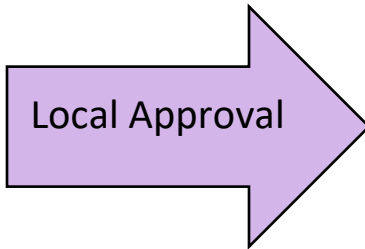


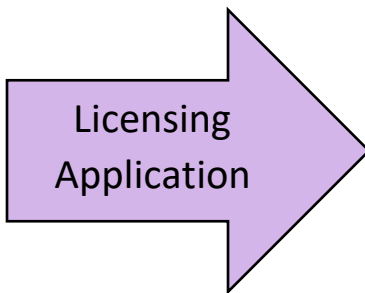
Contact ECCLC to sign MOU if using financial assistance  
Vanessa Whitney - 970-377-3388 ext. 200  
[vwhitney@ecclc.org](mailto:vwhitney@ecclc.org)  
2850 McClelland Dr., Suite 3400, Ft. Collins

## Step 1



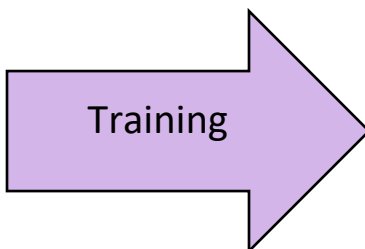
- HOA approval
  - Landlord approval
  - Timnath – zoning approval (cost \$\_\_)
  - Loveland – zoning approval (\$50)  
City of Loveland Planning & Zoning 970-962-2000 #8
  - Wellington – apply for business license (\$25) and home occupation (\$25)  
Town of Wellington – Cynthia Sullivan: 970-568-3381
- 

## Step 2



- Online at [www.coloradoofficeofearlychildhood.com/familychildcarehome](http://www.coloradoofficeofearlychildhood.com/familychildcarehome)
  - View Rules & Regulations
    - 7.701, 7.707 and 7.719
  - Send in with application:
    - Fingerprints for all living in home 18 years +
    - ID photocopies for 18 years +
    - Fees
  - If you will be having an employee or are applying for a Large Child Care Home
    - After receiving your license number, send in BIU and employee's fingerprint cards
  - Health Evaluations (form provided with application) – all living in the home (keep for 1<sup>st</sup> inspection and your records, do not send in with application)
  - Contact Licensing with questions: 303-866-5958
- 

## Step 3



### Before 1<sup>st</sup> inspection

#### Fees

- Pre-Licensing (15 hours)
- CPR & First Aid
- Medication Administration (Part 1 online option)
- Standard Precautions (online option)

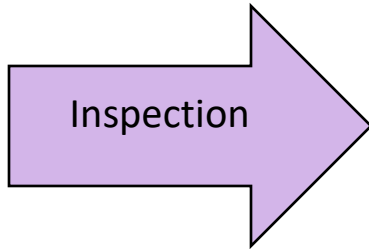
#### Free Online

<https://ecpd.costartstrong.org/ets/login.aspx>

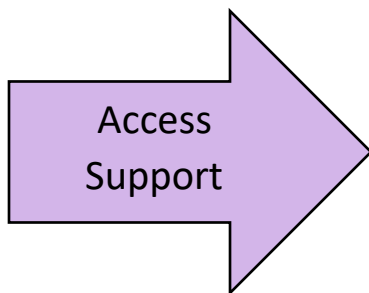
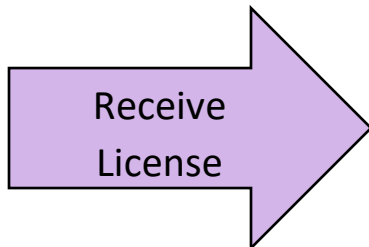
- Prevention of Shaken Baby Abusive Head Trauma
- Recognition & Reporting of Child Abuse & Neglect –  
[www.coloradocwts.com/mandatedreporter/educators](http://www.coloradocwts.com/mandatedreporter/educators)

- Child Care and Preschool Immunization
  - Prevention of Sudden Infant Death Syndrome & Use of Safe Sleep Practices
  - FEMA training (<https://training.fema.gov/is/courseoverview.aspx?code=IS-36>)
- 

## Step 4



- Get your home ready for inspection (checklist in packet)
  - Contact Licensing Specialist with questions  
**Bettina Stutzman** – [bettina.stutzman@rrcc.edu](mailto:bettina.stutzman@rrcc.edu), 303-914-6100 ext. 3064  
**Marlene McKenzie** – [marlene.mckenzie@rrcc.edu](mailto:marlene.mckenzie@rrcc.edu), 303-914-6100 ext. 3065  
**Krysti Kochen** – [krysti.kochen@rrcc.edu](mailto:krysti.kochen@rrcc.edu), 303-914-6100 ext. 3186
- 



- ECCLC
  - Child care referrals
  - PDIS & Colorado Shines Level 2 – Quality Improvement Navigator
  - Program support/feedback, PDIS, Colorado Shines Levels 3-5 – Quality Support Coaches
  - Incentives and Funding
  - Email list, Facebook and Website for important information and upcoming trainings
  - Website Calendar lists upcoming trainings for ongoing training (15 hours per year)
- Family Child Care Associations
  - **AFCCH** Association of Family Child Care Homes  
President: Sharon Chaffey – 970-484-7160
  - **FCPIC** Fort Collins Partners in Child Care  
[www.fcpic.org/p/blog-page.html](http://www.fcpic.org/p/blog-page.html)  
President: Rhonda Peterson – 970-204-0241
  - **LFCCA** Loveland Family Child Care Association  
[licensedfamilychildcareassociation.org/index.html](http://licensedfamilychildcareassociation.org/index.html)  
President: Irene Gilman – 970-532-5091
- Food Program
- Licensing Specialist