Child Care Design and Siting Guidelines
Including comprehensive information on navigating the County of Riverside permitting process
Welcome

To the Reader,

First 5 Riverside – Riverside County Children & Families Commission – commends you for your interest in establishing a child care center or a family child care home in Riverside County. The Commission is committed to the support of services enabling children to be successful in school and life. Child care and preschool services are important services for young children and their families. Consequently, one of the strategies supported by the Commission is to expand the availability and accessibility of high quality child care where all children thrive in supportive, nurturing and loving environments. Our partnership with dedicated individuals like you is imperative to accomplish this mission.

This Child Care Design and Siting Guide is a collaborative endeavor with the Riverside County Board of Supervisors to support you in the process of facilities development. There are many factors to consider and decisions to be made. Thoughtful research and planning are essential for ensuring the success of starting or expanding a child care business. This comprehensive Guidelines manual will provide you with information that will assist you with project development, in becoming licensed, and in navigating the County of Riverside’s planning and permitting process.

This Guide does not address everything a person needs to know about starting and operating a child care program but is intended to assist you in making informed decisions and more easily navigate the process.

Should you have any questions or need additional assistance, please contact the Capacity Building Program Coordinator for First 5 Riverside, Riverside County Children & Families Commission at (951) 248-0014.
The Riverside County Children and Families Commission and the Riverside County Board of Supervisors would like to thank you for your dedication, commitment and investment in providing quality learning experiences and nurturing environments where the children of Riverside County are valued, thrive and supported to reach their full potential in life.

**Riverside County Children and Families Commission Members:**

**Jerry Wengerd – Chair**  
Director, Department of Mental Health

**Susan Loew – Vice Chair**  
Director of Public Social Services

**Jeff Stone**  
County Supervisor, District III

**Connie Beasley**  
Founder, Director of Community Relations, Carolyn E. Wylie Center for Children, Youth and Families

**Yolanda Carrillo, M.S.**  
Chief Executive Officer  
Corona-Norco Family YMCA

**Eric Frykman, MD, MPH, MBA**  
Riverside County Public Health Officer  
Director of Community Health Agency

**Jay Hoffman, Ed.D.**  
Superintendent, Nuview Union School District

**Vicki Oltean**  
Board President, Riverside County Child Care Consortium

**Riverside County Board of Supervisors:**

**Bob Buster**  
Supervisor 1st District

**John F. Tavaglione**  
Supervisor 2nd District

**Jeff Stone**  
Supervisor 3rd District

**John Benoit**  
Supervisor 4th District

**Marion Ashley**  
Supervisor 5th District
How to Use This Guide

This Guide addresses both the design and the permitting processes and has sections for both. The design sections have two types of subsections. The first is general in scope and applicable to all projects. The second has a group of elements, each of which is unique. It is recommended that the reader read all of the general sections. Those sections are:

- Considerations for Ages of Children Served
- General Criteria for Facility Development

Of the sections that constitute a group of unique elements, the reader may prefer to read only those elements that are specifically related to their type of project.

- Child Care Facility Types
- Child Care Center Construction Types
- Child Care Center Operational Types
- Siting Facilities in Specific Locations

The reader should read EACH of the following Permitting sections:

- Navigating the Permitting Process in the County of Riverside
- State of California, Community Care Licensing Division, Regulations and Requirements
- Other Considerations
# Table of Contents

How to Use This Guide .................................................. 3  
Introduction and Purpose ............................................... 7  
Glossary of Terms .......................................................... 9  
Overview of Steps for Developing a Child Care Center .......... 15  
Child Care Facility Types ............................................... 18  
  - Small Family Child Care Homes .................................. 19  
  - Large Family Child Care Homes .................................. 19  
  - Child Care Centers – General Description and Considerations ....... 20  
Considerations for Ages of Children Served ....................... 21  
  - Infants – Ages Birth to 24 months ................................ 21  
  - Preschoolers – Ages 24 months to 60 months .................... 22  
  - School Age Children – Kindergarten through 12 years of age .......... 23  
Child Care Center Construction Types ............................. 24  
  - New Standard Construction ....................................... 25  
  - New Modular Construction ....................................... 29  
  - Renovated Space Construction ................................... 33  
Child Care Center Operational Type Descriptions ............... 37  
  - Stand-Alone Centers ................................................. 37  
  - Faith-Related .......................................................... 38  
  - Employer-Related ..................................................... 38  
  - School-Related ........................................................ 39  
  - College-Related ...................................................... 39  
  - Agency/Multi-Site-Related ......................................... 40  
  - Commercial/Industrial-Related .................................... 40  
  - Co-located in a Housing Development/Planned Community ............... 40  
General Criteria for Facility Development .......................... 41  
  - The Role of Program Philosophy, Design & Objectives ............. 41  
  - Points to Consider: Site/Location ................................ 42  
  - Points to Consider: Buildings ...................................... 45  
  - Points to Consider: Classrooms .................................... 46  
  - Points to Consider: Outdoor Environment ......................... 50  
  - Working With Space Above the First Story ....................... 55
Siting Facilities in Specific Locations ........................................ 56
- Large Family Child Care Homes .................................................. 57
- Single Family Detached Residential Neighborhood ......................... 57
- Child Care Centers ..................................................................... 65
- Single Family Detached Residential Neighborhood ......................... 65
- Multiple Unit, High Density Residential Area .................................. 69
- Next To Or On The Grounds Of A School ....................................... 73
- Part Of Or Next To A Community Center ....................................... 77
- Faith-Related ............................................................................. 81
- On An Urban Street Front ............................................................ 85
- Commercial Retail Or Shopping Center ......................................... 89
- Light Industrial Area Or Business Park .......................................... 93
- Adjacent To A Park ..................................................................... 97
- Transit-Oriented Development ...................................................... 101
- Rural Community Or Area ........................................................... 105
- Housing Development Or Planned Community ............................... 109
- Multiple Employer/Business Area ................................................. 113

Navigating the Permitting Process in The County of Riverside .............. 117
- Introduction ............................................................................. 117
- Planning and Zoning Requirements ............................................. 119
- Fast Track Program Information .................................................. 120
- Small Family Child Day Care Homes ............................................ 121
- Large Family Child Day Care Homes ............................................ 122
  Opening a Large Family Child Day Care Home in the County of Riverside ........................................... 123
  Fees Required to Open a LFCCH .................................................. 132
  Forms Required to Open a LFCCH ................................................ 134
  Permits and Licenses Required to Open a LFCCH ................................ 136
  Regulations and Codes that apply to a LFCCH .................................. 137
- Child Day Care Centers .............................................................. 138
  Opening a Child Day Care Center in the County of Riverside ................................. 140
  Fees Required to Open a Child Day Care Center Chart .................................. 152
  Forms Required to Open a Child Day Care Center Chart .................. 154
  Permits and Licenses Required to Open a Child Day Care Center Chart ......................................................................... 156
  Regulations and Codes that apply to a Child Day Care Center Chart ......................................................................... 158
### State of California, Community Care Licensing Division, Regulations and Requirements

- Steps to Becoming a Licensed Child Care Facility .................................................. 159
- Steps to Becoming a Licensed Family Child Care Home ........................................... 160
- Steps to Becoming a Licensed Child Care Center ..................................................... 162

### Other Considerations

- Americans With Disabilities Act .............................................................................. 164

### Selected Directory of County of Riverside Officials and Departments

- County of Riverside Board of Supervisors .......................................................... 166
- Directory of County of Riverside Official Departments ........................................... 167

### Resource Agencies

- County of Riverside Child Care Resource and Referral Services (R&R) .................. 171

### Resources

- Child Care Facility Design Examples Provided in this Guide ..................... 174

### Acknowledgements

- Index of Photographs ......................................................................................... 178
The purpose of this Guide is to provide child care facility development and design standards and examples and to provide an overview of the regulatory processes involved in establishing facilities in the unincorporated areas of the County of Riverside.

In this Guide the reader will find guidance in successfully navigating the governmental processes required to establish child care facilities and programs. While this Guide will provide a wealth of information relative to opening a child care program in general, this Guide is specifically written for child care facilities in the “Unincorporated Areas of the County of Riverside.” If your proposed facility is located within one of the incorporated cities of Riverside County, you must contact your City Planning Department for their regulatory guidelines.

The reader will also find vital and essential information on many aspects of the design and development process. This information is provided to help the reader better understand many of the critical elements that must be addressed in their unique endeavor. It is suggested that the reader begin by reading the previous section “How to Use This Guide” and then review the Guide’s Table of Contents to identify those sections that are broadly or specifically focused on their unique program type.

The current standard of design for child care facilities and outdoor environments leaves much to be desired. The reasons for this state of affairs are many and complex. However, part of the purpose of this Guide is to begin to address that situation.

In evaluating possible child care facility sites, it is important to remember that not every site or space is suitable for occupancy by young children. Often times, children are cared for in spaces that fail to provide optimal support for their development and learning. Prospective operators need to be prepared to distinguish between those building sites, designs and existing facilities that are not acceptable and those that are suitable.

The design and siting examples provided in the Guide come from both inside and outside Riverside County and can be generalized to any governmental jurisdiction with similar neighborhood characteristics. The permitting section is particular to Riverside County.

This Guidelines Book is a collaborative effort between First 5 Riverside and the County of Riverside Board of Supervisors. The inspiration for the development of this Guide was initiated as a result of previous collaborative projects. The shared vision and intended outcome is that child care centers and preschools will be created or expanded in order to serve additional children with quality services.

For the purpose of this publication “child care center” has the same meaning as “child day care center” as set forth in Section 1596.750 of the California Health and Safety Code. Likewise, the terms “small or large family child care homes” and “small or large family child day care homes” will be used synonymously. For the reader’s understanding, it was determined to clarify this up front to alleviate any confusion with the use of these terms.

Because the development of quality child care is a highly specialized endeavor, specialized knowledge is necessary to produce programs and facilities that effectively meet children's complex needs. Quality development will have the best opportunity to be successful when it incorporates the full spectrum of child care
expertise available from specially skilled early childhood professionals. This Guide is intended to point the reader in the direction of what they need to know to be successful. However, it is strongly recommended that every development project include the services of an early childhood professional who is experienced and skilled in the development of the type of program desired by the client.

The inclusion of the site design and construction type examples in this Guide is not an endorsement of these programs. There are many other excellent facility and design examples in the County of Riverside.

Finally, a note about the facility example photographs; Size considerations limit the number of photographs we can provide in this Guide. So that the reader can fully appreciate the design models provided, we are including access to more photos at the Riverside County Children & Families Commission website, www.rccfc.org.
Glossary of Terms

Term: Bond Condition (of project approval)  A provision established in conjunction with a development permit at the time the permit is approved that requires the project developer to post money through a bonding company (called “posting bond”) to ensure that specified improvements to public facilities (for example – improvements such as street, gutter, curb, sidewalk, and driveway improvements) are properly constructed according to plans previously approved by the agency. When the public agency that would accept the improvements for maintenance verifies that they have been properly constructed, the County releases the bond.


Child Care  Any program that provides care and education for children ages birth through age twelve outside of formal elementary school education. Child care frequently involves both nurturing and educating children where their overall development is cultivated and supported. Depending on the ages of children served, the schedule of service and program purpose or funding, such programs may be called nursery school, preschool, parent co-op, Head Start, early education, early childhood education, child development, after school care, surround care, or some other name.

Child Care Center  “Child Care Center” or “Day Care Center” or “Center” means any child care facility of any capacity, other than a family day care home as defined in Section 101251f.(1), in which less than 24 hour-per-day non-medical care and supervision are provided to children in a group setting. (Community Care Licensing, Title 22 (California Code of Regulations Title 22, Division 12).

Conceptual Planting Plan  A landscape planting plan for a development proposal that is submitted to the County Planning Department for approval as part of the County’s overall discretionary approval of the project that shows proposed landscaped areas, plant materials, and estimated annual water use, but does not include irrigation system details. The plan must be prepared by a Landscape Architect licensed by the State of California, and be in conformance with the requirements of County of Riverside Ordinance No. 859 (regarding Water–Efficient Landscape Requirements) and the County of Riverside Guide to California Friendly Landscaping.

Conditional Use Permit (CUP)  A type of discretionary permit for certain types of land uses listed by the Riverside County Land Use Ordinance (Ord. No. 348) as permitted in certain zones, but only upon County approval of such a permit. Because the types of uses subject to CUPs often result in environmental, neighborhood compatibility, etc., issues, CUPs require public hearings before the Planning Commission. Also, they will only be approved subject to specified “conditions of approval,” and often only for a limited number of years of operation, and usually with restrictions on hours of operation and scope of activities.
Criteria Cell  Land (approximately 160 acres) that has been identified as an area where conservation potentially needs to occur.

Department of Social Services, Community Care Licensing Division (Licensing)  The California government agency that regulates and licenses child care centers and family child care homes. Information on the regulations used by this agency can be found in Title 22 of the California Code of Regulations and may be found at http://www.dss.ca.gov/ord/PG240.htm.

Design Review  The comprehensive evaluation of a development and its impact on neighboring properties and the community as a whole, from the standpoint of site and landscape design, architecture, materials, colors, lighting, and signs, in accordance with a set of adopted criteria and standards.

Development Fees  See Planning & Development Fees.

Development Impact Fees  Fees levied on a project developer by a public agency as compensation for otherwise unmitigated impacts the project will produce. Section 66000, et seq., specifies that development fees shall not exceed the estimated reasonable cost of providing the service for which the fee is charged. To lawfully impose a development fee, the public agency must verify its method of calculation and document proper restrictions on the use of the fees collected.

Developer  An organization or individual responsible for development of a child care facility. This may include the facility’s funding, design, and construction, which is then turned over to an operator. The developer may also be the operator.

Discretionary Action  A type of decision whereby a governmental agency is allowed to exercise judgment or deliberation when deciding whether to approve, approve with conditions, or deny a proposed project, as distinguished from a ministerial action, where the agency merely needs to determine whether the proposed project conforms to established applicable statutes, ordinances, and/or regulations (examples: conditional use permits and plot plans are discretionary; building permits are ministerial).

Early Care and Education  The most recently developed phrase to describe child care that emphasizes both the “care” and “education” aspects of the service.

ECE  Acronym for “early childhood education,” more recently for early care and education.

Egress  The act of exiting, leaving, or going out of a place. A place or means of exiting.

Environment  The California Environmental Quality Act (CEQA) defines environment as “the physical conditions which exist within the area which will be affected by a proposed project, including land, air, water, mineral, flora, fauna, noise, and objects of historic or aesthetic significance.”

Environmental Impact Report (EIR)  A report required pursuant to the California Environmental Quality Act which assesses all the environmental characteristics of an area, determines what effects or impacts will result if the area is altered or disturbed by a proposed action, and identifies alternatives or other measures to avoid or reduce those impacts.

Footprint  The specific outline of a building as it sits on the ground.
**General Plan**  A comprehensive long-range plan intended to guide the growth and development of a city or county. It includes analysis, recommendations, and policies for the community’s population, economy, housing, transportation, community facilities, and land use.

**Geographic Information System (GIS)**  A unique geographic database (most often a map) which provides information that assists in understanding, interpreting and visualizing geographic data for a specified area.

**Grading Plan**  A drawing or set of drawings that depict the manner in which the existing unaltered or previously altered terrain of a site of a proposed structure or land use would be reconfigured in order to accommodate it.

**Grading Security**  An agreement between the County and an owner of land where grading is proposed to ensure the completion of grading work according to approved grading plans and existing laws, ordinances, and policies. The agreement may be in the form of a bond, a certificate of deposit, or a cash deposit.

**Habitat**  The physical location or type of environment in which an organism or biological population lives or occurs.

**Habitat Evaluation and Acquisition Negotiation Strategy (HANS)**  The process used by the County of Riverside to implement portions of the Multiple-Species Habitat Conservation Plan by identifying and delineating conservation areas on specific properties.

**Impact Fee**  See Development Impact Fees.

**Infant**  According to California State Licensing, a child under the age of 2 years.

**Infant Program**  According to California State Licensing, a program serving children under the age of 2 years.

**Ingress**  The action or fact of entering or coming in. A place or means of access.

**Initial Study**  A local government’s action to determine whether a proposed project would likely result in significant (i.e., adverse) environmental effects.

**Land Development Review Committee (LDC)**  A technical advisory committee, established by Riverside County Ordinance 460, that consists of County departments and other public agencies tasked with reviewing all land divisions and other land use proposals for conformity with established laws, ordinances, policies and guidelines. The LDC recommends to the Planning Director and Planning Commission whether development proposals conform, conditions of approval and any project design feature changes necessary to ensure such conformity.

**Landscape Minor Plot Plan**  Landscaping plans which incorporate the County of Riverside Guide to California Friendly Landscaping and the use of drought-tolerant/water-efficient plants to reduce water demand. Plans must also meet the objectives of Ordinance No. 859 and Ordinance No. 348. Please also see definition for Plot Plan.

**Land Use**  The land use element of the General Plan specifies the general categories of land use appropriate to the development (or redevelopment) of all properties in the county.

**Large Family Child Care Home (LFCCH)**  A program in California serving no more than twelve (12) children ages birth through 12 years of age with no more than four (4) of them being under the age of 2 years of age, all under the care of a minimum of two adults over the age of 18. If certain criteria are met, up to fourteen (14) children may be served. Care is provided in the home of one of the two adults.
Leadership in Energy and Environmental Design (LEED) Guidelines  Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

Mitigation Fees  Fees paid to a public agency by a project developer to compensate the agency for the project’s anticipated impacts on facilities it provides, so that capacity can be added in existing facilities or that new facilities can be added that accommodate the proposed development.

Mitigation Negative Declaration  (see also Negative Declaration) A Negative Declaration that incorporates mitigation measures into the design of a project or establishes measures as conditions of project approval to avoid significant environmental effects.

Mixed-Use Development  A combination of multiple types of land uses located inside a single structure or a small area within a neighborhood, where a variety of different activities (residential, employment, shopping, and/or recreational, etc.) are in close proximity to each other, and are functionally linked so that one can conveniently walk between the different uses.

National Pollutant Discharge Elimination System (NPDES)  The program developed to eliminate construction-related pollutants from discharging into local and United States waterways by regulating point sources that discharge pollutants into waters of the United States.

Negative Declaration  As required by the California Environmental Quality Act (“CEQA”), a written statement prepared by a public agency (“Lead Agency”) sponsoring or responsible for permitting a project that briefly describes the reasons why the project will not have a significant effect on the environment and therefore does not requires the preparation of an Environmental Impact report (EIR).

Notice of Intent (NOI)  Projects that would disturb one or more acres of soil, or projects that would disturb less than one acre but are part of a larger common plan of development that in total disturbs one or more acres, are required to file a Notice of Intent with State of California Regional Water Control Board. The Notice of Intent dictates the terms of the General Discharge Requirements.

Operator  An organization or individual legally responsible for the operation of a child care center.

Ordinance  A law or regulation set forth and adopted by a governmental authority, usually a city or county.

Parcel  A lot in single ownership or under single control, usually considered a unit for proposed development.

Planning & Development Fees  Collective term referring very broadly to all types of fees charged to a developer, for all phases of project planning and construction. The most common are: (1) application fees (plot plan approval, change of zone, variance, etc.) for the administrative costs of processing development plans and public hearings; (2) permit fees (such as for building permits or grading permits) for the administrative costs of processing development plans, leading to building/grading permits; (3) development impact fees (such as parkland acquisition fees, school facilities fees, and street and highway construction fees) related to funding public improvements necessitated in whole or in part by the development; and (4) connection fees (such as water fees) to cover the cost of installing public utilities to the development.

Plan Check  The term used by the Building and Safety Department to refer to the department’s review of submitted building construction and grading plans to ensure that they comply with The Uniform Building Code.
Plot Plan  A class of discretionary permit for most types of land uses listed in the zoning ordinance as permissible in specified zones. The permit’s main components are site plans and drawings that show overhead and elevation views of all buildings associated with a proposed project, and other significant site features including parking, driveway, and site access and egress areas, areas of landscaping, loading areas for customer and goods delivery, fences and walls, drainage facilities, lighting standards, etc. Plot plans (as distinguished from Conditional Use Permits) are generally regarded as appropriate uses in the zones in which they are listed, and may or may not require public hearings before the Planning Director, and although they are approved subject to conditions, they are not limited in years of potential operation.

Preschool  A form of child care that often applies to children ages 2 through 5, typically with educationally-focused programs cultivating cognitive, social-emotional, motor and language development. Preschools were initially half-day programs, but many have evolved into extended day or full day programs.

Preschool Program  A program that serves children ages 2 through 5 or not yet in kindergarten.

Preschooler  A child, enrolled in a preschool program, ages 2 through 5 or not yet in kindergarten.

Septic System  A sewage-treatment system that includes a settling tank through which liquid sewage flows and in which solid sewage settles and is decomposed by bacteria in the absence of oxygen. Septic systems are often used for individual-home waste disposal where an urban sewer system is not available.

Single-Family Dwelling, Detached  A dwelling unit occupied or intended for occupancy by only one household that is structurally independent from any other such dwelling unit or structure intended for residential or other use.
Site  A parcel of land used or intended for one use or a group of uses and having frontage on a public or an approved private street. A lot.

Small Family Child Care Home (SFCCH)  A program in California serving no more than four (4) infants under the age of 2 years, or six (6) children ages birth through 12 years of age, with no more than three (3) of them being under 2 years of age, all under the care of a minimum of one adult over the age of 18. If certain criteria are met, up to eight (8) children may be served. Care is provided in the adult’s home.

Storm Water Pollution Prevention Plan (SWPPP)  A site specific storm water pollution prevention plan designed in accordance with section A of the Construction General Permit.

Title 22  A section of the “California Code of Regulations.” It governs child care operations in the state. It can be located on the internet at: http://www.dss.ca.gov/ord/PG240.htm. There are separate sections pertaining to child care centers and family child care homes. The Department of Social Services, Community Care Licensing Division, or “Licensing” uses Title 22 in regulating child care programs.

Title 24  A section of the “California Code of Regulations” used by Building and Safety (Part 2–California Building Code) and the Fire Department (Part 9–California Fire Code). Title 24 can be found at www.bsc.ca.gov/title_24.

Toddler  Generically refers to a child who is “toddling” or learning to walk. Thus may refer to children 1 or 2 years of age. When a child who is 2 is referred to as a “2-year-old” by default, a younger child, generally a 1-year-old, may be called a toddler. However, 2-year-olds are frequently called “toddlers.”

Toddler Option  A program licensing option that allows an operator to group together children ages 18 months through 30 months.

Traffic Impact Analysis (TIA)  A report that documents the effects of a proposed project on traffic conditions, and the roadway or intersection improvements needed to accommodate additional traffic. The TIA must be prepared by a Registered Traffic or Civil Engineer and must comply with County guidelines.

Traffic Management Plan (TMP)  A document that describes the proposed project, including size, days and hours of operation, number of children to be served, entry and exit driveways, circulation and parking for drop-off and pick-up, signage, and other site-specific traffic matters.

Transit-oriented Development  A mixed-use development within an average of 2,000–foot walking distance of a transit stop and core commercial area.

Waste Discharge Identification Number (WDID)  The number issued by the State of California Regional Water Control Board when a Notice of Intent has been filed.

Zoning  The division of a city or county by legislative regulations into areas or zones, which specifies allowable uses for real property and size restrictions for buildings within these areas.

Zoning District  A designation section of a city or county for which prescribed land use requirements and building and development standards are uniform.
Overview of Steps for Developing a Child Care Center or Family Child Care Home

As with any business enterprise, there are a number of steps required for a successful start up. This Guide is focused primarily on the process of developing a facility, including design, permitting and construction. It also includes a section on working with State Licensing which provides orientation workshops and a process to assist an operator with starting their program. The following information is not intended to be complete, but only to help the prospective operator appreciate the scope of what is required.

The Child Care Center or Large Family Child Care Home development process can be organized into three areas: 1) program; 2) business; 3) facilities. Here we will briefly describe the first two. The third is described more fully throughout the rest of the Guide.

Program

Child care is both a business and a service, educating and caring for the most vulnerable members of our society. The first task of a prospective operator must be to determine the type of service or program they intend to offer. From a business perspective, the type of program you intend to run determines everything else about your enterprise. It is important to be thoughtful, thorough and clear in this regard. Creating a narrative which describes your ideal vision for the program you would like to operate can be a helpful exercise. The more detailed and specific the description, the more helpful it will be in designing and establishing your program and your business.

Following is a list of tasks to consider accomplishing during this initial period of development.

1. Describe your educational philosophy. This should be in a form that can be conveyed clearly and completely to both parents and staff. (If the enterprise has a “Mission and Vision Statement,” this would be reflected in it, but should be separately drafted in a statement of its own.)

2. Identify the type of curriculum you will use. Identify what will be required to deliver that curriculum.

3. Identify the ages of children to be served, how they will be grouped, how many children will be in each group, how many total children the program will have, and what schedules will be offered.

4. Determine your staffing model, staffing schedules, teacher qualifications, pay and benefits.

5. Identify any unique services (such as transportation, lunch, or extra-curricular activities) provided by your program that will require an additional fee.

6. Identify any unique teaching activities that will incur an additional cost (staff meetings, parent conferences, etc.).

7. Determine whether your program will require either a profit or an operating surplus.

8. Identify the expertise required to develop and lead your program.
Business

The business aspects of the enterprise are a reflection of the program design and operation. Once the program is clearly described, making decisions about the business can be more accurately and effectively accomplished. In determining who will handle business matters, it is important to remember that the expertise required to run the program is not the same as that to run the business. A successful enterprise must have access to expertise in both arenas.

Following is a list of tasks to consider in establishing the business elements of your enterprise:

1. Select your attorney, accountant and bookkeeper.
2. Determine how your business will be legally organized and identify your financial management systems.
3. Identify who will run the business side of your enterprise and who will handle office management.
4. Determine whether you need any other type of business expertise.
5. Work with your professional resources to complete your business plan. Be sure to include representatives from the program side of your enterprise. Identify whether or not the business plan suggests success.
6. As part of your business plan, determine whether you have an adequate construction/renovation budget and an adequate program start-up budget. Establish whether your initial three-year operating budget is realistic. Make sure your budgets are reflective of your program design.
7. Confirm that you have sufficient funding to support your three budgets, including an initial operating loss until your operation breaks even.
8. Set up your human resources operation with needed expertise in place. Complete a written set of staff policies and procedures.
Sequence of Activities

Because each Child Care Center development project is unique, there is no absolute sequence of development activities to be followed. The results of performing tasks interact with one another and modify how later tasks are carried out. Depending on the project, a different sequence may apply. The following will provide one possible sequence.

Planning

1. Develop program philosophy.
2. Develop program description and objectives for children and families.
3. Research program regulations; attend Licensing orientation (abide by Community Care Licensing Requirements).
4. Study project feasibility; produce business plan.
   - Analyze child care needs; confirm nature of market, demand and competition.
   - Locate or determine site to construct facility.
   - Contact Riverside County Planning Department.
   - Conduct appropriate research including General Plan and zoning designations to determine viability of location.
   - Develop enrollment and staffing configuration.
   - Produce initial operating and start-up budgets; confirm financial viability.
5. Obtain predevelopment funding: Solicit private backing, or grant application & in-kind donations.

Pre-development

7. Choose center director.
8. Select architect; obtain program schematic.
9. Acquire Site – Obtain grant deed or lease agreement.
10. Determine construction / renovation budget; develop financial plan.
11. Secure financing; raise funds.
   - Develop architectural design and complete planning review.
   - Complete architectural working drawings, plan check and revisions.
13. Select Contractor.

Development

14. Close loan or secure grant funds.
15. Construction (supervise continually).
   - Site work and foundations.
   - Framing and rough installations.
   - Finish work, landscape and punch list (completion check-off list).
16. Begin program marketing, hiring staff, purchasing toys, equipment and supplies.
17. Begin business operations, enrolling children, training staff, setting up classrooms and offices.
18. Complete all tasks and open.
Child Care Facility Types

Introduction

This section includes information on three types of licensed programs: 1) Small Family Child Care Homes (SFCCH); 2) Large Family Child Care Homes (LFCCH); and, 3) Child Care Centers (CCC). However, the focus will be on centers. Homes are very unique and individual. By nature, these types of businesses are intended to be and work like homes as opposed to centers per the State of California, Community Care Licensing Division, Title 22 requirements.

The facility and program requirements for small and large family child care homes have many similarities. However, facilities for child care centers differ significantly from those for family child care homes. If you have operated a family child care home and are planning to operate a child care center, you need to be prepared for a very different set of issues.

The following descriptions are a summarization of state law, Department of Social Services, Community Care Licensing Division and the County of Riverside General Plan and zoning ordinance (Ordinance 348) for the unincorporated areas of the County of Riverside.
Small Family Child Care Homes

In California, a small family child care home (SFCCH) is defined as a program serving no more than four (4) infants under the age of 2 years, or six (6) children ages birth through 12 years of age, with no more than three (3) of them being under 2 years of age, all under the care of a minimum of one adult over the age of 18. If certain criteria are met, up to eight (8) children may be served. Care is provided in the adult’s home. To open a SFCCH, a license from the State Department of Social Services, Community Care Licensing Division is required. You must register your Small Family Child Care Home with the County to operate your business. It is illegal to operate an unlicensed family child care home. If you choose to operate illegally, you place yourself, the children, parents and your home at risk.

Large Family Child Care Homes

In California a large family child care home (LFCCH) is defined as a program serving no more than twelve (12) children ages birth through 12 years of age with no more than four (4) of them being under the age of 2 years of age, all under the care of a minimum of two adults over the age of 18. If certain criteria are met, up to fourteen (14) children may be served. Care is provided in the home of one of the adults. Generally, the same regulations that apply to SFCCHs apply to LFCCHs. The type of home used as a LFCCH would optimally be larger so that it could effectively accommodate the larger number of children. If you have operated a SFCCH, you cannot automatically assume your home can also be licensed as a LFCCH. Moving from a SFCCH to a LFCCH will require a permit from the City or County Planning Department and a new license to expand from Community Care Licensing. A Fire Department review and inspection is also required through a request made by Community Care Licensing. You will also need to register your Large Family Child Care Home with the County to operate your business. A provider must also have one year experience or equivalent as an SFCCH provider before becoming a LFCCH provider.
Child Care Centers – General Description and Considerations

“Child Care Center” or “Day Care Center” or “Center” means any child care facility of any capacity, other than a family day care home as defined in Section 101251f.(1), in which less than 24 hour-per day non-medical care and supervision are provided to children in a group setting, per Community Care Licensing (Licensing), California Code of Regulations Title 22, Division 12. Child care centers house groups of children larger than those found in a LFCCH. Design and construction of child care centers is a very complex endeavor. The bulk of this Guide is intended, first of all, to provide the reader with helpful guidance on how to best develop their particular project. Secondly, it is intended to help the reader avoid the most common mistakes found in existing facilities.

Optimal facilities must be harmonious with the following:

- Children’s developmental needs, including needs for safety and for optimal learning and growth
- The philosophy of the program
- The structure and operation of the program; desired outcomes for the children
- The needs of the teachers, parents and other adults using the facility
- The existing physical site including the surrounding environment and neighborhood
- The climate (conditions including precipitation, temperature, amount of sunshine and overcast, and wind conditions)

Effectively addressing this complex mix of elements requires the prospective operator to either have or hire the necessary expertise to ensure these issues are appropriately addressed.
Considerations for Ages of Children Served

Introduction

Children and parents are the most important users of child care centers. Ensuring that their needs are met requires understanding those needs. The descriptive sections below are intended to alert the reader to those needs but are not a substitute for the knowledge of an experienced child development professional, skilled in the application of that field’s knowledge to the design of a child care center. If the developer or operator does not have such experience, it may be wise to obtain assistance. In recruiting such assistance, as well as in selecting other project professionals, be sure to consider the importance of clear and effective communication between the child development professionals and those from other professions.

Infants – Ages Birth to 24 months

If the operator chooses to serve these ages of children under Licensing’s Infant License, these children will be served as one age group. They are, however, two groups, developmentally. Where possible, children who are not yet walking should be kept separate from those who are stable, “experienced” walkers. (Alternatively, if the operator chooses to serve these ages of children under Licensing’s Toddler Option License (grouping children 18 months through 30 months), the children will be grouped in a way that is more developmentally appropriate. This option creates other complexities, however, and should be discussed with a Licensing Evaluator before being selected.

The separation needed between infants who are walking and those who are not needs to be maintained both indoors and outdoors. In either event, the scale of the room and yard, equipment and toys need to reflect both the physical size and developmental ability of the 0-1 and 1-2 age groups. A wide range of design issues need to be considered. Crawling infants need a safe space to crawl. Low windows can provide a view to the world outside. Electrical sockets should be located high and out of reach, and all outlets must be covered. Separate space will need to be set aside for cribs. The diaper changing area must be located within arm’s reach of a sink. Thirty-five (35) unincumbered square feet per child of indoor space for children’s activities are required, not counting other space required for such activities as storage, napping, food preparation and diaper changing. (Please note, the thirty-five square feet per child is a minimum requirement for health and safety and is less than optimal.)
Preschoolers – 
Ages 24 months to 60 months

If the operator chooses to serve these ages of children under Licensing’s Preschool License, these children will be served as one age group. However, they are also two groups developmentally. Where possible, the younger, smaller, less developed 2 year old children should be kept separate from older, stronger, more physically active 3 to 5-year-olds. As above, alternatively, if the operator chooses to serve these ages of children under Licensing’s Toddler Option License (grouping children 18 months through 30 months), the children will be grouped in a way that is more developmentally appropriate.

This age group also requires thirty-five (35) unincumbered square feet per child of indoor space for children’s activities with additional space for support activities, including restrooms with toilets, sinks and diaper changing for 2-year-olds who are not yet toilet independent. Preschoolers do not require a separate nap space. These children require space for group activities, both on tables and the floor. They also need space for privacy (though still subject to adult supervision). Traffic flow within and out of the room needs to be minimized and thoughtfully organized so that the activity areas are well protected. Access to the outside can be optimally handled through a single very wide door (garage-style doors are now being used) so the indoors and outdoors can be frequently open to each other, permitting indoor-outdoor flow of children. State fire regulations and ADA considerations will determine the number of exits per room, typically two per room. Fire regulations will also generally require an outdoor gathering area at least fifty feet from the building and with a minimum space of three square feet per child.

A note about “mixed age grouping.” Some educators prefer grouping children two through four together for philosophical reasons. In such cases, the design of the facility must take into consideration the broader range of size and development that must be addressed in the same space.
School Age Children – Kindergarten through 12 years of age

If the operator chooses to serve these ages of children under Licensing’s School Age License, these children will be served as one age group. However, they are also two groups developmentally. Where possible, the younger, smaller children in kindergarten through 8 years of age, should be kept separate from older children ages 9 through 12. These programs are most often held primarily in the afternoon at least nine months of the year. Classroom space needs to be designed in a way that allows for a different use in the morning for much of the year.

Interior spaces for school age programs need to meet a wide range of needs including homework, resting, recreation, socialization and a place to talk quietly with teachers. Like preschool children, school age children also need quality outdoor spaces, but their needs are for spaces where they can relax or be physically active as antidotes to long hours at a desk in a classroom.

Staff and Parents

While children and parents are the most important users of child care centers, staff use is also a vital consideration. Offices, storage, kitchen, curriculum work room, lounge and rest rooms are all spaces that must be designed exclusively for adult use. Shared spaces such as the entry, hallways, classrooms and the playground must take adult use into consideration in their design. Special care must be taken in the design of classrooms and play yards to support teachers in their task of facilitating and supervising children’s play. While these spaces need to be scaled for children, they also need to meet adult needs. For example, teachers should have adult-level work sinks, and seating outside that is their size and allows for children to join them for a reading or cuddling activity.
Child Care Center Construction Types

Introduction

There are several types of child care construction. Each impacts the construction process, timeline and cost as well as the types of design challenges the project will face.

Three main construction types will be discussed in this section. An example of each type is provided with a site description, diagram and photographs.
New Standard Construction

Standard construction (sometimes called “stick and mud” to represent lumber and plaster) provides the greatest amount of flexibility in design and construction. Flexibility can be important on building sites that are constrained. A high degree of flexibility is sometimes needed to address unique classroom sizes, the layout of classrooms, the organization of classrooms with each other, or layout of classrooms themselves. Operators need to allow enough time for construction, which can take anywhere from one to two years, depending on the complexity of the project.

Example of New Standard Construction Type:

LOVETT’S CHILDREN INC.
10744 Hole Avenue
Riverside, CA 92505

Contact:
Linda Lovett, Executive Director
Phone: (951) 689-7022 / active_learn2@yahoo.com

Licensed Capacity:
- Infants: 0
- Preschool: 115
- School Age: 0

Square Footage:
- Classrooms: 1,200 sq. ft. (each)
- Building: 5,600 sq. ft.
- Outside Play Area: 25,875 sq. ft.

Site Description
This site is located on a busy four-lane road in a high-density residential area next to a self-service car wash and across the street from a shopping center. A concrete-lined drainage canal runs along part of the property. Because of the spaciousness of the site and layout of the building, the overall environment feels very peaceful with many natural features. From the outside the building looks like a ranch-style house and is distinctly non-institutional. Numerous large trees, considerable lawn space, and extensive planting contribute to a natural, residential feel. The operator took full advantage of the site to optimize overall design, although they now would like additional space for parent meetings. The layout of the classrooms allows two doors for exiting to the outdoors. Restrooms are conveniently located next to the doors, allowing children to easily use them when outside. An overhang extends from the classrooms, creating shade and allowing children to be outdoors in rainy weather. The outdoor play yards are extensive and complex with many activity areas meeting the full range of children’s developmental needs.
Example of
New Standard Construction
LOVETT'S CHILDREN INC.

Key:
- outdoor play area
- other outdoor space
- walkway
- classroom
- admin
- restroom
- fence
CHILD CARE CENTER CONSTRUCTION TYPES  ■ New Standard Construction

New Standard Construction Design Example

LOVEIT'S CHILDREN INC.
New Modular Construction

There are a variety of types of modular construction, which is often, though not always, less expensive than standard construction. Modular construction can often be completed more quickly, sometimes in three-quarters of the time when design time is included. Modular buildings are frequently used for child care and are generally flexible enough for that use. When considering modular construction, you should determine in advance if there are any critical limitations in that type of construction that would impact your particular use. Examples might be ceiling height or working with building modules of a fixed size.

Example of New Modular Construction Type:

LOYOLA MARYMOUNT UNIVERSITY CHILDREN’S CENTER
1 LMU Drive, Suite 1000
Los Angeles, CA 90045

Contact:
Ani Shabazian
Phone: (310) 258-8900 / www.lmu.edu/lmucc

Licensed Capacity:
- Infants: 24
- Preschool: 80
- School Age: 0

Square Footage:
- Classrooms: 3,560 sq. ft.
- Building: 8,256.7 sq. ft.
- Outside Play Area: 9,150 sq. ft.

Site Description
Modular construction was selected on this site to minimize cost. The site was carved out of a large parking lot and placed in the corner against a densely-planted 20-foot buffer to a residential street. Because of a strong prevailing wind and generally cool coastal weather, the building was laid out in a “T” footprint with the length of the building close to the buffer providing a wind break to the play yards. Because the yards then faced the parking lot, the contractor used the existing downhill grade of the parking lot to form a pad for the site that was several feet above the parking lot, effectively protecting the yards from intrusion by vehicles. The “T” design naturally separated the older and younger children. Entrance through a single point at the base of the “T” provided a secure entry point. Parents then walked to the back of the buildings and entered through the back of the rooms avoiding disrupting activities in the play yards.
Example of New Modular Construction

LOYOLA MARYMOUNT UNIVERSITY CHILDREN'S CENTER

Key:
- Outdoor play area
- Other outdoor space
- Walkway
- Classroom
- Admin
- Restroom
- preschool
- Infant
- Toddler
- Fence

FORDHAM ROAD

PS YD
3-4 YD
3-5
4 YR
3 YR
2 YR
2 YD
IT YD

UNIVERSITY PARKING

Parent Drop-Off

ENTER
New Modular Construction Design Example
LOYOLA MARYMOUNT UNIVERSITY CHILDREN’S CENTER
Renovated Space Construction

Renovating space not initially designed for use as a child care facility is the most complex building approach. Because designing for children is such a unique process, converting space constructed for other use requires an even higher level of design skill and creativity. Particular care must be taken to identify conditions that are not considered hazardous to adults, but are incompatible for children. Depending on the building you are starting with, renovation can be the least expensive construction option or the most expensive. Similarly, renovation can take a longer or shorter time to complete.

Example of Renovated Space Construction Type:
BRIGHT START CHILD DEVELOPMENT CENTER
1621 Anacapa St.
Santa Barbara, CA 93101

Contact:
Marcela Carceras
Phone: (805) 963-2024 / www.brightstartonline.com

Licensed Capacity:
- Infants: 0
- Preschool: 60
- School Age: 0

Square Footage:
- Classrooms: 3,427 sq. ft.
- Building: 4,274 sq. ft.
- Outside Play Area: 12,173 sq. ft.

Site Description
Bright Start operates in two houses, one is two stories high. The second story is used for adult purposes. Limited parking in front is reserved for a parent loading zone; staff parking is purchased from a church across the street. An attractive entrance has been developed between the two houses, allowing parents to enter rooms both in front and in back. Utilizing a fence and hedge in front, the site is able to have two yards in front and a very spacious yard in back, due to the fact that they removed the fence between the two original yards. This allows all classrooms to have direct access to the outdoors. Rooms are thoughtfully painted, and in conjunction with a large number of windows and doors, feel open and airy even though they are relatively small. A community room is used for classes for the children such as dance, Spanish language, music, smaller group work, sign in/out for parents, and then after hours it is used for parent meetings (smaller groups) and/or parent education classes. The attractively planted yard is filled with trees, featuring a full range of activity areas including a separate atelier (art room) in a back corner. The program makes up for lack of a grassy area by taking children to a nearby park.
CHILD CARE CENTER CONSTRUCTION TYPES  ■ Renovated Space Construction

Renovated Space Construction

Design Example

BRIGHT STAR CHILD DEVELOPMENT CENTER
Child Care Center Operational Types

Introduction

The type of child care center operation impacts all aspects of facility development. This section is designed to assist the potential operator in being aware of considerations specifically related to a variety of common types of center operation. Such awareness can help the operator determine the appropriateness of a particular site and what types of issues might need to be addressed in developing it.

General Conditions / Stand-Alone Centers

(Applies to all center types)
A stand-alone center is a center that operates independently from any other organization. Its location may be due to the availability of an open lot or the convenience of a building that can be modified for child care.

Positives

The operator should have selected such a site because it has some sort of economic attraction, which could be proximity to a population base or to traffic flow. In such a circumstance, the center design and viability needs to consider those “attracting” factors. Can the traffic or population base easily access the center? Will a traffic study be required? Is parking adequate? Will a change in the traffic flow be required? County Planning Department staff are available to answer these general questions for the prospective operator. If a more detailed, inter-departmental review of the proposed project is desired, a Pre-application Review (PAR) may be requested early in the project. Less obvious can be the negative, often unanticipated, challenges faced by such sites that can only be uncovered by thorough research and planning.

Negatives

The operator should carefully examine all adjacent properties for potential hazards to the safe operation of their program. These hazards can include handling of dangerous materials (i.e., chemicals), occupancy by risky people (i.e., a halfway house), or operation of dangerous activities (i.e., a parking lot). They may be visible (i.e., a high voltage electrical line) or invisible (i.e., an underground gas line or septic tank under the playground). The operator should consider unanticipated and catastrophic events that might reasonably, though perhaps infrequently, occur, such as an earthquake, high winds or an out-of-control automobile.

Playground

Playground space and the quality of it are often the weakest element in a location. Although the early childhood field has traditionally largely ignored the importance of outdoor environments and programs, research indicates they are very important, and as a result the field is changing. This means that the broad range of factors that impact the viability of outdoor spaces has to be taken into consideration. Issues that don't affect the indoor areas like air quality, sun exposure, noise, and temperature, have to be taken into consideration. Please see “Points to Consider: Outdoor Environment” for more information.
Employer-Related Centers

Employers may be involved with child care centers in a variety of ways. This example primarily references centers that are located on the employer’s property. While the center may solely serve the children of the employees, it is also common for child care to be provided to the public community as well. The employer often guarantees a portion or percentage of the child care spaces for their employees and the remaining child care spaces are available to the general community. Sometimes employers band together to form a consortium which then operates the center, providing spaces to the participating employers on a proportional basis. Employers are usually not oriented to housing children on their site. As with religious organizations, the addition of a child care center brings with it new regulations that can be different from those governing spaces used exclusively by adults. Locating the facility requires considering: 1) children’s safety and developmental needs; 2) impact on adults and adult activities; and 3) ease of drop off and pick up. If the employer wishes to encourage nursing infants or having lunch with your child, employee accessibility during the day can also be an issue. As with all adult-oriented organizations, it is vital that child-oriented expertise be brought into the design and construction process, particularly if the facility is to be located on the employer’s campus. If an employer is developing a program off-site, considerations specific to that site need to be worked with.

Faith-Related Centers

Faith-related programs account for a very large segment of the child care center population. The dominant feature of the facility for such programs is the fact that it usually shares space with the religious organization. Frequently, the child care program is starting in existing religious school classrooms. First and foremost, operators need to understand that the program they are adding brings with it a new set of regulatory requirements that did not previously apply. This set of requirements may necessitate significant changes in the facility, including with electrical and plumbing. Numbers of children allowed in rooms may be less than that allowed for religious use. Playground space can be a particular challenge because such facilities may have classrooms but no playground. Often playground space (which is required by state regulation) must be taken from a parking lot or from a yard that is part of the organization’s general landscaping. In some cases these spaces must be shared with parking and general use functions on days of religious activities. All of these considerations should be evaluated from the perspective of the children who will be housed in the spaces. The existence of classrooms alone does not ensure that a quality child care program can be housed there. The program may have shared use or sole use of the space. Agreement on facilities, maintenance, janitorial service, and special events may be needed. Such programs may be religious or not and may have an external operator or one that is connected to the landlord.
School-Related Centers

Public schools house a variety of child care programs. These programs may exist for several reasons. School districts sometime operate early education initiatives; school districts sometimes provide space to others to operate child care programs; after school care is often provided on-site for school age children by outside vendors. Government regulations over these programs may vary, depending on who is operating the program and the space in which the program is being held. For instance, requirements for space per child are different if the space used for school age after school care is used by the same children for regular school earlier in the day, or if it is not. Indoor activity space, toilet requirements, and outdoor space requirements are different for school-age child care classrooms that also serve children during the regular school day. Check Section 1596.806, Health and Safety Code, in addition to Title 22 School-Age regulations.

Because school districts have the experience of providing indoor and outdoor spaces for older children, it can be easy to view those spaces similarly as appropriate for young children. Such an approach can be misleading. While elementary school classrooms can often be successfully converted for child care use, care should be exercised with outdoor spaces. At the elementary school level, the outdoors is viewed as a place for recess or organized games. For early education or child care programs, the outdoor environment and program should be an extension of the indoors. It’s an outdoor classroom and needs to be treated as such. This issue is particularly sensitive when the program for younger children must share space with that of the older children. It is important that the younger children are not deprived of what they need simply because they share space with older children. It is also important that the various departments in a district responsible for space understand and respond to the unique needs of younger children.

College-Related Centers

Child care centers related to colleges can provide child care services to the college community or serve as teaching laboratories or both at the same time. These centers may be located on the college campus or not. They may be operated by the college or not. Such centers may have unique security and service requirements that impact design. They may operate at night and on weekends. They may house college classes and observation activities in addition to caring for children. Adult and child activities need to be separated. If located on campuses, consideration needs to be given to adjacent spaces that might be used for activities that could be dangerous to children such as parking lots, sports fields and utility or maintenance areas. Where such centers are part of a campus design plan, care must be taken to see that meeting the needs of the children is not subverted in the process of accommodating the campus master design plan.
Agency/Multi-Site-Related Centers

Agencies specifically focused on child care, or focused on a broader range of social services including child care, may operate multiple sites. Multiple site operators often standardize their operations and their facility designs. Care should be taken to customize these standard templates so that the characteristics of unique client populations can be met. Under circumstances where agencies lease existing facilities that may or may not have been used for child care, it is important to consider all of the design factors that might affect the well-being of the children and be willing to modify any existing design.

Child care centers are sometimes established as part of a more broadly-focused service agency. As with college-related centers, these sites may serve multiple purposes. Most frequently, the programs include service to parents and often involve parents with the children. As with college centers, the relationship of the adult spaces to the children's spaces is critical.

Commercial/Industrial-Related Centers

Occasionally, there may be a motivation to locate a center in a space zoned for incompatible use such as heavy manufacturing involving dangerous materials or processes. More frequently a light industrial zone may appear to have a viable location. Locating such sites close to work places can reduce the distance parents have to drive their children to child care, enable them to spend more time with their children and to access them quickly in an emergency. However, these sites need to be examined most thoroughly by specialists who can fully assess the risks to the welfare of children. Because of the nature of such areas, risks located a long distance from the proposed site need to be taken into account. Such risks would include explosions and toxic clouds. However, more benign-appearing zones such as light industrial need to be even more thoroughly reviewed. In one example a site was being examined that appeared perfect until it was observed that fifty-gallon drums of cyanide were being placed on a loading dock in the building next door. The process of researching such sites must be very thorough.

Centers Co-located in Housing Developments or Planned Communities

Housing developments and planned communities are logical locations for child care centers. Because the environment for dwellings should be healthful and safe, these locations should work well for child care. To best serve the needs of the residents, access to the center should be carefully thought out. Pedestrian access from home to center should be encouraged. Ease of auto drop-off also needs to be considered. In such a development, it is tempting to have the center serve a dual purpose – child care and recreation/social activities during hours the center is not open. While this is doable, great care must be taken to ensure that the focus on multiple-use does not diminish the quality of the environment for the children.
General Criteria for Child Care Center Facility Development

Introduction

This section describes criteria that need to be considered no matter what the program, construction type or location. The information is focused on issues that would affect site selection, building type, general configuration of the building, selected building details, and playground design and development. It is not intended to be all-encompassing and is not a substitute for hiring architects, contractors and early childhood consultants with extensive skills and experience. It contains subsections on the following subjects:

1. Program philosophy, design & objectives
2. Site/location
3. Building
4. Classrooms
5. Outdoor environment
6. Working with space above the first story

It is highly recommended that this section be read in its entirety.

The Role of Program Philosophy, Design and Objectives

The philosophy, design & objectives of the program are critical considerations in the selection of a site and the design and construction of the facility. Facilities that do not support the objectives of the program and the needs of the children inhibit learning and development, not to mention the efforts of the teachers.

A minimum of two vital questions should be addressed.

1. What special design considerations need to be addressed to allow the program's philosophy, design and objectives to be fulfilled? For instance, if the program draws its philosophy from Reggio Emilia, then an atelier (art room) needs to be included. A Waldorf Program based on the work of Rudolf Steiner might need a special place for music.

2. Do the program's philosophy, design & objectives create a design bias that needs to be mitigated when considering the broader needs of children? This is a more complex consideration. Operators need to be familiar with the breadth of children's needs and environmental requirements beyond the requirements of their particular program philosophy. For instance, if the program is primarily focused on activities that occur indoors, the operator may need to become more familiar with the role and importance of outdoor environments.
Points to Consider: Site/Location

Child care centers are often poorly sited. This is in part because of an incomplete understanding of the hazards to young children that generally abound in many environments. Children are much more vulnerable than adults to these dangers. Unfortunately, zoning and building codes cannot be solely relied upon to provide adequate protection. Appropriate siting is generally the responsibility of the developer or operator. Research prior to selecting a site location is one of the most important steps in the process. Following are common areas to be considered. Challenges arising from these areas are not necessarily insurmountable, but should be assessed, both for their susceptibility to being mitigated and to their collective impact in determining the viability of a site.

Utilities

Ideally, child care facilities should be located away from main gas and electrical utility lines so that children are not threatened in the event of a line disruption. If the lines are on or next to the property, evacuation plans should take such hazards into consideration. Because the risk of exposure to electromagnetic fields (EMFs) is unclear, placing facilities under or next to high voltage transmission lines is discouraged. Location of ground-level electrical transformer boxes should always be distant and secured from children's play areas. Gas meters and emergency cut-off valves should be similarly placed and secured. Consideration should also be given to the location of lower voltage electric lines supported by wood poles that have been known to snap in high winds and electrify perimeter chain link or cyclone metal fencing. Children should not be allowed outside in such high wind conditions and should not be allowed to come near such fencing under those conditions. Water lines are generally not a concern, but the location of large underground storm drain conduits and septic tanks should be known as they may rupture and become a hazard in an earthquake. (In one case a center discovered it was organizing its earthquake relocation drill on top of such a tank.)

Incursion from Traffic

One of the most common hazards to children in care facilities is the proximity of cars to playgrounds and buildings. Southern California has seen a number of incidents of injury and death to children due to such proximity. Placing a playground adjacent to a parking lot should be avoided whenever possible. Chain-link or cyclone fencing should not be used adjacent to a parking lot because children can put their hands through such fencing, exposing fingers and hands to injury. Standard concrete tire blocks are inadequate to keep cars from penetrating most fencing. If a parking lot must be adjacent to a yard, and there is an opportunity for a grading difference, the yard should be elevated from the lot so that cars cannot hit the fence. If such elevation cannot be achieved, freeway-style guard rails should be installed at a sufficient distance from the wall to prevent cars from contacting the fence even under acceleration. The same guidelines should apply to buildings, as walls are also an inadequate protection against an accelerating automobile.

Pollution

Children are more sensitive and therefore more vulnerable to all forms of pollution than adults. Although Southern California has poor air quality overall, studies indicate quality varies depending on how near the pollution source is. Cars contribute to air pollution both through exhaust and through tire dust. Care facilities should not be located near or downwind from freeways or busy streets. If such roadways are close, only solid walls provide any protection; bushes and trees are inadequate. Soil pollution is a concern because children play on the ground and very young children may eat the soil. Playground soils should be tested for contaminants. Noise is not always considered a pollutant, but it has a significant effect on children. Continual noise is the most obvious and the easiest to identify. Avoiding automobile traffic would have the dual value of reducing exposure to air pollution.
as well as traffic noise. The noise coming from a maintenance yard where a wood chipper is operated on an irregular basis is less frequent and therefore requires more thorough evaluation to detect.

Hazardous Human-Caused Activities / Features

Like discerning irregular noise pollution, avoiding neighboring hazardous activities may not be easy. Zoning regulations cannot always be relied upon to prevent child care centers from being sited next to hazards. The operator is responsible for selecting sites wisely, whether permitted by existing zoning or not. Neighboring businesses that are not obvious hazards need to be evaluated and may need to be interviewed, as the hazard may not be immediately detectable from the name. More benign-appearing zones such as light industrial or business centers need to be even more thoroughly reviewed because the hazard may not be immediately obvious.

Natural Features

Many sites have natural features such as grades (hills or dips), vegetation (trees, bushes), rocks, and the like. Sites also have a specific orientation to the sun. All of these elements need to be taken into consideration for both their intrinsic nature (shade, hard or soft surface, change in elevation) and for what they may harbor (small animals, insects, hazardous footing). Natural features have both positive and negative aspects. Children benefit in a wide variety of ways from exposure to natural features, so having such features is desirable. Operators should hire consultants who can help them to best place buildings on new sites and learn how to integrate such natural features into their outdoor environments.

Impact from Climate and Weather Events

Surprisingly, in sunny Southern California lack of shade is the single most frequent problem area in child care center playgrounds. Deciduous trees are most always the preferred shade source because they allow the warmth of the sun during the winter. Also of note, in our region where rain is an infrequent event, inadequate handling of rainwater is also a very common problem. Grading of the site is a critical issue. Drainage can sometimes be handled creatively through a playground by creating “dry arroyos” to carry water away and to serve as an activity area with water artificially added. In some areas another critical climatic feature of our area is wind. In areas of regular or persistent wind, the siting of the building can be critical to create wind-protected playgrounds. For areas that are subject to Santa Ana winds, siting of the building and layout and planting of the playground areas also need to take such factors into consideration.
Parking

As a nationally recognized planner once commented, “everything comes down to parking.” Child care centers need loading zones for parents, long term parking for employees and shorter term parking for visitors. The number of loading spaces for parents depends on the ages of the children being dropped off and how encouraged parents are to linger during drop-off and pick-up. Infants require longer drop-off time. Centers often require part-time employees with overlapping schedules, increasing parking needs. One off-street parking space is required for each employee and operator/administrator. While it is not necessary to have one space per child, staggering children’s start and end times can greatly increase parking ease and flow. General requirements are: 1–25 children = 1–3 spaces, 25–49 children = 4 spaces, 50–99 children = 6 spaces, more than 100 children = 10 spaces. In addition, the parking requirements for the unincorporated areas of the County of Riverside are 1 space for every 500 square feet of gross floor area. When a school bus is kept, there can be a reduction of 2 spaces per bus. It is imperative that all parking requirements are met.

The County of Riverside has specific parking requirements for Large Family Child Care Homes. The site shall provide at least two off-street parking spaces, no more than one of which may be provided in a garage or carport. These parking spaces may include spaces provided to meet residential parking requirements. The unloading and loading of vehicle occupants shall only be permitted on the driveway, approved parking area, or directly in front of the site and shall not unduly restrict traffic flow. Residences located on arterial streets shall provide a drop-off and pick-up area designated to prevent vehicles from backing into the roadway.

Accessibility / Security

Access into the facility for parents with their children needs to be made as safe and short as possible. Parking needs to be adjacent to walkways, protected from traffic and sheltered from rain and sun. Van/bus drop-off may need to be considered. Pedestrian access into the facility and grounds needs to be restricted to a single point through the facility that can be security-controlled. Vehicular access to the play yard may be desirable for refurbishing sand and fall zone areas. Vulnerability to intrusion by undesirable individuals should be assessed and mitigated.

Curricular Activities Outside the Grounds

In accommodating neighborhoods, with adequate supervision, child care activities can be conducted outside the confines of the center play yard. Usually these are walking “field trips” through neighborhoods or to destinations such as a library. Parks or playing fields can provide opportunities for running and field games that may not be available in the center play yard.

Availability of Outdoor Space

Because the play yard has traditionally been a secondary consideration to the indoor facility, many centers lack adequate outdoor space. Licensing minimums of 75 square feet per child generally do not provide adequate total square footage for the full range of activities that should be provided outdoors to meet children’s developmental needs. The footprint and layout of the yard, along with its general characteristics, all need to be carefully considered. Please see “Points to Consider: Outdoor Environment” for further details.

Flexibility in Building Orientation and Layout

The ability to orient and lay out the footprint of the building in an optimal manner on the site is critical to creating a quality facility. Utilizing the building to optimize shade and protection from the wind are examples of how orientation can support the development of the play yard. Many facilities and playgrounds suffer because they exist on over-constrained sites. Special care needs to be taken with sites that are to be remodeled and were not initially constructed as child care centers.
Points to Consider: Buildings

Whether the building is newly constructed, renovated, or being taken over “as is,” the same points apply. Even if the facility is going to serve a purpose other than child care, its design must always serve children’s needs and sensibilities first. For instance some centers are located in buildings that provide other social services. Children may have to enter through those buildings to get to the center proper. The design of the building should take into account the fact that children will be passing through the facility. The design of the child care portion of the building also should reflect the needs of children, not the other human needs being met by the services provided in other portions of the building. This might include fundamental building structure, interior and exterior color, the amount of daylighting, etc. This is a challenge for adults who must design the building from their childhood experiences many years past; it is easier for an adult to design a space for another adult than for a child. For this reason alone, it is critical that the designer work intimately with an Early Childhood Education (ECE) professional who understands children’s needs and, hopefully, how the environment affects those needs. That said, in many ways, buildings and classrooms are an easier challenge to work with than either site selection or yard design.

Exterior Impression

The building should have a “child friendly” appearance. This has to do with scale and the proportions of the building more than a particular style. Remembering that preschool children are three times smaller than adults, the exterior appearance should welcome and invite children, not intimidate or frighten them. On the other extreme, care should be taken not to create a cartoon-like quality which represents more of an adult idea of children, rather than something that is sensitive to the children themselves. The exterior of a center also conveys an important message to adults that the program inside is sensitive to and reflective of children and childhood.

Building Exterior Surface (Building Skin)

Abrasive, hot or highly reflective exteriors are to be avoided. Special care should be taken to ensure that when children brush up against the building they will not be injured. Plaster, stone, brick or wood surface exteriors should be smoothly finished.

Layout and Transition Considerations

Centers generally have three primary users: children, teachers and parents. The layout, or organization, of the interior spaces should meet the needs of all three. Others who may be using the facility, maintenance personnel and vendors, are a secondary group who also need to be considered. Children’s needs should always have first priority. This is not straightforward, because the adults who conceive of the spaces and those who design and construct them view things from an adult viewpoint. (Please see “Points to Consider: Classroom Detail” for additional information.) Where possible, teachers and administration should be involved in the design process and carefully listened to regarding their use and needs. Parents as well as children have unique needs regarding time spent in the center during transitions. Resting and small gathering spaces should be provided between the classrooms and parking lot. The entrance, in particular, inside and out, should accommodate dawdling children and parents who need a moment to catch their breath in the midst of a busy day. Distances to classrooms from the point of entry should be minimized, particularly for infants and toddlers.

Security

Security needs to be considered from three perspectives. Children need to be safely contained and unable to exit without being accompanied by an adult. Unwanted individuals need to be prevented from entering during operating hours. Entry from unwanted intruders needs to be prevented when the center is closed. All of this needs to be handled in a manner that maintains a warm, inviting child and family friendly atmosphere. Prior to
installing any security door hardware, the Fire Department should be consulted to verify proper compliance with the California Building Code and State Fire Marshal regulations.

Windows and Doors

Because outdoor environments are critical to children’s well-being, windows and doors from the classroom to the outdoors play a critical role in good design and should be plentiful. When designing a room, it is important to have windows low enough for children to see outside. Even infants lying on their tummies could see outside if windows were placed low enough. One recommendation is that adults get down on their hands and knees when designing window locations. (Please see “Points to Consider: Classroom Detail.”)

HVAC and Environmental Design

The use of heating and air conditioning greatly impacts how teachers perceive the use of outdoor space and how the outdoors should be incorporated in a program. Ideally, a program allows children to flow freely indoors and outdoors a significant portion of the day. This means leaving outdoor classroom doors open. Design of the facility should allow for natural ventilation and solar heating as much as possible. Following Leadership in Energy and Environmental Design (LEED) Guidelines is strongly encouraged.

Services and Adult Use

A wide range of services may apply to a child care center. In addition to standard administrative services such as computer, telephone, fax, internet, copying, scanning, etc., kitchen and laundry facilities are common. Teachers need a curriculum room where supplies can be stored and worked with. Teachers need a staff lounge for rest and nutrition. A meeting room where staff and/or parents can gather is also common; its size should be a function of program size. If the program is associated with other educational or social support services, those services may require adult classrooms, offices, a library and other adult spaces.

Flexibility

Early care and education is a very complex field. Multiple ages are served. Multiple funding streams are accessed. Fluctuation in enrollment and age composition is constant. Center design should take this ever-changing universe into consideration and allow for flexible use of the facility over time.

Points to Consider: Classrooms

Classrooms have a limited number of variables that influence overall building design issues. However, these variables have an enormous impact on the children’s experience and effective program operation. The opportunities for mistakes, particularly in room detailing are almost infinite. Many of these can be avoided if the architect and contractor allow the operator, ECE consultant and classroom staff to continually review the design in conjunction with the ongoing construction process, especially the finishing details. While this may seem intrusive to the design and construction professionals, it will reduce the myriad of flaws that seem endemic in child care center building projects. The elements discussed below represent only the most gross classroom details.

Classroom Size, Footprint and Layout (Floor Plan)

The size of classrooms is almost always a function of the number of children the program is to serve, broken down into age groups. The classroom space calculation is usually the number of children in a classroom times a square foot per child ratio. The Department of Social Services, Community Care Licensing Division requires a minimum of 35 square feet of unencumbered space per child. This approach is fundamentally flawed because the number of activity areas needed in any classroom is the same, irrespective of the number of children. Thus a classroom built for a dozen children utilizing a strict square foot per child formula is fundamentally inferior to one built for two dozen children because it cannot accommodate all of the activity areas needed for a child’s optimal development.

PHOTOS OPPOSITE

Top Left
When interior hallways are required, it is important to keep them spacious and attractive for children, and usable for parents.

Top Right
Glass, roll-up “garage style” exterior classroom doors allow natural light into the classroom while allowing easy flow into the “outdoor classroom.”

Bottom Left
Classrooms require adequate space for a full spectrum of developmental activities.

Bottom Right
This soft stairway supports the physical development of infants.
Preschool Age Classroom Layout Design Example

Key:
- carpet squares
- linoleum tiles
- storage
- tables

- COVERED PATIO
- YARD
- 10' ROLL UP GLASS DOOR
- SKYLITE
- RESTROOM
- UPTE STORAGE
- DRINKING FOUNTAIN
- DRAMTIC PLAY
- LOFT
- CUBBIES
- ENTRANCE
- LOW STORAGE
- ACTIVITY AREA
- ART
- UPPER STORAGE
- ADULT STORAGE
- ADULT STORAGE
- ART
- LOW STORAGE
- LOW STORAGE
- LOW STORAGE
- LOW STORAGE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
- TABLE
scheduled and herded through halls or other classrooms to access a play yard. Ideally, the program should allow for indoor and outdoor flow of children during substantial portions of the day except in extreme weather conditions. To facilitate this objective, windows should be plentiful, able to be opened and not be blocked with furniture. Doors should be wide and foster indoor-outdoor flow.

**Ceiling Height**

For a variety of reasons, higher ceilings work best in classrooms. They allow for better natural ventilation, day lighting and the opportunity for indoor activity lofts.

---

**Wall Space, Doors and Windows, Storage, Sinks and Toilets**

Wall space is a finite commodity that must be thoughtfully organized. It is needed for activity areas, display, storage, windows and doors. Windows and doors should be placed in ways that create wall space against which activity areas can be located. Teacher input must be solicited to achieve the appropriate balance. Two doors that open to the outdoors or to a fire-rated exit corridor are required for exiting in the event of fire. Windows should be as plentiful as possible, providing an optimal amount of daylight. There should be enough storage to allow teachers to easily access what they need on a daily basis. Adult sinks should be placed in areas of use, for example, near a changing table for infant toddler rooms and near an art or snack area in classrooms of older children. Child-size sinks and toilets are easier for use by children and for staff involvement, observation and supervision. When possible, shared toilets between classrooms can save on plumbing and construction costs. The Department of Social Services, Community Care Licensing, requires 1 toilet and sink for every 15 children. Licensing requires individual privacy and gender separation in bathrooms for only school-age child care centers. Separate restrooms are necessary for staff and isolation of sick children. An interior layout of room activity areas should be part of the developing and final design review exercises to ensure that the balance works for the operation of the classroom.

**Access, Openness, and Adjacency to Outdoors**

Except under extreme circumstances, classrooms should always be adjacent to outdoor play yards. Children should never have to be
Points to Consider: 
Outdoor Environment

The outdoor environment (playground) has been, and continues to be, traditionally the weakest aspect of child care centers, old and new. The reason is simple. It is not thought of as an environment that is critically important for children. However, with the radically changed conditions of early childhood threatening children’s well-being on multiple fronts, this practice of neglect is no longer tolerable. The outdoor environment must be viewed as central to the quality of the children's experience as the indoor. In fact, it is an “Outdoor Classroom.” (For more information on this concept, visit www.ceonline.org and click on Outdoor Classroom Project). Below are nine key guidelines for its design and construction, as well as implications for its use.

Adjacency

*Play yards should always be adjacent to the classrooms of the children they are serving.* This fundamental design principle maximizes use of the outdoor space, effectively expanding the size and richness of a given classroom by the size and richness of the outdoor yard. In situations where existing programs lack adjacency, accommodation must be made through staffing and scheduling to maximize time outside.

Space

*Play yards should always be large enough to contain the full variety of activities children require for healthy development outdoors.* This is a frequently ignored guideline as yard sizes are usually a minimum based on the number of children multiplied times so many square feet per child. Department of Social Services, Community Care Licensing requires a minimum of 75 square feet of outdoor space per child. In small preschool programs this creates yards as small as 1–2,000 sq. ft., much too small to accommodate the full range of activities children need. In such yards children lack activities required for full development, while activity areas overlap and conflict with one another. (See “Separation” and “Completeness” below.) Consider these minimum playground sizes, irrespective of how small the classroom group size: 1-12 months—700 sq. ft., 12-24 months—2,500 sq. ft., Preschool—5,000 sq. ft.

Layout

*Open space (usually best in the center of the yard) should be large enough for children to run freely, with activity areas placed around the perimeter.* The single biggest mistake in the creation of new play yards is the purchase and placement of a large, expensive climbing structure on a piece of poured-in-place rubber in the middle of a small yard. Research has found when children have other options available, they play on such structures 2% of the time. (See “Materials/Equipment” below.) Yards need open space for activities that often change form.

Separation

*Yard layouts need to separate those different types of children’s activities that might conflict with one another where they overlap in order to avoid safety risks and supervision challenges.* Another very common problem with yards is the inappropriate combining of activity areas. For example, when sand is used as a fall zone material, it is common for children to play underneath climbing structures, creating a safety hazard. Trike movement is another common hazard when trikes are allowed to pass through other activity areas.

Completeness

*Healthy outdoor development can only happen when there is the full range of activities that are required for development of the whole child.* The play yard is an “outdoor classroom.” In that spirit, most everything that can be done inside can be done outside. The outdoor environment should have all of the activities found inside plus those that generally can’t be done in a classroom (e.g., trikes, swings, ball games). Each activity needs a defined and usually
separated space. In some cases (e.g., art, reading, and water play) that space can be movable and defined by movable items such as blankets, tables, or even just the presence of a teacher.

Materials/Equipment

A wide variety of materials/equipment is needed, with emphasis on items the children can manipulate. Children learn through interaction with their environment. The more they are able to manipulate, the greater the opportunity for learning. Typical playground “equipment” such as fixed climbing structures are very limited in terms of children’s ability to manipulate them. The term “loose parts” describes items that lend themselves to manipulation and that foster creativity, problem solving, communication, teamwork and the like. Examples are milk crates and sand toys. More broadly, everything that is indoors should be found outdoors—art, reading, blocks, puzzles, music, etc. For example, a child should be able pick up a book or get a teacher to read a story any time that child is outside.

Storage

There must be adequate outdoor storage to support the full variety of activities children require for healthy development outdoors. Every activity area should have its own storage. It is unrealistic to expect teachers to move all the materials required for rich outdoor play from the inside outside and back each day. (A little is ok.)

Challenge

Play yards should provide challenge sufficient to support development of the whole child; challenge is defined as “reasonable risk.” Children under five years of age require significant, challenging physical activity to form the foundation for later cognitive development. They also need challenge in all other areas of development—the opportunity to manipulate materials, problem solve, communicate, work in teams, etc. Yards that are constructed with insufficient challenge delay children’s development. This is of particular concern for children whose primary or only outdoor experience is time spent in a center of early care and education.

Nature

Nature and a natural environment should be the dominant environment outdoors. For many young children, the play yard at their center is their best opportunity for an experience of nature. The play yards of too many centers are dominated by concrete or asphalt, while the most common natural substance, sand in fall zones, is being replaced by poured-in-place rubber. Particularly for children living in urban areas, play yards should offer an opportunity for relief from the “concrete jungle.” Yards emphasizing nature provide children with unique learning opportunities (such as the importance of the environment and facts about the natural sciences) while providing the nurturing experiences that can only be found in nature.

Additional Considerations: Outdoor Environment Utility, Hazards and Safety

The general utility of a playground requires that the space be free from hazards and support outdoor play activity irrespective of outside conditions. This means that a variety of variables need to be mitigated or otherwise effectively worked with. Daily outdoor inspections are advised to ensure safety, especially in areas that are accessible to the public.

Sun

Lack of shade is the single most frequently found hazard on Southern California child care center play yards. Lack of trees in those yards is the single-most frequent reason why there is no shade. Shade, preferably from trees, needs to be a fundamental element in the play yard. Selection of the correct trees is an art and requires consideration of the climate, soil type, and activities to be held under and in the proximity of the tree. In Southern California, deciduous trees or non-deciduous trees that allow filtered sun are often the best choices.
Grass/Turf

Growing and maintaining grass is one of the most challenging of a center's maintenance tasks. When planning for shade, planning for a sunny open area of good size where grass or turf can thrive is vital. Healthy grass requires both sun and water. A hardy, year-round “self-repairing,” “creeping” yet water-wise type grass or turf such as a hybrid Bermuda or Kukuyu is a good choice. Seed-based fescues tend not to hold up well under heavy traffic. For a list of turf types approved for Riverside County, go to [www.retica.org/planning/](http://www.retica.org/planning/) select Development Review Process – Landscape Review Guidelines and then select County of Riverside Guide to California Friendly Landscaping and California Friendly Plant List.

Temperature

Riverside County winter and summer temperature ranges vary significantly depending on geographic location. When designing the playground, consideration needs to be given for providing cool areas in the summer and warm areas in the winter so that children and adults will be encouraged to be outdoors. Considerations should especially be taken in desert areas of the county with extreme summer heat.

Wind

More so than temperature, wind inhibits outdoor activity. Many locations in Riverside County have persistent strong wind. In such areas, buildings should be sited in a manner to create wind-protected play yards.

Weather

Centers should be designed to support children appreciating the weather and enjoying being out in it. Overhangs and other outdoor covered areas should support children and teachers being outside in hot or rainy weather. “Solar sinks,” comprised of elements like cement, brick, and stone, located in wind-protected areas should absorb and then radiate solar heat on cold days. Proper drainage should allow children to play on surfaces exposed to the rain.

External Factors

In general, center facilities, and especially playgrounds, should be sited in areas where factors external to the site will not interfere with the children being outdoors. Prospective sites should be visited at all times of the day to ensure that there are not disruptive activities specific to certain times of the day.

Play Yard Design Example: Pierce College Child Development Center

The play yard design for Pierce College provides an example of a child-centered, nature-based approach to outdoor play yard design in contrast to standard designs that are driven by adult ideas of “fun” and the placement of large play structures with a heavy use of plastic, metal and rubber. This new approach to design envisions the outdoors as a “classroom,” encouraging children and teachers to spend more time outdoors in a nature-based environment.

Because the playground design was commissioned after the building footprint was already established, the design faced initial constraints in its layout. Nevertheless, it reflects the fundamental elements of this new design approach. The two large yards have open grassy spaces in the middle for field play. Gross motor activities are placed at the outer edge along the fence. Directly outside the classrooms extend large patios covered with overhangs that have skylights. Decks are located close to the classrooms. There are “forested” areas, gardens and extensive sand and water play areas. Swings and elevated platforms for group activities are provided in the two large yards along with space and storage for “loose parts” for gross motor play. There are trike paths in two large yards. Overall, the play yard is designed to provide a maximum variety of activities, equivalent to what can be found inside.
Working With Space
Above the First Story

As a rule, children under the age of five are not permitted above the first story. Exceptions to this would need to be approved by the Riverside County Fire Department, Planning Department and Community Care Licensing. However, other child care center activities may be permitted above the first story. Care must be taken in moving activities upstairs so that the functioning of the center is not impaired. For instance, reception and its security-maintaining function needs to be kept where children and parents enter. Since other administrative staff perform this function, it may not be possible to move them upstairs. Activities that are commonly moved upstairs are selected administrative activities, long term storage, staff lounge, conference rooms, and larger group meeting rooms. The ability to practically move some activities such as short term storage, kitchen and laundry upstairs may depend on having an elevator. Depending on building codes, an elevator may be required for any upstairs function. Examples of child care center activities located upstairs can frequently be found at college lab school sites where adult classrooms and faculty offices are located there. (Note: Elementary school age children are permitted on a second story if building code requirements including construction type and exiting are met.)

In unusual circumstances, a building may be constructed into the side of a hill and be one-story above the ground on one side and have access to ground level on the other side. This would generally not be considered a two-story building. However, the logistics of moving children up and down stairs would need to be considered if the outdoor play area was on the lower part of the property at the base of the stairs, rather than on the higher portion of the property where children would access it at ground level.
Introduction

This section provides brief narratives, photographs and site plans for specific examples of the variety of site types that have been identified above. The section’s purpose is to provide concrete examples that illustrate primarily positive design applications to each type, but may also reveal improvement opportunities.

Two examples of Large Family Child Care Homes, located in single family detached residential neighborhoods, are provided.

Examples of Child Care Centers located in the following site locations are also included in this section:

- Single unit residential neighborhood
- Multiple unit residential neighborhood
- Next to or on the grounds of a school
- Part of or next to a community center
- Faith-related
- On an urban street front
- Commercial retail or shopping center
- Light industrial area or business park
- Adjacent to a park
- Transit-oriented development
- Rural community or area
- Housing development or planned community
- Multiple employer/business area

Additional photographs of each site can be found at www.rccfc.org.
Large Family Child Care Homes

Single Family Detached Residential Neighborhood

General Observations
Large family child care homes (LFCCH) allow a provider to care for children in her or his home. As with a child care center, these homes must meet certain regulatory standards. They are limited to 12 or 14 children depending on the mix of ages of children enrolled. As with centers, the homes must have indoor and outdoor space that is devoted to the children. That space must be safe from hazards.

Design Example

DOBSON FAMILY CHILD CARE HOME

Contact:
Tamara Williams-Dobson
Phone: (951) 340-3186 / Tdobson038@Hotmail.com

Licensed Capacity:
Infants, Preschool, & School Age: 14

Square Footage:
Child Care Space: 1,200 sq. ft.
Building: 4,220 sq. ft.
Outside Play Area: 1,500 sq. ft.

Site Description
This large family child care home is located in a quiet, newer residential neighborhood. Parking is available in the driveway and on the relatively quiet street and is ample. The home has a standard size front yard for that type of development and a back yard with a swimming pool. The indoor space used by children includes two adjoining bedrooms, a family room, and a kitchen. The two bedrooms are laid out and equipped very similarly to what one would find in a child care center. The swimming pool is fenced by a six-foot high movable fence. Because the pool occupies much of the yard space, the playground is located in a long space on the side of the house.
Design Example
Large Family Child Care Homes
DOBSON FAMILY CHILD CARE HOME

Key:
- outdoor play area
- walkway
- classroom
- living space
- restroom
- fence

DOBSON FAMILY CHILD CARE HOME

PLAY YARD

NEIGHBORING RESIDENCE

POOL HOUSE

POOL

NEIGHBORING RESIDENCE

58

RCCFC Child Care Design and Siting Guidelines
SITING FACILITIES IN SPECIFIC LOCATIONS

Large Family Child Care Homes

DOBSON FAMILY CHILD CARE HOME

Design Example

Large Family Child Care Homes
Large Family Child Care Home  
Single Family Detached Residential Neighborhood

Design Example

MCWILLIAMS FAMILY CHILD CARE HOME

Contact:
- Wendy McWilliams
- Phone: (760) 398-9290 / W.McWilliams@yahoo.com

Licensed Capacity:
- Infants, Preschool, & School Age: 14

Square Footage:
- Child Care Space: 1,563 sq. ft.
- Building: 2,233 sq. ft.
- Outside Play Area: 1,000 sq. ft.

Site Description

This large family child care home is located in a newer neighborhood across the street from a spacious neighborhood park equipped with a climbing structure, swings, large swaths of grass and a covered-table picnic area. The rooms inside the house that are dedicated to child care have the appearance and quality of a child care center. Approximately 70% of the home is used for childcare activities including naps and meals. The backyard is relatively small, consistent with those found in more contemporary new residential developments. This home had a room addition built on as a classroom for the children they serve. The classroom is located next to the backyard for easy access to outdoor play. Windows in the classroom face the backyard for additional observation opportunities of children and to allow natural light and additional ventilation into the classroom area. Four parking spaces are directly across the street from the house in front of a neighborhood park. Additional parking surrounds the circumference of the circular park. The home is placed between two homes on a “roundabout” type street with speed bumps which help to keep traffic slow in the neighborhood. The living room is used for naps, with mats placed on the floor for sleeping children. The owner’s mother lives at this residence and is the assistant for the child care provided.
Design Example Large Family Child Care Homes
MCWILLIAMS FAMILY CHILD CARE HOME

Key:
- outdoor play area
- classroom
- restroom
- fence
- living space

PLAY YARD
CLASS ROOM

BEDROOM
BEDROOM
BEDROOM
GARAGE

DINING ROOM
KITCHEN
LIVING ROOM
BEDROOM

THE PARK IS ACROSS THE STREET
DRIVEWAY
SALTILLO CIRCLE

RCCFC Child Care Design and Siting Guidelines
SITING FACILITIES IN SPECIFIC LOCATIONS

Large Family Child Care Homes

Large Family Child Care Homes
Design Example
MCWILLIAMS FAMILY CHILD CARE HOME
Child Care Centers

Single Family Detached Residential Neighborhood

General Observations

Single unit residential zones usually permit child day care centers, via a plot plan approval process. Occasionally, a conditional use permit process is required. The obvious challenges involve noise for the neighbors immediately adjacent the property, traffic and parking. The restrictions on developing play yards in such locations need to be carefully considered, as the resulting activity areas may not fulfill all of the developmental needs of young children.

Some of these centers may be located in existing residences, large enough to be converted to a child care center. In those cases, specific challenges and benefits exist. Such facilities provide a homey feel and have restrooms and kitchens; however, the configuration of such spaces seldom provides an optimum design and may not provide a configuration of enrollment that supports a sound business model. Considerable renovation may be required. The back and front yards may or may not be well suited for play yards.

New centers may also be built on vacant lots in existing residential neighborhoods. These centers can be more optimally constructed to serve as child care centers than a remodeled home. At the same time, care must be taken that the building, play yard and parking blend harmoniously with the neighborhood environment.

Design Example

**MURRIETA RANCH PRESCHOOL**

24850 Lincoln Avenue, Murrieta, CA 92562

**Contact:**

Cindy Layton, Executive Director

Phone: (951) 677-0207 / [www.murrietaranch.com](http://www.murrietaranch.com)

**Licensed Capacity:**

- Infants: 0  
- Preschool: 224  
- School Age: 0

**Square Footage:**

- Classrooms: 7,000 sq. ft.
- Building: 10,438 sq. ft.
- Outside Play Area: 100,000 sq. ft. (2.5 acres)

**Site Description**

Murrieta Ranch Preschool sits at the edge of a residential area and benefits from its origins as a large ranch-style house with substantial acreage behind it that has been developed into several different play yards with total space greatly in excess of State Licensing minimums. All classrooms open into a central grassy courtyard and have lofts. Its external appearance blends in with the surrounding neighborhood and the large lot size has allowed for ample parking removed from the residential streets. While the facility is in a residential neighborhood, because it borders undeveloped property, it has a significant rural feel. It does not feel like an intrusion in the neighborhood.
SITING FACILITIES IN SPECIFIC LOCATIONS ■ Child Care Centers

Single Family Detached Residential Neighborhood Design Example

MURRIETA RANCH PRESCHOOL

A

B

C

D
Multiple Unit, High Density Residential Area

General Observations

Child care centers located in multiple-unit, high-density residential areas are initially intended for use by the occupants of those developments. They may also serve the general public. These sites are most frequently constructed as part of the overall complex and can benefit from thoughtful design and construction. Due to the high density of construction, the center building is likely to be part of a multi-story structure. Care must be taken that the design of the center is not compromised because of the overall design of the building in which it resides. This requires conceiving of the center as a driving force in the design of the larger building rather than vice versa. Bringing in child care center design specialists can support success in this regard. Because the play yard is integral to the center building and interfaces and interacts with it, the siting of the larger unit housing the center on the property as a whole, needs to be considered in terms of the play yard space that will be created. Such consideration may impact the layout of the entire complex. Space is often a priority in such developments. Making certain the play yard is large enough may also impact the entire complex layout.

Due to the high density of the complex layout, the noise coming from the playground may need to be considered in establishing its location relative to the residential units. Some designers may want to consider orienting the playground to the outer edge of the complex rather than toward the interior. Because of the high volume of adult pedestrian traffic, vulnerability to intrusion over play yard fences and walls needs to be thoughtfully managed. Also, because of the high density layout, special care must be taken to create an outdoor play yard that is nature-based and not dominated by the surrounding buildings.

Design Example

CAROLYN E. WYLIE CENTER
7850 Cypress Avenue #11101, Riverside, CA 92503

Contact:
Melody Amaral
Phone: (951) 683-5193 / www.wyliecenter.org

Licensed Capacity:
- Infants: 6
- Preschool: 28
- School Age: 0

Square Footage:
- Classrooms: 1,155 sq. ft.
- Building: 2,395 sq. ft.
- Outside Play Area: 2,475 sq. ft.

Site Description
Located in a multi-story apartment complex, this center is on the ground floor of a multi-story building in the complex. It has an internally-facing play yard that is separated from the surrounding apartments by planting, walkways and open space.
Design Example Multiple Unit, High Density Residential Area
CAROLYN E. WYLIE CENTER

Key:
- outdoor play area
- other outdoor space
- covered walkway
- fence
- classroom
- IT infant-toddler
- admin
- restroom

EXIT PARKING & PARENT DROP-OFF

CYMPRESS AVENUE ISLAND

PARENT DROP-OFF CIRCULAR DRIVE

ENTRANCE TO PARENT DROP-OFF & PARKING

3-6 YR

STAIRWELL

IT

3-6 YD

IT YD

ADJOINING APARTMENTS

ADJOINING APARTMENTS

STAFF AND PARENT PARKING

ADJOINING APARTMENTS

RCCFC Child Care Design and Siting Guidelines
SITTING FACILITIES IN SPECIFIC LOCATIONS

- Child Care Centers

Multiple Unit, High Density Residential Area
Design Example

CAROLYN E. WYLIE CENTER
Next To Or On The Grounds Of A School

General Observations

Child care centers are frequently found on school campuses as part of the school district’s program or as a tenant of the district occupying an under-enrolled or closed campus. While these sites were constructed for children, they were not constructed for the very young children enrolled in programs of early care and education. Classrooms can be converted fairly easily for ECE use but often lack plumbing, restrooms and cooking facilities. Play yards are generally not suitable for young children without substantial development. In some cases play yards must be shared with older kindergarten children. The philosophy and interests of teachers in these two different types of programs often do not mesh. It is helpful to recognize that the needs of children under the age of five and those five and over are not the same and that the difference between educational philosophies for the two groups is even greater. Prospective operators of such programs should hold comprehensive conversations with district personnel involved in or affected by their presence on the campus. On the other hand, school yards are often spacious and classrooms can be large. In both regards, this availability of space can allow for creative development of both rooms and yards if the district will permit it.

Design Example

CHILD EDUCATIONAL CENTER (CEC),
Caltech / JPL Community
140 Foothill Boulevard, La Cañada Flintridge, CA 91011

Contact:
Lisa Cain-Chang
Phone: (818) 354-3418 / www.ceconline.org

Licensed Capacity:
- Infants: 58
- Preschool: 139
- School Age: 60

Square Footage:
- Classrooms: 10,000 sq. ft.
- Building: 15,000 sq. ft.
- Outside Play Area: 35,000 sq. ft.

Site Description
The CEC occupies 60% of an elementary school campus that was closed in 1979, the rest of the site being occupied by a private elementary school serving grades K–6. Over that period of time, with full cooperation of the school district, the CEC has been able to work effectively with the inherent limitations of a facility originally designed for older children to create indoor and outdoor spaces that work for younger ones. The nearly 1,000 sq. ft. classrooms with high ceilings accommodate classroom sizes of 16 to 23 children (13 in one infant room), with most featuring large lofts. With one exception, the classroom walls facing the play yards are all glass, each with two doors facilitating access to the outdoors and indoor-outdoor flow of children. Preschool yard sizes are double state licensing minimums, allowing for a full range of outdoor activities. A large number of trees, many predating the opening of the program, give the outdoor environment a park-like feel. The CEC is the model site for the nationally-recognized Outdoor Classroom Project, which endeavors to increase the quantity, quality and benefit of outdoor experience for children in child care centers.
Design Example
Next To Or On The Grounds Of A School
CHILD EDUCATIONAL CENTER

Key:
- outdoor play area
- other outdoor space
- covered walkway
- fence
- classroom
- admin
- restroom
- SA school age
- I infant
- T toddler

FOOTHILL BOULEVARD

STAFF PARKING
CRESTVIEW PREPARATORY SCHOOL
ST. FRANCIS HIGH SCHOOL

OTHER PLAYING FIELD

RCCFC Child Care Design and Siting Guidelines
SITING FACILITIES IN SPECIFIC LOCATIONS

- Child Care Centers

Next To Or On The Grounds Of A School

Design Example

CHILD EDUCATIONAL CENTER
General Observations

Child care centers related to community centers may or may not be connected with the services provided by that related community center. For a variety of reasons, it may have been convenient to include a child care center in a location with other related or unrelated services. In either event, consideration must be given to potential impacts, beneficial and challenging, of a shared site. An excellent example is mixing senior care with child care. Initially, there may be concerns regarding the noise of children's outdoor play, but consideration should also be given to the possibility that the sound of children at play might be a source of interest and enjoyment. Where there is a mix of unrelated services, consideration should be given to the potential for shared use. Young people visiting a teen center might be interested in serving as volunteers in the child care center. Engaging staff and clients from all involved agencies in the design process will promote the most productive design solutions. Coordination of pedestrian and motor vehicle flow and parking is critical to the success of this type of mixed use design. Regarding security, special care must be taken to control access by adults into the child care area. Regarding design of the child care center, care must be taken to ensure that the design fully meets the needs of the children and is not diminished because of the design considerations of other services. Everyone’s design needs must be met. If an adequate design cannot be achieved, not including the child care center element needs to be an option.

Design Example

MOTHER’S CLUB
980 North Fair Oaks Avenue, Pasadena, CA 91103

Contact:
Susan Kujawa, Executive Director
Phone: (626) 792-2687 / www.mothersclub.org

Licensed Capacity:
- Infants: 20
- Preschool: 63
- School Age: 0

Square Footage:
- Classrooms: 3,600 sq. ft.
- Building: 10,000 sq. ft.
- Outside Play Area: 6,090 sq. ft.

Site Description

A pioneering LEED-certified Gold design project, this child care center located in northwest Pasadena is part of a program to provide educational services for young mothers. A 10,000 sq. ft. brick building was remodeled with the center placed at the east end. A playground was carved out of a portion of a 10,000 sq. ft. parking lot. Mothers are required to be present while their children attend the center and sometimes help with their care as part of the program. The center and adult education areas are connected internally. Two of the classrooms feature garage door-style roll-up windows and classrooms and HVAC are intended to operate with the doors open. The play yard utilizes an infant-toddler climbing structure to separate the infant-toddler yard from the preschoolers’. Both yards feature many natural elements. The entire playground is organized around one pre-existing mature oak tree. Three of the five classrooms open directly onto the yard. Natural light is brought into the back classrooms through the use of a large skylight and retracting glass walls.
SITING FACILITIES IN SPECIFIC LOCATIONS

Child Care Centers

Part Of Or Next To A Community Center

Design Example

MOTHER'S CLUB
Faith-Related

General Observations

Faith-related programs have historically provided a substantial amount of the child care in the nation. These programs may be a mission of the organization housing them or merely a tenant. Either way, the facilities-related issues are the same. One critical facility issue is that classrooms may be shared between the child care program that occupies them during the week and the religious school program that occupies them predominately on weekends. Under these circumstances, storage plays a critical role in allowing the two programs to share the same space by storing many of their materials when not using the rooms. Close cooperation between the two programs is also essential if a facility is to be effectively used.

Aside from sharing space, a common challenge for faith-related programs is providing an effective play yard. Play yards are commonly isolated from classrooms, requiring the children to be escorted from the classroom to the play yard in order to spend time outdoors. Sometimes lawns intended for general landscaping are desired for use as play yards but must be retained as general use grounds when the center is closed. These complexities must be thoughtfully worked out prior to establishing a center.

Design Example

WESTMINSTER PRESBYTERIAN CHURCH PRESCHOOL
32111 Watergate Road, Westlake Village, CA 91361

Contact:
Judy Hightower
Phone: (818) 889-1493 / www.preschool.wpcwestlake.org

Licensed Capacity:
- Infants: 0
- Preschool: 95
- School Age: 0

Square Footage:
- Classrooms: 4,900 sq. ft.
- Building: 6,700 sq. ft.
- Outside Play Area: 7,200 sq. ft.

Site Description
Overall, this site exemplifies the typical characteristics of isolated play yards and shared outdoor space. The full time play yard was initially developed from general use space. As the yard was developed, a portion of the parking lot, outside the fence, was designated for use by tricycles at selected times. Through involvement with the Outdoor Classroom Project, the yard was significantly enhanced with natural features such as a hillside rock garden. The interior general use patio space was recognized as a potential play yard for the children in the classrooms bordering it who had to walk through it to get to the play yard. Now it is used regularly as a play yard with toys and materials that can be taken out and put away after each use.
Design Example
Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Design Example
Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom

Faith-Related
WESTMINSTER
PRESBYTERIAN
CHURCH PRESCHOOL

Key:
● outdoor play area
● other outdoor space
■ walkway
◾ fence
■ classroom
■ admin
■ restroom
A

B

C

Faith-Related Design Example
WESTMINSTER PRESBYTERIAN CHURCH PRESCHOOL
On An Urban Street Front

General Observations

Child care centers on urban street fronts offer some of the most challenging sites for developing a quality child care center. Two of the more frequent challenges are protecting the children from the noise and distraction of traffic, and creating a nature-based space in an environment dominated by human-made structures. Such sites frequently operate in facilities that are remodeled and must deal with spaces that were never conceived of for housing children. At the same time, such facilities are often critical providers in meeting the child care needs of urban-dwelling families.

Design Example

A CHILD’S PLACE
8568 Venice Boulevard, Los Angeles, CA 90034

Contact:
Marynell Whitcomb, Director
Phone: (310) 204-6833

Licensed Capacity:
- Infants: 0
- Preschool: 49
- School Age: 0

Square Footage:
- Classrooms: 2,000 sq. ft.
- Building: 2,500 sq. ft.
- Outside Play Area: 7,500 sq. ft.

Site Description

A Child's Place is located on a wide, six-lane boulevard west of downtown Los Angeles near Culver City. Despite being housed in plain commercial buildings, by utilizing planting and natural paint color such as sage, ACP manages to convey a nature-based feel in its street appearance. Inside it expands on that by using trees, grass, vines, flowers and a rich selection of children's activities in a way that truly makes the environment feel like a child’s place. Once inside, there is not a sense that a very busy street is just a few steps away.
Design Example
On An Urban Street Front
A CHILD’S PLACE

Key:
- outdoor play area
- other outdoor space
- walkway
- classroom
- admin
- restrooms
- fence

ALLEY

VENICE BOULEVARD

GRASS MEDIAN

Parent Drop-Off

ENTRANCE

STAFF PARKING

ADJOINING OFFICE BUILDING

ADJOINING OFFICE BUILDING
SITING FACILITIES IN SPECIFIC LOCATIONS

Child Care Centers

On An Urban Street Front Design Example

A CHILD’S PLACE

A

B

C

87
In A Commercial Retail Area Or Shopping Center

General Observations

In newly developing shopping complexes, child care centers can be an attractive venture to include because they can both benefit from and contribute to the level of traffic flow. Such locations can reduce the number of vehicle trips per family by concentrating activities at one location. Since such complexes are designed for high vehicle flow, they generally easily deal with issues of traffic flow and parking. New construction allows for the opportunity for centers to be optimally constructed and sited. Proper siting is essential to protect children from the negative consequences of a center’s location in a high traffic area. The two greatest risks are from vehicular intrusion and exhaust. Ideally, the building separates the vehicles from the play yard and the perimeter of the play yard borders on a benign neighbor such as a park. Where the building or grounds borders on traffic or parking, the best protection against vehicular intrusion is to have the site pad higher than the surrounding area. This change in elevation is a greater protection than fencing or walls. (The Loyola Marymount University center, referenced in the “Modular Construction” section of this Guide, is located in a parking lot where the play yard needed to be placed on the parking lot side of the building to protect it from prevailing wind and was therefore elevated on its pad.) Location of the play yard should be upwind from idling or heavy traffic. If the play yard is next to traffic, only a solid wall will inhibit auto exhaust; shrubbery is not a sufficient barrier.

Design Example

COUNTRYSIDE MONTESSORI CENTER
2266 Griffin Way, Corona, CA 92879

Contact:
Nisreen Firdosy
Phone: (951) 340-2821 / www.montessoricorona.com

Licensed Capacity:
- Infants: 0
- Preschool: 55
- School Age: 30

Square Footage:
- Classrooms: 2,735 sq. ft.
- Building: 4,000 sq. ft.
- Outside Play Area: 5,761 sq. ft.

Site Description
The building and play yard are located in a shopping complex surrounded on four sides by parking and driveways. The yard wraps around the building on one side, allowing three of the four classrooms direct access to the play yard. Substantial overhangs provide shade for tables outside the classrooms on the two play yard sides of the buildings. There are no trees in the play yard and no other shade. The play yard is surrounded by wrought iron fencing and is set back four to eight feet from a driveway on two sides. There is minimal visual barrier to the rest of the complex. One side of the play yard borders directly on a driveway with no curb and has only widely-spaced posts for protection from cars. A license waiver has been granted for the shared use of the play yard. Children of different ages use the yard at different times of day. School age children use the yard while younger children are napping. Classrooms have storefront-type windows down to the sidewalk in front of the building, which opens directly onto parking with the minimal protection of a curb. Classrooms have high ceilings for a spacious feel and much natural light.
Design Example In a Commercial Retail Area or Shopping Center
COUNTRYSIDE MONTESSORI CENTER

Key:
- outdoor play area
- other outdoor space
- walkway
- fence

OTHER BUSINESSES

PLAY YARD
ALL AGES

2 YR

2-3 YR

5-6 YR

3-4 YR

PARKING LOT

ENTRANCE

Parent Drop-Off

A

B

C

RCCFC Child Care Design and Siting Guidelines
SITTING FACILITIES IN SPECIFIC LOCATIONS  ■  Child Care Centers

In A Commercial Retail Area Or Shopping Center

Design Example

COUNTRYSIDE MONTESSORI CENTER
Light Industrial Area Or Business Park

General Observations

A site in a business park has most of the same benefits as those found in one located in a retail center – easy handling of traffic and parking, reduction of vehicle trips, and opportunity for optimal siting and building design. It has the added benefit of being adjacent to the working environment so that parents can be close to their child in the event of an emergency and can potentially enjoy lunch and break-time with their children. Nursing mothers can continue to nurse their babies. Potential risks that must be mitigated are also the same; however, the volume of traffic in a business park is generally lower than other locations and concentrated at the beginning and end of the day.

Design Example

THE LEARNING CENTER 4 KIDS
1180 West Sixth Street, Corona, CA 92880

Contact:
Tonia Wright
Phone: (951) 314-4286 / www.Thelearningcenter4kids.com

Licensed Capacity:
- Infants: 19
- Preschool: 48
- School Age: 28

Square Footage:
- Classrooms: 4,275 sq. ft.
- Building: 4,600 sq. ft.
- Outside Play Area: 7,100 sq. ft.

Site Description
Located in a business park-like complex, the site sits adjacent to other businesses and is bordered on the front and back by parking. It features a very large play yard protected from a driveway on the front by a curb, eight-foot sidewalk and a wrought iron fence built on a three-foot plastered block wall. The back side of the play yard is protected by a six-foot high plastered block wall. The play yard features both grass and asphalt play areas. It has a grassy mound and several trees. A waiver has been granted by Licensing for the preschool and school age children to share the yard on a rotating schedule. A large overhang extends from the building, providing shaded outdoor space. The infant play yard is located some distance from the building. No classrooms open directly onto the play yard. Access to the play yard for some classrooms requires passing through other classrooms.
SITTING FACILITIES IN SPECIFIC LOCATIONS  Child Care Centers
Adjacent To A Park

General Observations

Centers located next to or in a park have many advantages. Again, traffic and parking are generally easily handled; siting and construction can be optimized. Parks often have other facilities where usage can be shared, including large open grassy areas, recreational equipment, swimming pools, and areas of nature to explore. Of course, these advantages are not available to a center located some distance from the park in a different environment.

Irrespective of the center’s precise location, staff can take advantage of being near a park. Depending on its quality and the capability of child care center staff to utilize it, the park can provide a wonderful environment for children to explore, learn from and play in. Centers planning to take advantage of a park’s open space and other facilities need to staff their program at a level sufficient to adequately supervise young children while on walking field trips.

Centers located directly in the park need to consider they are in a very public space at the same time they take advantage of it. They need to be especially careful in restricting access to their facility because of the high volume of park visitors. A balance needs to be struck regarding access to the play yard, which needs to be controlled both when the center is in session and when it is closed. The boundary between the play yard and the park needs to be handled in a way that takes advantage of the park’s beauty yet protects the children. Children should not be able to be touched or spoken to by someone from the outside. This can be handled by creating a relatively low three to four-foot high heavily planted buffer zone between the outside of the fence which blocks people from coming up to the fence. The fence can also be solid up to about five feet while providing visibility outside above that level. Platform structures can also be constructed inside the play yard where children can climb up and look into the surrounding grounds.

Design Example

NATI FUENTES CENTRO DE NINOS
2010 Martin Luther King Blvd., Riverside, CA 92507

Contact:
   Andrea Guevara
   Phone: (951) 683-8935

Licensed Capacity:
   ■ Infants: 0
   ■ Preschool: 144
   ■ School Age: 0

Square Footage:
   Classrooms: 5,580 sq. ft.
   Building: 11,160 sq. ft.
   Outside Play Area: 3,475 sq. ft.

Site Description
Located in a large public park close to a community center, this center is housed in a large modern building. The site is mostly surrounded by park, with some sloping terrain. Traffic and parking are easily handled. The spacious park provides a vast lawn area with occasional trees around the perimeter and some sports areas oriented toward older children and adults. The fencing surrounding the play yard is wrought iron. A public walkway runs along one side. The yard has no trees and limited artificial shade. There are some built-in planter boxes for gardening. There is no direct access from the classes to the play yard; children must enter and walk down a long hallway to get to the yard. Classrooms have a minimum amount of natural light.
Design Example Adjacent To A Park
NATI FUENTES CENTRO DE NINOS

Key:
- outdoor play area
- classroom
- restroom
- fence
- admin

PARK AREA

PLAY YARD
ALL AGES

COMMUNITY
ROOM

KITCHEN

ENCLOSED BREEZEWAY

STORAGE

4-5 YR 4-5 YR 4-5 YR 3-4 YR 3 YR 3 YR

ENTRANCE

PARK AREA

PARKING LOT

Parent Drop-Off

RCCFC Child Care Design and Siting Guidelines
SITING FACILITIES IN SPECIFIC LOCATIONS  ■ Child Care Centers

Adjacent To A Park Design Example

NATI FUENTES CENTRO DE NIÑOS
Transit-Oriented Development

General Observations

Transit stations have been considered attractive sites for locating child care because they can reduce traffic by combining the trips required to deliver children to child care with connecting to a transit station. Having centers adjacent to transit stations is also viewed as encouraging individuals to use public transit. Placing centers at such sites requires dealing with the hazards associated with large numbers of automobiles and trains. The high number of people moving through these sites requires a very high level of security.

Design Example

CHATSWORTH MTA
KinderCare Learning Center
(contracting by Children’s Discovery Centers)
10036 Old Depot Road, Chatsworth, CA 91311

Contact:
Andrea Weippert, Director
Phone: (818) 882-8016 / www.transittotswest.htm

City Contact:
Tom Chank
Phone: (213) 928-9783

Licensed Capacity:
- Infants: 20
- Two’s: 20
- Preschool: 40
- School Age: 0

Square Footage:
- Classrooms: 5,000 sq. ft.
- Building: 7,000 sq. ft.
- Outside Play Area: 4,500 sq. ft.

Site Description
This facility was constructed behind the train station using the station as a buffer between the train tracks and the center. The play yard was, in turn, placed behind the center further buffering it from the tracks. The proximity of the center to the station makes it very convenient for commuters. Parking surrounds the site. In as much as possible, the facility is screened from the parked cars. Driveways separate the parking from the facility on all sides. A wide sidewalk separates the play yard’s outer wall from the streets. Classroom walls and windows that directly face the street are set back from the sidewalk with planting in between. Inside the walls of the play yard, planting creates a more natural feel to the space.
Design Example
Transit-Oriented Development
CHATSWORTH MTA–KINDERCARE LEARNING CENTER

Key:
- outdoor play area
- classroom
- fence
- other outdoor space
- admin
- cubbies
- covered walkway
- restroom

OUTSIDE PATIO

TRAIN STATION AND OTHER BUSINESS

OLD DEPOT PLAZA ROAD
SITING FACILITIES IN SPECIFIC LOCATIONS

- Child Care Centers

Transit-Oriented Development Design Example

CHATSWORTH MTA–KINDERGARTE LEARNING CENTER
Rural Community Or Area

General Observations

Centers located in rural settings should be the most ideal of sites. The operator should have adequate space to create a spacious play yard. Adequate space should be available to handle parking and traffic. Selection of a site should easily avoid locating next to hazards. There may be an opportunity to take advantage of natural features such as sloping ground, existing trees, rock outcrops, and inspiring vistas. The advantages of rural sites can also pose challenges. Natural features must be managed in a way that creates an outdoor environment that is safe for children. Buildings should be sited in a way that minimizes energy costs while creating an easily accessible and beneficial outdoor environment. Consideration should be given to management of weather extremes, which may include strong wind, heavy precipitation, and temperature extremes. Rural settings need to take into account control of wild animal incursion into the yard space, including creatures that may carry disease or cause serious damage to the landscape. In rural locations where there is heavy agricultural development, there may be other considerations such as chemicals applied to surrounding fields or run-off from animal pastures.

Design Example

NUVIEW DISTRICT CHILD DEVELOPMENT PROGRAM
Valley View Location
21220 Maurice Street, Nuevo, CA 92567

Contact:
Sherrie Urzedowski
Phone: (951) 928-3570 / www.nuviewchild.org

Licensed Capacity:
- Infants: 0
- Preschool: 90
- School Age: 0

Square Footage:
- Classrooms: 3,700 sq. ft.
- Building: 4,320 sq. ft.
- Outside Play Area: 7,000 sq. ft.

Site Description
Located adjacent a school site, most of the building is substantially set back from a fairly quiet residential street. Most of the play yard is bordered by parking lot; however, the fence has a three-foot high concrete base. The play yard wraps around the building, creating some challenge in supervision, particularly if children want to play on grass or the climbing structure. Portions of the play yard have natural features and are shaded with trees. The building provides good wind protection from a south wind. Classrooms have substantial natural light from the outside. The half day program is located in two rooms with adjacent yards. A full day classroom is located about 300 feet away with an enclosed preschool play yard.
Design Example
Rural Community Or Area
NUVIEW DISTRICT CHILD DEVELOPMENT PROGRAM
VALLEY VIEW LOCATION

Key:
- outdoor play area
- other outdoor space
- walkway
- fence
- classroom
- admin
- restroom

Aerial view

RCCFC Child Care Design and Siting Guidelines
SITTING FACILITIES IN SPECIFIC LOCATIONS
Child Care Centers

Rural Community Or Area Design Example
NUVIEW DISTRICT CHILD DEVELOPMENT PROGRAM
VALLEY VIEW LOCATION
Housing Development Or Planned Community

General Observations
Child care centers located in housing developments or planned communities have similarities to those located in single unit residential areas. The primary difference is that centers in housing developments can be master-planned. Such master-planning can effectively manage traffic and parking. It can assure an adequate amount of space for the building and play yard. It can locate the site away from any adjacent hazards. Such hazards should be minimal. Centers in a housing development provide easy access to the service for the local residents. Depending on how the overall development is laid out, residents may be able to walk their child to the center, reducing vehicular traffic. If the development has a neighborhood park, the center can be located next to it so that it can also be used by the children.

Design Example
EL JARDIN CHILD DEVELOPMENT CENTER
84711 Avenue 51, Coachella, CA 92236
Contact: Susana Dauto
Phone: (760) 398-4828
Licensed Capacity:
- Infants: 0
- Preschool: 36
- School Age: 0
Square Footage:
- Classrooms: 1,260 sq. ft.
- Building: 2,000 sq. ft.
- Outside Play Area: 3,500 sq. ft.
Site Description
This site provides for convenient parking away from major traffic flow. One of the three sides of the play yard borders on an adjacent grassy area. The other two sides border on roadways, one a major avenue. The yards benefit from a significant setback from the streets; however, the wrought-iron fencing is porous and provides no protection from auto exhaust. The play yard is minimally developed but does have extensive lawn area, which can be used for running games. Shade is provided almost exclusively with shade structures. Interior rooms are fairly small, but most open directly onto the play yard, offering the opportunity for free flow of children indoors and out. The building provides some protection from an east wind.
SITING FACILITIES IN SPECIFIC LOCATIONS
Child Care Centers

Child Care Centers

Housing Development Or Planned Community Design Example
EL JARDIN CHILD DEVELOPMENT CENTER
Multiple Employer/Business Area

General Observations

A multiple employer child care program, sometimes called a consortium, is established when a group of employers wish to pool their resources to create a child care center where both the cost and benefits are shared. By design, this program needs to be placed in the same location as the employers so that the service can be easily accessed by their employees. There needs to be a sufficient number of employers clustered in a single location to provide an adequate pool of employees to support a center. There are considerable benefits to both the parents and to the children. Parents can visit their children for lunch if desired, breastfeeding mothers have easy access to their children and parents can easily and promptly pick their children up at the end of the day.

Centers can also serve both the employees of the participating employers, often guaranteeing a certain percentage of spaces, as well as the local community or other businesses that have not participated formally in the consortium.

The considerations that arise for such programs are similar to those of programs that serve a single employer. A primary consideration is locating appropriate space for the facility. Depending on the types of participating businesses (service vs. industrial, for instance) locating a safe, hazard-free space may or may not be challenge. If the center is being developed out of an existing building (rather than constructed from scratch) the viability of the existing space to be converted into use for child care needs to be very carefully reviewed. Following issues of safety and accessibility, availability of a viable outdoor play yard is a critical consideration.

Design Example

TEDDY BEAR TYMES CHILD CARE CENTER
900 E. Gilbert Street, Bldg. 9, San Bernardino, CA 92415-0935

Contact:
Linda Drew, Director
Phone: 909-387-0550 / Email: tbtymes@earthlink.net

Licensed Capacity:
- Infants: 42
- Preschool: 60
- School Age: 0

Square Footage:
- Classrooms: 5,280 sq. ft.
- Building: 7,200 sq. ft.
- Outside Play Area: 19,152 sq. ft.

Site Description
Established in the City of San Bernardino in 1986, this long-standing program was placed in buildings that used to serve as housing for staff of a now-closed hospital. The center serves the children of county, city and state employees as well as children from local community families. Currently 80% of the families served are county employees while 20% of the families are city employees, state employees and community families combined.

Because the center is located deep in a multi-acre campus, exposure to traffic is minimal, and parking is plentiful. Most of the perimeter of the center and yards is buffered by other buildings. Only one side of the property borders on a parking lot. The location of the facility within the overall business park campus allows some employees to walk to the center and others to easily drive there. The layout of the facilities and grounds provide for spacious patios outside of the classrooms, but the full play yards are located at the end of the classroom buildings. This layout allows for a program with indoor-outdoor flow, maximizing the amount of time children can spend outside, if only in the patios. In this case, the initial design of the buildings as residences with private outdoor patios lent itself to a relatively easy modification into a child care center.
Design Example Multiple Employer/Business Area
TEDDY BEAR TYMES CHILD CARE CENTER

Key:
- outdoor play area
- classroom
- walkway
- fence
- restroom
- wall

RCCFC Child Care Design and Siting Guidelines
SITING FACILITIES IN SPECIFIC LOCATIONS  • Child Care Centers

Multiple Employer/Business Area Design Example
TEDDY BEAR TIMES CHILD CARE CENTER

Child Care Centers
Introduction

Riverside County has been one of the fastest growing counties in the State of California. The unincorporated area of Riverside County has grown more than 37% over the past 10 years. It is essential to include building child care facilities in future plans and increase the opportunities for child care providers to develop child care facilities throughout the County of Riverside. This section is intended to assist child care providers to easily and successfully navigate the process, select appropriate sites and prepare plans that are responsive to Riverside County permitting requirements, all with the goal of assisting providers by making the Board of Supervisors Fast-Track Program work effectively for them. The Fast-Track Program is administered by the Economic Development Agency (EDA).

The Riverside County Transportation & Land Management Agency (TLMA) is an umbrella agency for six county departments. They are the Planning Department, Building & Safety Department, Transportation Department, Code Enforcement Department, Environmental Programs Department, and the Administrative Services Department (which provides services for the TLMA departments). The Administrative Services Department also provides public counter services, demographic services, and other resources related to land development. The Riverside County Transportation and Land Management Agency (TLMA) has two offices to serve the public. The western county is served by the office located in Riverside. For the convenience of applicants in the desert, they may be assisted at the Palm Desert office. Please refer to the Directory of Riverside County Departments at the end.
You will also need to research potential improvements such as:

- Circulation
- Flood control
- Structural (for existing structures)
- Sewage disposal
- Trails
- Fire improvements (on existing or refurbished structures)

It is also recommended that research be done on applicable fees such as:

- Development Impact Fees (Ordinance 659)
- Transportation Uniform Mitigation Fees (Ordinance 673)
- Interim Open Space Fees (Ordinance 810)

Please note, all fees listed are based on fiscal year 08/09 at the time of publication of this guide and are subject to change.

Determining if a project is appropriately located within the community through conducting this research is imperative to the successful implementation of your project. If the project is being proposed in an area where there may be controversy, the applicant is encouraged to contact the Planning Department early and often to ensure all issues are addressed and to expedite the project.
Planning & Zoning Requirements

Before a new child care business can be established, the business owner needs to check with the Planning Department to verify the existing General Plan land use designations and zoning clarification on the intended parcel of land. The prospective operator or owner should determine whether a Child Care Center or Large Family Child Day Care Home is suitable on the particular parcel before committing to any long-term lease or property purchase. Development of child day care facilities is allowed in nearly all zones in Riverside County.

State law permits Small Family Child Day Care Homes in any zone where the County of Riverside permits single family residential uses. Large Family Child Day Care Homes are permitted in any zone where the County of Riverside permits single family residential uses, but are subject to approval by the County through Large Family Child Day Care Home Permits. Child Day Care Centers are permitted in all General Plan land use designations, with a few exceptions. This information can be obtained from the Planning Department office locations or from the Planning Department website www.tlma.co.riverside.ca.us. You can identify the zone in which your parcel is located at www.rctlma.org/planning and click on “How to Find Your Zone.”
Fast Track Program Administered by Economic Development Agency (EDA)

The Fast Track Program is designed to streamline and expedite land-use approvals and the permitting process for qualified child day care projects. Fast Track customers receive the liaison services of Economic Development Agency staff who work closely with development review staff from various county departments to ensure plans are reviewed within the allotted timelines established by the Fast Track Program. Authorized projects will expire after being inactive longer than one year.

1. Contact the Economic Development Agency (EDA) and ask for a Fast Track Specialist at (951) 955-8916 or www.rivcoeda.org for more information. The Economic Development Agency is located at 3497 10th Street, Suite 100, Riverside, CA 92501.

2. After the Fast Track Specialist talks to you, he/she will send you a Fast Track Questionnaire. The questionnaire must be filled out completely, signed, dated and returned to EDA with a drawing or exhibit of the site plan plus a brief narrative of the project.

3. Applicants will be notified of Fast Track eligibility within 30 days or less from the receipt of the above.

4. If the project meets the eligibility requirements, the applicant will then need to submit fifteen (15) identical folded packets consisting of the following exhibits for a pre-development meeting with multiple county departments:
   - Site Plan
   - Grading Plan
   - Landscaping Plan
   - Building Floor Plan and Elevations
   - Project Narrative, which includes the following:
     - Project description
     - Hours of operation
   - Number of daily vehicle trips your project will produce
   - Types of equipment and commodities to be stored on property
   - Vehicle and equipment maintenance to be performed on the property
   - Occupancy classification of the proposed structures
   - Name of water company
   And one (1) of:
   - Water Quality Management Plan
   - Geologic Report

5. If corrections to the Site Plan or other exhibits are requested by the Fast Track Team at the Pre-Development meeting, the plans will need to be amended and submitted to the Planning Department, including all special studies and fees, with a copy of the Fast Track Authorization Form attached.

6. Fast Track Authorization must be printed out on “goldenrod” colored paper, and copies of the “goldenrod” colored authorization must be submitted with all plans or exhibits whenever project information is submitted to the Riverside County Planning Department or Building & Safety for expedited processing.

7. Fast Track Authorization will be cancelled if there is inactivity on a project exceeding 12 months.

Information on the Economic Development Agency may be obtained online at www.rivcoeda.org.
Small Family Child Day Care Homes

Small Family Day Care Homes are permitted in all zones where the County of Riverside permits single family residential uses. Small Family Day Care Homes do not require a permit pursuant to the Riverside County Ordinance 348. The operator must register the business with the County to operate a Small Family Day Care Home, but the operator is exempt from paying the associated fees for the registration. The registration form can be obtained from the Riverside County Planning Department located at 4080 Lemon Street, Riverside, CA 92507, on the second floor. They may also be contacted online at www.buslic@rctlma.org or at (851) 955-1400.

Small Family Child Day Care Homes must be licensed by the State of California Department of Social Services (DSS), Community Care Licensing Division. DSS is located at 3737 Main Street, Suite 700, Riverside, CA 92501 and can be contacted online at www.cclld.ca.gov or by calling (951) 782-4200. To facilitate the licensing process, the applicant may contact the Riverside County Office of Education Child Care Resources & Referral Agency for a pre-inspection. Please refer to the “Steps to Becoming a Licensed Child Care Provider” section of this Guide.
Large Family Child Day Care Homes

Steps to Opening a Large Family Child Day Care Home

1. Visit any one of the Planning Department Offices
   - Apply for a Large Family Child Day Care Permit.
     - A permit means that certain “conditions” must be met in order for the County of Riverside to approve the use of the specified property for child care.

2. The Written Application
   - An application is available at any one of the Planning Department Offices or online under “Development Process-Application.”
   - You must do the following:
     - Complete an application, including information about your business, hours of operation, number of children served, etc.
     - Submit all supporting documents according to requirements specified on the individual application.
     - The application must be signed by the property owner.
   - Optional (Recommended)
     - Contact EDA for Fast Track information at (951) 955-3123
     - You may request a “pre-application” review.
   - A current fee schedule can be obtained at the Planning Department website, www.rctlma.org and type in “fee schedule.”

3. The Review
   - The Planning Department will review the application and may request more information or suggest changes in the application before recommending that the permit be approved.

4. Approval
   - Congratulations! You have 12 months to begin child care in your home or begin construction for the new facility.
   - Additional permits may be required. The fees for these are not included in the initial permit fee.
   - Your permit is good for the life of the Center unless closed for 6 months.
   - Applicant must register their business with the County of Riverside.
   - Applicant must meet all the standards of Community Care Licensing and your local Fire Department.
   - Applicant may contact Riverside County Office of Education Child Care Resources & Referral Agency for pre-inspections of Large Family Child Day Care Homes.
GENERAL REQUIREMENTS

1. The Applicant shall obtain a valid state license to operate on site within 180 days of issuance of a Large Family Child Day Care Permit and has 14 days from that issuance to send to the Riverside County Planning Department a certified copy of said license.

2. Subject property shall have at least two (2) off-street parking spaces.

3. Loading and unloading of vehicles of occupants is permitted on the driveway, parking area or directly in front of the site.

4. Applicants shall comply with the Americans with Disabilities Act (ADA) requirements per Chapter 11 within the 2007 California Building Code.

5. Applicant shall comply with all applicable State Fire Marshall regulations.

6. Site shall not be located within 300 feet of any other Large Family Child Day Care, Small Family Day Care, Board and Care Home, Group Home, or Halfway House.

7. Any pool or spa on the site shall comply with current code regulations and the correct fencing, gate, latches and alarms must be installed.

8. No more than 14 children may be cared for at the Large Family Child Day Care Home, and no more than one family day care shall be located on a single parcel.

9. An on-site identification sign may be permitted, unlighted and no more than 2 square feet.

10. All necessary state permits must be kept current for the operation of the use.

11. Applicant must comply with all Conditions of Approval.
TLMA/PLANNING DEPARTMENT

1. Visit the Planning Department and apply for a Large Family Child Day Care Home Permit. Planning Department staff will assist you in navigating the permitting process and guide you through the necessary steps to open your facility.

2. A Large Family Child Day Care Home Permit must be obtained from the County of Riverside to properly operate a child day care facility.

3. You will need to provide deed and ownership of land or signature from the property owner authorizing an application to be submitted for the project site.

4. The applicant must file a Large Family Child Day Care Home Permit and meet the requirements of the entitlement (Land Use and Zoning) with the Planning Department and agree to comply with development standards and conditions as noted for the case. The application can be obtained online at www.rctlma.org. Go to Planning and then select Application Forms.

5. There may be additional regulations depending upon the location of the project site.

6. The application filing package will include a site plan showing ingress and egress, elevations of building or structure.

7. It is imperative that every child day care facility be licensed by the State of California, Department of Social Services (DSS), Community Care Licensing Division. Please refer to “Steps to Becoming a Licensed Family Child Care Home” section of this Guide. The State permit will not be issued until the County of Riverside has approved a Large Family Child Day Care Home Permit.

8. A business registration is required to operate a Large Family Child Day Care Home, but the operator is exempt from paying the associated fees for the registration. The registration can be obtained from the Riverside County Building and Safety Department located at 4080 Lemon Street, Riverside, CA 92507. They may be contacted online at www.buslic@rctlma.org or at (951) 955-1400.

9. For new construction or major reconstruction there may be additional requirements relating to geologic hazards, paleontological resources, mineral resources and site landscaping dependent on the site location (i.e. earthquake fault zone, liquefaction hazards, etc.)

Resolving the following considerations can help to ensure your success in working with the Planning Department:

- Do adequate research to appropriately locate your facility within the surrounding community before you apply for the Permit.
- Make sure that you obtain a Large Family Child Day Care Home Permit from the County of Riverside to legally operate a child day care facility. The process can be costly and take awhile to gain the clearances if initial research is not done. Please seek guidance from Planning Department staff.
- After you receive an approved Large Family Child Day Care Home Permit from the County, it is imperative that you are licensed by the State of California, Department of Social Services, Community Care Licensing Division.

Situations that might indicate whether to move forward or terminate the project are:

- Proposed use in relation to the area
- Slow to no movement regarding re-submittals from applicant to the County
- Fees
- Outstanding Code Violations
- Lack of acceptance of conditions from various departments
PLANNING DEPARTMENT
COUNTY GEOLOGIST

1. No permits, licenses, forms or fees are required by the County Geologist for existing homes.

2. No regulations or codes are specific to the County Geologist for existing homes.

For new construction of homes, please see requirements for child care centers which may apply to new construction.

PLANNING DEPARTMENT – LANDSCAPE DIVISION

1. If major landscape modifications (over 2,500 sq. ft.) are being done you must obtain the services of a landscape architect to prepare landscape plans. The plans must be prepared and stamped by a California state licensed landscape architect. All plans must comply with the Riverside County Guide to California Friendly Landscaping, Ordinance 859, Water Efficient Landscape Requirements (go to www.rctlma.org. Select Planning then Development Process and Landscape Review Guidelines). All plans must also comply with Ordinance 348 Section 18.12 – Off Street Parking Requirements (go to www.rctlma.org. Select Planning then Zoning Information and Zoning Ordinance).

2. Submit Conceptual Planting Plan with Plot Plan for review. These must be approved prior to the public hearing.

3. Submit Landscape Minor Plot Plan (e.g. final landscape and irrigation plan) for approval. A Plot Plan must be approved prior to the Building Permit issuance.

4. Plan Check Review. The Landscape Review can take two or more plan checks each with a two-week waiting period.

5. Any changes are to be made by the architect, dependent on the plan check review. On average there are two to four plan check reviews prior to approval. There is an approximate two-week turn-around for each review.

6. Approval of Landscape Plan.

7. The Landscape Review can take two or more plan checks each with a two-week waiting period.

Resolving or paying attention to the following considerations can help to ensure your success in working with the Planning Department – Landscape Division:

- Make sure you follow the off-street parking requirements for landscaping.
- Landscape Plans must be prepared by a State of California licensed Landscape Architect.
- Screening of fences and other structures needs to be addressed with care. Vines and vegetation may be required on solid walls and fences.
- Make sure to have adequate shade facilities in play areas (trees & permanent structures).
- Be aware of the timing involved in the Landscape Review process.
FIRE DEPARTMENT

It is required that all child care must be on the first floor of a Large Family Child Day Care Home.

1. Contact Community Care Licensing. Community Care Licensing will submit the required 850 (Request For Fire Inspection) to the County of Riverside, Fire Life Safety Division.

2. A Large Family Child Day Care Permit must be obtained from the County of Riverside Planning Department prior to fire inspection.
   Note: Every facility is different. A pre-inspection can be provided for a $50 fee to determine whether or not a facility can be opened.

3. The initial 850 Inspection Fee is up to $169 plus $170 for each re-inspection.

4. The ANNUAL Inspection Fee is $42 plus $17 for each re-inspection.

5. Every home must be equipped with a fire alarm which is capable of sounding throughout the house. It must be mounted on a fixed accessible surface, such as a wall, and staff must be trained to use the alarm. A fire alarm that is part of a home security system is also acceptable. All fire alarms or systems must be approved by the Fire Department.

You may obtain information bulletins at www.rvcfire.org.

Situations that might indicate whether to move forward or terminate the project can be easily identified by having a pre-inspection of the facility.

TLMA/TRANSPORTATION DEPARTMENT

1. No other departments or agencies need to be contacted prior to working with the Transportation Department.

2. No permits or licenses are required by the Transportation Department.

3. If applicable, it will be necessary to pay Transportation Uniform Mitigation (TUMF) fees and Development Impact (DIF) fees.

4. No regulations or codes are specific to the Transportation Department, with the possibility of Riverside County Roadway Design Standards.

Resolving or paying attention to the following considerations can help to ensure your success in working with the Transportation Department:

- Make sure there is adequate on-site circulation of traffic. With rare exceptions, traffic is not likely to be a major issue in the approval process, but adequate research is important.
- Follow the requirements for on-site parking.
- Pay specific attention to traffic operations at the driveway entry and exit and adjacent streets.
The following items are required to start the Grading Permit Process:

- A completed “Application to Construct” which can be found at the following link: http://www.rctlma.org/building/content/docs/284_199_app_to_construct.pdf
- Five (5) copies of the Grading Plan with the engineer’s stamp and original signature.
- Two (2) copies of the Geotechnical Report prepared by a registered civil engineer or soils engineer knowledgeable in the practice of soils engineering.
- Provide the Waste Discharge Identification number (WDID#) and a copy of the Notice of Intent (NOI) which dictates the terms of the General Discharge Requirements. The State of California Regional Water Control Board issues the Waste Discharge Identification number (WDID#) with the filing of the Notice of Intent (NOI). For additional information please visit www.swrcb.ca.gov.

2. Prior to the issuance of a grading permit for the proposed grading, a Grading Security/Bond is required to be posted with the Department of Building & Safety Environmental Compliance Division on the 12th floor of the County Administrative Center located at 4080 Lemon Street, Riverside, CA 92501. The Grading Security/Bond is an agreement between the County of Riverside and the Landowner guaranteeing the completion of the work. The Grading Security/Bond amount will be determined by the Environmental Compliance Division of Building & Safety at (951) 955-1871 and shall be posted prior to clearing the Grading Bond condition which is included in your conditions of approval issued by the Planning Department.

3. Grading Permit fees are deposit based fees and are posted on our website at www.rctlma.org under the Building & Safety tab and then under General Information http://www.rctlma.org/building/content/bs_permit_fees.aspx#deposit

4. Grading Permits are valid for 180 days.
Resolving or paying attention to the following considerations can help to ensure your success in working with the Building and Safety Department Environmental Compliance Division:

- During the LDC review process, a conceptual grading and drainage plan is required.
- Follow the information checklist included with the Planning Department Land Use & Development application. Please visit www.tlma.org and go to the Planning Department tab and then to the Development Process link.
- Contact the Building and Safety Department if LDC corrections or Grading Plan Check corrections are not clear prior to re-submittal of plans. When going through the process, if the corrections are not clear, contact us for clarification prior to re-submittal. Receiving a revised plan with the same corrections will delay the process and create additional work.
- When requesting information regarding your project, please have a project number (i.e. Plot Plan number) for LDC cases or Grading Permit number (BGR) for grading permits to better assist in determining project status or to provide case-specific information.

A situation that might indicate whether to move forward or terminate a project would be if a site has been graded without a permit. This could require a Site Restoration Permit to restore the site or the site may need to be brought to code prior to receiving Grading approval.

Grading/Environmental Compliance Division
Contact Information

- Land Development Committee (LDC) information/questions – (951) 955-1400
- Grading Plan Check information/questions – (951) 955-1800
- Grading Inspections – (951) 955-1800

- Construction National Pollutant Discharge Elimination System (NPDES) information/questions – (951) 955-1400
- Grading Securities/Bond information/questions – (951) 955-1871

RIVERSIDE COUNTY FLOOD CONTROL DEPARTMENT AND COACHELLA VALLEY WATER CONSERVATION DISTRICT

All cases will be reviewed similarly to any other commercial use. Responses are based on an assumption that the proposal is for a completely new building proposal. You will need to research the following:

1. Determine if the project would be relatively free from flooding.
2. Identify if the project would have adverse impacts to adjacent properties by increasing/concentrating/diverting storm flows.
3. Identify if there is a flood control facility nearby for discharging storm runoff. If not, any impact in #2 above will be mitigated.
4. If the proposal in excess of 5,000 square feet impervious surface, a Water Quality Management Plan (WQMD) has to be submitted.
5. Research the cost and any additional studies and fees that might be required.

Resolving or paying attention to the considerations listed above can help to ensure your success in working with the Riverside County Flood Control Department and the Coachella Valley Water District.
Navigating the Permitting Process in the County of Riverside

5. Fast Track Authorization must be printed out on “goldenrod” colored paper, and copies of the “goldenrod” colored authorization must be submitted with all plans or exhibits whenever project information is submitted to the County Planning Department or Building & Safety for expedited processing. The Fast Track authorization will be cancelled if there is inactivity on project exceeding 12 months.

Information on the Economic Development Agency may be found at www.rivcoeda.org.

ECONOMIC DEVELOPMENT AGENCY

1. Contact the Economic Development Agency (EDA) and ask for a Fast Track Specialist at (951) 955-8916 or www.rivcoeda.org for more information. The Economic Development Agency is located at 3497 10th Street, Suite 100, Riverside, CA 92501.

2. After the Fast Track Specialist talks to you, he/she will send you a Fast Track Questionnaire. The questionnaire must be filled out completely, signed, dated and returned to EDA with a drawing or exhibit of the site plan plus a brief narrative of the project.

3. Applicants will be notified of Fast Track eligibility within 30 days or less from the receipt of the above.

4. If the project meets the eligibility requirements, the applicant will then need to submit fifteen (15) identical folded packets consisting of the following exhibits for a pre-development meeting with multiple county departments:
   - Site Plan
   - Grading Plan
   - Landscaping Plan
   - Building Floor Plan and Elevations
   - Project Narrative which includes the following:
     - Project description
     - Hours of operation
     - Number of daily vehicle trips your project will produce
     - Types of equipment and commodities to be stored on property
     - Vehicle and equipment maintenance to be performed on property
     - Occupancy classification of the proposed structures
     - Name of water company
   And one (1) of:
   - Water Quality Management Plan
   - Geologic Report

www.rivcoeda.org
Resolving or paying attention to the following considerations can help to ensure your success in working with the Environmental Resources Management Division of the Environmental Health Department:

- Private wells may not meet water quality and quantity standards as per Ordinance 682.
- Sanitary on-site waste water treatment system in areas with shallow ground water or poor soil conditions.
- Sewer availability is best; otherwise, ensure the site can support an on-site waste water treatment system. Also check for water availability. Private wells and small public systems may have water quality and quantity issues.

ENVIRONMENTAL HEALTH DEPARTMENT – HAZARDOUS MATERIALS DIVISION

1. No permits, licenses, forms or fees are required by the Hazardous Materials division of the Environmental Health Department.

2. No regulations or codes are specific to the Hazardous Materials division of the Environmental Health Department.

ENVIRONMENTAL HEALTH DEPARTMENT – INDUSTRIAL HYGIENE DIVISION

1. No permits, licenses, forms or fees are required by the Industrial Hygiene division of the Environmental Health Department.

2. No regulations or codes are specific to the Industrial Hygiene division of the Environmental Health Department.

ENVIRONMENTAL HEALTH DEPARTMENT – ENVIRONMENTAL RESOURCES MANAGEMENT DIVISION

Existing Structure

1. For an existing home, a water well evaluation is recommended to ensure that the water meets minimum water quality and quantity standards set forth in Ordinance 682 (if on a well).

2. No permits, licenses or fees are required for an existing structure.

New Construction

1. The Planning Department and Building and Safety Department must approve the house plans prior to Environmental Health Department approval. Concurrent processing is possible.

2. All sites must comply with Sanitary Sewer/Septic System Ordinance 650, Uniform Plumbing Code (current edition) and Private Well Ordinance 682.

3. As part of the Building Permit process, the following will be required:
   - Potable water source – Documentation from the water purveyor will be required. If on a private well, a well evaluation will be required.
   - Well Construction Permit will be required for a new well.
   - Sanitary Sewer/Septic System – Documentation from the sewer purveyor will be required. If sewer is not available, submit plans for an on-site waste water treatment system. This submittal will require an On-site Waste Water Treatment System Report consistent with the requirements set forth in the department Technical Guidance Manual. Submit Land Use Application (DEH-SAN -122).

4. The waiting time for review and inspections can usually be accomplished within three weeks.
When constructing a new home it is important to consult with the Environmental Programs Department early, as conservation requirements could limit the scope of the project. Only under extraordinary circumstances, when it is expected that wildlife resources would be significantly impacted, would the EPD be expected to make requirements for an existing home.

The EPD is responsible for overseeing implementation programs for three regional habitat conservation plans and insuring consistency with the County’s existing land development process and compliance with the County’s conservation policies.

It is important to obtain an appropriate Land Use Permit with the Riverside County Planning Department. Code Enforcement will ensure that all child day care facilities are licensed and permitted.

The Board of Supervisors is the legislative body of the County and may vote to approve or deny a project. An applicant can meet with the Supervisorial District office for your district if you would like feedback or assistance.

It is important to do adequate research on traffic, noise, safety, neighborhood applicability and cost of your project.
### FEES REQUIRED FOR A LARGE FAMILY CHILD DAY CARE HOME

**Department**

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Fees. All fees are current at time of publication and are subject to change at any time. Please visit our website <a href="http://www.rctlma.org/">www.rctlma.org/</a> select Planning Department and Development Process for current fee schedule.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Department</td>
<td>Fees needed to process the entitlements. $255 unless a hearing is required, then the fee is $1,000. Planning Department fees can be found at <a href="http://www.rctlma.org/planning/content/devproc/fee_schedules/rcpd_fees.html">http://www.rctlma.org/planning/content/devproc/fee_schedules/rcpd_fees.html</a>. The Planning Department will typically contact the applicant when the account is showing a 30% positive balance. The County of Riverside has a strict policy to stop all work on cases that are negative.</td>
</tr>
<tr>
<td>Planning Department – County Geologist</td>
<td>For new construction fees would apply in the range of $1,224 – $2,063.46 (deposit based fee) for the submittal of any Geologic/Geotechnical report that may be required as a matter of approval of the use permit.</td>
</tr>
<tr>
<td>Planning Department – Landscape Division</td>
<td>No fees are required by the Landscape Division of the Planning Department.</td>
</tr>
</tbody>
</table>
| Fire Department | 1. Initial 850 Inspection Fee is up to $169 plus $170 for each re-inspection.  
2. ANNUAL Inspection Fee of $42 plus $17 for each re-inspection.  
3. Manual fire alarm device plan review and inspection is a deposit-based fee of $192. (Plans must be submitted to the Fire Department by the installing fire alarm contractor or licensed electrician.)  
4. Pre-Inspection fee is $50 when requested by the applicant. |
| Transportation Department | Applicable Transportation Uniform Mitigation Fees (TUMF) and Development Impact Fees (DIF), if any. These fees are dependent on the location of the site for new construction. Fees can be found at [www.rctlma.org](http://www.rctlma.org). Select Planning Department and Ordinance List. |
| Building & Safety Department | The latest fees are posted on our website at [www.rctlma.org](http://www.rctlma.org) under the Building and Safety tab and then under General Information. [http://www.rctlma.org/building/content/bs_permit_fees.aspx#deposit](http://www.rctlma.org/building/content/bs_permit_fees.aspx#deposit). When a grading permit is required (i.e. new construction, room addition, new paved area for parking) the current fee is $4,714.03. |

*continued next page*
Fees Required For A Large Family Child Day Care Home (continued)

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Fees. All fees are current at time of publication and are subject to change at any time. Please visit our website <a href="http://www.rctlma.org/">www.rctlma.org/</a> select Planning Department and Development Process for current fee schedule.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside County Flood Control District and Coachella Valley Water Conservation District</td>
<td>Special studies and individual fees may be required.</td>
</tr>
<tr>
<td>Economic Development Agency</td>
<td>No fees are required by the Economic Development Agency.</td>
</tr>
</tbody>
</table>
| Environmental Health Department – Environmental Resources Management Division | **Existing Structure.** No fees are required for an existing structure.  
**New Construction.** Fees based on Fiscal year 08/09. Fees are paid at time of service.  
1. Fees for on-site Waste Water Treatment System Review. Initial deposit-based fee in the amount of $600 plus 2% Land Management System (LMS) surcharge. Typically, fees range from $500 to $1,200.  
2. Fees for a well evaluation – $350 plus 2% LMS surcharge.  
3. Fees for well construction for an Individual Domestic Well – $416 plus 2% LMS surcharge. |
| Environmental Health Department – Hazardous Materials Division | No fees are required by the Hazardous Materials Division of the Environmental Health Department. |
| Environmental Health Department – Industrial Hygiene Division | No fees are required by the Industrial Hygiene Division of the Environmental Health Department. |
| Environmental Programs Department (EPD) | Contact Planning Department for the Multiple Species Habitat Conservation Plan (MSHCP) fees. |
| Code Enforcement Department | No fees are required by the Code Enforcement Department. |
| Board of Supervisors (Supervisorial District Offices) | No fees are required by the Board of Supervisors. |
## FORMS REQUIRED TO BE SUBMITTED FOR A LARGE FAMILY CHILD DAY CARE HOME

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Forms</th>
</tr>
</thead>
</table>
| **Planning Department**                         | 1. Permit/Land Use Application.  
2. Deed and ownership of land or signature from owner authorizing an application to be submitted for the project site.  
3. Site Plan showing ingress and egress, elevations of building or structure. |
| **Planning Department – Landscape Division**    | 1. Conceptual Planting Plan.  
2. Landscape Minor Plot Plan.                                                                                                                                                                                                                                                                                                       |
| **Fire Department**                              | Community Care Licensing will submit the required 850 (Request For Fire Inspection) to the County of Riverside, Fire Life Safety Division.                                                                                                                                                                                                  |
| **Transportation Department**                    | No forms are required by the Transportation Department.                                                                                                                                                                                                                                                                                  |
| **Building & Safety Department**                | 1. For the Land Development Review Committee (LDC) process, please visit [www.tlma.org/planning](http://www.tlma.org/planning) and go the Planning Department tab and then to the Development Process link or contact the Planning Department for all necessary forms.  
2. When a grading permit is required (new construction, major re-hab/construction, room additions or paving an area for additional parking), the following items are required to start the Grading Permit process:  
   - Provide a completed “Application to Construct” [http://www.rctlma.org/building/content/docs/284_199_app_to_construct.pdf](http://www.rctlma.org/building/content/docs/284_199_app_to_construct.pdf).  
   - Five (5) copies of the Grading Plan with an original signature.  
   - Two (2) copies of the Preliminary Soils Investigation.  
   - Four (4) copies of the Building Plan.  
   - Provide the WDID # or copy of the Notice of Intent.  
   Please visit our website at [www.rctlma.org](http://www.rctlma.org) go to the Building and Safety tab and then to Applications and Guides for further information.                                                                 |
| **Riverside County Flood Control District and Coachella Valley Water Conservation District** | No forms are required by the Riverside County Flood Control District and Coachella Valley Water Conservation District.                                                                                                                                                                                                                          |
| **Economic Development Agency**                 | 1. Fast Track Questionnaire.  
2. Site plan.  
3. Brief project narrative.                                                                                                                                                                                                                                                                                                           |

*continued next page*
### Forms Required To Be Submitted For A Large Family Child Day Care Home (continued)

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Forms</th>
</tr>
</thead>
</table>
| Environmental Health Department – Environmental Resources Management Division | **Existing Structure.** No forms are necessary for existing structures.  
**New Construction**  
1. For the potable water source, a Well Evaluation form. The waiting time for scheduled inspection and time for lab results usually can be complete within two weeks.  
2. Well Construction Permit Application will be required for a new well.  
3. Sanitary Sewer/Septic System – Land Use Application (DEH-SAN -122). The review and inspections can usually be accomplished within three weeks. |
| Environmental Programs Department (EPD): | **Existing Structure.** No forms are necessary for existing structures.  
**New Construction**  
1. If the property is within the criteria cell of the Western Riverside County Multiple Species Habitat Conservation Plan (WRMSHCP), a Habitat Acquisition & Negotiation Strategy (HANS) Application would need to be processed. See [http://www.rctlma.org/epd/documents/HANS_application.pdf](http://www.rctlma.org/epd/documents/HANS_application.pdf). It may take up to 45 days to issue a determination.  
2. If the property is within the Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP), contact Coachella Valley Council of Governments (CVAG) at (760) 346-1127. |
| Environmental Health Department – Hazardous Materials Division | No forms are required by the Hazardous Materials Division of the Environmental Health Department. |
| Environmental Health Department – Industrial Hygiene Division | No forms are required by the Industrial Hygiene Division of the Environmental Health Department |
| Code Enforcement Department | No forms are required by the Code Enforcement Department. |
| Board of Supervisors (Supervisorial District Offices) | No forms are required by the Board of Supervisors. |
### PERMITS OR LICENSES REQUIRED FOR A LARGE FAMILY CHILD DAY CARE HOME

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Permits or Licenses</th>
</tr>
</thead>
</table>
| Planning Department | 1. Large Family Child Day Care Permit (295-1061).  
2. Riverside County Business Registration. The Registration forms may be obtained online at [www.buslic@rctima.org](http://www.buslic@rctima.org) or at (851) 955-1400. |
| Planning Department – Landscape Division | No permits or licenses are required by the Landscape Division of the Planning Department. |
| Fire Department | A Large Family Child Day Care Permit must be obtained from the Riverside County Planning Department prior to Community Care Licensing requesting the Fire Department inspection. |
| Transportation Department | No permits or licenses are required by the Transportation Department. |
| Building & Safety Department | 1. After receiving approval from the Planning Department for the project, a Grading Permit is required prior to the issuance of a Building Permit, unless the structure already exists and no grading is proposed.  
2. A Grading Security is required to be posted prior to the issuance of a Grading Permit.  
3. The security amount will be determined by the Environmental Compliance Division of Building and Safety at (951) 955-1871 prior to clearing the bond condition for issuance of a Grading Permit. This information will be included in your Conditions of Approval issued by the Planning Department. |
| Riverside County Flood Control District and Coachella Valley Water Conservation District | No permits or licenses are required by the Riverside County Flood Control District and Coachella Valley Water Conservation District. |
| Economic Development Agency | No permits or licenses are required by the Economic Development Agency. |
| Environmental Health Department – Environmental Resources Management Division | Existing Structure. No permits or licenses are required for an existing structure.  
New Construction. As part of the Building Permit Process, the following will be required:  
1. Potable water source – Documentation from the water purveyor will be required. If on a private well, well evaluation will be required.  
2. Sanitary Sewer/Septic System – Documentation from the sewer purveyor will be required. If sewer is not available, plans for an on-site waste water treatment system will be required. This submittal will require an on-site Waste Water Treatment System Report consistent with the requirements set forth in the department technical guidance manual. |
| Environmental Health Department – Hazardous Materials Division | No permits or licenses are required by the Hazardous Materials Division of the Environmental Health Department. |
| Environmental Programs Department | No permits or licenses are required by the Environmental Programs Department. |
| Environmental Health Department – Industrial Hygiene Division | No permits or licenses are required by the Industrial Hygiene Division of the Environmental Health Department. |
| Code Enforcement Department | No permits or licenses are required by the Code Enforcement Department. |
| Board of Supervisors (Supervisory District Offices) | No permits or licenses are required by the Board of Supervisors. |
### REGULATIONS AND CODES THAT APPLY TO A LARGE FAMILY CHILD DAY CARE HOME

<table>
<thead>
<tr>
<th>Department</th>
<th>Regulations and Codes</th>
</tr>
</thead>
</table>
| Planning Department | Riverside County Zoning Ordinance 348  
Note: There may be additional regulations depending upon the location of the project site, such as design standards, traffic reduction plans, landscaping requirements and environmental conservation areas. Please refer to the appropriate department for details. |
| Planning Department Landscape Division | 1. Ordinance 859 Water Efficient Landscape Requirements.  
2. Ordinance 348 Section 18.12 – Off Street Parking Requirements. |
| Fire Department | 1. 2007 California Building Code, Sec. 445  
2. Ordinance 787 Fire Code Standards |
| Transportation Department | None, except possibility of Riverside County Roadway Design Standards. |
| Building & Safety Department | 1. Grading Permits are required to comply with Ordinance 457  
2. The California Building Codes  
3. The National Pollutant Discharge Elimination System (NPDES) regulations. |
| Riverside County Flood Control District and Coachella Valley Water Conservation District | No regulations or codes apply to the Riverside County Flood Control District and Coachella Valley Water Conservation District. |
| Economic Development Agency | No regulations or codes apply to the Economic Development Agency. |
| Environmental Health Department – Environmental Resources Management Division | 1. Sanitary Sewer/Septic System – Ordinance 650.  
3. Private Well – Ordinance 682. |
| Environmental Health Department – Hazardous Materials Division | No regulations or codes apply to the Hazardous Materials Division of the Environmental Health Department. |
| Environmental Health Department – Industrial Hygiene Division | No regulations or codes apply to the Industrial Hygiene Division of the Environmental Health Department. |
| Environmental Programs Department (EPD): | The Environmental Programs Department specifically handles the Endangered Species Act requirements. |
| Code Enforcement Department: | No permits or licenses are required with the Code Enforcement Department; however, the Code Enforcement Department will follow up to make sure that all child day care facilities are licensed and permitted. |
| Board of Supervisors (Supervisorial District Offices) | No regulations or codes apply to the Board of Supervisors. |

For a list of County Ordinances, go to [www.rctlma.org](http://www.rctlma.org) and select Ordinance List and then select the Ordinance Number.
CHILD DAY CARE CENTERS

Steps to Opening a Child Day Care Center

1. Visit any one of the Planning Department Offices
   Apply for a Child Day Care Center Permit and a Plot Plan.
   ◾ A Plot Plan means that certain “conditions” must be met in order for the County of Riverside to approve the use of the specified property for child care.
   ◾ A public hearing is required before the Planning Department.
   ◾ On rare occasions a Conditional Use Permit (CUP) or a Public Use Permit (PUP) may be required.

2. The Written Application
   Application is available at any one of the Planning Department Offices or online under “Development Process-Application.” Notification of neighbors within a 600 ft. radius of the property is required and the Planning Department will handle notification. County Planners are on hand to assist you.
   You must do the following:
   ◾ Complete an application, including information about your business, hours of operation, number of children served, etc.
   ◾ Submit all supporting documents according to requirements specified on the individual application.
   ◾ The application must be signed by the property owner.
   Optional (Recommended)
   ◾ Contact EDA for Fast Track information at (951) 955-3123
   ◾ You may request a “pre-application” review to ensure the overall viability of the project location (fees will vary).
   A current fee schedule can be obtained at the Planning Department website, www.rctlma.org and type in “fee schedule.”

3. The Review
   The Planning Department will review the application and may request more information or suggest changes in the application before recommending that the permit be approved.

4. Public Notices Sent Out
   Once the staff deems your application complete, the Planning Department will notify all resident and businesses within a 600 ft. radius of the project.

5. Public Hearing
   Attend the Public Hearing before the appropriate hearing body. Be prepared to address complaints from neighbors who might be concerned with the noise of children playing outside or the traffic congestion from clients dropping off children. Outline steps that you are taking to decrease the negative impacts of your business within your neighborhood and the positive ways that your business will help working parents and their children.

If Approved

If Denied

continued next page
If Approved

6 Approval
- Congratulations! You have 24 months to begin child care in your center or begin construction for the new facility.
- Additional permits may be required. The fees for these are not included in the initial permit fee.
- Your permit is good for the life of the Center unless closed for 1 year.
- Applicant must obtain a Business License from County of Riverside.
- Applicant must meet all the standards of Community Care Licensing and your local Fire Department.

If Denied

6 Denial
Possible Reasons the Planning Director/Commission may not approve your permit:
- If the applicant cannot demonstrate that the proposed use will not be detrimental to the health and safety or general welfare of the community in accordance with Ordinance 34B Section 18.29a.e “Standards for Approval”

7 Appeal
An appeal can be filed by the project proponent or the surrounding neighbors. Please see Riverside County Zoning Ordinance 348, Section 18.30 for more details.

8 Appeal to Board of Supervisors
During a Public Hearing, members of the Board of Supervisors will make a final decision to approve or deny your permit.

9 Approval
- Congratulations! You have 24 months to begin child care in your center or begin construction for the new facility.
- Additional permits may be required. The fees for these are not included in the initial permit fee.
- Your permit is good for the life of the Center unless closed for 6 months.
- Applicant must obtain a Business License from County of Riverside.
- Applicant must meet all the standards of Community Care Licensing and your local Fire Department.
Opening a Child Day Care Center in The County of Riverside

Each project and application will be scheduled and reviewed by all county departments. Part of the review process is to have projects undergo scrutiny by all departments and allow the applicant to hear firsthand the items outstanding in order to get the project approved.

Child day care centers may be Fast Tracked with the Economic Development Agency (EDA) of Riverside County. EDA staff will work closely with development review staff from the various county departments to ensure plans are reviewed within the allotted timelines established by the Fast Track Program and to streamline and expedite approvals and the permitting process for qualified child day care projects. Please refer to Fast Track section of this Guide.

Each facility needs to be appropriately located within the community. If the project is being proposed in an area where there may be controversy, the applicant is encouraged to contact the Planning Department early and often to ensure all issues are addressed and to expedite the project. All facilities must comply with Riverside County Zoning Ordinance 348, Ordinance 547 (Alquist-Priolo Earthquake Fault Zoning Act), and the California Building Code.

TLMA/PLANNING DEPARTMENT

1. Visit the Planning Department and apply for a Child Day Care Center Permit and a Plot Plan. Planning Department staff will assist you in navigating the permitting process and guide you through the necessary steps to open your facility. On rare occasions a Conditional Use Permit (CUP) or a Public Use Permit (PUP) may be required. If a Plot Plan is required the deposit based fee is $4,023.90. If a Conditional Use Permit is required the fee is $9,646.14 plus $5.10 per site. Most child care centers will require deposit based environmental assessment fees of $4,791.96 plus $6.12 per acre.

2. It is necessary to obtain land use entitlement prior to operating the child day care facility.

3. Entitlement or improvement clearance must be obtained from the County of Riverside to legally operate a child day care facility.

4. You will need to provide deed and ownership of land or signature from the property owner authorizing for an application to be submitted for the project site.

5. The applicant must file an Application for Land Use and Development and meet the requirements of the entitlement (Land Use and Zoning) with the Planning Department and agree to comply with development standards and conditions as noted for the case. The application can be obtained online at www.rctlma.org. Go to Planning and then select Application Forms.

6. It is necessary to pay a $64 California Fish & Game (CFG) fee at the time of submission of your application. Fees will also be necessary to process the entitlements.
7. All projects are subject to mitigation fees from regional organizations (School Districts, Roads, Water, Parks and Rec., etc.). These are determined on a case-by-case basis. Also, if the project requires a Negative Declaration or Mitigated Negative Declaration, an initial study fee of $471.24 (plus $6.12 per acre) is paid for the County’s review, and $2,010.25 is paid for the review of the project by the California Department of Fish & Game (CDF&G). If an Environmental Impact Report (EIR) is required for the project (unlikely, but possible), the initial study fee plus a fee amounting to several thousand dollars more (varies based on whether a previous EIR is used, and the amount of environmental review necessary) is paid for County review, and $2,792.25 is paid for project review by the CDF&G.

8. There may be additional regulations depending upon the location of the project site, such as design standards, traffic reduction plans, technical studies such as geologic hazards assessments, preliminary methane investigations, paleontological resource assessments, mineral resource assessments, landscaping requirements and environmental conservation areas. Please refer to the appropriate department for details.

9. The application filing package will include a site plan showing ingress and egress, elevations of building or structure.

10. It is imperative that every child day care center be licensed by the State of California, Department of Social Services (DSS), Community Care Licensing Division. Please refer to “Steps to Becoming a Licensed Child Care Center” section of this Guide. The state permit will not be issued until the County of Riverside has approved a Child Day Care Center Permit.

11. A business license is required to operate a child day care center. The license can be obtained from the Riverside County Planning Department located at 4080 Lemon Street, Riverside, CA 92507. They may be contacted online at www.buslic@rctlma.org or at (851) 955-1400. The initial fee is $45 and $30 for annual renewal.

---

**Resolving the following considerations can help to ensure your success in working with the Planning Department:**

- Conduct adequate research to appropriately locate your facility within the surrounding community.
- Make sure that you obtain entitlement or improvement clearance from the County of Riverside to legally operate a child day care facility. The process can be costly and take awhile to gain the clearances if initial research is not done. Please seek guidance from Planning Department staff.
- It is imperative that every child day care center is licensed by the State of California, Department of Social Services, Community Care Licensing Division.

**Situations that might indicate whether to move forward or terminate the project are:**

- Compatibility of proposed use in relation to the immediate surrounding community
- Slow to no movement regarding re-submittals from applicant to the County
- Inability to pay fees or lack of fee payment
- Outstanding code violations on the proposed property
- Lack of acceptance to conditions from various departments
PLANNING DEPARTMENT – COUNTY GEOLOGIST

Geologic Hazards

1. The applicants should familiarize themselves with the State of California Alquist-Priolo Earthquake Fault Zoning Act (AP Act), the Seismic Hazards Mapping Act, and the County’s General Plan Safety Element and associated policies (GP policies). These laws and the GP policies should be considered in site selection as structures for human occupancy (i.e. day care facilities) cannot be built across the trace of an active fault and most geologic hazard zones trigger a requirement for a geologic/geotechnical study (County Geologic Report – “GEO”) to be submitted, reviewed, and approved prior to the project being approved.

2. The applicants should review the County’s GIS database relative to State and County geologic hazards zones (e.g., fault zones, liquefaction zones, subsidence zones) as well as the County’s methane investigation areas (areas generally having a past history of livestock and/or poultry farming) and plan accordingly. Geologic/geotechnical studies are required for most projects (including day care facilities) if they are located in any of the State or County geologic hazards zones and/or at the discretion of the County Geologist. A report based on the County’s Preliminary Methane Investigation Protocol is required for projects proposed within the County’s Methane Special Studies zones.

3. The County Geologist, upon receipt of the Land Development Committee transmittal (proposed project description and case exhibits), will review the project and determine if a geologic/geotechnical study is required prior to the project being approved or approve the project without conditions.

4. Geologic/geotechnical studies are the responsibility of the applicant. The applicant is required to hire and pay for the study and report, independent of the County process or fees. The studies and resulting reports must be performed by qualified State of California licensed geologists and/or engineers.

5. Two wet-signed original copies (copies with original signatures) of any required geologic/geotechnical study are required to be submitted to the County along with the requisite application and deposit based review fee. The application [Form 295-1073 “APPLICATION FOR SUBMITTAL OF PLANNING GEOLOGIC REPORT (GEO/SSR)”] and fee schedule can be accessed on the Planning Department’s web page and/or at any one of the County’s administrative centers (Riverside or Palm Desert). Please note: the initial deposit based review fees range from $1,224.00 to $2,063.46 depending on the project site acreage. This cost could be higher depending on the complexity of the report and/or review process.

6. Please do not hesitate to contact the County Geologist if you have any questions.

Paleontological Resources

1. The applicants should familiarize themselves with the County’s General Plan Multipurpose Open Space Element paleontological resource policies (OS19.8-19.10). These policies should be considered in site selection as they may trigger the requirement for a paleontological resource assessment prior to project approval and/or mitigation in the form of monitoring and fossil collection and curation during site grading activities.

2. The applicant should review the County’s GIS database relative to paleontological resource sensitivity for their site. Projects proposed in an area of “Undetermined” paleontological resource sensitivity are required to perform a paleontological resource assessment prior to project approval. Projects located in an area of “High” paleontological resource sensitivity...
will be required to submit a Paleontological Resources Impact Mitigation Program (PRIMP) report as part of the plan check process for a grading permit. Projects located in an area of "Low" paleontological resource sensitivity will be conditioned for “incidental find” (if fossils are discovered during site grading, a paleontologist must be hired by the developer to ensure the fossils are collected and preserved as appropriate).

3. The County Geologist, upon receipt of the Land Development Committee transmittal (proposed project description and case exhibits), will review the project and determine if a paleontological resource assessment is required prior to the project being approved or approve the project with appropriate conditions.

4. Paleontological resource assessments are the responsibility of the applicant. The applicant is required to hire and pay for the study and report, independent of the County process or fees. The studies and resulting reports must be performed by a qualified and County-approved paleontologist (a list of paleontologists can be found on the Planning Departments web page).

5. Two wet-signed original copies (copies with original signatures) of any required paleontological resource assessment or PRIMP are required to be submitted to the County for review and approval. No additional deposits or applications are required for the County's review of these documents. The cost of the review will be billed to the account established for the use permit process.

6. Please do not hesitate to contact the County Geologist if you have any questions.

**Mineral Resources**

1. The applicants should familiarize themselves with the County’s General Plan Multipurpose Open Space Element mineral resource policies (OS14.1-14.6). These policies should be considered in site selection as they may require the project assess known (classified and/or designated) mineral resources relative to the proposed project.

2. The applicant should review the County’s General Plan Figure OS-5 and GIS database relative to mineral resources for their site. Projects proposed in an area of “Classified” and/or “Designated” mineral resources/reserves will need to address this potential loss of resource as a result of the proposed project.

3. The County Geologist, upon receipt of the Land Development Committee transmittal (proposed project description and case exhibits), will review the project and determine if it is located in an area of “Classified” and/or “Designated” mineral resources/reserves and whether a formal assessment is required prior to the project being approved or approve the project without conditions.

4. Mineral resources assessments are the responsibility of the applicant. The applicant may be required to hire and pay for the study and report independent of the County process or fees. The studies and resulting reports must be performed by qualified person experienced in mineral resource assessment.

5. Two wet-signed original copies (copies with original signatures) of any required mineral resources assessment are required to be submitted to the County for review and approval. No additional deposits or applications are required for the County’s review of these documents. The cost of the review will be billed to the account established for the use permit process.

6. Please do not hesitate to contact the County Geologist if you have any questions.
PLANNING DEPARTMENT –
LANDSCAPE DIVISION

1. Obtain the services of a Landscape Architect to prepare Landscape Plans. The plans must be prepared and stamped by a State of California Licensed Landscape Architect.
   All plans must comply with the Riverside County's Guide to California Friendly Landscaping, Ordinance 859, Water Efficient Landscape Requirements (go to www.rctlma.org. Select Planning then Development Process and Landscape Review Guidelines). All plans must also comply with Ordinance 348 Section 18.12 – Off Street Parking Requirements (go to www.rctlma.org. Select Planning then Zoning Information and Zoning Ordinance).

2. Submit Conceptual Planting Plan with Plot Plan for Review. These must be approved prior to public hearing.

3. Submit Landscape Minor Plot Plan (e.g. final landscape and irrigation plan) for approval. A Plot Plan must be approved prior to the Building Permit issuance.

4. Plan Check Review. The Landscape Review can take two or more plan checks each with a two-week waiting period.

5. Any changes are to be made by the architect, dependent on the Plan Check Review. On average there are two to four plan check reviews prior to approval. There is an approximate two-week turn-around for each review.

6. Approval of Landscape Plan.

Resolving or paying attention to the following considerations can help to ensure your success in working with the Planning Department – Landscape Division:

- Make sure you follow the off-street parking requirements for landscaping.
- Landscape plans must be prepared and stamped by a State of California licensed landscape architect.
- Screening of fences and other structures needs to be addressed with care. Vines and vegetation may be required on solid walls and fences.
- Make sure to have adequate shade facilities in play areas (trees & permanent structures).
- Be aware of the timing involved in the Landscape Review process.
**FIRE DEPARTMENT**

1. Contact Community Care Licensing (DSS). Community Care Licensing will submit the required 850 (Request For Fire Inspection) to the County of Riverside, Fire Life Safety Division.

   Note: Every facility is different. A pre-inspection can be provided for a fee to determine whether or not a facility can be opened.

2. Child day care centers are an “E” occupancy and must meet all the Building and Fire requirements in force at the time of licensing – 2007 California Building Code, Sec. 442.

3. It will be necessary to ensure that all permits are obtained for any needed construction.

4. Provide all floor plans.

5. Make sure to keep all records regarding sprinkler & fire alarm systems.

6. The initial 850 Inspection Fee is up to $169 plus $170 for each re-inspection.

7. The ANNUAL Inspection Fee is $42 plus $17 for each re-inspection.

*Resolving or paying attention to the following considerations can help to ensure your success in working with the Fire Department:*

- Provide floor plans and elevations.
- Ensure all permits are obtained for any needed construction.
- Keep all records regarding sprinkler and fire alarm systems.

Information bulletins are available at: [www.rvcfire.org](http://www.rvcfire.org)

---

**TLMA/TRANSPORTATION DEPARTMENT**

1. The Transportation Department should be contacted after the application is submitted to the Planning Department and a case number is assigned. When first contacting the Transportation Department provide as much information as possible about the site, the number of children to be served, days and hours of operation, peak times of drop-off and pick-up, number of staff and work hours, and parking availability.

2. If the center will serve more than 25 children, but no more than 125, a Traffic Management Plan (TMP) and possibly a focused traffic analysis will be required.

3. For facilities that will serve more than 125 children, a TMP and a Traffic Impact Analysis (TIA) will be required. A Traffic Study Submittal Form and a Scoping Agreement form must be submitted. The Traffic Study Submittal Form is to describe the proposed project and identify the applicant.

4. It must be accompanied by a payment of a fee of $1,277.04. The Scoping Agreement is a document that sets forth the nature and extent of the TIA. It is initially prepared by the applicant (or the applicant’s consultant). County staff reviews and approves, or revises the Scoping Agreement as appropriate.

5. The TIA is performed in accordance with the terms of the approved Scoping Agreement. The TIA should not be initiated before the Scoping Agreement is signed by the County of Riverside.

   The approval of the Scoping Agreement typically takes one to two weeks, depending on the completeness of the draft submitted by the applicant and the extent of necessary revisions.

   Review and approval of the TIA typically takes four to six weeks, sometimes longer, depending on the extent of revisions required.

6. The approval of a TMP typically takes one to two weeks, depending on the completeness of the draft submitted by the applicant and the extent of necessary revisions.
7. In addition to the $1,277.04, applicable Transportation Uniform Mitigation Fee (TUMF) and Development Impact Fee (DIF) must be paid. TUMF and DIF fees are generally required of new construction. For more information please go to www.rctlma.org/trans/gen_info_ordinances.html and www.cvag.org/trans_dept/.

8. Riverside County regulations and codes must be complied with including:
   - Guidelines for the Preparation of TIAs for the County of Riverside,
   - Circulation Element of the Riverside County General Plan.
   - Riverside County Roadway Design Standards

For more information please go to www.rctlma.org

9. An Encroachment Permit by the Transportation Department is also likely for a Child Day Care Center if any work is to be performed with County right-of-way. For more information please go to www.rctlma.org/trans/ad_dev_permts

Resolving or paying attention to the following considerations can help to ensure your success in working with the Transportation Department:

- Location(s) of entry and exit driveway(s). Compliance with Riverside County Design Guidelines for intersection and driveway spacing is required for new buildings. For existing buildings to be converted to Child Day Care Center use, compliance with Riverside County requirements should be achieved to the extent possible.

- Traffic operational considerations for entry and exit to/from driveways and adjacent streets, such as sight distance, pedestrian v. vehicular traffic conflicts, and others.

- Make sure there is adequate on-site circulation of traffic.

- Ensure there is adequate on-site parking: number of spaces, handicapped parking provisions, drop-off/pick-up areas, etc.

- Minimize pedestrian v. vehicular traffic conflicts on-site.

TLMA/BUILDING AND SAFETY DEPARTMENT

1. The Building & Safety Department works directly with the Planning Department to review and then issue Conditions of Approval.

2. As part of the “Application for Land Use and Development,” provide all general requirements and applicable grading and drainage information. A conceptual Grading and Drainage Plan is required and must be provided in the submittal process.

3. After receiving approval from the Planning Department for the project, a Grading Permit is required prior to the issuance of a Building Permit unless the structure already exists and no grading is proposed.

   The Grading Permit is usually the first permit issued, and clearances from other departments are required prior to Grading Permit issuance. The case conditions issued during the Land Development Review Committee (LDC) review process will determine which departments need to clear conditions prior to the issuance of a Grading Permit. A PDF flow chart showing the basic flow for obtaining a Grading Permit can be found at http://www.rctlma.org/planning/content/devproc/flowcharts/build_grade.pdf, including the relation with other Departments. All Grading Permits are required to comply with Ordinance 457, The California Building Code, The National Pollutant Discharge Elimination System (NPDES) regulations and all other relevant laws, rules and regulation governing grading in Riverside County.

   The following items are required to start the Grading Permit process:
6. Always have a project number (i.e., Plot Plan number, Permit number or BGR Grading Permit number) to better assist in determining project status or to provide case-specific information.

7. Should a building permit be required for new construction or modification of an existing structure, please refer to the Building & Safety website at www.rctlma.org for building plan submittal requirements, procedures and fees.

Resolving or paying attention to the following considerations can help to ensure your success in working with the Building and Safety Department:

- A conceptual Grading and Drainage Plan is required, and it must be provided in the submittal process.

- Follow the information checklist included with the Planning Department Land Use & Development Application. Visit www.rctlma.org and go to the planning Department tab and then to the Development Process link.

- Contact the Building and Safety Department if corrections are not clear prior to re-submittal.

A situation that might indicate whether to move forward or terminate the project is if a site has been graded without a permit. This could require a Site Restoration Permit to restore the site, or the site may need to be brought to code prior to a certain date or the Grading Approval would become null and void.

5. When going through the process, if the corrections are not clear, contact us for clarification prior to re-submittal. Receiving an amended plan with the same corrections will delay the process and create additional work.
RIVERSIDE COUNTY FLOOD CONTROL DEPARTMENT AND COACHELLA VALLEY WATER CONSERVATION DISTRICT

All cases will be reviewed similarly to any other commercial use. Responses are based on an assumption that the proposal is for a completely new building proposal. You will need to research the following:

1. Determine if the project would be relatively free from flooding.

2. Identify if the project would have adverse impacts to adjacent properties by increasing/concentrating/diverting storm flows.

3. Identify if there is a flood control facility nearby for discharging storm runoff. If not, any impact in #2 above will be mitigated.

4. If the proposal is in excess of 5,000 square feet impervious surface, a Water Quality Management Plan (WQMD) has to be submitted.

5. Research the cost and any additional studies and fees that might be required.

Resolving or paying attention to the considerations listed above can help to ensure your success in working with the Riverside County Flood Control Department and the Coachella Valley Water District.

ECONOMIC DEVELOPMENT AGENCY

1. Contact the Economic Development Agency (EDA) and ask for a Fast Track Specialist at (951) 955-8916 or visit www.rivcoeda.org for more information. The Economic Development Agency is located at 3497 10th, Suite 100, Riverside, CA 92501.

2. After the Fast Track Specialist talks to you, he/she will send you a Fast Track Questionnaire. The questionnaire must be filled out completely, signed, dated and returned to EDA with a drawing or exhibit of the site plan plus a brief narrative of the project.

3. Applicant will be notified of Fast Track eligibility within 30 days or less from the receipt of the above.

4. If the project meets the eligibility requirements, the applicant will then need to submit fifteen (15) identical folded packets consisting of the following exhibits for a pre-development meeting with multiple county departments:
   - Site Plan
   - Grading Plan
   - Landscaping Plan
   - Building Floor Plan and Elevations
   - Project Narrative, which includes the following:
     - Project description
     - Hours of operation
     - Number of daily vehicle trips your project will produce
     - Types of equipment and commodities to be stored on property
     - Vehicle and equipment maintenance to be performed on the property
     - Occupancy classification of the proposed structures
     - Name of water company
   And one (1) of:
   - Water Quality Management Plan
   - Geologic Report

Resolving or paying attention to the considerations listed above can help to ensure your success in working with the Riverside County Flood Control Department and the Coachella Valley Water District.
5. Fast Track Authorization will be printed out on “goldenrod” colored paper, and copies of the “goldenrod” colored authorization must be submitted with all plans or exhibits whenever project information is submitted to the Riverside County Planning Department or Building & Safety for expedited processing.

Note: The Fast Track authorization will be cancelled if there is inactivity on project exceeding 12 months.

Information on the Economic Development Agency may be found at www.rivcoeda.org.

ENVIRONMENTAL HEALTH DEPARTMENT – ENVIRONMENTAL RESOURCES MANAGEMENT DIVISION

Existing Structure

The Planning Department and Building and Safety must approve plans prior to Environmental Health approval. Concurrent processing is possible.

1. Potable water source verification is necessary. Most facilities within urban areas will have a water supply from a municipality. For most, documentation from the water purveyor will be required. For others on a private well, a well evaluation will be required. As part of the well evaluation, significant additional information called a water system Technical Managerial Financial (TMF) review may be required. The TMF review can usually be accomplished within 30 days.

2. For facilities with more than 25 people, a Public Water System Permit will be required.

3. Sanitary sewer/septic verification is necessary. Submit Land Use Application (DEH-SAN -122). The waiting time for review and inspection can usually be accomplished in a few days.

   If the existing structure is on a sanitary sewer system, no further steps are required. If the structure is on an existing on-site waste water treatment system, the system will need to be certified by a California state licensed contractor (C-42) to ensure that it is sized appropriately and functioning as designed.
New Construction

The Planning Department and Building and Safety must approve the facility plans prior to Environmental Health approval. Concurrent processing is possible.


As part of the Building Permit Process, the following will be required:

1. Potable water source verification is necessary. Most facilities within urban areas will have a water supply from a municipality. For most, documentation from the purveyor will be required. For others on a private well, a well evaluation will be required. As part of the well evaluation, significant additional information called a water system Technical Managerial Financial (TMF) review may be required. The TMF review can usually be accomplished within 30 days.

   For facilities with more than 25 people, a Public Water System Permit will be required.

2. A Well Construction Permit will be required for a new well.

3. Sanitary Sewer/Septic System – Documentation from the sewer purveyor will be required. If sewer is not available, submit plans for an on-site waste water treatment system. This submittal will require an on-site Waste Water Treatment System Report consistent with the requirements set forth in the department technical guidance manual.

   Submit Land Use Application (DEH-SAN-122). The waiting time for review and inspections can usually be accomplished within three weeks.

Fees based on Fiscal year 08/09. Fees are paid at time of service.

1. Fees for Public Water System TMF review – $544. (Existing Structure and New Construction)

2. Annual permit – $648. (Existing Structure and New Construction)

3. Fees for on-site Waste Water Treatment System Review/certification: Existing Structure – $89 plus 2% Land Management System (LMS) surcharge.

   New Construction – Initial deposit based fee in the amount of $600 plus 2% LMS surcharge. Typically fees range from $500 to $1,200.


Resolving or paying attention to the following considerations can help to ensure your success in working with the Environmental Resources Management Division of the Environmental Health Department:

■ You must have an Approved Water Source. For water systems from a well that might not meet California Code of Regulations, Title 22, drinking standards can be an issue.

■ Liquid waste disposal can be an issue. An on-site waste water treatment system may be required in areas with shallow ground water or poor soil conditions.
ENVIRONMENTAL HEALTH DEPARTMENT – HAZARDOUS MATERIALS DIVISION

No permits, licenses, forms or fees are required by the Hazardous Materials division of the Environmental Health Department.

No regulations or codes are specific to the Hazardous Materials division of the Environmental Health Department.

ENVIRONMENTAL HEALTH DEPARTMENT – INDUSTRIAL HYGIENE DIVISION

A Noise Impact Study may be required.

TLMA/ENVIRONMENTAL PROGRAMS DEPARTMENT (EPD)

It is important to consult with the Planning Department early as the conservation requirements could limit the scope of the project.

1. The Planning Department will determine if the project is considered a discretionary action for the County of Riverside to issue any permits.

2. If it is and the site is within a Western Riverside County Multiple Species Habitat Conservation Plan (WRMSHCP) or Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP), contact the Environmental Programs Department to determine any conservation requirements.

3. To determine if your specific property meets Multiple Species Habitat Conservation Plan (MSHCP) requirements, please visit the following sites: http://www.rctlma.org/online. The Planning Department will determine the MSHCP fees.

4. If the property is within the Criteria Cell of the WRMSHCP, a Habitat Acquisition & Negotiation Strategy (HANS) Application would need to be processed. See http://www.rctlma.org/epd/documents/HANS_application.pdf. It may take up to 45 days to issue a determination. If the property is within the CVMSHCP contact the Coachella Valley Association of Governments (CVAG) at (760) 346-1127.

The Environmental Programs Department specifically handles the Endangered Species Act requirements in conjunction with the California Department of Fish and Game (CDFG), and the United States Fish & Wildlife Service (USFWS). In some areas a Biological Study may be required.

TLMA/CODE ENFORCEMENT DEPARTMENT

It is important to obtain an appropriate Land Use Permit with the Riverside County Planning Department. Code Enforcement will ensure that all child day care facilities are licensed and permitted.

RIVERSIDE COUNTY BOARD OF SUPERVISORS (SUPERVISORIAL DISTRICT OFFICES)

The Board of Supervisors is the legislative body of the County of Riverside and may vote to approve or deny a project. An applicant can meet with the Supervisorial District office for their district if they would like feedback or assistance.

1. It is important that each facility is located in appropriate areas, especially related to considerations of traffic, noise, safety and surrounding neighborhood.

2. No licenses, permits, forms or fees are required by the Board of Supervisors. No regulations or codes are specific to the Supervisorial District Offices.
FEES REQUIRED FOR A CHILD DAY CARE CENTER

**Planning Department**

1. $64 California Fish & Game (CFG) fee at time of submittal of application.
2. If a Plot Plan is required the deposit based fee is $4,023.90. Most child care centers will require deposit based environmental assessment fees of $4,791.96 plus $6.12 per acre. If a Conditional Use Permit is required the fee is $9,646.14 plus $5.10 per site.
3. If the project requires a Negative Declaration or Mitigated Negative Declaration an initial study fee of $471.24 (plus $6.12 per acre) is paid for the County’s review and $2,010.25 is paid for the review of the project by the California Department of Fish & Game. Environmental Impact Reports (EIRs) are slightly higher, $2,792.25.
4. All projects are subject to mitigation fees from regional organizations (School District, Roads, Water, Parks & Rec. etc.). These are determined on a case-by-case basis.

Planning Department fees can be found at [http://www.rctlma.org/planning/content/devproc/fee_schedules/rcpd_fees.html](http://www.rctlma.org/planning/content/devproc/fee_schedules/rcpd_fees.html).

The Planning Department will typically contact the applicant when the account is showing a 30% positive balance. The County of Riverside has a strict policy to stop all work on cases that are negative.

**Planning Department – County Geologist**

Fees in the range of $1,224 – $2,063.46 (deposit based fee) are required for the submittal of any Geologic/Geotechnical report that may be required as a matter of approval of the use permit (see Planning Department fee schedule and/or contact the County Geologist to determine the amount of the required deposit). No fees are required for submittal or review of any Paleontological reports submitted for the use permit (review of the reports will be accommodated under the account established for the use permit process).

**Planning Department – Landscape Division**

No fees are required by the Landscape Division of the Planning Department.

**Fire Department**

1. New construction building plan review deposit based fee is $307 (up to 15,000 sq. ft.), $528 (15,001 sq. ft. – 40,000 sq. ft.), and $1,056 (40,001 sq. ft. – Up).
2. Existing construction tenant improvement building plan review deposit based fee is $212 (up to 10,000 sq. ft.), and $307 (10,001 sq. ft. – Up).
3. New construction fire sprinkler plan review and inspection deposit based fee is $614 per riser.
4. Existing construction tenant improvement fire sprinkler plan review and inspection deposit based fee is $212 (to 10,000 sq. ft.), and $307 (10,001 sq. ft. – Up).
5. Fire alarm plan review and inspection deposit based fee is $627.
6. Kitchen hood extinguishing system plan review and inspection deposit based fee is $215.
7. Initial 850 Inspection Fee is up to $169 plus $170 for each re-inspection.
8. ANNUAL Inspection Fee of $42 plus $17 for each re-inspection.

**continued next page**
<table>
<thead>
<tr>
<th>Department</th>
<th>Fees Required For A Child Day Care Center (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Department</td>
<td>In addition to the payment of $1,277.04, Transportation Uniform Mitigation Fees (TUMF) and Development Impact Fees (DIF) must be paid. TUMF and DIF fees are generally required of new construction. Fees can be found at <a href="http://www.rctlma.org">www.rctlma.org</a>. Select Planning Department and Ordinance List.</td>
</tr>
<tr>
<td>Building &amp; Safety Department</td>
<td>The current fee for Grading Permit is $4,714.03. The latest fees are posted on our website at <a href="http://www.rctlma.org">www.rctlma.org</a> under the Building and Safety tab and then under General Information <a href="http://www.rctlma.org/building/content/bs_permit_fees.aspx#deposit">http://www.rctlma.org/building/content/bs_permit_fees.aspx#deposit</a></td>
</tr>
<tr>
<td>Riverside County Flood Control District and Coachella Valley Water Conservation District</td>
<td>No fees are required by the Riverside County Flood Control District and Coachella Valley Water Conservation District.</td>
</tr>
<tr>
<td>Economic Development Agency</td>
<td>No fees are required by the Economic Development Agency.</td>
</tr>
</tbody>
</table>
| Environmental Health Department – Environmental Resources Management Division | Fees are based on Fiscal year 08/09. Fees are paid at time of service.  
**Existing Structure:**  
1. Fees for Public Water System Technical Managerial Financial (TMF) review $544,  
2. Annual permit $648,  
3. On-site Waste Water Treatment System Certification – $89 plus 2% LMS surcharge  
**New Construction**  
1. Fees for Public Water System (TMF) review – $544,  
2. Annual permit – $648,  
3. Fees for on-site Waste Water Treatment System Review. Initial deposit based fee in the amount of $600 plus 2% LMS surcharge. Typically fees range from $500 to $1,200,  
4. Fees for well construction for an Individual Domestic Well- $416 plus 2% LMS surcharge. Deposit based fee for construction of a Community Well – $560 plus 2% LMS surcharge. |
| Environmental Health Department – Hazardous Materials Division | No fees are required by the Hazardous Materials Division of the Environmental Health Department.                                                                                                                                                 |
| Environmental Health Department – Industrial Hygiene Division | No fees are required by the Industrial Hygiene Division of the Environmental Health Department.                                                                                                                                                     |
| Environmental Programs Department (EPD)       | Contact Planning Department for the Multiple Species Habitat Conservation Plan (MSHCP) fees.                                                                                                                                                            |
| Code Enforcement Department                    | No fees are required by the Code Enforcement Department.                                                                                                                                                                                             |
| Board of Supervisors (Supervisory District Offices) | No fees are required by the Board of Supervisors.                                                                                                                                                                                                   |
## FORMS REQUIRED TO BE SUBMITTED FOR A CHILD DAY CARE CENTER

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Forms</th>
</tr>
</thead>
</table>
| Planning Department | 1. Permit/Land Use Application.  
2. Deed and ownership of land or signature from original owner authorizing an application to be submitted for the project site.  
3. Site Plan showing ingress and egress, elevations of building or structure. |
| Planning Department Landscape Division | 1. Conceptual Planting Plan.  
2. Landscape Minor Plot Plan. |
| Fire Department | Community Care Licensing will submit the required 850 (Request For Fire Inspection) to the County of Riverside, Fire Life Safety Division. |
| Transportation Department | None if the Center is to serve less than 125 children.  
1. If it is to serve more than 125 children, a Traffic Study Submittal Form and a Scoping Agreement form must be submitted. The Traffic Study Submittal Form is to describe the proposed project and identify the applicant.  
2. It must be accompanied by a payment of a fee of $1,277.04. The Scoping Agreement is a document that sets forth the nature and extent of the TIA. It is initially prepared by the applicant (or the applicant’s consultant). County staff reviews and approves, or revises the Scoping Agreement as appropriate.  
3. The Traffic Impact Analysis (TIA) is performed in accordance with the terms of the approved Scoping Agreement. The TIA should not be initiated before the Scoping Agreement is signed by the County of Riverside. The approval of the Scoping Agreement typically takes one to two weeks, depending on the completeness of the draft submitted by the applicant and the extent of necessary revisions. Review and approval of the TIA typically takes four to six weeks, sometimes longer, depending on the extent of revisions required.  
4. The approval of a TMP typically takes one to two weeks, depending on the completeness of the draft submitted by the applicant and the extent of necessary revisions. |
| Building & Safety Department | 1. For the Land Development Review Committee (LDC) process please visit [www.timta.org](http://www.timta.org) and go the Planning Department tab and then to the Development Process link or contact the Planning Department for all necessary forms.  
2. When going through the permit process, the following items are required to start the Grading Permit process:  
   - Provide a completed “Application to Construct” [http://www.rctlma.org/building/content/docs/284_199_app_to_construct.pdf](http://www.rctlma.org/building/content/docs/284_199_app_to_construct.pdf)  
   - Five (5) copies of the Grading Plan wet signed (original signature).  
   - Two (2) copies of the Preliminary Soils Investigation.  
   - Four (4) copies of the Building Plan.  
   - Provide the WDID # or copy of the Notice of Intent.  
**Note:** There can often be a two to three week backlog for first plan review. Please visit our website at [www.rctlma.org](http://www.rctlma.org) go to the Building and Safety tab and then to Applications and Guides for further information. |

---

*continued next page*
### Forms Required To Be Submitted For A Child Day Care Center (continued)

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Riverside County Flood Control District and Coachella Valley Water Conservation District</td>
<td>No forms are required by the Riverside County Flood Control District and Coachella Valley Water Conservation District.</td>
</tr>
</tbody>
</table>
| Economic Development Agency                                               | 1. Fast Track Questionnaire  
2. Site plan  
3. Brief project narrative                                                                                                                       |
| Environmental Health Department – Environmental Resources Management Division | **Existing Structure**  
1. For the potable water source, Water System Technical Managerial Financial paperwork (TMF), or if on municipal water, documentation from the purveyor. The TMF review usually can be accomplished within 30 days.  
2. Sanitary Sewer/Septic System verification – Land Use (DEH-SAN -122). The review and inspection usually can be accomplished within a few days.  
**New Construction**  
1. For the potable water source, Water System Technical Managerial Financial paperwork (TMF), or if on municipal water, documentation from the purveyor. The waiting time for the TMF review usually can be accomplished within 30 days.  
2. Well Construction Permit Application will be required for a new well.  
| Environmental Health Department – Hazardous Materials Division             | No forms are required by the Hazardous Materials Division of the Environmental Health Department.                                                  |
| Environmental Health Department – Industrial Hygiene Division              | No forms are required by the Industrial Hygiene Division of the Environmental Health Department.                                                  |
| Environmental Programs Department (EPD)                                   | 1. If the property is within the Criteria Cell of the Western Riverside County Multiple Species Habitat Conservation Plan (WRMSHCP), a Habitat Acquisition & Negotiation Strategy (HANS) Application would need to be processed, see [http://www.rctlma.org/epd/documents/HANS_application.pdf](http://www.rctlma.org/epd/documents/HANS_application.pdf). It may take up to 45 days issue a determination.  
2. If the property is within the Coachella Valley Multiple Species Habitat Conservation Plan (CVMSHCP), contact Coachella Valley Association of Governments (CVAG) at (760) 346-1127. |
| Code Enforcement Department                                               | No forms are required by the Code Enforcement Department.                                                                                       |
| Board of Supervisors (Supervisory District Offices)                       | No forms are required by the Board of Supervisors.                                                                                             |
### PERMITS OR LICENSES REQUIRED FOR A CHILD DAY CARE CENTER

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Permits or Licenses</th>
</tr>
</thead>
</table>
| Planning Department                              | 1. Riverside County Business License. The license may be obtained online at [www.buslic@rctlma.org](http://www.buslic@rctlma.org) or at (951) 955-1400.  
  2. Child Day Care Center Permit.                                                                                                                                                                                                                                                                                                                                 |
| Planning Department – Landscape Division         | No permits or licenses are required by the Landscape Division of the Planning Department.                                                                                                                                                                                                                                                                     |
| Fire Department                                  | 1. A Child Day Care Center Permit must be obtained from the Riverside County Planning Department prior to Community Care Licensing requesting the Fire Department inspection.  
  2. It will be necessary to ensure that all permits are obtained for any needed construction.                                                                                                                                                                                                                                                     |
| Transportation Department                        | 1. An encroachment permit is required for driveway access.  
  2. No other permits or licenses are required, with the exception of any major outdoor events to be held at the site.                                                                                                                                                                                                                                           |
| Building & Safety Department                     | 1. After receiving approval from the Planning Department for the project, a Grading Permit is required prior to the issuance of a Building Permit, unless the structure already exists and no alterations or grading are proposed.  
  2. A Grading Security is required to be posted prior to the issuance of a Grading Permit.  
  3. The security amount will be determined by the Environmental Compliance Division of Building and Safety at (951) 955-1871 prior to the clearing the Bond condition for issuance of a Grading Permit. This information will be included in your Conditions of Approval issued by the Planning Department.                                                                                     |
| Riverside County Flood Control District and      | No permits or licenses are required by the Riverside County Flood Control District and Coachella Valley Water Conservation District.                                                                                                                                                                                                                          |
| Coachella Valley Water Conservation District     |                                                                                                                                                                                                                                                                                                                                                             |
| Economic Development Agency                      | No permits or licenses are required by the Economic Development Agency.                                                                                                                                                                                                                                                                                     |
Permits Or Licenses Required For A Child Day Care Center (continued)

<table>
<thead>
<tr>
<th>Department</th>
<th>Necessary Permits or Licenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health Department –</td>
<td></td>
</tr>
<tr>
<td>Environmental Resources Management Division</td>
<td></td>
</tr>
<tr>
<td><strong>Existing Structure</strong></td>
<td></td>
</tr>
<tr>
<td>1. Building Permits for a tenant improvement may</td>
<td></td>
</tr>
<tr>
<td>be required from Building &amp; Safety.</td>
<td></td>
</tr>
<tr>
<td>As part of the Building Permit Process, the</td>
<td></td>
</tr>
<tr>
<td>following will be required.</td>
<td></td>
</tr>
<tr>
<td>2. Potable water source – Documentation from the</td>
<td></td>
</tr>
<tr>
<td>water purveyor will be required. If on a private</td>
<td></td>
</tr>
<tr>
<td>well, well evaluation will be required. For</td>
<td></td>
</tr>
<tr>
<td>facilities with more than 25 people, a Public</td>
<td></td>
</tr>
<tr>
<td>Water System Permit will be required.</td>
<td></td>
</tr>
<tr>
<td>3. Sanitary Sewer/Septic System – Documentation</td>
<td></td>
</tr>
<tr>
<td>from the sewer purveyor will be required. If</td>
<td></td>
</tr>
<tr>
<td>sewer is not available, plans for an on-site</td>
<td></td>
</tr>
<tr>
<td>waste water treatment system will be required.</td>
<td></td>
</tr>
<tr>
<td>This submittal will require an on-site Waste</td>
<td></td>
</tr>
<tr>
<td>Water Treatment System Report consistent with</td>
<td></td>
</tr>
<tr>
<td>the requirements set forth in the department</td>
<td></td>
</tr>
<tr>
<td>technical guidance manual. For existing</td>
<td></td>
</tr>
<tr>
<td>structures on an on-site wastewater treatment</td>
<td></td>
</tr>
<tr>
<td>system, the system will require certification</td>
<td></td>
</tr>
<tr>
<td>by a State of California licensed contractor</td>
<td></td>
</tr>
<tr>
<td>(C-42).</td>
<td></td>
</tr>
<tr>
<td><strong>New Construction.</strong> As part of the Building</td>
<td></td>
</tr>
<tr>
<td>Permit Process, the following will be required:</td>
<td></td>
</tr>
<tr>
<td>1. Potable water source – Documentation from the</td>
<td></td>
</tr>
<tr>
<td>water purveyor will be required. If on a private</td>
<td></td>
</tr>
<tr>
<td>well, well evaluation will be required. For</td>
<td></td>
</tr>
<tr>
<td>facilities with more than 25 people, a Public</td>
<td></td>
</tr>
<tr>
<td>Water System Permit will be required.</td>
<td></td>
</tr>
<tr>
<td>Well Construction Permit will be required for a</td>
<td></td>
</tr>
<tr>
<td>new well.</td>
<td></td>
</tr>
<tr>
<td>2. Sanitary Sewer/Septic System – Documentation</td>
<td></td>
</tr>
<tr>
<td>from the sewer purveyor will be required. If</td>
<td></td>
</tr>
<tr>
<td>sewer is not available, plans for an on-site</td>
<td></td>
</tr>
<tr>
<td>waste water treatment system will be required.</td>
<td></td>
</tr>
<tr>
<td>This submittal will require an on-site Waste</td>
<td></td>
</tr>
<tr>
<td>Water Treatment System Report consistent with</td>
<td></td>
</tr>
<tr>
<td>the requirements set forth in the department</td>
<td></td>
</tr>
<tr>
<td>technical guidance manual.</td>
<td></td>
</tr>
</tbody>
</table>

| Environmental Health Department –                | No permits or licenses are required by the Hazardous Materials Division of the Environmental Health Department. |
| Hazardous Materials Division                      |                              |
| Environmental Health Department – Industrial     | No permits or licenses are required by the Industrial Hygiene Division of the Environmental Health Department. |
| Hygiene Division                                  |                              |
| Environmental Programs Department (EPD)          | No permits or licenses are required the Environmental Programs Department. |
| Code Enforcement Department                      | No permits or licenses are required with the Code Enforcement Department; however, the Code Enforcement Department will follow up to make sure that all child care facilities are licensed and permitted. |
| Board of Supervisors (Supervisory District       | No permits or licenses are required by the Board of Supervisors. |
# REGULATIONS AND CODES THAT APPLY TO A CHILD DAY CARE CENTER

<table>
<thead>
<tr>
<th>Department</th>
<th>Regulations and Codes</th>
</tr>
</thead>
</table>
| Planning Department                             | 1. Riverside County Zoning Ordinance 348  
2. California Building Code                        |
|                                                | Note: There may be additional regulations depending upon the location of the project site, such as design standards, traffic reduction plans, landscaping requirements and environmental conservation areas. Please refer to the appropriate department for details. |
| Planning Department Landscape Division          | 1. Ordinance No. 859 Water Efficient Landscape Requirements.  
2. Ordinance 348 Section 18.12 – Off Street Parking Requirements. |
| Fire Department                                 | 1. Child Day Care Centers are an “E” occupancy and must meet all the Building and Fire requirements in force at the time of licensing. 2007 California Building, Sec. 442.  
2. Ordinance 787 Fire Code Standards |
| Transportation Department                       | 1. Guidelines for the Preparation of TIAs for the County of Riverside.  
2. Circulation Element of the Riverside County General Plan.  
3. Riverside County Roadway Design Standards. |
| Building & Safety Department                    | 1. Grading Permits are required to comply with Ordinance 457.  
2. The California Building Codes.  
3. The National Pollutant Discharge Elimination System (NPDES) regulations. |
| Riverside County Flood Control District and     | No regulations or codes apply to the Riverside County Flood Control District and Coachella Valley Water Conservation District. |
Coachella Valley Water Conservation District      |                                                                                                                                                    |
| Economic Development Agency                     | No regulations or codes apply to the Economic Development Agency.                                                                                   |
| Environmental Health Department –              | 1. Sanitary Sewer/Septic System – Ordinance 650.  
4. Private Well – Ordinance 682. |
Environmental Resources Management Division       |                                                                                                                                                      |
| Environmental Health Department –              | No regulations or codes apply to the Hazardous Materials Division of the Environmental Health Department.                                                |
Hazardous Materials Division                      |                                                                                                                                                      |
| Environmental Health Department –              | No regulations or codes apply to the Industrial Hygiene Division of the Environmental Health Department.                                               |
Industrial Hygiene Division                       |                                                                                                                                                      |
| Environmental Programs Department (EPD)        | The Environmental Programs Department specifically handles the Endangered Species Act requirements.                                               |
| Code Enforcement Department                     | No permits or licenses are required with the Code Enforcement Department; however, the Code Enforcement Department will follow up to make sure that all child care facilities are licensed and permitted. |
| Board of Supervisors (Supervisory District Offices) | No regulations or codes apply to the Board of Supervisors.                                                                                         |

For a list of County Ordinances go to www.rctlma.org and select Ordinance List and then select the Ordinance Number.
Steps to Becoming a Licensed Child Care Facility

Whether you plan to operate a small family child care home (SFCCH), large family child care home (LFCCH), or child care center (CCC), you must become familiar with the rules and regulations governing the operation of a child care facility. All child care facilities must be licensed by the California State Department of Social Services (DSS), Community Care Licensing Division (Licensing). Child care licensing regulations can be found in the California Code of Regulations, Title 22, Division 12. Chapter 1 covers center-based care and Chapter 3 covers family child care homes. You can obtain a copy of Title 22 at the Community Care Licensing Division’s website: http://ccld.ca.gov. Reviewing this document will help give you a clearer view of the path to opening a child care facility.

Some child care programs are not required to be licensed in California, such as a family day care home providing care for the children of only one family in addition to the operator’s own children, care by a relative of the child, extended day care programs operated by public and private elementary schools, and limited public recreation programs. See Section 1596.792 of the Health and Safety Code for more information, or consult the Licensing office directly.

According to the regulations, Family Child Care is defined 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 the parents or authorized representatives are away.” A Child Care Center is defined as “any child care facility of any capacity, other than a Family Child Care Home, in which less than 24 hours per day, non-medical care and supervision are provided to children in a group setting.”

In addition to having a copy of Title 22 in hand, you should be prepared to begin this process with other assets as well. To begin with, it is essential that you have a financial plan backed up by adequate financial resources. These resources can include funds for renovating or constructing your facility and play yard, funds for equipping and promoting the program, a start-up fund to cover program operating costs before it begins and while enrollment fills up, and contingency funds for the future if the program has a sag in enrollment. One resource for working effectively with the financial issues is the “Child Care Center: Financial Planning and Facilities Development Guide” published by the National Economic Development and Law Center. This can be found at: www.buildingchildcare.org. Along with a funding plan and funds, you will need expert advice and assistance. For smaller operations, you may be able to manage with temporary or mentor support in the following areas. For larger facilities, either family based or center based, you should have professional assistance with a business plan, an accountant for finances, a consultant to assist with program philosophy and design, a contractor for construction concerns, and architectural and landscaping personnel if building your own center or in need of design assistance. All of these individuals can give you the support needed to keep you on the path to success and help you avoid the pitfalls and roadblocks that could potentially cost you both time and money.
Steps to Becoming a Licensed Family Child Care Home

1. **Attend a licensing orientation.** Attending an orientation is mandatory. Dates and times of these orientations may be obtained by contacting The Department of Social Services, Community Care Licensing Division at (951) 782-4200 or going online to [www.ccld.ca.gov](http://www.ccld.ca.gov). DSS is located at 3737 Main Street, Suite 700, Riverside, CA 92501. After attending the meeting and determining that you want to pursue applying for a license, you will need to submit an application to DSS. There is a $25 fee for attending the orientation.

2. **Submit a complete application packet.**
   - **Application**
     
     _Includes the following:_
     
     • Contact information for applicant and proof of age over 18.
     • Name, age, and relations of all persons in the home.
     • Type of facility you wish to open, days and hours of operation, ages of and number of children to be provided care for.
     • Statement that applicant will comply with all regulations and laws governing family child care homes.
   - **For LFCCH Applicants**
     
     Documentation of successful operation of a SFCCH for one year or experience as an Administrator, Director, or Teacher at a licensed Child Care Center or other comparable experience. Waiver of this requirement is possible.
   - **Criminal Record Statement**
     
     Required of every adult associated with the facility; LiveScan fingerprints submitted for any adult providing care and supervision of the children as well as any adult residing in the home.

- **An Emergency Disaster Plan**
  
  A plan of action to be taken in a variety of emergency situations, including names and numbers of persons involved, first aid supplies, etc.

- **Fire Inspection Information**
  
  Identifies local authority who will inspect your facility and issue a fire clearance; for SFCCH – evidence that home contains fire extinguisher and smoke detector device as established under Section 1597.45(d) of the Health and Safety Code. For LFCCH – evidence that the home meets the standards established by the State Fire Marshal under Section 1597.46(d).

The follow forms are required:

- **Facility Sketch:**
  Must show floor plan of home and yard, including window & door exits.

- **Property Owner/Landlord Notification:**
  If facility is leased or rented.

- **Property Owner/Landlord Consent:**
  If facility is leased or rented, consent must be obtained from the property owner or landowner only when a SFCCH wishes to care for more than 6, up to 8, children and when a LFCCH wishes to care for more than 12, up to 14 children.

- **Tuberculosis Clearance:**
  All adults in the home must show TB clearance within 12 months.

- **Assistant Designation**
  Needed for LFCCH for whenever more than 8 children will be in attendance.
Training Statement
For LFCCH, included in application packet must be certification of 15 hour CPR, First Aid, and Preventative Health & Safety training.

Fee Payment
$66 for SFCCH, $127 for LFCCH at time of this publication.

Once an application is received, a local State Licensing Program Analyst will be assigned to assist you through the rest of the process and further instructions will be mailed to you. For LFCCHs, a Fire Clearance will be ordered by the District Office. All adults will need to receive a LiveScan fingerprint clearance.

3. Verification of 15 hours Health and Safety training, CPR & First Aid certification for applicant due from SFCCH applicant (already done by LFCCH).

4. Criminal record clearance and Child Abuse Index clearance must be received by the applicant.

5. Have a pre-licensing visit with Program Analyst. Any necessary corrections must be completed and verified.

6. Application is denied or, if approved, license is issued.

While this concludes this description of the state-mandated licensing process for opening a Family Child Care Home, the unincorporated area of the County of Riverside does have additional permit requirements. Those are covered in a separate section of this publication. The State does mandate that FCCHs meet the fire clearance regulations.
Steps to Becoming a Licensed Child Care Center

1. **Attend a Licensing Orientation**: Attendance at a licensing orientation is mandatory. Dates and times of these orientations can be obtained by calling The Department of Social Services, Community Care Licensing Division at (951) 782-4200 or going online to www.ccld.ca.gov. DSS is located at 3737 Main Street, Suite 700, Riverside, CA, 92501. After attending the meeting and determining that you want to pursue applying for a license, you will need to submit an application to DSS. There is a $50 fee for attending the orientation.

2. **Submit Complete Application Packet**: The application form to be completed for a CCC is extensive; it is divided into two Sections.

   **Section A – Licensing Forms:**
   - **Application**
     Identifies applicants, name of center and address of facility for licensure.
   - **Applicant Information**
     Required of applicant, officers, and partners.
   - **Criminal Record Statement**
     Disclosure of any criminal history for applicant.
   - **Designation of category of child care center to be operated**
   - **Statement of maximum number of children to be served**
   - **Listing of age ranges of children to be served, including information on children with disabilities and ambulatory/non-ambulatory children**
   - **Designation of Facility Responsibility**
     Identifies authorized persons who can accept responsibility in the absence of the applicant.

   **Section B – Supportive Documents:**
   - **Administrative Organization**
     Identifies organizational structure of the facility.
   - **Monthly Operating Statement or Budget**
     Shows estimated income, expenses, and profit or loss for a typical month and establishes gross profit expectation.
   - **Balance Sheet Statement of Assets and Liabilities**
     From prospective operator.
   - **Personnel Record**
     Completed by Site Director.
   - **Health Screening Report/Facility Personnel**
     Health statements for applicant and Site Director and verifies their ability to perform duties.
   - **Emergency Disaster Plan**
     Facility’s plan for handling emergency situations.
   - **Earthquake Preparedness Checklist**
     Safety measures specific to earthquakes that must be included in facility’s emergency disaster plan.
   - **Facility Sketch**
     Detailed sketch/plans of indoor and outdoor spaces, including dimensions.
   - **Local Fire Inspection Authority**
     Required for any center serving non-ambulatory children, children with disabilities, or special health needs.
Fee Payment
Licensing application fees are determined by capacity per licensed component at a child care center (infant, preschool, and school age), ranging from $440 to $2,200 at time of this publication.

Once an application is received, a local State Licensing Program Analyst will be assigned to assist you through the rest of the process and further instructions will be mailed to you. All adults will need to receive a LiveScan fingerprint clearance.

3. Fire Clearance is ordered by District Office.

4. A face-to-face interview is held with State Licensing Analyst.

5. Criminal record clearances, Child Abuse Index clearances, and Fire Clearances are received for the applicant and facility by the licensing office.

6. Category-specific training is held. This may be required if the applicant does not have prior experience operating a specific type of program such as that for infants.

7. Pre-licensing visit by the analyst to the site is completed. Note: At this juncture, any construction of the facility must be completed and the facility must be fully equipped and ready for children to attend.

8. Application is denied or, if approved, license is issued.

While this concludes this description of the state-mandated licensing process for opening a Child Care Center, the unincorporated area of the County of Riverside does have additional permit requirements. They are covered in a separate section of this publication. The State does mandate that Centers meet all fire clearance regulations.
Other Considerations

Americans With Disabilities Act

The Americans With Disabilities Act (ADA) requires that child care providers not discriminate against persons with disabilities on the basis of disability, that is, that they provide children and parents with disabilities with an equal opportunity to participate in the child care center's programs and services. Specifically:

- Centers cannot exclude children with disabilities from their programs unless their presence would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

- Centers have to make reasonable modifications to their policies and practices to integrate children, parents and guardians with disabilities into their programs unless doing so would constitute a fundamental alteration.

- Centers must provide appropriate auxiliary aids and services needed for effective communications with children or adults with disabilities, when doing so would not constitute an undue burden.

- Centers must generally make their facilities accessible to persons with disabilities. Existing facilities are subject to the readily achievable standard for barrier removal, while newly constructed facilities and any altered portions of existing facilities must be fully accessible.

Privately-run child care centers must comply with Title III of the ADA. Child care services provided by government agencies, such as Head Start, summer programs and extended school day programs, must comply with Title II of the ADA. Both Titles apply to a child care center’s interactions with the children, parents, guardians, and potential customers that it serves.

A child care center’s employment practices are covered by other parts of the ADA and are not addressed here. For more information about the ADA and employment practices, please call the Equal Employment Opportunity Commission, 800-669-4000 (voice) or 800-669-6820 (TDD).

Almost all child care providers, regardless of size or number of employees, must comply with Title III of the ADA. Even small, home-based centers that may not have to follow some State laws are covered by Title III.

The exception is child care centers that are actually run by religious entities such as churches, mosques, or synagogues. Activities controlled by religious organizations are not covered by Title III.

Private child care centers that are operating on the premises of a religious organization, however, are generally not exempt from Title III. Where such areas are leased by a child care program not controlled or operated by the religious organization, Title III applies to the child care program but not the religious organization. For example, if a private child care program is operated out of a church, pays rent to the church, and has no other connection to the church, the program has to comply with Title III but the church does not.
For more extensive information on the Americans With Disabilities Act: [http://www.usdoj.gov/crt/ada/adahom/.htm](http://www.usdoj.gov/crt/ada/adahom/.htm)

**Resources**

- Through a grant from the Department of Justice, Eastern Washington University (EWU) produced eight 5-7 minute videotapes and eight accompanying booklets on the ADA and child care providers. The videos cover different ADA issues related to child care and can be purchased as a set or individually by contacting the EWU at: 509-623-4246 (voice) or use relay services for TDD.

- Under a grant provided by the Department of Justice, The Arc published *All Kids Count: Child Care and the ADA*, which addresses the ADA's obligations of child care providers. Copies are available for a nominal fee by calling The Arc’s National Headquarters in Arlington, Texas: 800-433-5255 (voice) or 800-855-1155 (TDD).
Selected Directory Of Riverside County Officials And Departments

County Of Riverside
Board Of Supervisors

1st Supervisorial District
Supervisor Bob Buster
4080 Lemon St.
Riverside, CA 92502-1527
(951) 955-1010 / District1@rcbos.org

2nd Supervisorial District
Supervisor John F. Tavaglione
4080 Lemon Street
Post Office Box 1646
Riverside, CA 92502-1646
(951) 955-1020 / District2@rcbos.org

3rd Supervisorial District
Supervisor Jeff Stone
4080 Lemon Street, 5th Floor
Riverside, CA 92501
(951) 955-1030 / District3@rcbos.org
Third District website: www.supjeffstone.org

4th Supervisorial District
Supervisor John J. Benoit
4080 Lemon Street – 5th Floor
Riverside, CA 92501
(951) 955-1040 / District4@rcbos.org

5th Supervisorial District
Supervisor Marion Ashley
4080 Lemon Street – 5th Floor
Riverside, California 92501
(951) 955-1050 / District5@rcbos.org

Third District website: www.supjeffstone.org
Directory Of County Of Riverside Official Departments

Riverside County Transportation &
Land Management Agency (TLMA)*
The TLMA is an umbrella agency for six county departments. They are the Planning Department, Building & Safety Department, Transportation Department, Code Enforcement Department, Environmental Programs Department and the Administrative Services Department. (Included individually below)*

Planning Department*
Riverside Permit Assistance Center
County Administrative Center
4080 Lemon Street, 2nd Floor
Riverside, CA 92502-1629
(951) 955-4608 / www.rctlma.org/admin/content/counter_services.aspx

Planning Department*
Desert Permit Assistance Center
38686 El Cerrito Road
Palm Desert, CA 92211
(760) 863-8267 / www.rctlma.org/building/content/bs_offices.aspx

Administrative Services Department*
4080 Lemon Street
Riverside, CA 92502-1629
(951) 955-6880 • Fax (951) 955-3198
www.rctlma.org/admin

Building & Safety Department,*
Environmental Compliance Division
4080 Lemon Street, 12th Floor
Riverside, CA 92501
(951) 955-1800 / www.rctlma.org/building

Business Registration and Licensing Program
4080 Lemon Street
Riverside, CA 92503
(951) 955-1400 / www.rctlma.org/buslic/application

Code Enforcement Department*
4080 Lemon Street, 12th Floor
Riverside, CA 92501
(951) 955-8806 / www.rctlma.org/ce

Economic Development Agency
3403 10th Street, Suite 300
Riverside, CA 92501
(951) 955-8916 / www.rivcoeda.org
Resource Agencies

California Department of Fish and Game (CDFG)
DFG Headquarters
1416 9th Street
Sacramento, CA 95814
(916) 445-0411 / www.dfg.ca.gov

California Department of Social Service,
Community Care Licensing
State of California licensing agency for child care providers. Provides orientation meetings, licensing assistance and information.
3737 Main Street, Suite 700, Riverside, CA 92501
(951) 782-4200 / http://www.ccld.ca.gov

Coachella Valley Association of Governments (CVAG)
73-710 Fred Waring Drive, Suite 200
Palm Desert, CA 92260
(760) 346-1127 / www.cvag.org

Coachella Valley Water Conservation District
P.O. Box 1058
Coachella, CA 92236
(760) 398-2651 / www.cvwd.org/conservation/conservation.php

First 5 Riverside,
Riverside County Children & Families Commission
The Riverside County Children & Families Commission, also known as First 5 Riverside, is a public agency created by California voters to invest tobacco tax revenues in services that help children through age 5 develop a strong foundation for success in school and throughout their lives. In Riverside County, these services include health, early education and quality child care. First 5 Riverside’s vision is that all children in Riverside County are healthy, thrive in supportive, nurturing and loving environments, and enter school ready to learn.

The ABCD Task Force consists of more than 50 professionals within Riverside city and county government, the child care industry, and the fields of finance, economic development, and housing. First 5 Riverside led the formation of this collaborative effort in 2004, and received a Construction Connections grant from the Low Income Investment Fund to support their work. The goals of the Task Force focus on streamlining the process and procedures leading to construction, renovation and expansion of child care centers in Riverside County and its 26 incorporated cities. Tools are available to assist providers in development and expansion of child care centers.

2002 Iowa Avenue, Suite 100, Riverside, CA 92507
(951) 248-0014 / http://www.rccfc.org
Riverside County Child Care Consortium
Provides information on highest need areas for child care, local priorities designed to meet those needs and referrals to other community resources. The consortium is a nonprofit corporation dedicated to developing new centers and family child care homes, sponsoring community child care awareness events, assisting employers with employee child care issues, providing community child care resources, assisting planning departments with zoning, ordinance and regulation issues and training child care providers.
2010 Iowa Avenue, Suite 100, Riverside, CA 92507
(951) 248-0015 / http://www.riversidechildcare.org

Riverside County Department of Social Services
For listing of Child Care Office locations in Riverside County:
http://dpss.co.riverside.ca.us

Riverside County Office of Education-Children’s Services Unit
3939 Thirteenth Street
Riverside, CA 92501
(951) 826-6178 / www.rcoe.k12.ca.us

South Coast Air Quality Management District Headquarters
21865 Copley Drive
Diamond Bar, CA 91765
(909) 396-2000 / www.aqmd.gov

United States Fish & Wildlife Service
2800 Cottage Way, Room W-2606
Sacramento, CA 95825
(916) 414-6464 / www.fws.gov/offices/directory/ListOffices.cfm

Western Riverside Council of Governments (WRCOG)
4080 Lemon Street, 3rd Floor
MS 1032
Riverside, CA 92501
(951) 955-7985 / www.wrcog.ca.us
Child Care Resource and Referral:
Riverside County Office of Education
Provides county-specific information about the current supply of licensed child care, local demographic information, data on local market rates and staff wages, dates for upcoming licensing meetings, marketing assistance and low-cost training.
3939 Thirteenth Street
Riverside, CA 92501
(951) 826-6530 / http://www.rcoe or
http://204.100.65.49/childFamily/childCareResource.html

Riverside County Family Child Care Association
Provides support for licensed family child care home providers. Offers monthly meetings, provides referrals, assistance and information concerning the formation and operation of Family Child Care Homes.
P.O. Box 7434
Riverside, CA 92513 / http://www.rcfcc.org
Resources

Americans With Disabilities Act Information Line
(800) 514-0301 (voice) or (800) 514-0383 (TDD)
www.ada.gov

Building Child Care – A California Statewide Collaborative
Provides a network of information and services for people interested in acquiring, building, renovating, or expanding child care facilities.
2201 Broadway, Suite 815
Oakland, CA 94612
(888) 411-3535 / http://www.buildingchildcare.org

Child Care Advocate Program
Southern California Child Care Advocate
Provides licensing information and assistance to providers who want to expand, renovate, or start child care programs.
(760) 929-3274 / www.ccld.ca.gov/PG491.htm

Child Care Law Center
A national nonprofit legal services organization that uses tools to make high quality, affordable child care available to every child, every family and every community. The CCLC offers training and information to parents, non-profit child care centers, and family child care providers.
http://www.childcarelaw.org

Inland Empire Small Business Development Center
SBDC services are typically available for free or at a low-cost, vary from county to county and can include, business planning, information and workshops, loan packaging, loan referrals, referrals to legal services and marketing assistance.
1201 Research Park Drive, Ste. 100
Riverside, CA 92507
(951) 781-2345 / http://www.iesmallbusiness.com

Low Income Investment Fund (LIIF)
Dedicated to creating pathways of opportunity for low income people and communities. LIIF pursues this aim by providing capital and technical assistance to help low income communities finance and build facilities for education, affordable and supportive housing, child care and other community revitalization programs.
800 S. Figueroa Street, Suite 760
Los Angeles, CA 90017
(213) 627-9611 / http://www.liifund.org

National Association for the Education of Young Children (NAEYC)
A source for early childhood resources and information. Find out about the accreditation process, criteria, application, and NAEYC resources for accreditation, plus much more.
1509 16th Street, N.W.
Washington DC 20036-1426 / www.naeyc.org
National Association for Family Child Care (NAFCC)
Provides technical assistance to family child care providers. Promotes high-quality family child care through accreditation, leadership training, technical assistance, public education, and policy initiatives.
5202 Pinemont Drive
Salt Lake City, Utah 84123
(801) 269-9338 / www.nafcc.org

Outdoor Classroom Project
Dedicated to increasing the quality, quantity and benefit of outdoor experiences for young children in programs of early care and education. Educates teachers, administrators and parents from child care centers and other related agencies on the value of outdoor environments and activities. Provides consultation, seminars and workshops, staff training, planning and yard design.
2595 Woodlyn Road
Pasadena, CA 91107
(626) 296-1770 / www.ceconline.org/outdoor_classroom_project

Program for Infant/Toddler Care (PITC)
Seeks to ensure that America's infants get a safe, healthy, emotionally secure and intellectually rich start in life. Dedicated to increase the availability and quality of child care for all children under age three; disseminates information that increases the practice of responsive, respectful and relationship-based infant toddler care; and influences national, regional and local policies and practices so that the needs and interests of individual infants, toddlers, and their families are the foundation for all curriculum development and program activity.
West Ed PITC
180 Harbor Drive, Suite 112
Sausalito, CA 94965-1410
(415) 289-2300 / http://www.pitc.org

Small Business Administration (SBA) Regional Office
200 West Santa Ana Blvd., Suite 700
Santa Ana, CA 92701
(714) 550-7420 / http://www.sba.gov
Child Care Facility Design Examples Provided In This Guide

Please refer to the following sections: “Siting Child Care Facilities in Specific Locations,” “General Criteria for Facility Development,” and “Child Care Center Construction Types.”

The inclusion of the facility design examples in this Guide is not an endorsement of these programs. Additionally, there are many other excellent facility and design examples in the County of Riverside.

**A Child’s Place**  
8568 Venice Blvd.  
Los Angeles, CA 90034  
(310) 204-6833

**Bright Start Child Development Center**  
1621 Anacapa Street  
Santa Barbara, CA 93101  
(805) 963-2024 / Brightstartonline.org

**The Carolyn E. Wylie Center**  
7850 Cypress Avenue #1101  
Riverside, CA 92503  
(951) 683-5193 / www.wyliecenter.org

**Chatsworth MTA–KinderCare Learning Center**  
10036 Old Depot Plaza Road  
Chatsworth, CA 91311  
(818) 882-8016 / Transittotswest.htm

**Child Educational Center**  
140 Foothill Blvd.  
La Cañada, CA 91011  
(818) 354-3418 / www.ceconline.org

**Countryside Montessori Center**  
2266 Griffin Way,  
Corona, CA 92509  
(951) 340-2821 / montessoricorona.com

**Dobson Family Child Care**  
Mira Loma, CA  
(951) 340-3186 / Tdobson038@Hotmail.com

**El Jardin Child Development Center**  
84711 Avenue Fifty One  
Coachella, CA 92236  
(760) 398-4828

**Lovett’s Children Inc.**  
10744 Hole Avenue  
Riverside, CA 92505  
(951) 689-7022 / active_learn2@yahoo.com

**Loyola Marymount University Children’s Center**  
1 LMU Drive, Suite 1000  
Los Angeles, CA 90045  
(310) 258-8900 / www.lmu.edu/lmucc

**McWilliams Family Child Care**  
Coachella, CA  
(760) 398-9290 / W.McWilliams@yahoo.com

**Mother’s Club**  
980 North Fair Oaks Avenue  
Pasadena, CA 91103  
(626) 792-2687 / mothersclub.org
Murrieta Ranch Preschool
24850 Lincoln Avenue
Murrieta, CA 92562
(951) 677-0207 / murrietaranch.com

Nati Fuentes Centro de Ninos
2010 Martin Luther King Blvd.
Riverside, CA 92507
(951) 683-8935

Nuview District Child Development Program
21220 Maurice Street
Nuevo, CA 92567
(951) 928-3570 / www.nuviewchild.org

Pierce College Child Development Center
6201 Winnetka Ave.
Woodland Hills, CA 91371
(818) 719-6494 / www.piercecollege.edu/offices/child_development_center/

Teddy Bear Tymes #2 Child Care Center
900 E. Gilbert Street Bldg. 8
San Bernardino, CA 92404
(909) 387-0550 / tbtymes@earthlink.net

The Learning Center 4 Kids
1180 West Sixth Street
Corona, CA 92880
(951) 314-4286 / Thelearningcenter4kids.com

Westminster Presbyterian Church Preschool
32111 Watergate Road
Westlake Village, CA 91361
(818) 889-1493 / www.preschool.wpcwestlake.org
Acknowledgments

The Riverside County Children & Families Commission would like to thank and recognize those who contributed to the development of this Guide.

We would like to acknowledge the County of Riverside Board of Supervisors, County of Riverside Transportation & Land Management Agency (TLMA) Planning Department and Kristi Van Heule, Capacity Building Program Coordinator, First 5 Riverside for their vision and commitment to this Guide and to increasing quality child care in Riverside County.

The Commission would also like to thank Eric Nelson and Lynn Farwell of Child Care Planning Associates for the production of this Guide as well as their dedication and commitment to the children of Riverside County.

We would like to acknowledge the following Riverside County Departments for their valuable contribution of information included in the Guide:

- Economic Development Agency
- Environmental Health Department – Environmental Resources Management Division
- Environmental Health Department – Hazardous Materials Division
- Fire Department – Fire Protection Planning Department
- Fire Department – Fire Life Safety Inspection Division
- Office of Supervisor John H. Tavaglione, Second District
- Office of Supervisor Jeff Stone, Third District
- Riverside County Flood Control & Water Conservation District
- Transportation and Land Management Agency (TLMA)/Code Enforcement Department
- TLMA/Environmental Programs Department
- TLMA/Transportation Department
- TLMA/Planning Department
- TLMA/Planning Department – County Geologist
- TLMA/Planning Department – Landscape Division
- TLMA/Department of Building & Safety
The Commission would also like to thank Gary Andary, Child Care Facilities Consultant and Nancy Maich, Child Care Consultant for their expertise and contribution to the production of this Guide and for their dedication to the children of Riverside County.

We gratefully acknowledge the staff of the child care centers and family child care homes that graciously provided photographs and diagrams for inclusion as construction and design site examples in this Guide.
Index Of Photographs

FRONT COVER:
   C: Child Educational Center – La Cañada, CA
   BL: Diagram Pierce College Child Development Center – Woodland Hills, CA
   BC: Child Educational Center – La Cañada, CA
   BR: Lovett’s Children Inc. – Riverside, CA
Page 1: Child Educational Center – La Cañada, CA
Page 6: Child Educational Center – La Cañada, CA
Page 8: Child Educational Center – La Cañada, CA
Page 13: Child Educational Center – La Cañada, CA
Page 16: Child Educational Center – La Cañada, CA
Page 18: Child Educational Center – La Cañada, CA
Page 20: Child Educational Center – La Cañada, CA
Page 22: Child Educational Center – La Cañada, CA
Page 23: Child Educational Center – La Cañada, CA
Page 24: Perris Unified School District Preschool – Perris, CA
Page 27: Lovett’s Children Inc. – Riverside, CA
Page 31: Loyola Marymount University Children’s Center – Los Angeles, CA
Page 35: Bright Start Child Development Center – Santa Barbara, CA
Page 39: Child Educational Center – La Cañada, CA
Page 43: Child Educational Center – La Cañada, CA
Page 47:
   TL: Cherokee Nation Child Care and Development Center – Tahlequah, OK
   TR: Mothers Club – Pasadena, CA
   BL: Mothers Club – Pasadena, CA
   BR: Cherokee Nation Child Care and Development Center – Tahlequah, OK
Page 49: Mothers Club – Pasadena, CA
Page 53: Yard Diagram: Pierce College Child Development Center – Woodland Hills, CA
Page 54:
   L: Lou Grant Parent Education Center – Carpinteria, CA
   TR: Child Educational Center – La Cañada, CA
   BR: Child Educational Center – La Cañada, CA
Page 59: McWilliams Family Child Care Home – Coachella, CA
Page 63: Dobson Family Child Care Home – Mira Loma, CA
Page 67: Murrieta Ranch Preschool – Murrieta, CA
Page 71: The Carolyn E. Wylie Center – Riverside, CA
Page 75: Child Educational Center – La Cañada, CA
Page 79: Mother’s Club – Pasadena, CA
Page 83: Westminster Presbyterian Church Preschool – Westlake Village, CA
Page 87: A Child’s Place – Los Angeles, CA
Page 91: Countryside Montessori Center – Corona, CA
Page 95: The Learning Center 4 Kids – Corona, CA
Page 99: Nati Fuentes Centro De Ninos – Riverside, CA
Page 103: Chatsworth MTA–KinderCare Learning Center – Chatsworth, CA
Page 107: Nuvieview District Child Development Program Valley View Location – Nuevo, CA
Page 111: El Jardin Child Development Center – Coachella, CA
Page 115: Teddy Bear Tymes Child Care Center – San Bernardino, CA
Page 117: Child Educational Center – La Cañada, CA
Page 119: Child Educational Center – La Cañada, CA
Page 121: Child Educational Center – La Cañada, CA
Page 129: Child Educational Center – La Cañada, CA
Page 131: Child Educational Center – La Cañada, CA
Page 144: Child Educational Center – La Cañada, CA
Page 149: Child Educational Center – La Cañada, CA
Page 161: Child Educational Center – La Cañada, CA
Page 165: Child Educational Center – La Cañada, CA
Page 171: Child Educational Center – La Cañada, CA
Page 177: Child Educational Center – La Cañada, CA
BACK COVER:
   BL: Perris Unified School District Preschool – Perris, CA
   BC: Lou Grant Parent Education Center – Carpinteria, CA
   BR: Child Educational Center – La Cañada, CA
First 5 Riverside, the Riverside County Children & Families Commission

Our Vision:
All children in Riverside County are healthy and thrive in supportive, nurturing and loving environments, and enter school ready to learn and embrace lifelong learning.

Our Mission:
First 5 Riverside invests in partnerships that deliver results in these areas: physical health, social-emotional health, cognitive development, a stable home environment, and schools that are ready.

The Riverside County Children & Families Commission, also known as First 5 Riverside, is a public agency created by California voters to invest tobacco tax revenues in services that help children through age 5 develop a strong foundation for success in school and throughout their lives. In Riverside County, these services include health, early education and quality child care.

All questions about this guide should be directed to:
First 5 Riverside
Riverside County Children & Families Commission
2002 Iowa Avenue, Suite 100
Riverside, CA 92507-2423
Capacity Building Project Coordinator
951-248-0014
Fax: 951-248-0079
www.rccfc.org