

City of Sunnyvale's Child Care Referral Listings

Criteria Guidelines

City of Sunnyvale, Youth and Family Resources (YFR) provides listings of licensed Sunnyvale child care centers and family child care homes as a free service to the public. YFR receives requests for child care referral lists from families looking for child care each year. The criteria guidelines describe the process of how a licensed child care provider can be added or removed from the City's referral list. To be added to the referral listings, review this document, sign and return it to our office via email, regular mail or fax.

The City does not engage in background checks, guarantee the quality of service, inspect or endorse any of the child care providers or centers listed. We strongly encourage families to contact California Dept. of Social Services, Community Care Licensing Division (CCL) to inquire about the license status and history of licensed child care providers.

I. ENROLLMENT CRITERIA

- Enrollment in the City of Sunnyvale's Child Care Referral Listings is voluntary and may be initiated by a Sunnyvale licensed provider at any time.
- Eligible child care centers and family child care homes must be in good standing with state licensing (CCL) and located in Sunnyvale. "Good standing" is defined as having a valid state child care license (CCL) with a maximum of one Type A citation in the last 12 months that has been resolved. CCL defines a Type A citation as violations in which there is an immediate risk to the health, safety and personal rights of those in care.
- YFR will contact CCL to verify license and status when enrollment form is received.
- Each provider is requested to provide the following information:
 - A. License number
 - B. Ages of children served
 - C. Type of care offered (i.e. infant/preschool/school-age care, subsidized care, etc.)
 - D. Contact information (address, telephone, email, business name, website if applicable)
 - E. Hours of operation (i.e. before/after school, evening, weekend)
 - F. Languages spoken

II. MONTHLY UPDATES

Every month YFR will routinely update the referral listing by verifying license and status of each provider listed.

A provider will be removed if:

- Provider is on probation or suspended
- Provider is issued more than one citation (Type A) in a one year (12 month) period
- Provider is listed as pending, inactive or closed
- Provider requests removal from the referral listing
- YFR office is notified by CCL, law enforcement or Child Protective Services of an investigation of a provider. If YFR receives notification from the appropriate investigating agency that the investigation has been satisfactorily resolved, the provider will be put back on the referral list at the next referral list update.

III. PERMANENT REMOVAL FROM REFERRAL LIST

- A child care provider will be permanently removed from the referral listings if their license has been revoked by CCL.

IV. THE CITY (YFR) WILL NOT DISCLOSE THE FOLLOWING INFORMATION ON THE REFERRAL LIST

- Physical address of a family child care provider. Families may search for an address for a large family child care provider by calling or using public search engines.
- Provider email address or alternate number listed on the Enrollment Form.

IMPORTANT! Your Signature is Required to be on the Referral Listings (see other side)

City of Sunnyvale's Child Care Referral Listings Enrollment Form

Type of Facility: _____ Small Family _____ Large Family _____ Center

Print Name of Child Care Licensee: _____

Address of Child Care Facility: _____ Sunnyvale Zip Code: _____

CLL License Number: _____ Email: _____

Phone # (to be included on referral list): _____ Alternate #: _____

- A. Ages of children served: _____
- B. Type of care offered: Infant Preschool School-age care Subsidized care Other: _____
- C. Business name, website if applicable: _____
- D. Hours of operation (i.e. before/after school, evening, weekend): _____
- E. Languages spoken: _____

By signing below, you agree to contact the City of Sunnyvale, Youth and Family Resources at 408-730-7800 or childcareresources@sunnyvale.ca.gov if:

- Your child care business moves to a new location or there is a significant change to your business.
- There is a change to your CCL facility licensure status and/or if you or anyone associated with your child care business is under any type of investigation by a law enforcement agency, Child Protective Services (CPS), or Community Care Licensing (CCL).
- You permanently close your child care business.

Signature of Child Care Licensee: _____ Date: _____

This signed enrollment form is valid for 5 years. YFR office will initiate a renewal after 5 years to refresh provider's information. Please retain a copy for your records.

RETURN THIS SIGNED FORM TO:

- **Mail** – City of Sunnyvale, Youth and Family Resources
785 Morse Avenue, Sunnyvale, CA 94085
- **Email** – childcareresources@sunnyvale.ca.gov PDF or picture attachments (JPEG, GIF) accepted
- **Fax** – 408-523-8158

For YFR office only - Date Received: _____ Lic. Verified: _____