

Starter Steps to Opening a Family Child Care Home

Contact the Early Childhood Council of Larimer County to sign an MOU if using financial assistance

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Step 1

Local Approval (If Applicable)

- HOA Covenants
- Landlord Approval
- Zoning, Building and Planning Ordinance Approval
 - You can obtain this information from your city or county office where planning and zoning are administered.

Step 2

Licensing Application

- Online at: <https://tinyurl.com/fcchapplication>
- View Rules and Regulations
 - 7.701, 7.707 and 7.719
- Send in hard copies for your application:
 - Application
 - ID copies for both applicants
 - Licensing fees by check or money order
- You can reference more details in the Family Child Care Home Application Submission Guide document here: <https://tinyurl.com/fcchsubmissionguide>

Step 3

Training

- **Fee Based Through An Approved Vendor**
 - Pre-Licensing (15 hours)
 - CPR & First Aid
 - Medication Administration
- **Free on CO Shines PDIS**
 - Standard Precautions
 - Prevention of Shaken Baby Syndrome & Abusive Head Trauma
 - Prevention of Sudden Infant Death Syndrome & Use of Safe Sleeping Practices
 - Recognition & Reporting of Child Abuse & Neglect
 - Child Care & Preschool Immunizations
 - Disaster Preparedness & Emergency Response



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SHINES**
START EARLY
START STRONG
QUALITY EARLY LEARNING

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Step 4

License Number Received

- Once you have completed the application process and have received your license number, you must submit your fingerprints through an approved vendor. Learn more about the background check process and view a list of vendors here: <https://tinyurl.com/cobackgroundchecks>

Step 5

Inspection

- Utilize checklist to prepare your home for inspection <https://tinyurl.com/fcchchecklist>
- Current health statements for provider and their own children
- Contact your licensing specialist with further questions about your inspection/licensing
 - Bettina Stutzman- bettina.stutzman@rrcc.edu 80511, 80517, 80526
 - Marlene McKenzie- marlene.mckenzie@rrcc.edu 80512, 80528, 80534, 80537, 80538
 - Krysti Kochen- krysti.kochen@rrcc.edu 80513, 80525, 80536, 80545, 80547
 - Brianna Case- brianna.case@rrcc.edu 80521, 80524, 80535, 80549

Step 6



Congratulations! You are licensed!



Step 7

Support Resources

- Early Childhood Council of Larimer County
 - Incentives and funding opportunities
 - Referrals through Larimer Child Care Connect
 - Program support with trainings and coaching
- Family Child Care Associations
 - AFCCH Association of Family Child Care Homes
President: Sharon Chaffey 970-484-7160
 - FCPIC Fort Collins Partners in Child Care
President: Rhonda Peterson 970-204-0241
 - LFCCA Licensed Family Child Care Association
President: Irene Gilman 970-532-5091