



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

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DIVISION OF LICENSING PROGRAMS

## Overview

### Becoming a Licensed Family Day Home Child Care Provider

#### Is This The Career For You?

Ask yourself the following questions:

- Do I enjoy working with children?
- Am I knowledgeable about child development or willing to learn more about child development?
- Am I ready to be a professional business owner?
- Would I like to be able to set my own hours and/or wages?
- Am I willing to open my home to other families and to have my home inspected by a Department of Social Services Licensing Inspector?
- Is my family supportive of my plans to operate a family day home, and are they willing to obtain the required background checks?
- Am I willing to meet all licensing requirements, and if required, make changes to my home?

If so, becoming a licensed family day home provider may offer you a rewarding and challenging career opportunity!

#### Where to begin?

Most of the information you need to get started is located on these web pages. You should review and become familiar with all the information on this web page, including the following:

- 1) View the presentation called: ***Pre-Application Training for Family Day Homes***
- 2) Review the information located under the following sections on this web page:
  - Regulations, Technical Assistance & Code References
  - Background Investigations
  - New Family Day Applicants

These sections above contain all the regulations, application forms, and additional resources and information you will use to start the application process.

## Basic Information to Consider as You Begin

### ***How many children can I serve with a state license?***

A family day home license can be issued for up to 12 children under the age of 13 years, exclusive of the provider's own children and/or any children who reside in the home, depending on local ordinances.

### ***What is the advantage of having a state license?***

The advantages to becoming a **licensed** family day home include: a licensing inspector who is available to answer questions and lend support; reassurance to parents that your home has met certain health and safety standards; added resources and training opportunities; and free listing of your family day home on the Department of Social Services public web site which is used by parents when searching for child care.

### ***What will be required of me when I am licensed?***

A few of the key licensing standards that family day home providers must meet are:

- Providing appropriate supervision to children at all times;
- Understanding the various capabilities, interests, needs and problems of children in care;
- Relating to children with courtesy, respect, patience, and affection;
- Maintaining a clean, smoke-free environment that is free of hazards;
- Offering age-appropriate activities and equipment for children throughout the day;
- Keeping files on children, your-self, assistants, and any adults residing in the home.

### ***Would I need an assistant?***

The need for an assistant will depend on the number and ages of children in care. The family day home standards provide a point system, based on the age of children in care, which is used to determine when a family day home provider will need an assistant.

### ***Will I need Criminal Records and Child Protective Services (CPS) Central Registry Checks?***

Yes. A Criminal Record Check is required for you, your spouse, any assistant or substitute provider, and all adult household members. A CPS Central Registry Check is needed for you, your spouse, any assistant or substitute provider, and household members 14 years of age and older.

### ***Do I need any other types of license or permits?***

You may. Documentation that you made contact with your local zoning office is required to be submitted with your application for licensure. Some localities may require a business license or permit.

### ***How can I get more information?***

If you have questions about licensing, please call the licensing office that serves your locality.

- Call our toll-free licensing information line at: **800-543-7545**, or
- Locate the licensing office that serves your locality:  
[http://www.dss.virginia.gov/contact\\_us/dolp\\_district.pdf](http://www.dss.virginia.gov/contact_us/dolp_district.pdf)