



# Family Child Care Provider Resources

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Important information for getting started as a  
Licensed Family Child Care Home

EarlyChildhoodCouncil  
of LARIMER COUNTY



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This resource is to help you decide if this is the right choice for you, to help you go through the process, and to provide you with resources to help you be successful in this endeavor.

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# Utilize Your Local Council

The Early Childhood Council of Larimer County (ECCLC) is here to assist you with opening a licensed Family Child Care Home in Larimer County.

## What can ECCLC do for you?

The Early Childhood Council of Larimer County is able to walk you through each step of the licensing process and beyond. We offer flexibility by meeting with you either at our office in Fort Collins, in your home, or virtually. Some of the services we offer include:

- Walk you through the steps it takes to become licensed, including what needs to be done once you submit an application.
- Provide resources and documents to aid you with your program development.
- Inform you of the financial assistance and incentive programs we offer.
- Connect you with other Family Child Care providers so that you can ask questions and hear more about their experiences.
- Explain the differences between license types and what qualifies as exempt.
- Assist you with accessing required trainings and professional development.
- Connect you with CCCAP to create an active fiscal contract.
- Assist you with Colorado Shines and PDIS access and navigation.
- Offer coaching sessions to improve the quality and rating of your program.

## Is this a good fit for you?

- Do you have a passion for working with children and families?
- Are you patient and do you have a positive attitude?
- Do you have the ability to learn the skills necessary for this role?
- Are you willing to commit to owning your own business?
- Do you have the funding and knowledge needed to be successful?
- Can you locate local resources for further training and assistance?

## Do I need a license?

If you answer yes to the following questions, a license is required.

- Do you provide care frequently or in a reoccurring pattern?
- Are any of the children in your care not related to you as defined by CO law?
- Are the children in your care, who are not related to you, from more than one family?
- Do you care for more than four children total, or more than two children under the age of two years old? This includes your own children.

Learn more about license exempt care here: <https://tinyurl.com/fcchexempt>

# Training Requirements

Requirements are dependent on the type of license acquired, but in general, the trainings listed below are necessary for all new Family Child Care Home providers. Most of the required training courses are now offered free through the Colorado Shines Professional Development Information System (PDIS). Courses that require an instructor-led format are offered through approved training vendors.

## One-Time Trainings

- Pre-Licensing: Required for all new FCCH providers, offered via training vendor
- Disaster Preparedness & Emergency Response
- Building & Physical Premises Safety/Storage of Hazardous Materials & Bio-Contaminants

## Annual Trainings

- Standard Precautions
- Recognition & Reporting of Child Abuse & Neglect
- Prevention of Shaken Baby Syndrome & Abusive Head Trauma
- Prevention of Sudden Infant Death Syndrome & Use of Safe Sleeping Practices
- Child Care & Preschool Immunizations

## Training Based on Expiration Date

- CPR & First Aid Certification: Must include all ages, offered via training vendor
- Administration of Medication

## Further Training Based on License Type

- Child Development Associate Credential (CDA)
- Expanding Quality in Infant & Toddler Development (EQIT)

Learn more about FCCH training requirements: <https://tinyurl.com/fcchtraining>

**A full list of state approved training vendors  
for CPR, First Aid, Medication  
Administration, Pre-Licensing and Standard  
Precautions can be found online at:  
<https://tinyurl.com/trainingvendors>**

# Professional Development Information System (PDIS)

The Professional Development Information System (PDIS) is a web-based system for Colorado's early childhood workforce. This system tracks participant training, education and experience data. This is also where educators can access high-quality online professional development courses and training. To learn more about navigating the PDIS system, visit [www.coloradoshinespdis.com](http://www.coloradoshinespdis.com)

The PDIS system is vital for providers who are interested in reaching Colorado Shines level 2 after becoming licensed, as this is where you can complete the required level 2 trainings and submit your application for approval. To learn more about the requirements for Colorado Shines, visit [www.coloradoshines.com](http://www.coloradoshines.com)

## Next Steps: How to Become a Level 2

### What is Colorado Shines?

Colorado Shines is a quality rating and improvement system for all of Colorado's licensed early learning programs. It encourages and supports programs to improve their quality and to connect with families searching for high-quality care for their children. The Colorado Shines Quality Rating and Improvement System (QRIS) honors accredited programs for meeting their quality goals. Colorado Shines works directly with accrediting bodies that submit an application for crosswalk recognition.

### How does it work?

Early Learning Programs are rated through Colorado Shines on a scale of one to five.

Level 1: Your program is currently licensed with the State of Colorado

Level 2: Your program is licensed, in good standing, and

- Has a quality improvement plan in place
- Has finished the L2 Quality Indicator Program Assessment
- Has registered staff in the PDIS
- Has finished Colorado Shines Level 2 E-Learning Courses

Levels 3-5: Your program is licensed, in good standing, and

- Has completed all of the requirements listed in Level 2
- Has been assessed and rated by a Colorado Shines Quality Ratings Assessor

View the Colorado Shines Program Guide here: <https://tinyurl.com/coshinesguide>

### Why become a level 2?

- To improve your program and status.
- To possess a higher level of quality, which is beneficial for child care promotion.
- Gain the ability to work with a Quality Support Coach to improve to levels 3-5.
- Have an opportunity to receive a minimum of \$1000 to purchase program materials.

# Child and Adult Care Food Program

The Child and Adult Care Food Program offers reimbursement funding to assist you with providing nutritious meals and snacks for young children in your licensed Family Child Care Home. In Colorado, this program is administered by the Colorado Department of Public Health and Environment, Child and Adult Care Food Program (CDPHE-CACFP). Learn more here: <https://cdphe.colorado.gov/CACFP>

To participate in the CACFP, an approved sponsor will:

- Provide assistance to help you understand the rules of the program
- Provide you with the forms needed to participate in the program
- Explain the details of the program before you begin
- Visit your location at least 3 times per year to share nutrition education and to aid your compliance with the food program requirements
- Provide at least one free food program training per year

**A licensed Family Child Care Home in Larimer County may participate in the CACFP under the supervision of one of the sponsor organizations listed below**

## KidCare Nutrition Sponsor

929 38th Avenue Court #106

Greeley, Colorado 80634

Phone: 970-351-8779

Director: Laura McCabe

[kidcarenutrition@yahoo.com](mailto:kidcarenutrition@yahoo.com)

Counties Served: Adams, Boulder, Elbert, Kit Carson, Larimer, Lincoln, Logan, Morgan, Phillips, Sedgwick, Washington, Weld, and Yuma

## Kid's Nutrition Company

7815 W 16th Avenue

Lakewood, Colorado 80214

Phone: 303-987-4851

Director: Deirdre Byerly

[knccolorado@gmail.com](mailto:knccolorado@gmail.com)

Counties Served: Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, El Paso, Elbert, Garfield, Gilpin, Grand, Gunnison, Jefferson, Larimer, Mesa, Montrose, Ouray, Park, San Miguel, Summit, Teller, and Weld

## Wildwood Child and Adult Care Food Program, Inc.

12200 E Briarwood Avenue, Suite 175

Centennial, Colorado 80112

Phone: 303-730-0460

Director: Kati Wagner

[kati@wildwoodcacfp.org](mailto:kati@wildwoodcacfp.org)

Counties Served: All counties served

View the CACFP brochure here:  
<https://tinyurl.com/cacfpbrochure>

**Enrollment in the Child and Adult Care Food Program provides reimbursement for nutritious meals and snacks for children in your care**



# Colorado Child Care Assistance Program

## What is CCCAP?

The CCCAP program provides child care assistance to families who are working, searching for employment, or are in training. Assistance is also provided to families participating in the Colorado Works program who need child care assistance to support their efforts toward self-sufficiency. CCCAP provides families access to reduced cost child care at licensed child care facilities or qualified exempt providers.

CCCAP is administered through county department of human/social services under the direction of the Office of Early Childhood. Counties set income maximums for family eligibility, but are required to serve families with income of 165% or less of the federal poverty guideline, and may not serve families with an income over 85% of the state median income. Learn more about CCCAP: <https://tinyurl.com/coecccap>

## Why should you accept CCCAP?

- You can assist low income families by providing a safe, high-quality environment for their children.
- You will become eligible to receive ECCLC incentives, funding, and support for your Family Child Care program.
- If you accept infants and toddlers, you may also qualify for capital improvement funding of up to \$7,500.

## Professional Associations

Joining professional associations will assist you with gaining knowledge, expanding your professional network, and keeping up to date on state and local changes.

### National Association for Family Child Care

[www.nafcc.org](http://www.nafcc.org)

### Colorado Association of Family Child Care

[www.coloradocafcc.org](http://www.coloradocafcc.org)

### Local Family Child Care Associations

#### Association of Family Child Care Homes (AFCCCH)

President: Sharon Chaffey, 970-484-7160

Date & Time: 1st Monday of each month, 6-9 pm

Location: Spirit of Joy Lutheran Church, 4501 S Lemay Ave, Fort Collins

#### Licensed Family Child Care Association (LFCCA)

President: Irene Gilman, 970-532-5091

Date & Time: 2nd Monday of each month 6:30-9 pm

Location: Orchard Baptist Church, 1825 W 37th St, Loveland

#### Fort Collins Partners in Child Care (FCPIC)

President: Rhonda Peterson, 970-204-0241

Date & Time: 3rd Thursday of each month 6:30-8:30 pm

Location: Allnut Family Center, 650 W Drake Rd, Fort Collins





# Opening a Family Child Care Business

## Taxes

As a small business, you will need to file business income tax information with local, state, and federal agencies (unless you are tax-exempt). Taxes should be a part of your child care business budget. You may want to consult with a professional, like a CPA or lawyer who specializes in small business practices, to aid in your tax and budget planning. Family Child Care Homes are able to take advantage of tax and employment benefits such as tax write-offs and tax deductible expenses. Be sure to keep track of your receipts. This will help you prepare for a potential audit, support the information on your tax returns, and keep your accounting books accurate.

Expenses are 100% business related if they are supplies, equipment, advertising, professional services, and other items used exclusively for the business.

Expenses are shared if they are for supplies or services that are used for both the business and personally by the provider or their family members.

Time-Space Percentage refers to the calculation used to determine the tax deduction allowed for the business use of the provider's home. Learn more on taxes: <https://www.irs.gov/pub/irs-pdf/p587.pdf>

### Types of Expenses:

- Rent
- Property Taxes
- Utilities
- Food
- Supplies
- Furniture
- Toys & Books
- Advertising
- Vehicle & Mileage

## Insurance

Insurance is a form of protection when emergencies, injuries or natural disasters occur. Even if specific types of insurance are not required in Colorado, you should still consider the potential benefits to your program. Contact your licensing specialist to learn more about the insurance requirements for your program.

Business liability insurance must provide coverage for accidents and lawsuits against your Family Child Care Home. Comprehensive business liability insurance covers:

- Professional liability
- Legal defense in a lawsuit
- Child abuse
- Personal injury & medical costs
- Accidents occurring outside the home

Other insurance to consider: general liability, property, and worker's compensation.



# Opening a Family Child Care Business

## Policies & Procedures

As a small business owner, having a set of complete and thorough policies and procedures will allow you to guide the actions of your program, as well as have a reference for parents and staff to refer to when they have questions. Procedures that can assist with risk reduction include emergency preparation, prevention of abuse and neglect, and general safety guidelines relating to the environment, children, staff and parents.

### Licensing Specialists:

#### 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

Other policies to be addressed include:

- Admission & Registration
- Discipline & Guidance
- Daily Routines
- Meals & Snacks
- Drop-Off & Pick-Up
- Illness & Medication
- Transportation
- Fees & Parent Provided Items
- Storage, Loss, Damage, or Theft
- Emergency Closure
- Accident Reports
- Mandated Reporting Requirements
- Parent Evaluations & Conferences
- Field Trip Expectations
- Media Use Authorization

This is not an exhaustive list of necessary policies. Contact your licensing specialist for all requirements. For more information about policy and procedure expectations visit: <http://bit.ly/OECPolicies> & <https://tinyurl.com/coccpolicies>

## Enrollment

When enrolling new children into your program, it is important to first conduct a family interview to ensure it's a good match between you and the family. This is a great time to explain the enrollment contract and the program policies. An enrollment packet should include:

- A description of your teaching philosophy and the benefits of your program
- A schedule demonstrating your hours and days of operation
- All required forms and paperwork
  - Contract and Enrollment Information
  - Medical Information and Consent Forms
  - Policies and Procedures Handbook

For more information about admission forms visit: <http://bit.ly/OECForms>

# Opening a Family Child Care Business

## Marketing

Once you are ready to open your doors, you will need to market to your target audience! Once you have created your philosophy and have chosen the ages you would like to serve, it is time for you to create a marketing plan. When beginning this process, it is important to consider what you will be offering families and what qualities set your program apart from other child care businesses in the area.

To learn more information about starting your own business in Colorado, check out the Larimer County Small Business Development Center. They offer a valuable business resource book that explains the entire process of being a small business owner from start to finish. Access the book here: <https://tinyurl.com/sbdcbook>

Another great way to get the word out about your program is to join local associations, networking groups, and parent groups. If you are on social media, you may also locate child care related pages and groups where you can post about your business and openings.

Larimer Child Care Connect is another valuable resource where providers can list their program for free. This is a hub where parents can search and locate child care options in their area. Learn more by visiting: [www.larimerchildcare.org](http://www.larimerchildcare.org)

### Marketing Ideas:

- Child Care Connect
- Google Biz Profile
- Social Media Pages
- Parenting Groups
- Local Magazines
- SBDC Networking
- Email Campaigns
- Event Booths
- Word of Mouth
- Paid Advertisements

## Professionalism

Although you will be working out of your home, it is extremely important to remain professional while representing your business. Remaining professional will likely lead to higher enrollment, positive interactions with parents, and more job satisfaction.

Some professionalism points to keep in mind include:

- How you present your physical appearance
- The cleanliness of your home
- Relational boundaries between you and the parents you serve
- Being on time and dependable
- Offering open communication through multiple outlets
- Willingness to stay positive and have a good attitude
- Dedication to continuing your own professional development and education
- Maintaining sensitivity to cultural norms and values

# Additional Resources

## Training Vendors

- Colorado CPR and Safety Professionals: <https://www.coloradocprpros.com/>
- Front Range CPR: <https://www.frcpr.com/>
- Wildwood Online: <https://www.wildwoodonline.org/>
- A Caregiver Network: <https://caregivernetwork.org/>
- Healthy Child Care Colorado: <https://healthychildcareco.org/>

## Licensing Resources

- Utilize this checklist to prepare for inspection:  
<https://tinyurl.com/fcchchecklist>
- Family Child Care Home Application: <https://tinyurl.com/fcchapplication>
- Application Submission Guide: <https://tinyurl.com/fcchsubmissionguide>
- Office of Early Childhood: <https://www.coloradoofficeofearlychildhood.com/>
- Colorado Department of Health & Environment:  
<https://cdphe.colorado.gov/child-care-health-regulations>

## Business Resources

- Colorado Small Business Development Center: <https://www.coloradosbdc.org/>
- Establishing a Business in Larimer County:  
<https://www.larimer.org/ewd/business/expand-your-business/establishing-business-larimer-county>
- Tom Copeland Blog: <https://tomcopelandblog.com/>
- Google Business Profile: <https://www.google.com/business/>
- Child Care Aware: <https://www.childcareaware.org/providers/opening-running-family-child-care-home/>
- Larimer Child Care Connect: <https://www.larimerchildcare.org/>

The Early Childhood Council of Larimer County is here to help you throughout your journey of becoming a licensed Family Child Care Home. To learn more about the assistance that may be available to you, contact our Early Care and Education Workforce Coordinator, Chelsea Denny at [cdenny@ecclc.org](mailto:cdenny@ecclc.org)

**Kids who attend quality child care and preschool are healthier, happier, and more likely to succeed in life.**

**EarlyChildhoodCouncil**  
of LARIMER COUNTY