



Thank you for inquiring about information on becoming a licensed child care provider!

Bright Futures is the Child Care Resource and Referral agency for Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel Counties. We work closely with Qualistar Early Learning program ([www.qualistar.org](http://www.qualistar.org)) in Denver 303-339-6800.

We can e-mail or send you licensing information, including the early childhood continuing education classes that are required to renew your license after each year. Call us toll free at 877-728-5613 or 728-5613, or e-mail at [Jill@brightfuturesforchildren.org](mailto:Jill@brightfuturesforchildren.org).

Please visit our website [www.brightfuturesforchildren.org](http://www.brightfuturesforchildren.org)

The first step is to contact your licensing agent below. Then, attend all medical courses and get your application from the state in progress. The final step is to attend the state required 15-hour child care pre-licensing class offered in Grand Junction. Topics include child growth & development, business & administration, health & safety, professionalism, etc. Please visit [mesastate.edu/wccc/comed.html](http://mesastate.edu/wccc/comed.html) or call 970-255-2828 for upcoming courses. Call 970-245-4749 for class dates, costs, and to register with the instructor at L&D Child Care Educational Training, Denise Smith. Wildwood Food Program also offers this class through online correspondence. See [www.wildwoodonline.org](http://www.wildwoodonline.org). Please call Bright Futures for additional guidance. You must have completed all steps prior to attending the pre-licensing class.

**Step 1:** Contact your licensing agent listed below to obtain your licensing packet, home inspections, rules and a brief orientation:

RuthAnn McCullam	970-874-6161	<a href="mailto:ruthann.mccullam@rrcc.edu">ruthann.mccullam@rrcc.edu</a>	Delta, Montrose, & Gunnison Counties for Family Child Care Homes
Stephanie Hudson	970-248-7113	<a href="mailto:stephanie.hudson@state.co.us">stephanie.hudson@state.co.us</a>	Ouray County & Town of Norwood for all types; Delta & Montrose, and Gunnison & Hinsdale Counties for centers & camps
Edythe Eberhart	970-564-4275	<a href="mailto:edythe.eberhart@state.co.us">edythe.eberhart@state.co.us</a>	San Miguel County (except Norwood) for all types

CPR, Standard First Aid, Medication Administration, and Universal Precautions certifications are also required to acquire Colorado child care provider licensure. Please see the included schedule of offerings in Montrose and Delta counties, or call Mesa County 970-244-8400 for more offerings.

Colorado Department of Human Services - Division of Child Care Licensing Agency can be contacted, which includes rules and regulations, at 800-799-5876 or 303-866-5958 or <http://www.cdhs.state.co.us/childcare>

Please see the next page for a complete list of steps to take towards becoming a childcare professional.



## Steps To License Your Home as a Child Care Business

1. **Contact your Licensing Specialist** to discuss your interest in starting a Home Based Child Care Business.
  - RuthAnn McClullam 874-6161 Gunnison, Hinsdale, Montrose, and Delta (Family Home)
  - Edythe Eberhart 970-564-4275 San Miguel County (except Norwood) (Centers and homes)
  - Stephanie Hudson 970-248-7113 Ouray County and town of Norwood (all types), Montrose, Delta, Gunnison, Hinsdale (Centers)
  
2. **Submit an application to the Division of Child Care**
  - Purchase an application packet at Hastings Book Store 2401 North Avenue, Grand Junction, Aisle 5B Family

**OR**

  - Mail order through the Division of Child Care  
800-799-5876 <http://www.cdhs.state.co.us/childcare>.
  
3. **Complete Paperwork:**
  - **Application**
  - **Fingerprints** –Everyone living in household 18 years and over (cards found in licensing packet.)
  - **Applicant and co-applicant (spouse) must sign an affidavit of lawful US residence.**
  - **Send Payment of Fees**— Yearly Licensing Fee and Finger Print Card Processing Fee. Fees schedule found in packet.
  
4. **Finish Required Training:**
  - **Infant/Toddler CPR and First Aid Classes** (approved trainers)
  - **Medication Administration and 1.5 hours of Universal Precautions** (approved trainers)
  - **15 hour pre-licensing training** (approved course)
  
5. **Register your Child Care Business** –
  - Gunnison City and County check with zoning agencies
  - Delta City and County – do not need to register
  - Montrose City - Roger Shores @ 970.240.1476
  - Montrose County Linda Glover 970.249.6688
  - Cedaredge -- Business permit required 970.856.3123
  - Ouray County – Planning and Zoning 970-626-9775
  - San Miguel County - Town of Telluride, Mountain Village and Norwood– Planning and Zoning
  
6. **Inspection of the home** –

Your licensing specialist will contact you after you have submitted your application to schedule a home visit/inspection with you. Ideally, this visit/inspection will take place about 30 days after you have submitted your application, as well as after you have finished your 15-hour pre-licensing training. After the inspection, you will have 30 days to complete any necessary changes to the home. Once this is done, the licensing specialist may then be able to recommend your license to the Division of Child Care. Please note that the licensing process takes a minimum of 60 days. To ensure that you are licensed in a timely manner it is important to follow the above steps and maintain communication with your licensing specialist.

### Other steps you may wish to take

- **Join a Child Care Home Association**
- **Contract with Department of Human Service Colorado Child Care Assistance Program – contact your county**
- **Register Your Business with Child Care Resource and Referral: Bright Futures 970-728-5613**
- **Contract with a USDA Food Assistance Program – <http://www.fns.usda.gov/cnd/Care/>**



Bright Futures for Early Childhood and Families

## Costs of Getting Licensed Example Colorado Licensed Child Care Provider

Western Slope rates  
2009/2010

**FOR EXAMPLE:**

(Notes: You need to attend all five classes separately. The shorter 4 health classes are NOT part of the Pre-Licensing class, so you will have to show a completion certificate for all five. This is only one example of costs depending on where classes are taken and where your business is located.

Licensing Packet (incl. fingerprinting card)	Request from Dept of Childcare 800-799-5876		NA	\$24
Licensing Application Fee	State of Colorado Division of Child Care	Colorado	NA	Incl with packet above
Medication Administration	See attached schedule	Montrose or Delta	4.5 hours	\$40.00
Universal Precautions	See attached schedule	Montrose or Delta	2 hours	\$45.00
CPR (infant & child)	See attached schedule	Montrose or Delta	4 hours	\$35
Community First Aid	See attached schedule	Montrose or Delta	4 hours	\$35
Fingerprinting Fees (each person 18 yrs and up)	Montrose Sheriff Dept or Delta Police Dept	Montrose Delta	NA	\$10/card per person
CBI Check (CO Bureau of Investigation)	State of Colorado Division of Child Care	Colorado	NA	\$17.50/card per person
<i>FBI Background Check *</i> ( <i>Federal Bureau of Investig</i> )	<i>State of Colorado</i> <i>Division of Child Care</i>	<i>Colorado</i>	<i>NA</i>	<i>(\$22/card per person)</i>
Pre-Licensing Class	Mesa County 970-255-2828	Grand Junction	15 hours	\$75
<b>ESTIMATED TOTALS:</b>			<b>29.5 hrs</b>	<b>\$300.00</b>

**\* FBI Background Checks**

Any individual who has lived in Colorado for 24 or fewer months must request that the CBI obtain a criminal record check from the Federal Bureau of Investigation (FBI). The same fingerprint card is used for both the CBI and the FBI background check. If he or she has lived in Colorado longer, they do NOT have to complete or pay for an FBI check.

Check with your local zoning authorities, landlords and homeowners associations to see if child care is authorized at your home or if you need a business license to operate. Also, you will need get a physical from your doctor.

Note: Montrose Sheriff Dept fingerprinting service is 8-11AM and 12-4PM Monday – Friday with exact change due only.





## Medical Course Requirements

Same time frame whether home or center.

- **1st Aid/CPR**
  - as indicated by the organization (Red Cross is different from American Heart);
- **Universal Precaution**
  - has to be done by everyone and is good for 3 yrs. under licensing
  - center staff have 90days if new to a center to get this done- after a person has had the initial 1 1/2 hr. UP class, they can renew it via their 1st Aid class-IF, the card states they covered blood bourne diseases;
- **Medication class**
  - has to be done by ALL home people. Generally, enough center staff is present for someone to cover while center is open.
  - renewable every 3 yrs.- there is no "short course" reversion- it's renewable as the whole class.

### **Courses offered through:**

**Montrose Memorial Hospital 970-252-2692**

**Delta Montrose Technical College 970-874-6571**

**San Miguel/Ouray/West Montrose Counties contact:**

**CPR World 970-728-0989**

**Peter Muckerman 970-729-0081**

**Betsy Muennich 970-708-0733**

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