



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 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 at 970-728-5613, or e-mail at clea@brightfuturesforchildren.org.

The first step is to contact your licensing agent below. You will submit an application to the Division of Early Care and Learning. Before your inspection, you will need to take the state required 15-hour child care pre-licensing class. This class is offered in Grand Junction through L & D Child Care Education Training, Denise Smith & Lois Macdonald, call 970-245-4749 for class dates, costs and to register. Wildwood Food Program also offers this class through online correspondence. See www.wildwoodonline.org. Also, you must have documentation of all the trainings on the Pre-Service list. All trainings must be taken through State approved vendors before your license can be approved. Please call Bright Futures for additional guidance.

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

Lynn Meek	970-523-2016	Lynn.meek@rrcc.edu	Delta, Montrose, & Gunnison Counties for family child care homes, preschools & school Age
RuthAnn McCullam	970-874-6161	ruthann.mccullam@state.co.us	San Miguel, Ouray, Hinsdale Counties for all types; Delta, Montrose, and Gunnison for school age, centers & camps

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>

Steps To Licensing

1. **Contact your Licensing Specialist** to discuss your interest.
2. **Submit an application to the Division of Child Care (purchase an application packet):**
 - Hastings Book Store 2401 North Avenue, Grand Junction, (970)243-0537. Aisle 5B Family (they are currently out of stock, but are expected back in after the 2013 Christmas Holidays.)
 - Red Rocks Community College. (303)914-6232
<http://rrcc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=31055&catalogId=10001&langId=-1>
 - Colorado Division of Early Care and Learning, <http://www.colorado.gov/cs/Satellite/CDHS-ChildYouthFam/CBON/1251579373540> and get an order form. (Many of the forms can be downloaded, but it's a good idea to get a complete packet.)
3. **Complete Paperwork:**
 - **Application**
 - **Fingerprints** –Everyone living in household 18 years and over (cards found in licensing packet.) This is for both a CBI and an FBI check.
 - **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)
 - **Safe Sleep**
 - **Child Abuse Identification and Awareness**
 - **Shaken Baby and Abusive Head Trauma**
5. **Register your Child Care Business** – (check with your local planning/zoning for approval)
 - Delta County: Dave Rice, 970-874-21100
 - Delta City: 970-874-7903
 - Gunnison County: Neil Starkybaum, 970-641-0360
 - Gunnison City: Steve Westbay, 970-641-8152
 - Hinsdale County: Charlie Curtis, 970-944-2319
 - Montrose County: Steve White, 970-252-4550
 - Montrose City: Jennifer Spinelli, 970-249-1407
 - Ouray County: Mark Castrodale, 970-626-9775
 - Ouray City: Ann Morgenthaler, 970-325-7087
 - Town of Ridgway: Jen Coates, 970-626-5308 x12
 - San Miguel County
 - Town of Telluride: Michelle Haynes, 970-728-2144
 - Mountain Village: Chris Hawkins, 970-369-8250
 - Norwood: 970-327-4822

6. Inspection –

Your licensing specialist will contact you after you have submitted your application to schedule a 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. 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 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
2017

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-\$528 depending on type and size of facility
Licensing Application Fee	State of Colorado Division of Child Care	Colorado	NA	Incl with packet above
Medication Administration			4.5 hours	\$40 +/-
Standard Precautions			2 hours	\$45+/-
CPR (infant & child)			4 hours	\$35 +/-
Community First Aid			4 hours	\$35 +/-
Fingerprinting Fees (each person 18 yrs and up)	Sheriff or Police Dept		NA	\$15/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 (Federal Bureau of Investig)</i>	<i>State of Colorado 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 OR on-line	15 hours	\$75
ESTIMATED TOTALS:			29.5 hrs	\$300-\$800 +/-

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.

PO Box 4216
Telluride, Colorado 81435
www.brightfuturesforchildren.org



970-728-5613
fax 970-369-1312



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);
- **Standard Precautions**
 - has to be done by everyone and is good for 1 year under licensing
 - center staff have 90 days if new to a center to get this done
- **Medication Administration 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

Bright Futures 970-728-5613