS GUIDE.....	1
SECTION 1: DEVELOPING A BUSINESS PLAN .....	3
SECTION 2: STATE LICENSING .....	5
SECTION 3: CITY PERMITTING PROCESS .....	9
SECTION 4: BUILDING AND SAFETY INSPECTION APPROVAL.....	12
SECTION 5: OBTAINING A BUSINESS LICENSE .....	14
SECTION 6: DO I NEED INSURANCE?.....	15
SECTION 7: DEVELOPMENT PROCESS FOR FAMILY CHILD CARE HOMES.....	17
SECTION 8: CITY OF SANTA MONICA ZONING DISTRICTS .....	19
SECTION 9: FREQUENTLY ASKED QUESTIONS .....	20
SECTION 10: CITY TELEPHONE DIRECTORY .....	21
SECTION 11: GLOSSARY OF TERMS .....	22
SECTION 12: CHILD CARE PLANNING CHECKLIST .....	24

# How To Use This Guide



We are delighted you are interested in opening up a family child care home in Santa Monica! Since 1991, with the development of the Child Care Master Plan, the Santa Monica City Council has held a strong commitment toward promoting and facilitating the development of quality, licensed child care options to families. This Planning Guide is part of the city's long-standing effort to help remove barriers for developing family child care. It provides key information about local and state requirements regarding licensing, property use, facility requirements, parking, health, fire, safety, and access issues.

As you study this Planning Guide, you will discover that providing quality child care may require learning a new language. It also requires interacting with a number of State and City departments and agencies that regulate child care programs. This Guide is intended to help you clarify which regulations govern which types of child care and where you can find assistance as you move through the process.

**Section 1** describes how you can develop a business plan.

**Section 2** reviews the State licensing procedure.

**Section 3** summarizes the City's permit process for family child care in Santa Monica and provides a brief overview of the types of City permits related to operating and/or renovating your home for family child care.

**Sections 4 and 5** explain the City's building and safety requirements and provide a brief summary about what is required to obtain a City business license. **Section 6** provides information about insurance.

**Sections 7 through 12** provide additional helpful information on navigating the child care home development process, including a checklist, frequently asked questions, a glossary of commonly used terms, and a City directory.

Every effort has been made to provide you with the most current information on opening a family child care home in Santa Monica. However, regulations and their interpretations do change. **Please use this only as a guide and be sure to research all topic areas before making any financial or construction decisions.**

Consider the following questions before you decide to open, expand, or remodel a facility:

- What is the child care need in Santa Monica?
- How much space do you have in your home, inside and outside, for quality care? How many children will you be able to serve with that space?
- How will you finance any necessary renovation to your home?
- What are the costs of start up and operation?
- What are the legal requirements?
- Do you have the support of your neighbors and/or surrounding businesses?
- What training requirements are necessary before you begin providing care?
- What training is required for continuing professional development?
- Do you have a well-conceived business plan?

If, after reading this guide, you would like to further discuss your specific project, please feel free to contact the City's Child Care Coordinator in the Human Services Division at (310) 458-8701, or the City's Planning Division Child Care Planner at (310) 458-8341. The Child Care Coordinator is available to support you through the process along with the Child Care Planner. They will be your central points of contact throughout the process and will assist you in coordinating regulations from various City divisions and departments.

# Section 1: Developing a Business Plan



When starting a child care program in your home, you want it to be successful. Creating a business plan to guide you through the start-up or growth phase, or any endeavor your small business undertakes, is an important first step. A business plan will make you think about your goals, the resources you may need, and help you anticipate problems that might otherwise come up by surprise.

Some things to consider when developing your business plan include:

- **Goals.** Setting short and long term goals will help guide the development of your business.
- **Setting fees.** The fees that you charge will provide the financial base for your business and your income. Connections for Children, a nonprofit resource and referral agency, can help you determine fair, competitive fees, and also provide information about serving low-income and other families through the child care subsidy system.
- **Record keeping.** Identify and organize the records you must keep such as attendance, medical and payment records, and emergency contact information. Be sure to find out what other information may be required by state regulations. These records are essential when filing your state and federal income tax returns.
- **Contracts.** Contracts help mitigate any possible misunderstandings between you and the families in your program. Contracts clarify the rights and responsibilities of each party, payment, policies, hours that you provide care, and other important details.
- **Taxes.** Accurate and complete records are essential for receiving full benefit of deductions associated with operating a home-based business.
- **Liability insurance.** Section 6 of this Guide covers issues related to insurance. Keep in mind that homeowners insurance does not cover a family child care business.
- **Marketing.** As soon as you are ready to open, contact Connections for Children to let them know about your child care program. Spread the word about your new business through ads in local Santa Monica newspapers, flyers, schools, and your neighbors!
- **Accreditation.** Once you are established (18 months experience in operating a family child care center), you may want to consider accreditation through the National Association for Family Child Care (NAFCC). Accreditation helps parents identify quality child care by ensuring your business meets quality standards in the following areas: relationships, environment, activities, developmental learning goals, safety and health, professional and business practices.

Connections for Children is a nonprofit resource and referral agency providing technical assistance to family child care providers. Connections for Children may also be able to assist you in developing your business plan and identifying potential funding opportunities. In addition to Connections for Children, there are also several national organizations, such as the National Association for Family Child Care, that produce materials on many of the above topics.

Connections for Children  
2701 Ocean Park Blvd, Suite 253  
Santa Monica, CA 90405  
(310) 452-3202  
(310) 452-3984 (fax)  
[www.cfc-ca.org](http://www.cfc-ca.org)

## Section 2: State Licensing



### What is Family Child Care?

In the State of California, the Community Care Licensing Division (CCLD) of the Department of Social Services (DSS) regulates and licenses small and large family child care homes. You may obtain a copy of the regulations through the Community Care Licensing Division's website (<http://cclid.ca.gov>).

The State of California Department of Social Services (DSS) defines family child care as regularly provided care, protection, and supervision of children in the caregiver's own home for periods of less than 24 hours per day while parents or guardians are away. Note: State regulations supercede local ordinances.

### What is the difference between Small and Large Family Child Care?

#### Small Family Child Care (also known as Small Family Day Care)

A small family child care home provides care for more than six and up to eight children, without an additional adult attendant, if all the following conditions are met:

- At least one child is enrolled in and attending kindergarten or elementary school and a second child is at least six years of age;
- No more than two infants are cared for during any time when more than six children are cared for;
- The licensee notifies each parent that the facility is caring for two additional school age children and that there may be up to seven or eight children in the home at one time; and
- The licensee obtains the written consent of the property owner when the family day care home is operated on property that is leased or rented.

For the purposes of all local ordinances, a small family child care home is permitted by right in residential family dwellings and is considered a residential use of property. Thus, a small family child care home is not required to secure a City business license, and no additional zoning requirements are imposed on small family child care homes. It is possible to operate a small family child care home in single family or multi-family residential buildings. While a small family child care home is not subject to access requirements and regulations for persons with disabilities, it is the City's desire that barriers that may potentially exclude children with disabilities are removed. The home must have smoke alarms and a fire extinguisher. **Note:** While the City's local zoning ordinance establishes a different capacity for the number of children cared for in a small family child care home, state law preempts and controls local law and establishes a different capacity for the number of child care spaces. The above

information on child care capacity is in accordance with the California Health and Safety Code, Division 2, Chapter 3.6.

### **Large Family Child Care (also known as Large Family Day Care)**

A large family child care home may provide care for more than 12 children and up to and including 14 children, if all of the following conditions are met:

- At least one child is enrolled in and attending kindergarten or elementary school and a second child is at least six years of age;
- No more than four infants are cared for during any time when 12 children are being cared for an infant is defined as a child who has not yet reached his or her second birthday);
- No more than three infants are cared for during any time when more than 12 children are being cared for;
- The maximum number of children must include the caregiver's own children under the age of 10;
- Two caregivers are required when more than eight children are present and if caring for more than eight children, an assistant must be fingerprint cleared and has completed CPR and First Aid training.
- The licensee notifies a 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; and
- The licensee obtains the written consent of the property owner when the family day care home is operated on property or rented.

**Note:** While the City's local zoning ordinance establishes a different capacity for the number of children cared for in a small family child care home, state law preempts and controls local law and establishes a different capacity for the number of child care spaces. The above information on child care capacity is in accordance with the California Health and Safety Code, Division 2, Chapter 3.6.

### **When is a State License not required for a small or large family child care home?**

A license is not required for a small or large family child care home in the following situations:

- The children being cared for are related by blood or marriage to the child care provider.
- The children being cared for are all from the same family (in addition to the child care provider's own children).
- There is a cooperative arrangement between parents for the care of their children by one or more of the parents, where no payment for the care is involved. Be aware that strict requirements govern cooperative parent child care situations. Please contact the Community Care Licensing Division for a copy of these regulations.

## Obtaining a State License

The following information outlines the steps you need to take in order to obtain a license from the State of California Community Care Licensing Division (CCLD).

- Schedule a child care orientation meeting. These meetings are held at varying locations throughout the month. Separate meetings are held in Spanish. The Community Care Licensing Division office for Santa Monica may be contacted at:

Los Angeles Northwest Child Care Regional Office

6167 Bristol Parkway, Suite 400

Culver City, CA 90230

Phone Number: (310) 337-4335

Fax: (310) 337-4360

Website Address: <http://cclcd.ca.gov>

- Attend the CCLD family child care orientation meeting. At this meeting, you will receive information about the application procedures and licensing fees.
- Initiate the application process. Complete and return the license application form. The license application form will include the following information:
  - Name, address, telephone number, and confirmation that the applicant is 18 years of age or over.
  - Type of license (small home or large home), ages to be served, and days and hours of operation.
  - Name and address of every person in the household.
  - Statement that the applicant will comply with all the regulations and laws governing family child care homes.
  - Tuberculosis clearance for every adult in the household.
  - A completed Emergency Care and Disaster Plan form.
  - Criminal record statements for each family member 18 years and older. A criminal background check is also required. Applicants are encouraged to submit their prints through Live Scan. The Live Scan service may be accessed by appointment at the local Community Care Licensing Office in Culver City. There is a fee for the service.
  - Proof of completion of the 15-hour home health practices, child CPR, and pediatrics First Aid courses.
  - Proof of ownership or, if renting, landlord notification.
  - Application fee.
  - Name, address, and telephone number of the Santa Monica Fire Department.

When a complete application is received, a State Licensing Program Analyst (LPA) from the Northwest Child Care Regional Office will be assigned to assist you through the rest of the process. The LPA will schedule a site visit to your home to

ensure that it meets basic health and safety standards (based on Title 22 of the California Code of Regulations).

**Additional State Licensing Requirements To Keep In Mind:**

- Home should be clean and orderly, properly heated and ventilated.
- Home must have telephone service.
- Toys, play equipment and materials are safe and age appropriate.
- Furnishings and accommodations are safe and comfortable.
- Stairwells in a multi-story home are safely secured.
- Poisons, medicines and other hazardous substances are inaccessible.
- A fire extinguisher is available and smoke alarms are properly installed.
- Fireplaces and open face heaters are properly screened.
- Firearms and/or weapons are in locked cabinets.
- Outdoor play area is fenced and/or well supervised.
- All bodies of water must be fenced or inaccessible. Swimming pool fences must be five (5) feet high and have a self-locking gate.

Before a license is issued, federal records will be verified including those from the FBI, Department of Justice, and Child Abuse Index. Homes that comply with all items listed here, as well as those items specified in the health and safety codes, will be granted a license.

*Please check with the local State Licensing office in Culver City for current licensing fee amounts.*

## Section 3: City Permitting Process



Planning approval and building permits are required for large family child care homes only. Large family child care homes are governed by performance standards, such as building codes and zoning permits, regulating residential uses of property. Any intention to modify an existing structure must be reviewed and approved by the Building and Safety Division prior to initiating work.

*Planning Division approval and permits are not required for Small Family Child Care Homes. However, the home must meet minimum safety standards (see Section 2 of this guide).*

The following two departments provide permit information:

**City Planning Counter/Child Care Planner**  
City Hall, Room 111  
(310) 458-8341

**Building and Safety**  
City Hall, Room 111  
(310) 458-8355

### Municipal Codes

Large family child care homes must comply with the following standards as defined by the City of Santa Monica's Municipal Code:

- **Structure.** Homes must conform to all property development standards of the zoning district in which it is located.
- **Noise.** Operations must comply with applicable sections of the City's noise standards as identified in the Santa Monica Municipal Code, Chapter 4.12.010 to 4.12.210 (the Noise Ordinance).
- **On-site parking.** On-site parking is not required except for that normally required for residential buildings (SMMC Section 9.04.10.08).
- **Passenger loading.** Depending on the facility's hours of operation and the neighborhood's availability of curbside parking, curbside loading is normally adequate for drop-off and pick-up of children. If the Transportation Management Division finds during evaluation of the project that curbside loading is not adequate, the Transportation Management Division may require the applicant to develop a Passenger Loading plan.
- **Lighting.** Passenger loading areas may be illuminated. If illuminated, the lighting must be directed away from adjacent properties and of intensity compatible with the residential neighborhood.
- **Concentration of uses.** No more than one large family child care home is permitted within 100 linear feet of the property line of an existing large family child care home.
- **Apartments.** Special building and safety codes apply to large family child care homes located in multifamily housing.

## **Large Family Child Care Performance Standards Permit Application Process**

The Performance Standards Permit application process reviews the location, design, potential impact on the surrounding area, and rent control status of the proposed large family child care home. A large family child care center is required to complete a Performance Standards Permit (PSP) application. This application is available at the City's Planning counter (City Hall, Room 111). The Zoning Administrator (or his or her designee) approves the Performance Standards Permit application. Exterior changes to the property may also require architectural review and approval. *There is no fee for child care applications.*

The following outlines the steps you will need to take in order to obtain approval for a Performance Standards Permit from the City of Santa Monica.

- **Obtain an application form for the Performance Standards Permit (PSP)**
- **Obtain a Rent Control Status Form**

This indicates the rent control status of your property. City Planning will not process the application for which rent control clearance has not been obtained. You may obtain a Rent Control Status form from the Rent Control office (City Hall, Room 202).

- **Submit a Passenger Loading Plan**

For large family child care homes, one passenger loading space is required. Generally, this is provided on the applicant's property. A written request accompanying the Performance Standards Permit application for curbside loading is usually adequate and can be approved if on-street parking spaces are typically available during the requested hours. (For more information, refer to Municipal Code Section 9.04.10.10.030(f).) If requesting curbside loading, the Transportation Management Division may require the applicant to submit a Passenger Loading plan.

## **Required Additional PSP Application Materials**

A large family child care home must conform to all property development standards of the zoning district in which it is located. The City's Planning Division will review and approve any structural changes identified during the preliminary Building and Safety inspection for zoning compliance. Submit the following materials with the PSP application:

- Six sets of site plans, dimensioned and drawn to scale.
- Passenger loading Plan. The Transportation Management Division may request the applicant to develop a Passenger Loading plan. If required, the applicant should submit a plan drawn to scale (1/4" or 1/8" = 1ft.), showing a passenger loading location, size, and access. These plans do not need to be prepared by a professional, but they do need to be scaled and show the outline of the buildings, driveway, parking spaces, alleys, and streets. Transportation Management Division staff will be available to answer any questions and provide guidance.

- Two sets of interior floor plans, dimensioned and drawn to scale. Floor plans show the room configuration of your house with particular emphasis on rooms and exit ways that will be used for child care.
- Color photographs showing all elevations of the project site. This includes passenger loading and outdoor play area(s).

When all required documentation has been submitted to the City's Planning Division, a Planning staff member will be assigned as your Project Manager to assist you through the remainder of the City's permitting process.

Exterior modifications in the multifamily or commercial district may require Architectural Review Board (ARB) approval. Please talk with Planning Division to see if this is necessary for your proposal.

### **Neighborhood Notification**

The City of Santa Monica encourages applicants to contact neighbors and relevant community groups as early as possible in the application process, generally before submitting a permit application. To the maximum extent possible, applicants should ascertain community concerns and address them in the design of proposed projects. It is important to operate your child care business in a manner that is compatible with your neighbors. For example, as a good neighbor, don't allow parents to double-park and honk their car horn for pick up or allow outdoor play before 9:00 a.m. A list of community groups is available at the City Planning Division counter.

Please keep in mind that personal contact with your closest neighbors or neighborhood groups may go a long way toward establishing goodwill, especially in the case of large family child care homes where a neighbor may appeal the decision to approve the Performance Standards Permit. Good neighbor relations could avoid a delay that would result from such an appeal. Tell neighbors the number of children in your care and what the daily routine entails. They might also appreciate an invitation to observe your program once it opens.

The approval process does not require professionals to prepare the application. Depending on your skills, however, you may need help from someone with basic drafting skills to prepare site, parking floor plans, or contractor skills if any building alterations are needed. Providers who have successfully negotiated this process may provide you with much assistance and support. A lawyer with experience in handling zoning matters may also be of help, particularly if the project is complex or facing strong opposition.

Prospective providers who live in a rented or leased property must provide written notice to the landlord or owner of the property that they intend to operate a family child-care home on the rented or leased premises. The Kopp Law requires this notification of property use.

## Section 4: Building and Safety Inspection Approval



### **Building and Safety Inspection Approval (Large Family Child Care Homes)**

Once they are notified by the State's licensing program, the City's Building and Safety Division will contact you to arrange an inspection of your proposed site. Building and Safety Inspectors will visit the site and approve or deny your application within 30 days of receipt of the inspection request from the State. They will inspect for general safety and maintenance requirements. Large family child care homes must also comply with the following building code requirements:

- Every story or basement of the home must have two exits remotely located from each other.
- Exit doors shall be a minimum 32 inches wide and 80 inches high.
- Basements used for day care purposes must have an exterior exit door within four feet of adjacent ground level.
- Rooms on the second story used for day care purposes must have an exterior exit door within four feet of adjacent ground level and the building must have a full sprinkler system or two exterior doors within four feet of adjacent ground level.
- Exit doors must open from the inside without use of a key or any special knowledge or effort.
- A manually operated fire alarm signal is required and must be heard throughout the entire dwelling at a minimum level of 15 decibels (db) above ambient noise level.
- Single station residential-type smoke alarms are mandatory in adequate number and location, especially in areas that are used for sleeping purposes.
- A portable and accessible fire extinguisher must be present and have a minimum 2A, 10B:C rating. Travel to the extinguisher must not exceed 75 feet.

As dwellings, buildings used for large family child care must also meet the habitability standards of State housing law. These standards include provisions for electrical, plumbing, and mechanical systems in good working order, proper weather protection, freedom from rodent and insect infestation, structural safety, and proper disposal of trash and debris. All portions of the building must have been constructed with valid permits and inspections. All elements of the home must be maintained in conformance to the requirements of the permit and building code the house was built under. Common elements to maintain are:

- Structural members that will carry imposed loads with safety

- Safe electrical, plumbing, and mechanical equipment
- Safe fireplaces or chimneys
- Hot and cold running water to all plumbing fixtures
- Adequate heating
- Waterproofing of habitable rooms
- Lack of infestation of insects, vermin, or rodents
- Premises free of an accumulation of weeds, vegetation, junk, dead organic matter, debris, garbage, offal, rodent harborages, stagnant water, combustible materials, and similar materials or conditions that constitute fire, health, or safety hazards
- Adequate garbage and rubbish storage and removal facilities
- Adequate amounts of natural light and ventilation from doors and windows
- Proper room and space dimensions

Note: You may find it beneficial to hire a home inspection service to test all building systems and advise you on maintenance concerns.

## Section 5: Obtaining a Business License



Large family child care homes are required to obtain a City Business License. To obtain a City Business License, you may apply in person, fax, or online. For more information, please call the Business License office.

The business license tax is due when you start your business and is renewed July 1<sup>st</sup> of each year. The business license tax is based upon gross receipts. Further information is available on the City of Santa Monica's website:

<http://pen.ci.santa-monica.ca.us/finance/licenses/index.htm>.

City of Santa Monica – Business License Office  
1685 Main Street, Room 103  
Santa Monica, CA

Office hours: Monday – Thursday, 7:30 a.m. to 5:00 p.m.  
Alternate Fridays, 8:00 a.m. to 5:00 p.m.

**Note: Applications will be withdrawn if fees are not paid within a 30-day period.**

## Section 6: Do I Need Insurance?



Please be aware that State law does not require family child care homes to acquire insurance. However, the greatest risk a provider of child care faces is injury to one of the children in the provider's care. It is in the best interest of the care provider to carry insurance and get the necessary protection. Medical or accident insurance will pay for doctor and hospital bills. If a lawsuit occurs, liability policies will usually pay for damages awarded by the court.

**It is important to research the insurance company that is right for you.** Evaluate all options carefully before making any decisions. Ask the same questions about each policy and write down the answers so you can evaluate the policy after discussing it with each insurance agent. Here are some questions you may want to ask prospective agents or brokers:

- What is your experience in developing an insurance program for a family child care home?
- What are the best interests for my particular business?
- What is and is not covered by the policy, such as accidents that occur while transporting children, serving food, employees, or physical and sexual abuse?
- How does the company limit its risks, such as by the number of children cared for by the provider?
- What are the premiums? Are there deductibles?
- What are the liability and medical payments limits?
- Is the policy an occurrence form or claims made form?
- How long have you been in business? What is the company's reputation?
- Who will handle my claims? Is the agent knowledgeable and helpful?
- How has the company been rated in its ability to pay claims promptly and completely?
- Can you provide references of family child care homes you currently insure?

For more information about obtaining insurance, there are several websites such as the National Child Care Information Center ([www.nccic.org](http://www.nccic.org)), and Child Care Law Center ([www.child\\_carelaw.org](http://www.child_carelaw.org)) that produce materials on this topic. Connections for Children is also available to provide technical assistance to family child care homes.

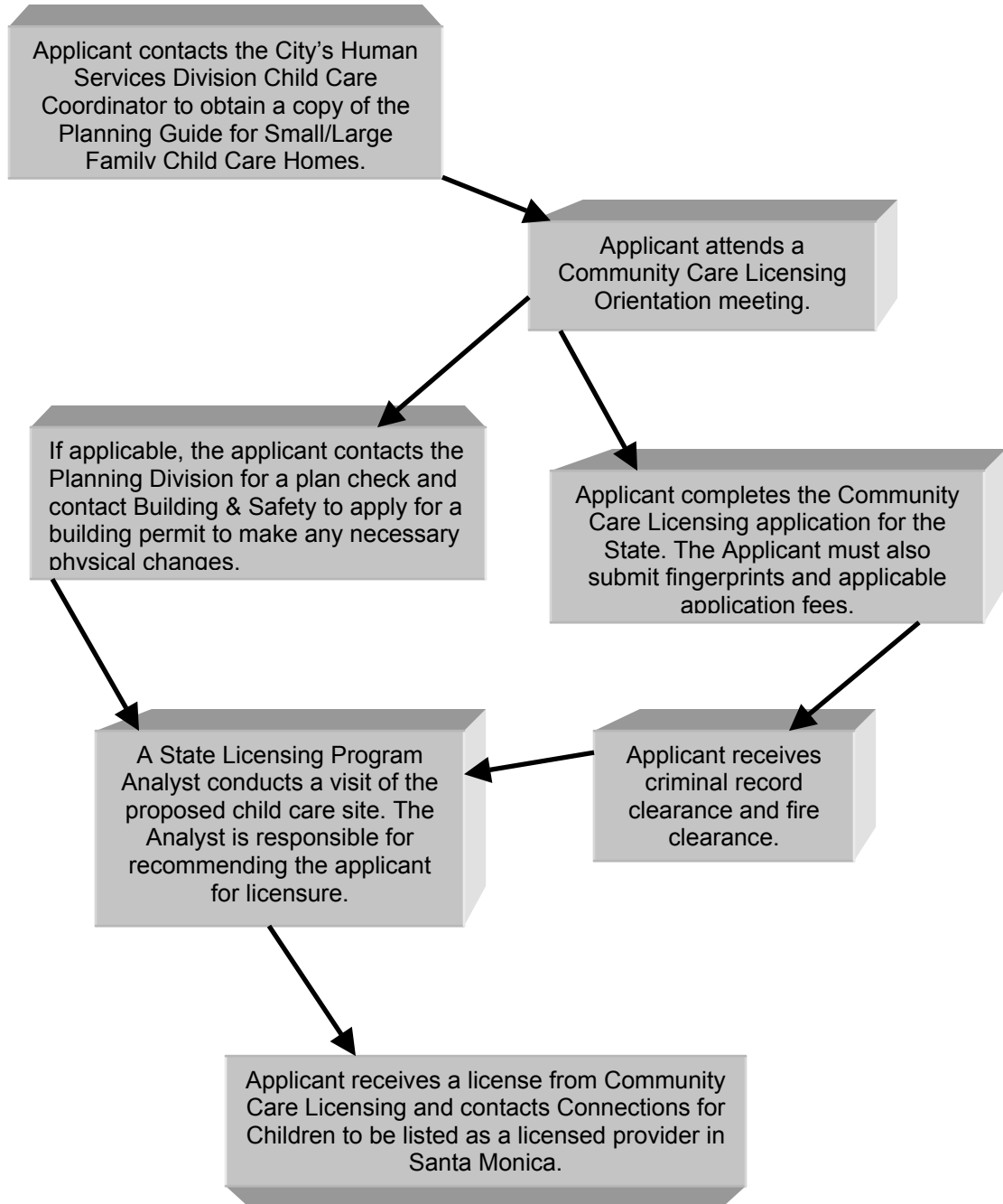
In some cases when a family child care provider rents its home, a landlord may ask to be listed on the insurance policy or bond. Health and Safety Code Section 1597.531 requires family day care providers to add their landlords or homeowner's associations onto their policies only if:

- The provider has already chosen to obtain a liability policy.
- The landlord/association requests in writing to be added onto the policy.
- Putting the landlord/association onto the policy will not result in cancellation of the policy, and
- The landlord/association agrees to pay any additional premium involved.

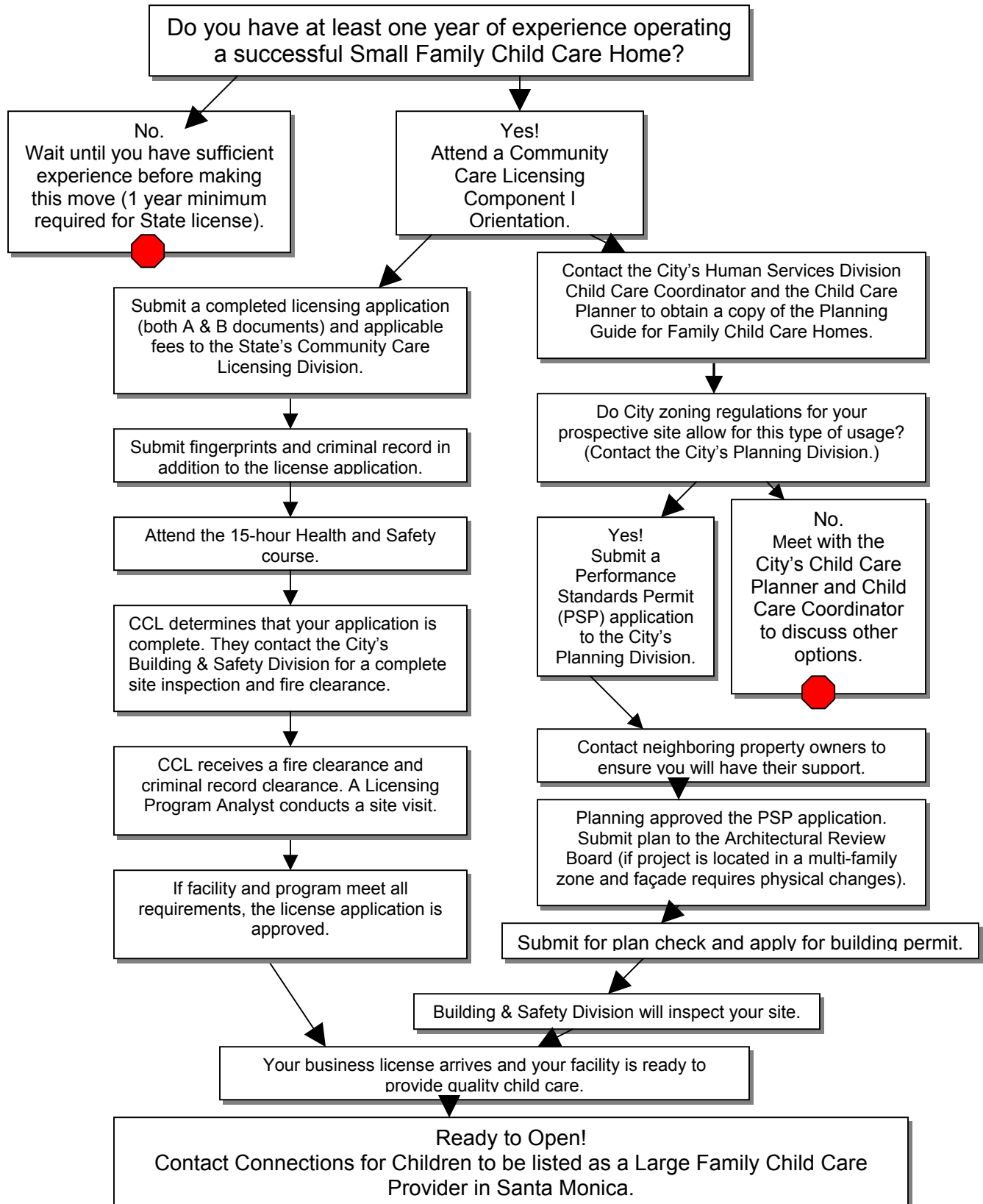
# Section 7: Development Process for Family Child Care Homes



## Small Family Child Care Process



# Large Family Child Care Process



# Section 8: City of Santa Monica Zoning Districts



## Child Care and Zoning

There are 28 separate zoning districts in Santa Monica. Only Designated Park (DP) and M1 (Manufacturing) zones do not permit any type of child care. However, some types of child care facilities require special planning permits depending on the zoning district in which they are located. You may find out if you need a special permit by using the chart below. If you do not know what zone your property is located in, please call the Planning Division at (310) 458-8341.

## May I Use the Location I Have Chosen?

	<b>Yes.</b> Permitted Without a Planning Permit In Zones...	<b>No.</b> Not Permitted At All In Zones...	<b>Maybe.</b> A Planning Permit is Needed...
<b>Small Family Child Care Home</b>	OP1, OP2, OP3, OP4, OP-D, R1, R2, R3, R4, R2B, R2R, R3R, R-MH	BCD, BP, BSCD (1-4), C2, C3, C4, C5, C6, CM1 to CM4, CP, C3C, CC, DP, LMSD, M1, RVC	
<b>Large Family Child Care Home</b>		BP, BSCD (1-4), C3, C4, C5, C6, CC, CM (1-4), CP, C3C, DP, LMSD, M1, RVC	If your site is located in BCD, BP, C2, OP1, OP2, OP3, OP4, R1, R2, R3, R4, R2B, R2R, R3R, R-MH, you need a Performance Standards Permit (PSP).
<b>Child Care Center</b>	BCD, BSCD (1-4), C2, C3, C4, C5, C6, CM (1-4) CP, C3C, CC, N	R1, R2R, DP, M1, BP, OP1	If your site is located in LMSD, OP-D, OP2, OP3, OP4, R2, R3, R4, R3R, R-MH, R2B, RVC, you need a Conditional Use Permit (CUP).

### Key to Zoning District Abbreviations

- |                       |  |
|-----------------------|--|
| BSCD1 to BSCD4        | Bayside Commercial Districts             |
| C2 to C6, CM, C3C, CP | Commercial Districts                     |
| CC                    | Civic Center District                    |
| LMSD                  | Light Manufacturing & Studio District    |
| M1                    | Industrial Conservation District         |
| N                     | Neighborhood Commercial Overlay District |
| OP1 to OP4, OP-D      | Ocean Park Residential Districts         |
| R1-R4, R2B, R3R       | Residential Districts                    |
| R-MH                  | Residential Mobile Home Districts        |

## Section 9: Frequently Asked Questions



### **What permits do I need to operate a small family child care home?**

Planning approval and permits are not required for small family child care homes. However, the home must meet minimum safety standards (**See Section 2**).

### **I live in an apartment building and want to operate a large family child care home. Is that okay?**

There are special zoning regulations and building and safety codes that apply to large family child care homes located in multi-family housing. Dependent upon the size of your apartment, please carefully consider the quality of care that can be provided for a large number of children in your apartment.

### **How much is it going to cost me to remodel my home for large family child care?**

It is not possible to detail the exact cost for construction or remodel of a home for child care. Close attention must be paid to the project budget and construction costs. Costs for your individual project may include the costs of architects, child care consultants, equipment, and furnishings. Costs may also include outdoor play area design and construction, and retrofit of an existing building.

### **Do I need to hire an architect?**

If you plan to do any construction, you will most likely need a licensed architect to prepare the construction drawings to obtain a building permit. Architects can also assist with obtaining planning approvals, providing cost estimates, hiring contractors, and advising on building code concerns or violations in existing facilities. Most persons find the services of an architect essential to timely completion of the process.

### **Is there financial help?**

There are different types of financial resources available for the development of child care facilities. Some banks provide loans for real estate acquisition, working capital, and equipment financing through their Community Development programs. The California Department of Housing and Community Development has developed a Child Care Facilities Financing Program. Some may provide grants or help with financing of child care centers.

### **Do I need insurance?**

While there are no City or State regulations that require family child care homes to carry insurance, most family child care homes are insured. Please see Section 6 for more information.

# Section 10: City Telephone Directory



**Building and Safety**.....(310) 458-8355  
Counter Hours: Monday-Thursday 7:30 a.m. - 5:00 p.m.  
Alternate Fridays 8:00 a.m. - 4:30 p.m.

**Business Licenses**.....(310) 458-8745  
Counter Hours: Monday-Thursday 8:00 a.m. – 4:30 p.m.  
Alternate Fridays 8:30 a.m. – 4:30 p.m.

The Business License Application is available from the City’s website:  
<http://pen.ci.santa-monica.ca.us/finance/licenses/index.htm>

**Civil Engineering**.....(310) 458-8721

**City Planning** .....(310) 458-8341  
Counter Hours: Monday-Friday 7:30 a.m. – 5:00 p.m.  
Alternate Fridays 8:00 a.m. – 5:00 p.m.

**Environmental and Public Works Management**.....(310) 458-8221

**Fire Department**.....(310) 458-8669

**Human Services Division**

Child Care Coordinator ..... (310) 458-8701

**Transportation Management** ..... (310) 458-8291  
Counter Hours: Monday-Friday 7:30 a.m. – 5:00 p.m.  
Alternate Fridays 8:00 a.m. – 5:00 p.m.

**Rent Control** ..... (310) 458-8751

City Hall is closed on alternate Fridays.  
City counters operate on a first-come, first-served basis.

## Section 11: Glossary of Terms



### **California Environmental Quality Act (CEQA)**

This is a state law requiring the governing agency with authority over a proposed development to analyze any environmental impacts that a proposed development may cause, and how to reduce or remove those impacts.

### **Child Day Care Facility**

The Santa Monica Municipal Code defines a child day care facility as any facility that provides non-medical care to children under eighteen years of age in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual. A child day care facility includes day care centers and family day care homes.

### **Commercial District**

A Commercial District is designated by the letter C, and either followed by a letter or number to further describe the zoning requirement. Commercial districts consist of predominantly commercial uses.

### **Conditional Use Permit (CUP)**

A discretionary permit reviewed and approved by the Planning Commission, allowing land use, physical or operational, provided the developer meets certain conditions.

### **Density**

Density refers to the maximum number of dwelling units or floor area permitted on a site. The minimum number of square feet of lot area required for each dwelling unit or building square feet regulates density.

### **Family Child Care**

*Small Family Day Care:* A home which regularly provides early care and education of children in the provider's own home for periods of less than 24 hours per day to a maximum of eight children, including the provider's own children under the age of ten.

*Large Family Day Care:* A home which regularly provides care and early education in the provider's own home for periods of less than 24 hours per day to a maximum of fourteen children, including the provider's own children under the age of ten.

### **Human Services Division**

The City division that oversees the planning, research, and evaluation of the City's human and community service needs. The City's Community Development Program is administered through this division, providing funding for the support of nonprofit human service and housing development organizations. In carrying out the City's Child Care Policy, the Human Services Division is charged with providing the leadership that will enable the City to meet its child care needs. The City's Human Services Division Child Care Coordinator advises and makes policy

recommendations, and is involved in a wide-range of activities that focus on building capacity, improving quality and increasing child care access for families.

**Performance Standards Permit (PSP)**

Large family child care homes are governed by performance standards permits comprised of building codes and zoning permits governing residential uses of property. The PSP application process reviews the location, design, potential impact on the surrounding area, and rent control status of the proposed large family day care home.

**Planning Commission**

Volunteer regulatory commission appointed by the City Council to review major planning projects and zoning law changes.

**Planning Division**

The City division that oversees land use issues and controls zoning changes, zoning variances, and Conditional Use Permits.

**Residential District**

A residential district is an area of the City that may be developed with some type of housing. They are indicated by the code R or OP (for Ocean Park) followed by a number further describing the zoning requirement. A child care center is permissible in some residential districts.

**Zoning**

Developmental regulations used by cities and counties to determine where residential, commercial, industrial, or other uses may be located. These regulations also control the size and types of such uses.

**Zoning Variance**

A waiver granted by the City to certain standard zoning requirements, for example, a reduction on the number of required parking spaces. Zoning Variances generally require community notification and a public hearing.

## Section 12: Child Care Planning Checklist



As you go through the Family Child Care Center development process, this list will help you track your progress and remember what still needs to be done.

### Have I....

- Contacted the City's Human Services Child Care Coordinator and Child Care Planner?
- Contacted City Planning to determine the City's zoning of the proposed Child Care Center site?
- Determined if there is a need for remodeling, renovation, or new construction?
- Determined the type of permit needed from City Planning?
- Determined if it is necessary to hire an architect, engineer, or other building professional?
- Obtained approval from the City's Transportation Management Division for parking circulation layout and other loading/unloading areas?
- Called the State of California Community Care Licensing Division (CCLD) to obtain a child care center orientation meeting schedule?
- Attended CCLD orientation, received a certificate of attendance, and obtained a license application and current fee information?
- Completed the CCLD application forms and submitted them?
- Submitted required application materials for a CUP or PSP to City Planning, including:
  - Neighborhood notification materials including a certified list of property owners and tenants?
  - Two sets of mailing labels with names & addresses of owners within the required radius?
  - A radius map?
  - Environmental Information form?
  - Two sets of plot plans, exterior elevations, floor plans, and cross-sections?
  - Rent Control Status form?
  - Statement of Findings form?
  - Photos?
- Demolition Permit application (if applicable)?
- Submitted an Architectural Review Board Application?
- Submitted plans for a plan check?
- Applied for a Building Permit?
- Obtained a preliminary Engineering Division review?
- Contacted Connections for Children?
- Obtained a clearance from the Fire Department and an Annual Operating Permit?
- Scheduled a site visit with a State Licensing Program Analyst?
- Received fingerprint clearances for all staff?
- Obtained a City Business License?

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