



City of Coeur d'Alene
Municipal Services Department
710 Mullan Avenue
Coeur d'Alene, Idaho 83814
(208) 769-2229
ksetters@cdaid.org

CHILD CARE LICENSING



WHAT DO I DO FIRST?

1

Step One – Home/Facility Qualification

- Will your home or facility meet Fire and Building safety requirements?
(Review Fire Inspection Checklist)
 - Is your child care located on a lower level in a basement? Or upper level other than the main floor?
(If yes to either above, please call the Coeur d' Alene Fire Department at 659-8986)
 - Is this a new center or remodel of an existing building?
(If yes call to schedule a project review with the Building Department at 769-2267)
-

2

Step Two – Applications

Facility Application (*commercial locations*)

In-home facilities fill out both the home occupation/facility applications.

- fee for less than 13 children is \$60.00 annually, more than 13 children is \$100.00.
- athletic facility and less than 2 hours with parent present the fee is \$20.00.
- pay any sewer cap fees due (*see approximate cost break down sheet*)
- commercial locations require a project review with the Building Department at 769-2267.
- health inspection (contact Panhandle Health at 208-415-5213).
- fire inspection (contact Coeur d' Alene Fire Department at 208-769-2340).

Childcare individual license applications and background checks are required for owners/providers/volunteers and all residents living at the in-home childcare. CPS background enhanced check through the state must also be provided. (Department of Health and Welfare 208-769-1515)

- providers/owners require CPR, safe sleep class, and TB test
 - volunteers/practicum require TB test
 - non-providers background check only
 - fees: \$10.00 license \$51.50 includes city criminal history background check
-

3

Step Three – Criminal History Background Check

The background check may take up to 90 days and the City requires the returned results before you may open. Fingerprints are performed at the Coeur d' Alene Police Station 3818 Schreiber Way. Call for an appointment on Tuesday or Thursdays 9-3 pm 208-769-2319.

A Criminal History Background check is required for:

- Facility Center – All staff and anyone regularly on premise.
- Home – All persons 12 years of age and older residing at this address, substitute providers and any person regularly on the premise.

A second background check is required by the State Department of Health and Welfare located at 1120 Ironwood Drive Suite 214 call for an appointment at 208-769-1515

4

Step Four – Health Inspection

- To be an ICCP approved provider – contact at Panhandle Health at 208-415-5146. After completing training, a health inspection will be scheduled for you at no charge.
- If you are not an ICCP approved provider – please schedule an appointment with Panhandle Health at 208-415-5200, located at 8500 North Atlas Road, Hayden ID 83835. An annual fee of \$75.00 applies for unapproved ICCP providers.

5**Step Five – Tuberculosis Test**

The test can be performed by your personal physician or Panhandle Health.

Panhandle Health
8500 North Atlas Road, Hayden ID 83835
800-878-2364

Provide a copy of negative test results with your application.

6**Step Six – Emergency Training**

Complete both an Infant/Child CPR Class **AND** Infant/Child First Aid Class.
You will be required to submit your cards with your application each year.

Contact Information on facilities that provide this training.

A L E R T 208-664-0839

CPR4Work 208-620-1949

American Red Cross 208-664-5414

Workforce Training 208-769-3214

7**Step Seven – Fire Department – Review Fire checklist in packet**

Contact the Coeur d' Alene Fire Department to schedule an inspection at 208-769-2245.

Facility License – You must complete a Health and Fire Inspection pay required sewer cap fees. If the facility is in your home, obtain the Home Occupation Certificate. All persons residing at the home must have a background check. All facility staff must have a temporary license at a minimum.

Owner/Operator License – You must have an Infant/Child CPR & First Aid card, Tuberculosis Test, Safe Sleep and Criminal History background check and state CPS background check completed. If in a home, all persons 12 & over must have a background check.

Care Provider License – You must have an Infant/Child CPR First Aid, Safe Sleep and Tuberculosis Test. Criminal History background check and state CPS background check completed. You can obtain a temporary license if supervised at all times by a licensed provider until the background check results are returned.

On-site, non-provider License – Requires a Criminal History background check and state CPS background check performed.

Parent, Volunteers and NIC Practicum Students – If supervised at all times and never left alone with children a Criminal History background check and state CPS background check completed and tuberculosis test is required.



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(Office Use Only)
Amount Paid _____
Receipt # _____
Date _____
License # _____
Date Temporary Issued _____

CHILDCARE FACILITY / HOME APPROXIMATE COST BREAKDOWN SHEET

1	CRIMINAL HISTORY BACKGROUND CHECK — Required of all persons 12 and over residing at premises or regularly on the premises including all spouses and all volunteers and assistants.	\$61.50 per person	
2	STATE BACKGROUND CHECK – Required every 5 years	Varies	
3	FACILITY LICENSE FEE — This covers expense of mailings, forms, document processing, safety reviews, enforcement and fire inspection.	Annually 1-12 Children \$60.00 13+ Children \$100.00	
4	SAFE SLEEP CLASS - Required for all teacher providers (not required for volunteer/non-providers)		
5	TUBERCULOSIS TEST — Required of all persons in contact with children. This is a one-time test which may be done at Panhandle Health or by any physician.	\$35 per person (approximately)	
6	INFANT CHILD CPR/ PEDIATRIC FIRST AID – Must provide current documentation. Some sources are ALERT, CPR4Work, Workforce Training Center and American Red Cross.	\$40 per person (approximately)	
7	HEALTH INSPECTION – Performed by Panhandle Health Department. If you are an ICCP approved provider, then ICCP will schedule an inspection at no charge. If you are a non-ICCP approved provider, then the fee is \$75 at Panhandle Health.	Approved ICCP - \$0 Non-approved ICCP - \$75	
8	SEWER CAP FEE – Center: \$228 for each child and staff. Home: first seven children are no charge. The 8 th and 9 th children are \$228 each. (One time)	No. _____ x \$228	
9	HOME OCCUPATION CERTIFICATE — Required if business is located in a home and in a residential zone. Planning will review to ensure correct zoning.	\$50 new facility \$25 annual renewal	
10	RENEWAL – INDIVIDUAL is \$10 annually. Must submit proof of 10 hours continuing education with no more than 5 hours being completed on-line and current CPR and First Aid cards.	No. _____ x \$10 Annually	
11	CONTINUING EDUCATION – Must submit evidence of 5 hours of continuing education face to face/webinar and 5 hours can be on-line in child development or childcare training annually.	\$20 - \$100 Annually	
12	PEDIATRIC CPR/FIRST AID – Must provide evidence of current training at renewal. Cards usually valid for a two-year period.	\$40 (usually 2 years)	
	Approximate Total Cost:		



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CHECKLIST FOR CHILDCARE

FACILITY LICENSE	Requirements	Description
Facility center or home	Health Inspection Schedule Appointment	Approved ICCP – no charge. Not Approved ICCP - \$75 Paid to: Panhandle Health - 8500 N Atlas Rd. To become an ICCP approved provider contact Panhandle Health District at 208- 415-5146.
Facility center or home	Sewer Cap Fees	Home – First seven children are no charge \$228 per child after seven. Home/Center \$110.00 per child without food prep on-site. Center – The fee is \$228 per child and staff.
Facility center or home	Fire Inspection	Once your license fee is paid, contact the Fire Prevention Team at 769-2245 to schedule an inspection.
Facility Center or Home	Application	Complete all fields. The fee for less than 13 children is \$60 and the fee for 13 or more children is \$100 for a center or a home. A \$20 fee applies to Athletic facilities for the first two hours or less with a parent present.
Facility Center Only	Commercial Center	Contact City of Coeur d'Alene Building Team at 769-2209 to schedule a project review meeting.
Home Only	Home Occupation Certificate	Complete the application for a new business in residential zone. The fee is \$50 and the license is renewed annual.
INDIVIDUAL LICENSE		
NEW APPLICANTS – Provider, on site non-provider and volunteers	Fingerprinting is required for any resident, care giver or volunteer over 18	Background check forms are fill out at City Hall a copy will be given to applicant to take to the Coeur d' Alene Police Department for fingerprinting. Appointments are required please call 208-769-2319.
State Background Check	Required every 5 years	Contact the Department of Health and Welfare at 208-769-1515 to make an appointment.
Pediatric First Aid and Pediatric CPR	Infant/Child First Aid	Required of Owner/Operator and all care providers. Not required for volunteers, athletic license (may not be alone).
All persons in contact with children.	Tuberculosis Test	Suggested facilities: Kootenai Urgent Care, Panhandle Health, or doctor office. Cost is approximately \$35. This test is completed once. Obtain a copy for your records.
RENEWALS		
Individual Renewal – All	Application	Complete application and remit fee of \$10.00.
Individual Renewal (Athletic Facilities, non-providers, volunteers, exempt)	Continuing Education, CPR/First Aid	5 hours webinar/face to face 5 hours on-line of approved training is required. Submit copies of education completion certificates and CPR/First Aid cards with the renewal application.
Facility Renewal	Home/Center	Complete application and remit fee of \$60 if there are 1-12 children or a fee of \$100 if there are 13 or more children. fire and health inspection required each year.
Home Renewal	Home Occupation Certificate-Renewal	Complete the renewal application and remit fee of \$25. Expires 12/31 annually.



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Childcare Facility License Application

Facility License 1-12 Children \$60.00 / 13+ Children \$100 Fee -Expires Annually on December 31st

[] NEW

[] RENEWAL (Complete This Page ONLY)

If applicant is a Partnership, each partner must fill out an application.

If applicant is a Corporation, the application shall be completed by the manager. A corporation must be authorized to do business in the State of Idaho.

NECESSARY DOCUMENTATION

- 1. See checklist for requirements. All care providers or persons who reside on premises or may regularly be on premises of facility, including volunteers, must obtain an individual license.
2. Owner/Operator must have completed Criminal History Background check results (NOTE: May take up to 90 days) and have completed all requirements for individual owner/operator license.
3. Completed Health Inspection.
4. Completed Fire Inspection.

FACILITY INFORMATION

Name of Facility: Facility Phone Number:

Facility Physical Address:

Facility Mailing Address:

Email:

Owner/Operator Name: Date of Birth

Email: Cell Phone:

Manager Name: Cell Phone: Email:

Hours of Operation: Open Close

Maximum number of children you provide care for in any 24 hour period:

Maximum number of children on premises at any one time:

Maximum number of staff present on premises at any one time:

Do you provide overnight care (after 8 PM or prior to 6 AM):

Have you had an ICCP child in your program within the last year? [] Yes [] No

Are you a current approved ICCP provider? [] Yes [] No

If yes, is this your first ICCP health inspection? [] Yes [] No

APPLICANT CERTIFIES AS FOLLOWS:

That they are a good citizen of the United States; over eighteen (18) years of age; of good reputation; the information listed on this application is complete and true to the best of their knowledge, and that they shall continue to be in compliance with City Code 5.68, which related to I.C. 39-1118, throughout the terms of this license.

Applicant Signature

Date

COMPLETE THIS SECTION FOR A CORPORATION
(EACH OFFICER/MEMBER MUST COMPLETE, ATTACH ADDITIONAL PAGES)

Corporate Name: _____

Corporate Mailing Address: _____

Manager Name: _____ Date of Birth: _____
First/Middle/Last

Email: _____ Cell Phone: _____ Work Phone: _____

Current Address: _____
If above address is less than six (6) months, state the previous address:

Previous Address: _____

LIST ALL THE OFFICERS/MEMBERS OF THE FIRM OR CORPORATION

Name: _____ Social Security Number: _____ Date of Birth: _____
First/Middle/Last

Current Address: _____

Name: _____ Social Security Number: _____ Date of Birth: _____
First/Middle/Last

Current Address: _____

Name: _____ Social Security Number: _____ Date of Birth: _____
First/Middle/Last

Current Address: _____

PREVIOUS BUSINESSES OWNED OR EMPLOYMENT (PAST TEN YEARS)

Name Address

Name Address

Name Address

PRIOR ARREST RECORD AND LOCATION(S) – INCLUDE DUI AND RECKLESS DRIVING

Date Charge Location Disposition

Date Charge Location Disposition

Date Charge Location Disposition

LIST AT LEAST FIVE (5) REFERENCES OF REPUTABLE CITIZENS FROM SUCH COMMUNITY WHEREIN THE APPLICANT(S) RESIDE FOR THE LONGEST PERIOD WITHIN THE LAST TEN (10) YEARS (ATTACH ADDITIONAL SHEETS IF NECESSARY)

Name Address Phone Number

Name Address Phone Number

Name Address Phone Number

Name Address Phone Number

Name Address Phone Number

WRITTEN RECOMMENDATIONS OF AT LEAST TWO (2) CITIZENS OF CDA REGARDING APPLICANT'S MORAL CHARACTER

1. _____

Signature Date

2. _____

Signature Date

APPLICANT CERTIFIES AS FOLLOWS:

That they are a good citizen of the United States; over eighteen (18) years of age; of good reputation; the information listed on this application is complete and true to the best of their knowledge, and that they shall continue to be in compliance with City Code 5.68, which related to I.C. 39-1118, throughout the terms of this license.

Applicant Signature _____ Date _____

City Clerk _____ Date _____



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Date Perm Lic Issued _____ by _____

Childcare Individual License Application
Fee - \$10 – Expires Annually on December 31st
New Applicants Only: Background Check Fee -\$41.50 Fingerprint Fee- \$10.00

All care providers or persons who reside on premises or may regularly be on the premises of the facility, including volunteers 12 years of age and older must obtain an individual license.

FACILITY INFORMATION

Name of Facility: _____ Facility Phone Number: _____

Facility Address: _____

Position with Childcare Facility

- Owner/Operator Teacher/Care Provider Volunteer/Practicum Student
- Non-Provider-Resident On-site Non Provider (specify position): _____

APPLICANT INFORMATION

Name: _____ Email: _____
Home Address: _____ City/State/Zip: _____
Mailing Address: _____ City/State/Zip: _____
Home Phone: _____ Cell Phone: _____

Please provide the following:

- Safe sleep class certificate (**new applicants only**).
 - Infant/Child CPR certification (*must be a physical class not on-line*) valid for current year. **not required for non-providers*
 - Proof of completion of a tuberculosis test (**new applicants only**).
 - Proof of State Enhanced Background check (**in addition to the city background check new applicants only**).
- *Note: Renewals require state and city background check every 5 years.**
- Proof of ten (10) hours of approved continuing education, with no more than five (5) hours being completed online. (**renewals only**). Continuing education classes can be found at: <https://www.cdaid.org/197/committees/child-care-commission>

I certify that I am a citizen of the United States over 18 years of age; of good reputation; that the information listed on this application is complete and true to the best of my knowledge and that I shall continue to be in compliance with Code Section 5.68, which relates to Idaho Statutes Title 39 throughout the term of this license.

Applicant Signature

Date

City Clerk

Date

Office Use Only Below

- CPR/Infant Child CPR and First Aid card taken on _____
- Tuberculosis Test Documentation _____
- Certificates: 10 hours approved continuing education
- Safe Sleep Class Documentation taken on _____
- Cleared Criminal History Background Check _____



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Home Occupation Application

Fee: \$50 – Expires Annually on December 31

APPLICANT INFORMATION

Business Name: _____ Phone Number: _____
 Applicant Name: _____ Phone Number: _____
 Mailing Address: _____ City/State/Zip: _____
 Physical Address: _____ City/State/Zip: _____
 Email: _____ Cell Phone: _____
 I am the recorded property owner purchasing (contract) lessee (renter) as of: _____
Date

STAFF/PARTNERS

Do you have: Employees/Staff Partners Volunteers Not Applicable
 Do any of these people live at this address? Yes No

List who

Please list the names of all persons involved with your business including yourself
 (attach a second sheet if necessary):

NATURE OF BUSINESS

Describe your home business (What you do and how you do it): _____

List square footage of dwelling (a): _____ List square footage of space used for occupation (b): _____

What percentage of the dwelling space is used for business? _____% (Divide (b) by (a) noted above)

Outdoor space is used for business purpose? Yes No
How are you using it?

What type of signs do you plan to install? _____ Square Footage _____

What vehicles are used for your business? _____

Explain type and load capacity: _____

How many trips are generated daily? _____

How many trips are generated weekly? _____

ACTIVITY OF BUSINESS

How do you generate business? Sales Advertising Displays Provide Service(s) Goods/Food

If yes, please include a description/why/or quantity

- Will customers be coming to or going from your home? Yes _____ No
- Ammunition/Reloading for sale Yes _____ No
- Arts and Crafts for resale Yes _____ No
- Auto Body Repair/Painting Yes _____ No
- Auto Repair Yes _____ No
- Bed and Breakfast Yes _____ No
- Chemical Storage of any kind Yes _____ No
- Cleaning Solvents/Cleaning Materials Yes _____ No
- Do you use materials accompanied by a material safety datasheet? Yes _____ No
- Do you do any welding/cutting? Yes _____ No
- Do you do any woodworking? Yes _____ No
- Are you making any alterations to your home or property? Yes _____ No
- Will you have unusual usage of utilities? Yes _____ No

Name all equipment/materials used in your business _____

What kind of indoor storage is used for your business? _____

CHILDCARE

For childcare, calculate the amount of space (square footage) you will occupy if the children are doing the same activity together at the same time: _____

- Do you provide childcare for more than 1 set of parents? Yes _____ No
- Do you provide childcare for more than 9 children?
 (Include own under 6 years of age) Yes _____ No

The submitted information is true, accurate and complete. I have read the Coeur d'Alene Municipal Code regarding Home Occupations and agree to abide by regulations by the filing of this application for the Home Occupation as described above.

 Signature of Applicant

 Date

Approved **Denied**

 Signature of City Clerk

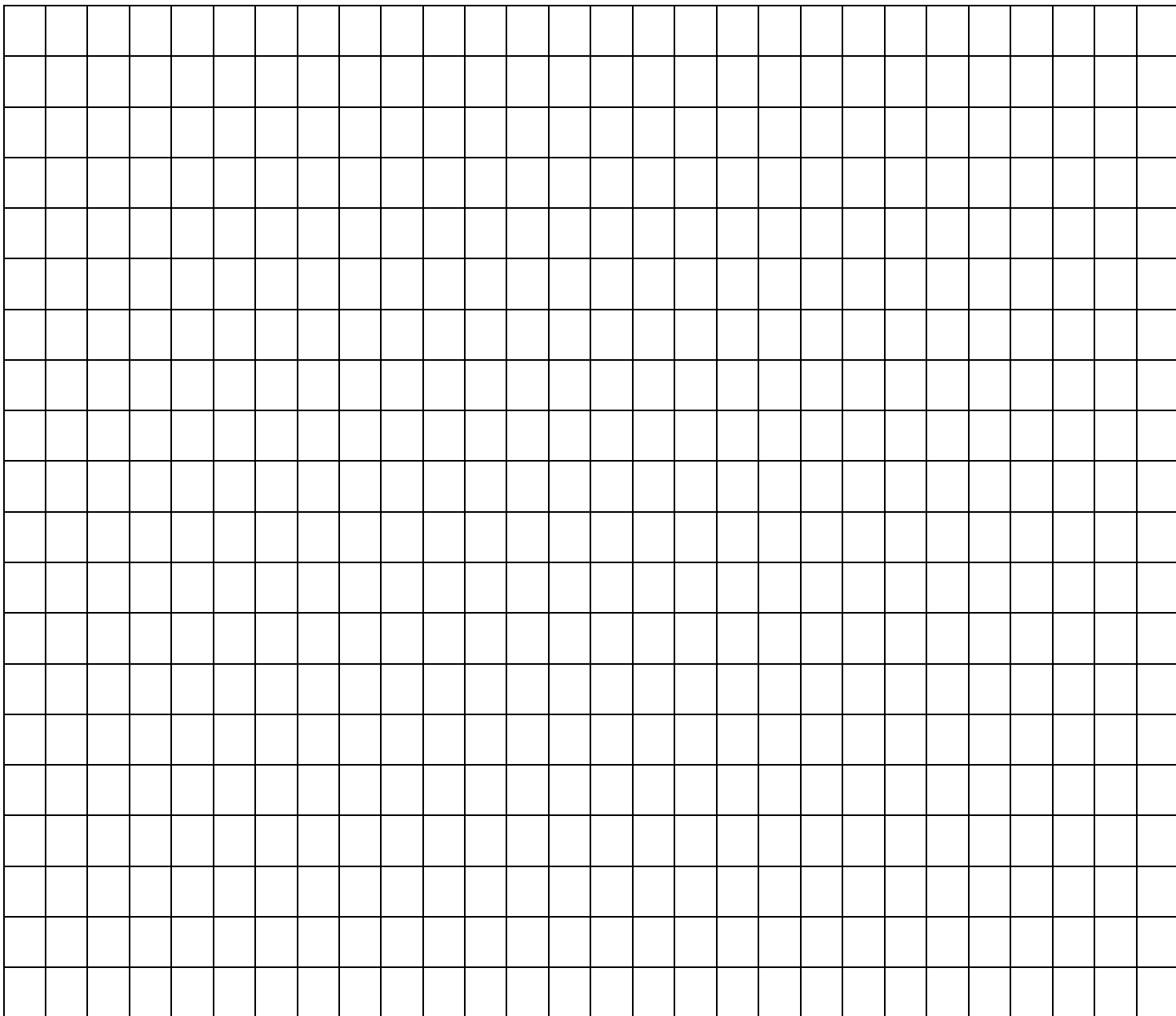
 Date

DETAILED SITE PLAN

The site plan must provide detailed information on the parcel, and the area to be used for the home occupation.

Please show the following information:

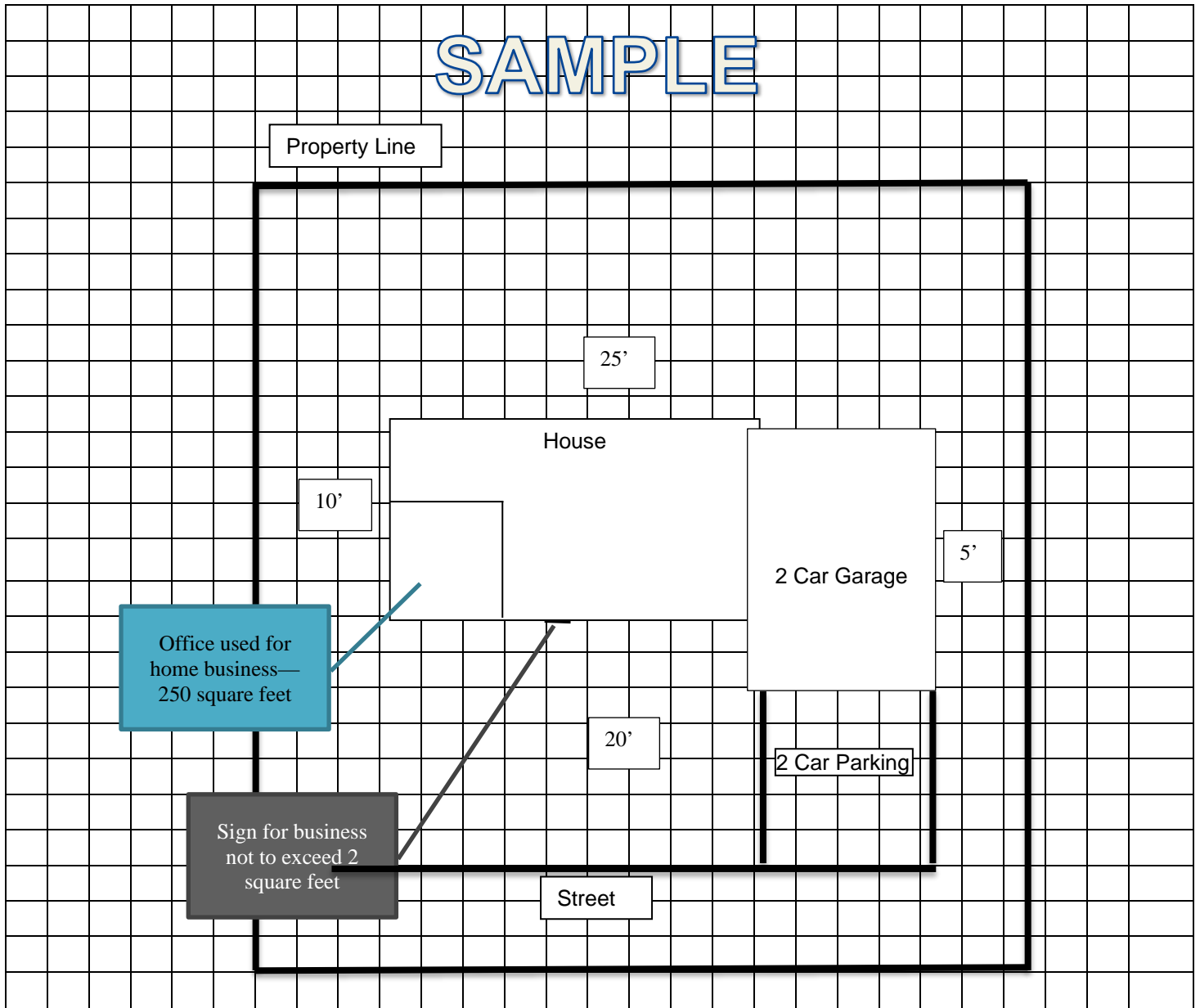
- Home or building dimensions with driveway
- How many cars can park in the driveway
- Label the garage as a one-car or two-car garage
- Sign location
- Building setbacks from property line
- Show area used for Home Occ. and call out the square footage of the area used for the Home Occ.



Applicant Signature

Date

Sample Detailed Site Plan



VIII. HOME OCCUPATION REGULATIONS

17.06.705: INTENT AND PURPOSE:

The City of Coeur d'Alene recognizes the need for some citizens to use their place of residence for limited nonresidential activities. However, the City believes that the need to protect the integrity and essential residential character of its residential areas is of paramount concern. The home occupation regulations are the means used to allow and to regulate nonresidential activity within the City's Residential Districts.

The objective of the home occupation regulations is to allow a limited commercial service activity in areas of residential land use only to the extent that neighbors will not be negatively impacted by such things as the outward appearance, noise, smell, glare, traffic or activity level occurring on the site. The home occupation regulations seek to balance the need of some individuals to work at home with rights of other individuals to enjoy the residential character of their neighborhood and their private property. The purpose of the home occupation regulations is to protect the health, safety, and welfare of neighborhood residents and the preservation of the neighborhood as a comfortable place for the people who live there. The City believes that these purposes can be accomplished while allowing for some limited commercial- service activities through the use and application of the home occupation regulations. (Ord. 2276 §2, 1990; Ord. 1691 §1(part), 1982)

17.06.710: APPLICABILITY:

The regulations set forth in this Chapter shall apply to all residential dwelling units or residential accessory structures, irrespective of zoning district. Should a residential use in a commercial zoning district fail to meet the conditions necessary to qualify as a home occupation, it is then considered a full commercial business and must comply with all regulations covering commercial establishments. (Ord. 2276 §3, 1990)

17.06.715: HOME OCCUPATION CERTIFICATE REQUIRED:

A home occupation certificate is required for all home occupations conducted within the City. A home occupation certificate shall be issued upon request to all home occupations which meet the conditions set forth in Sections [17.06.720](#) and/or [17.02.725](#). The form shall include, but not be limited to, the following information:

- A. Legal description of the property.
- B. Type of use proposed.
- C. Zoning district where located.
- D. Building area involved in use.
- E. Number and residence of people involved.
- F. Proposed alterations to building.
- G. Proposed use of utilities and community facilities, if any.
- H. Proposed material and equipment.
- I. Storage requirements.
- J. Signage.
- K. Anticipated traffic generation.
- L. Use of outdoor space, if any.
- M. Site plan showing property lines, all structures, setbacks and off-street parking. For childcare services, outdoor play areas must be included.
- N. Floor plan of all buildings used for home occupations.
- O. On-street and off-street parking available.

The issuance of the home occupation certificate shall be based upon the above information and the criteria set forth in Sections [17.06.720](#) and [17.06.725](#). The fee shall be established by a Resolution of the City Council. (Ord. 3648 §1, 2020; Ord. 2276 §4, 1990; Ord. 2006 §1, 1986; Ord. 1691 §1(part), 1982)

17.06.720: CONDITIONS APPLYING TO HOME OCCUPATIONS IN ALL ZONING DISTRICTS:

Home occupations in any zoning district where permitted shall be subject to the following conditions:

- A. Conducted Within Residence: A home occupation may be conducted within a principal residence or completely enclosed structures accessory thereto. Home occupations which use the principal residence or completely enclosed accessory structure as a base of operation for permitted activities which occur off site are also allowed subject to the provisions contained in this Chapter. Provided, childcare services include an outdoor play areas as required by Municipal Code section [5.68.030](#); Provided further, in-home childcare facilities shall not be operated in an apartment building or condominium without a special use permit obtained under [Chapter 17.09](#), Article III, of the Municipal Code.
- B. Sales: There shall not be conducted on the premises the business of selling stocks of merchandise, supplies or products unless clearly incidental to the services rendered and provided that orders previously made by telephone or at a

sales party may be filled on the premises. That is, direct sale of products which are unrelated to the services provided by the home occupation from display shelves or racks is not allowed, but a person may pick up an order placed earlier as described above.

C. Traffic Generation: Home occupations within one dwelling unit or permitted accessory structure shall not generate any combination of pedestrian or vehicular traffic which totals more than twenty (20) trips per day as calculated by taking the average over five (5) working days. A trip is defined here as a single or one-direction vehicle or pedestrian movement with either the origin or destination (exiting or entering) inside the property location of the home occupation(s).

D. Parking: Home occupations which generate overnight or long-term parking (greater than 3 hours in duration) must demonstrate the adequacy of on-street parking abutting the site of the home occupation, or alternatively, that adequate off-street parking has been provided.

E. Signs: There shall be no signs other than those permitted in the applicable zoning district.

F. Space: Home occupations shall not use more than the equivalent of thirty percent (30%) of the total floor area of the dwelling unit.

G. Alteration Of Structure: The home occupation shall not involve alteration of the structure in a manner that would serve a nonresidential activity where such alteration is otherwise prohibited in the zoning district where located.

H. Noise: Noise levels generated by any home occupation shall not exceed the levels specified in subsection [17.07.120B](#) of this Title.

I. Smell: All home occupations shall meet the requirements listed in subsection [17.07.125B](#) of this Title.

J. Glare: All home occupations shall meet the performance standards listed in subsection [17.07.130B](#) of this Title.

K. Use Of Utilities And Community Facilities: The home occupation shall not make use of utilities or community facilities beyond that otherwise normal to the use of property in the zoning district.

L. Number Of Home Occupations Allowed: The number of home occupations allowed within a facility is not limited, but the total effect of the combination of home occupations which are permitted on one property shall not exceed the appropriate performance standards contained in the home occupation regulations. (Ord. 3648 §2, 2020: Ord. 2276 §5, 1990: Ord. 1691 §1(part), 1982)

17.06.725: ADDITIONAL CRITERIA FOR CONDUCT OF HOME OCCUPATION IN ALL RESIDENTIAL ZONING DISTRICTS:

Home occupations conducted in any residential zoning district shall be subject to the following conditions, in addition to those specified in Section [17.06.720](#) of this Chapter:

A. Employment: There shall be no employment of help related to the home occupation other than the members of the resident family. Provided, childcare services provided as a home occupation shall be allowed one employee as required by [Chapter 5.68](#) and state law who is not a resident and family member. No other employees shall be allowed except by a special use permit as issued pursuant to [Chapter 17.09](#), of the Municipal Code.

B. Materials And Equipment: There shall be no use of chemicals in quantities greater than that used in normal household operation or hobby uses, nor shall there be use of material or mechanical equipment which are not part of normal household or hobby uses.

C. Commercial Vehicles: A home occupation shall not involve commercial vehicles for delivery of materials to or from the premises, other than a vehicle not to exceed one ton, owned, rented or leased by the home occupation operator.

D. Storage: A home occupation shall involve no outside storage of materials or supplies for purposes other than those permitted in the zoning district.

E. Use Of Outdoor Space: No space outside of the main or accessory buildings shall be used for home occupation purposes, except those involving agricultural uses where such agricultural uses are permitted and childcare services for required outdoor play areas. (Ord. 3648 §3, 2020: Ord. 2276 §6 1990: Ord. 1691 §1(part), 1982)

17.06.730: NOTICE TO CEASE NONPERMITTED ACTIVITY:

Should the City, at any time during the period in which a home occupation is in operation, receive a written complaint, and after conducting an investigation, find that the operation of such home occupation is in violation of the provisions of this Chapter and/or the terms and conditions subject thereto, the City shall serve notice, by certified mail, to cease activities conducted in violation of the home occupation regulations. Such notice shall be headed "NOTICE TO CEASE NONPERMITTED HOME OCCUPATION ACTIVITY", shall contain a description of the property, shall describe the ordinance section(s) violated, shall specify the penalty provisions of this Chapter, and shall specify the appeal process specified by this Chapter. (Ord. 2868 §6, 1998: Ord. 2276 §7, 1990)

17.06.735: APPEAL:

The appeal procedure for administrative decisions made under the home occupation regulations shall be as specified in sections [17.09.705](#) through [17.09.715](#) of this title. (Ord. 2276 §8, 1990)

17.06.740: PENALTY:

The penalty procedures for violation of the home occupation regulations shall be those specified in sections [17.09.805](#) through [17.09.825](#) of this title. (Ord. 2276 §9, 1990)

CHAPTER 5.68 CHILDCARE FACILITIES

5.68.010: SHORT TITLE:

The provisions codified in this chapter shall be known and shall be cited as the CITY OF COEUR D'ALENE CHILDCARE FACILITY ORDINANCE. (Ord. 1816 §1, 1983)

5.68.020: DEFINITIONS:

For the purposes of this chapter, the following terms, phrases, words and derivations shall have the meanings given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory. The word "he" refers to all genders.

APPLICANT: A person or entity that submits to the city clerk an application for a license or the renewal of a license to conduct, operate or maintain a childcare facility under this chapter.

ATHLETIC CLUB: Locations providing physical fitness equipment, gymnasium, and other exercise equipment, classes, and programs for physical well being. This includes any organization whose activity is substantially the same.

CARE: Control, supervision, maintenance of a child or children for any part of a twenty four (24) hour day.

CENTER, CHILDCARE: A facility that cares for thirteen (13) or more children or a location providing care other than a principal residence.

CHILD/STAFF RATIO: The maximum number of children allowed under the direct care of one staff person who must be a licensed provider.

CHILDCARE FACILITY: Any place, building, or part of a building where care for children is performed for compensation whether such business calls itself a minischool, kindergarten, nursery, preschool, learning center, or any other business whose activity is substantially the same as a childcare operation.

OWNER/OPERATOR: The person(s) who owns the facility or the person who is delegated the responsibility for management of a childcare facility by the owner such as a director, etc.

PARENT/VOLUNTEER: Person on premises providing assistance in the classroom or volunteering to provide a service to the children on a regular basis.

PREMISES: A building or part of a building where any childcare is provided including parking areas.

PROVIDER: A person employed by an owner/operator or volunteering to provide care and who is licensed to be left alone with children.

SUBSTITUTE CARE PROVIDER: An individual or volunteer who provides care at a facility in the absence of the operator.

VOLUNTEER: An individual who is a guest, student, special instructor or assistant, etc., at a childcare facility on a regular basis for a prearranged event, or to visit a child and who is continually under the supervision of a licensee and does not count in the staff/child ratio. (Ord. 3425, 2011)

5.68.030: LICENSE TYPES AND REQUIREMENTS:

After January 1, 1984, no person, partnership, corporation or association shall maintain, operate or permit to be operated within the city any "childcare facility", as defined in this chapter, without first having obtained a license from the city, and no "operator", as defined in this chapter, shall allow or permit the use of a childcare facility unless a proper license for such operation shall have been so obtained. No operator shall permit any person who may have unsupervised contact with children to remain on the premises of a childcare facility unless they obtain and carry a current license issued by the city of Coeur d'Alene. Types of licenses are as follows:

A. **On Site Nonprovider:** This license is required for any person twelve (12) years of age or older residing with an operator, a person who is employed by a childcare facility, a person eighteen (18) years of age or older who resides at a childcare facility, or any person who is regularly on the premises at a childcare facility, or anyone who may reasonably be expected to have unsupervised contact with children, but does not provide direct care, such as janitorial, lunchroom staff, pastors, immediate family members of operator, children over eighteen (18), friends who are regularly on the premises, etc. The nonprovider must complete a criminal history background check. The nonprovider may not perform any direct care of children. The license expires December 31 annually.

B. **Facility License; Childcare Facility:** This license is required for any place, building, or part of a building where childcare is performed by taking in two (2) or more children, to care for or attend to for any part of a twenty four (24) hour day. This license includes any organization, institution, school, home, foster home, place or facility, whether such business calls itself

a minischool, kindergarten, nursery, preschool, learning center or any other business, whose activity is substantially the same as a childcare operation.

1. Types of facility licenses are:

- a. Childcare center: A place providing childcare where thirteen (13) or more children are in attendance at any given time, at other than a principal residence.
- b. Group childcare center: A place providing childcare when no more than twelve (12) children will ever be in attendance at any given time, at other than a principal residence.
- c. Family childcare home: A place located at a principal residence providing care where no more than six (6) children are in attendance at any one time.
- d. Group childcare home: A place located at a principal residence providing care where seven (7) to nine (9) children are in attendance at any one time.

2. A facility license is not required for:

- a. Any state operated institution, school or facility operated by or under the jurisdiction of the state, any agency or political subdivision of the state, or by any other public body or public entity;
- b. Any childcare service which receives no compensation or trade of services for its services;
- c. The operation of day camps, and programs for less than twelve (12) weeks during a calendar year or not more often than once a week;
- d. The occasional care of a neighbor's, relation's, or friend's child or children by a person not ordinarily in the business of childcare; or
- e. The provision of care for children of only one immediate household in addition to the person's own children.

C. Operator License: This license is required for any proprietor, lessee, manager, director, owner, entity, or person in charge of any childcare facility or business providing for the temporary care of children. The operator must have a criminal history background check completed, with results returned and meet eligibility requirements. A temporary permit is not available. Within three hundred sixty five (365) days, licensees shall attend and complete a four (4) hour (clock hours) introduction to childcare workshop which addresses the following areas: child development, health and safety, child guidance, and business practices. The applicant must submit evidence of completion of test showing applicant is free of tuberculosis. Applicant must submit evidence of current child/infant CPR and first aid cards valid through licensing period. The applicant must submit proof of completion of a safe sleep class. New applicants must submit at least five (5) references of reputable citizens from such community wherein the applicant has resided for the longest period within the last ten (10) years, and include the written recommendation of at least two (2) citizens of Coeur d'Alene regarding the applicant's moral character. For license renewal, an applicant must submit proof of ten (10) hours of approved continuing education in child development areas relating to childcare, with no more than five (5) hours completed in online courses. An applicant applying for renewal who was previously not required to complete a safe sleep class must complete the class for license renewal.

D. Provider License: This license is required for any person working or volunteering at a childcare facility who provides care for children at any point in time. A person may be issued a temporary permit while criminal history results are pending, but must be supervised at all times by a licensed provider, until the provider license is issued. The temporary license must be surrendered upon receipt of the permanent license. To obtain a license, the applicant must submit evidence of current infant/child CPR training, and infant/child first aid training valid through current licensing period. New hires must complete the criminal history background check within three (3) days of hire, and complete training within ninety (90) days of hire. A new applicant must submit evidence that applicant is free from tuberculosis. The applicant must submit proof of completion of a safe sleep class. For license renewal, an applicant must provide proof of ten (10) hours of approved continuing education, with no more than five (5) hours being completed in online courses. An applicant applying for renewal who was previously not required to complete a safe sleep class must complete the class for license renewal.

E. Athletic Facility License: This license is required and issued to the owner of any facility where the premises are used for athletic purposes and childcare is provided for compensation, either by membership or direct fee. The owners or operators must obtain a criminal history background check. In order to qualify for the athletic facility license, the facility must not provide care for a child for more than two (2) hours per day and the parent or guardian must remain on the premises while care is being provided. Otherwise, full childcare licensing is required. The facility must have an emergency responder available at all times.

F. Athletic Childcare Provider: This license is issued to any person providing direct care of children that may be unsupervised in an athletic facility. This requires a criminal history background check meeting the same criteria as all childcare providers; and a tuberculosis test. The minimum age for a provider is eighteen (18).

G. Athletic Childcare Owner/Operator: This license is issued to the person primarily in charge of the day to day operation of the childcare portion of the athletic facility. This license requires evidence of criminal history background check, infant/child CPR training, infant/child first aid training, and a tuberculosis test. The minimum age is eighteen (18).

H. Parent/Volunteer License: This license is required for all parents or other volunteers who provide assistance in the classroom or volunteer to provide a service to the children in any type of childcare facility on a regular basis. This license requires a criminal history background check and a tuberculosis test. In order to assure that an emergency responder is present, the parent/volunteer may not be left unsupervised.

I. Facility License Requirements: In order to obtain a facility license which expires December 31 annually:

1. Operator must hold a current childcare owner/operator's license.
2. Facility must have an approved health inspection during the past three hundred sixty five (365) days.
3. Facility must have an approved fire inspection, conducted by the city of Coeur d'Alene fire department, within the past three hundred sixty five (365) days.
4. As of June 1, 1999, all new applicants for a facility license must have a safe, fenced, outdoor play area with no jagged or sharp edges. Fence must be built of suitable material to contain the ages of children being cared for. The outdoor fenced area must meet a minimum of seventy five (75) square feet per child. Exception: Those facilities where care is intended to be two (2) hours or less, and the parent is on site as in health clubs, grocery stores, etc.
 - a. Outdoor play areas must be maintained in a clean and safe condition, free from debris, dilapidated structures, broken and worn out play equipment, building supplies, glass, sharp rocks, toxic plants, animal feces, cigarette butts, and any other potentially injurious materials.
 - b. Outdoor play areas must have a safe and reliable drinking water supply accessible in the play area. The water supply may be a water fountain, water jug and paper cups, sanitized water bottles, etc., and must comply with the health standards of the Panhandle health district.
 - c. All outdoor play areas are required to have some form of seasonal shade covering at least ten percent (10%) of the play yard from May 1 through October 1 of each year. The shaded area may be provided by a fabric covering, shade tent, treed area but beach/patio umbrellas do not meet this requirement.
5. Childcare facilities with swimming pools, wading pools, or hot tubs (inground or aboveground) containing twenty four inches (24") or more of water, must comply with title 8, chapter 8.20 of this code. In addition the childcare facility must comply with the following:
 - a. The water shall be clean and treated to comply with health department recommendations. In addition, wading pools shall be emptied at the end of each day and remain empty unless the wading pool is in active use.
 - b. A person holding a water safety certificate through the American Red Cross shall be present at all times when a swimming pool is in use. Lifesaving equipment must be near the pool premises.
 - c. When any of the above are available to children, continuous adult supervision is required.
 - d. The care provider shall have on file written, signed permission from each child's parent/guardian to allow participation in a swimming pool, wading pool or hot tub.
 - e. The area surrounding the pool or hot tub must be fenced and locked in a manner that prevents access by children as follows:
 - (1) There may be no vertical openings in the fencing more than four inches (4") wide and the fence must have a self-closing gate, with a self-latching mechanism, and otherwise be designed so that a young child cannot climb or squeeze under or through the fence.
 - (2) If the house forms one side of the barrier for the pool or hot tub area, all doors that provide direct access to the pool or hot tub area must have alarms that produce an audible sound when the door is opened.
 - (3) Furniture or other large objects must not be left near the fence in a manner that would enable a child to climb on the furniture or other large object and gain access to the pool.
6. The owner/operator must provide proof of current fire and liability insurance coverage for the childcare facility and its employees at the time of the initial application of a license and any license renewal. (Ord. 3534, 2016)

5.68.035: OVERNIGHT CARE:

A. Overnight Care Endorsement: Whenever a provider cares for children past eight o'clock (8:00) P.M. or prior to six o'clock (6:00) A.M., the following rules for evening/overnight sleeping will apply in addition to all other rules and regulations specific to the type of facility:

1. Operator must develop and post written plans/policies for program, staff, equipment and space which will provide appropriately for the personal safety, emotional and physical care of children away from their family at night.
2. Children sleeping at the facility shall have separate cots or beds on which to sleep.

- a. Sleep areas must be arranged in accordance with health and sanitation rules.
 - b. All bedding must be sanitized and stored in accordance with health and sanitation regulations.
 - c. Children of the opposite sex over six (6) years of age shall have separate sleeping areas.
3. During overnight care, the provider must be available to immediately respond to the needs of children and to any emergency.
3. In centers, an adult care provider must be awake and on duty at all times. When more than one room is used for sleeping children, the staff member must monitor each room once every hour. Staff/child ratio must be maintained at all times. (Ord. 3231 §3, 2005: Ord. 2921 §2, 1999: Ord. 1816 §3, 1983)

5.68.040: LICENSE; APPLICATION:

All applications for childcare licenses shall be filed with the city clerk and include the following information:

A. Individual: The applicant's age, legal name, telephone number, post office address, and residence; e-mail address if available; the applicant's places of residence for the past ten (10) years immediately preceding the time of such application; whether or not the applicant has been convicted of any crime involving children or a crime involving moral turpitude. In order to determine suitability of prospective applicants for licensing with the city of Coeur d'Alene, the city of Coeur d'Alene shall require each specified applicant to provide information and fingerprints necessary to obtain criminal history information from the city of Coeur d'Alene police, and/or any state sex offender lists, Idaho state police and the federal bureau of investigation. Pursuant to section 67-3008, Idaho Code and congressional enactment public law 92-544, the city of Coeur d'Alene shall submit a set of fingerprints obtained from the applicant and the required fees to the Idaho state police, bureau of criminal identification, for a criminal records check of state and national databases. The submission of fingerprints and information required by this section shall be on forms prescribed by the Idaho state police. The city of Coeur d'Alene is authorized to receive criminal history information from the Idaho state police and from the federal bureau of investigation for the purpose of evaluating the fitness of applicants for licensing. As required by state and federal law, further dissemination or other use of the criminal history information is prohibited. As required by section [5.60.020](#) of this title, fees required for the criminal history check shall be tendered at such time as the application is made. As Idaho is a community property state, applicant and spouse must both complete the criminal history background check.

B. Corporation: In case the applicant for such a license is a corporation, such corporation must be authorized to do business in this state. The application shall be made by the manager of the premises described and such application shall contain all of the statements and furnish all of the facts and recommendations as to such manager as are required in the case of an individual in subsection A of this section. Such license to a corporation shall be revoked upon a change of such manager and a new license shall be required by the city clerk before any new manager shall take charge of such premises for such corporation; provided, however, the city clerk, after the background investigation, may issue a temporary license for a period of not to exceed sixty (60) days during which time the corporation must make a new application to the city council naming therein the new manager of the licensed premises.

C. Partnership: In case of partnership, each active partner in the business shall join in the application for such license, and shall furnish all of the information and recommendations required of an individual applicant in subsection A of this section. As Idaho is a community property state, all spouses must also complete the criminal history background check.

D. Association: In case the applicant for such a license is an unincorporated association, the application shall be made by the manager or managers of the association and shall contain all of the statements as to such manager or managers as are required in the case of an individual in subsection A of this section, and shall be subject to the same provisions for revocation upon a change of manager or managers as provided in the case of corporations in subsection B of this section. (Ord. 3309 §11, 2007: Ord. 3231 §4, 2005: Ord. 3034 §7, 2001: Ord. 2921 §3, 1999: Ord. 2630 §15, 1994: Ord. 2045 §18, 1987: Ord. 1816 §4, 1983)

5.68.050: LICENSE; INVESTIGATION; INSPECTION OF PREMISES:

A. Investigation: Before any license shall be issued under this chapter, investigation of the applicant, all other persons for which a criminal history check is required under Idaho Code section 39-1105, and any other person twelve (12) years of age or older that resides at the childcare facility or is regularly present on the premises, and inspection of the premises shall be made by the fire department, police department and other city departments and by the district health department and other agencies as may be deemed necessary to determine that the applicant and the premises fully comply with Idaho Code sections 39-1105, 39-1109, 39-1110, 39-1118 and 39-1119.

B. Criminal History Check: In order to determine the suitability of prospective applicants for a childcare facility license or employment by such facility, the city of Coeur d'Alene city clerk and/or the Coeur d'Alene city police department shall require a criminal history check of all people twelve (12) years of age or older residing, working, or participating at the

facility, except supervised volunteers, regardless of time of residence in the county, and any other persons required under Idaho Code section 39-1105 to provide information and fingerprints necessary to obtain criminal history information from the Idaho state police and the federal bureau of investigation. Pursuant to section 67-3008, Idaho Code and congressional enactment public law 92-544, the city of Coeur d'Alene shall submit a set of fingerprints obtained from the applicant and the required fees to the Idaho state police, bureau of criminal identification, for a criminal records check of state and national databases. The submission of fingerprints and information required by this section shall be on forms prescribed by the Idaho state police. The city of Coeur d'Alene is authorized to receive criminal history information from the Idaho state police and from the federal bureau of investigation for the purpose of evaluating the fitness of applicants for licensing. As required by state and federal law, further dissemination or other use of the criminal history information is prohibited. The cost of the criminal history check shall be the amount charged for such background check by the state of Idaho and include any cost required by the federal bureau of investigation and any reasonable administrative fee established by resolution of the city of Coeur d'Alene. No license shall be issued until such background check has been completed and its subject has been deemed qualified. However, upon the receipt of an application for a childcare provider license, the city clerk may issue a provisional license to an applicant for a provider license if the city clerk determines that such person is in substantial compliance with the provisions of this chapter. In determining whether substantial compliance with this chapter exists, the city clerk shall require completion of all criminal record clearances. A provisional license shall expire one hundred twenty (120) days from the date of issuance or at such earlier time as the city clerk may designate. A childcare provider or any other person required to undergo a criminal history check must be continually under the supervision of a licensed childcare provider until completion of all criminal record clearances and other required health clearances.

C. Pending Criminal Charge: If the criminal history check reveals that there is a pending criminal investigation or criminal charge that would result in the revocation or denial of a childcare license if there is a conviction or withheld judgment entered for the charge, the city clerk may issue a provisional license pending the outcome of any such criminal investigation or criminal case. The person that is the suspect or defendant in such criminal case shall be continually under the supervision of a licensed childcare facility director until resolution of the investigation, any resulting criminal charges or any pending criminal case.

D. Sex Offender: Any operator or employee who has an immediate family member who is registered on any sex offender list or becomes registered, and who may reasonably be expected to be on the premises at any time must disclose this information, in writing and including a photograph of the registered sex offender, to all employees, parents and the city. (Ord. 3309 §12, 2007: Ord. 3231 §5, 2005: Ord. 3052 §1, 2001: Ord. 3034 §8, 2001: Ord. 2966 §1, 2000: Ord. 2921 §4, 1999: Ord. 2845 §1, 1998: Ord. 2627 §1, 1994: Ord. 2146 §2, 1988: Ord. 2105 §2, 1988: Ord. 1816 §5, 1983)

5.68.060: LICENSE; DENIAL CONDITIONS:

No childcare license shall be issued:

A. Where the individual operator, managing agent of a corporation, active partner(s), care provider, or any other person required to have a criminal history check under the provisions of this chapter or Idaho Code section 39-1105 has pleaded guilty to, been found guilty of, or received a withheld judgment for any offense involving neglect of or any physical injury to or other abuse of a child, felony domestic violence, aggravated assault, or aggravated battery, including the following offenses or a similar provision in another jurisdiction: attempted strangulation, Idaho Code section 18-923; injuring a child, Idaho Code section 18-1501; sexual abuse of a child under sixteen (16) years of age, Idaho Code section 18-1506; ritualized abuse of a child under eighteen (18) years of age, Idaho Code section 18-1506A; sexual exploitation of a child, Idaho Code section 18-1507 or 18-1507A; lewd conduct with a child under the age of sixteen (16) years, Idaho Code section 18-1508; enticing of children, Idaho Code section 18-1509 or 18-1509A; sale or barter of a child for adoption or other purposes, Idaho Code section 18-1511; murder, Idaho Code section 18-4001 or 18-4003; voluntary manslaughter, Idaho Code section 18-4006; poisoning, Idaho Code section 18-4014 or 18-5501; assault with intent to murder, Idaho Code section 18-4015; indecent exposure, Idaho Code section 18-4116; abuse, neglect, or exploitation of a vulnerable adult, Idaho Code section 18-1505; kidnapping, Idaho Code section 18-4501 through 18-4503; mayhem, Idaho Code section 18-5001; inducing individuals under eighteen (18) years of age into prostitution, Idaho Code section 18-5609; inducing persons under eighteen (18) years of age to patronize a prostitute, Idaho Code section 18-5611; rape, Idaho Code section 18-6101 or 18-6108; robbery, Idaho Code section 18-6501; incest, Idaho Code section 18-6602; crimes against nature, Idaho Code section 18-6605; forcible sexual penetration by use of a foreign object, Idaho Code section 18-6608; video voyeurism, Idaho Code section 18-6609; stalking in the first degree, Idaho Code section 18-7905; any felony punishable by death or life imprisonment; any crime involving a controlled substance except as provided in subsection B of this section, or a crime involving moral turpitude; or where a person is on felony supervised parole or probation.

B. Any person who has pleaded guilty to, been found guilty of, or received a withheld judgment for any of the following offenses, or an offense which may be similarly defined in another jurisdiction, shall be denied a childcare license for a period of five (5) years from the date of the conviction:

1. Forgery of a financial transaction card, Idaho Code section 18-3123.
2. Fraudulent use of a financial transaction card or number, Idaho Code section 18-3124.
3. Forgery or counterfeiting, Idaho Code chapter 36, title 18.
4. Misappropriation of personal identifying information, Idaho Code section 18-3126.
5. Insurance fraud, Idaho Code section 41-293.
6. Damage to or destruction of insured property, Idaho Code section 41-294.
7. Public assistance fraud, Idaho Code section 56-227.
8. Provider fraud, Idaho Code section 56-227A.
9. Attempt, Idaho Code section 18-306.
10. Conspiracy, Idaho Code section 18-1701.
11. Accessory after the fact, Idaho Code section 18-205.
12. Misdemeanor injury to a child, Idaho Code section 18-1501(2).
13. Possession of marijuana or marijuana paraphernalia for personal use.

C. Where the individual operator, managing agent of a corporation, active partner(s), or any other person required to have a criminal history check under the provisions of this chapter or Idaho Code section 39-1105 have been found guilty of or received a withheld judgment for any offense involving misdemeanor domestic violence charge within the last five (5) years, or an amended charge from felony or misdemeanor domestic violence arrest within the last five (5) years.

D. For any premises, unless the requirements of Idaho Code sections 39-1105, 39-1109, and 39-1110 and pertinent provisions of the city zoning ordinances and this chapter, as far as can be determined, are being complied with.

E. If any false statement is made in any part of said application or criminal history check request form, or in any renewal application or subsequent report. (Ord. 3553, 2016: Ord. 3425, 2011)

5.68.070: LICENSE; ISSUANCE; FORM:

A. The city clerk, upon receiving such application, if presented in due form, and if satisfied that such applicant, and all other persons required to undergo a criminal history check under the provisions of this chapter and Idaho Code section 39-1105, possesses the qualifications herein prescribed and the premises conforms to the requirements hereof, shall issue such license to the applicant for a term expiring on December 31 of each year.

B. All such licenses shall be in such form as the city may prescribe and shall contain the name, address, place of business and the date of expiration of such license, and shall be authenticated by the signature of the city clerk.

C. The license shall be issued to a specific person, firm or corporation for a specific location. (Ord. 2845 §3, 1998: Ord. 1816 §7, 1983)

5.68.080: LICENSE; FEE:

The fee to be paid upon application for a license to be issued hereunder shall be set by resolution of the Coeur d'Alene city council in an amount not to exceed the maximum set by state law. (Ord. 2627 §3, 1994: Ord. 1816 §8, 1983)

5.68.090: LICENSE; RENEWAL; NONTRANSFERABLE:

A. Any license issued in accordance with this chapter may be renewed for an additional year upon the same terms and subject to the same requirements as provided herein for an original license. Whenever the holder of such license desires to change the location of the childcare facility, he shall notify the city clerk and make application for a license for the new location, excepting the proof of good character may be dispensed with by the city.

B. No license issued pursuant to this chapter shall be assignable or transferable, nor shall any person or entity, excepting the person or entity to which it was issued, be permitted to do business thereunder, either directly or indirectly.

C. All childcare licenses shall expire on December 31 annually. It is a violation of this chapter to operate without a current valid license. All renewal applications must be submitted to the city clerk or his/her designee by December 1 annually to allow processing time for background checks, fire inspections, and health inspections. Fees for health inspections must be paid at Panhandle health by December 1 annually. Any person filing an individual application for renewal after December 1 will be subject to a late fee in an amount equal to the licensing fee. Any facility filing a late application for renewal will be subject to a late fee in an amount equal to the licensing fee. Any owner/operator allowing an unlicensed employee to continue providing care after December 31 or who operates an unlicensed facility may be subject to an order to close the

facility and/or revocation of the facility license for a period of up to five (5) years and/or any other remedy allowed by law. (Ord. 3534, 2016; Ord. 3231 §7, 2005; Ord. 1816 §9, 1983)

5.68.100: LICENSE DENIAL AND REVOCATION; NOTICE; APPEAL TO COMMISSION:

A. Revocation: When it appears that any operator or licensee, any other person designated in Idaho Code section 39-1105, or any other person twelve (12) years of age or older that resides at the childcare facility has violated any provision of this chapter, any ordinance of the city with regard to the premises where the childcare facility is located, or any other ordinance of the city or statute of the state or of the United States involving controlled substances, physical or sexual abuse involving children, any offenses specified in section [5.68.060](#) of this chapter, or a crime of moral turpitude, the license shall be revoked.

B. Notice: Prior to the revocation of any license, or the denial of a license or renewal thereof, written notice of reasons for such action shall be given to the applicant or licensee by the city clerk. Such notice shall state that a person wanting to appeal the decision to deny or revoke a license shall make a written application, upon a form prescribed by the city, within ten (10) calendar days of the date of the notice of denial or revocation.

C. Stay Of Revocation Or Denial: Upon receipt of an application for appeal, a revocation or denial of a license renewal shall be stayed. The city clerk shall notify the applicant or licensee of the time and place of the hearing. The childcare commission shall hear such appeal within thirty (30) calendar days after the date the application for appeal was filed. The commission will provide written notice to the applicant or licensee of its decision and the stay shall expire as of the date of the notice.

D. Emergency Situations: Should an emergency exist and the chief of police or the fire chief certify that there is an immediate danger to the life or health of a child, there shall be no stay or, if a stay has commenced, it shall be lifted and the revocation or denial of a license renewal shall be in effect during the appeal.

E. Appeal Hearing: In hearing an appeal, the commission shall:

1. Consider the evidence presented, giving such weight to any testimony or exhibits as it deems appropriate;
2. Place the burden on the appellant to demonstrate by clear and convincing evidence that the decision to deny or revoke a license was contrary to the law or the facts;
3. Conduct the hearing fairly and impartially with the goal of receiving all information pertinent to the issues before it in an orderly and courteous manner; and
4. Render a decision based on the evidence and consistent with the purpose and intent of this chapter.

F. Commission Actions On Appeal: On appeal, the commission may:

1. Decide questions arising over the interpretation and enforcement of this chapter;
2. Rule on evidentiary objections with the advice of legal counsel, if available; the Idaho rules of evidence shall be used for guidance, but shall not be applied so as to prevent the admission of all relevant evidence;
3. Affirm, reverse, or affirm with conditions the decision to deny or revoke a license; and
4. The commission may continue the hearing in order to allow a party to produce additional evidence.

G. Deliberations And Decision:

1. After the evidence has been presented, the commission shall deliberate and decide the appeal in open session.
2. Any decision shall be by majority vote of the commission, with the chair voting only in the event of a tie.
4. The reasons for the decision shall be stated on the record and included in the written notice of decision to be sent to the applicant or licensee. (Ord. 3553, 2016)

5.68.105: APPEAL OF CHILDCARE COMMISSION DECISION TO CITY COUNCIL:

A. Any person aggrieved by a final determination of the childcare commission shall have the right of further appeal to the city council.

B. An appeal to the city council must be made by written request to the city clerk within ten (10) calendar days after receiving written notice of the decision by the childcare commission.

C. Filing an appeal to the city council shall meet with requirements set forth in section [5.68.100](#) of this chapter.

D. The city clerk will notify the applicant of the time and place of the hearing scheduled before the city council.

E. The city council shall hear all pertinent data and make a binding determination on the parties involved. (Ord. 3231 §9, 2005; Ord. 3109 §3, 2003)

5.68.110: PROHIBITED ACTS:

No licensee, operator, servant, agent or employee shall, directly or indirectly:

- A. Permit any indecent, immoral or profane language or indecent, immoral or disorderly conduct;

- B. Permit the consumption of any alcoholic liquor on the premises while children being cared for are present;
- C. Permit the possession or use of any unlawful drug or narcotic, including marijuana, on the premises;
- D. Permit the use, legal or illegal, of prescription or nonprescription drugs by care providers that would impair an individual's ability to supervise or transport children;
- E. Permit the use of prescription drug or nonprescription drug without written parental consent;
- F. Perform any work or activities that interfere with the care of children in the home during the hours of childcare. Household duties related to the care of the children may be performed as necessary. The operator shall be responsible for the care and supervision of the children at all times;
- G. Utilize an unsupervised care provider or substitute care provider under the age of eighteen (18) years, or a caregiver not possessing a provider license;
- H. Home providers in residential zones may not have an employee unless a special use permit has been obtained;
- I. Permit smoking, including the use of any electronic nicotine delivery system or other tobacco product, inside the facility, or in outdoor areas within twenty five feet (25') of the premises and all doors and windows, during all hours the facility is in operation; or in vehicles when children are present. E-smoking materials and tobacco products must be kept in a locked container at any time the facility is open for childcare;
- J. Permit the presence of any firearm, ammunition or other weapon outside a locked cabinet;
- K. Permit the continued presence of any person who requires a criminal history check under section [5.68.060](#) of this chapter and has been convicted of one or more of the crimes enumerated in section [5.68.060](#) of this chapter, or who has been convicted of an amended charge arising from one of the enumerated crimes in section [5.68.060](#) of this chapter, or who has been charged with a crime enumerated in section [5.68.060](#) of this chapter and it is still pending or has no disposition; or
- L. Permit the temperature in any room where children are present to be less than sixty eight degrees Fahrenheit (68°F), or to exceed seventy five degrees Fahrenheit (75°F) during winter months or eighty two degrees Fahrenheit (82°F) during summer months; or permit children to play outdoors when the temperature is extreme such that the children are at risk of physical harm. In addition, proper ventilation must be maintained in any room where children are present. If two (2) persons with authority over childcare facilities determine that conditions violate this chapter, the owner/operator must move the children to an area which meets the requirements of this section or add appropriate equipment to bring the conditions into compliance with this chapter. (Ord. 3534, 2016: Ord. 3434, 2012: Ord. 3231 §10, 2005: Ord. 3109 §4, 2003: Ord. 2990 §2, 2000: Ord. 2921 §7, 1999: Ord. 1816 §11(part), (A), (B) and (C), 1983)

5.68.120: HEALTH; IMMUNIZATION; DOCUMENTATION:

- A. Staff Members: Each staff member must certify that they are in good health and that they have received required immunization against communicable disease.
- B. Child Immunizations: Within fourteen (14) days of a child's initial attendance at any licensed childcare facility, the parent or guardian shall provide a certificate signed by a physician or representative of a health department that the child has received or is in the process of receiving required immunizations as specified by the state of Idaho health department or by physician documentation evidencing immunity through prior contraction of the disease.
- C. Immunization Exemption; Physical Condition: Any minor child will be exempt from the immunization requirement whose parent or guardian has submitted to the owner/operator of a licensed daycare facility a certificate signed by a licensed physician stating that the physical condition of the child is such that all or any of the required immunizations would endanger the life or health of the child.
- D. Immunization Exemption; Religious Grounds: Any minor child will be exempt from the immunization requirement whose parent or guardian has submitted a signed statement to the owner/operator of the facility stating their objections on religious or other grounds.
- E. Records; Inspection; Identification: Every licensee shall keep and maintain such records as required by the city. Such records and licenses must be available for inspection by the police department and other city departments, and Panhandle health. If any question as to identity of holder, licensee must provide state issued driver's license, state or military issued identification card, passport, or resident alien green card pictured identification.
- F. Safe Sleep Requirements:
 1. Infants twelve (12) months and under shall rest or sleep alone in cribs or porta cribs that meet consumer product safety guidelines and the child must be placed on their back for sleeping or placed on their back when found in an alternate position. If the infant is able to easily roll from their stomach to their back on their own, they must initially be placed on their back but may be allowed to maintain whatever position in which they prefer to sleep.
 2. A sleeping infant's breathing, sleep position, and bedding shall be monitored frequently for possible signs of distress.

- 3. An infant (12 months of age and under) area must be kept completely free of all toys, blankets, quilts, soft bedding, pillows, bumper pads, sheepskins, and any other equipment or coverings attached to, placed above, or draped over the crib or porta crib.
- 4. Toddlers shall rest or sleep alone in cribs, porta cribs, or on mats or cots only.
- 5. Infants and toddlers who fall asleep in a space not approved for sleeping shall be moved to an approved sleeping device as named above.
- 6. Resting/sleeping areas shall have adequate soft lighting to allow the provider to assess the child's breathing, skin color, and signs of overheating. Video surveillance equipment or baby monitors may not be used in place of this rule. (Ord. 3534, 2016: Ord. 3425, 2011)

5.68.130: OPERATION REGULATIONS:

- A. Every licensee shall, at all times during business hours, open each and every portion of the licensed premises for inspection by the police department and other city departments, Panhandle health, or other agents directed by the city for the purpose of enforcing any provisions of this chapter.
- B. Every licensee shall, at all times, have available on the premises the license granted hereunder. Every licensee shall maintain on the licensed premises, in an appropriate location, a fire extinguisher(s), smoke detector(s), telephone with emergency numbers listed thereon, and a fire exit plan as required by the fire department.
- C. A member of the staff must be within sight or hearing of the children at all times, and must be close enough to be able to assist a child in an emergency, with no closed doors separating children from the provider.
- D. Only staff who are primarily engaged in caring for the children, and have a full provider license, are to be counted in the staff/child ratio.
- E. Any children being provided care in the childcare area will be counted in child/staff ratios whether children of the provider or not.
- F. No facility may exceed twelve (12) points as calculated in table A of this section. However, if the licensed facility provides care to only one listed age group or separates children by age, then the maximum child to provider ratio is determined by table B of this section. Additionally, the maximum number of children at a facility may also be limited by the square foot per child limit contained in subsection [5.68.030](#) of this chapter or the city's adopted zoning, building or fire codes.

TABLE A

Babies 0 - 14 months	Your count ___ x 2 points	=
Waddlers 14 - 24 months	Your count ___ x 1.5 points	=
Toddlers 24 - 36 months	Your count ___ x 1 point	=
Preschool 3 - 4 years	Your count ___ x 1 point	=
Pre-K 4 - 5 years	Your count ___ x 1 point	=
School age 5 and older	Your count ___ x 1/2 point	=
	Total points (may not exceed 12)	

TABLE B

Babies	0 - 14 months	1:4 ratio
Waddlers	14 - 24 months	1:6 ratio
Toddlers	24 - 36 months	1:8 ratio
Preschool	3 - 4 years of age	1:10 ratio

Pre-K	4 - 5 years of age	1:12 ratio
School age	5 years and older	1:15 ratio

G. New hires are to complete the infant/child first aid and infant/child CPR within ninety (90) days of hire. (Ord. 3434, 2012; Ord. 3425, 2011)

5.68.140: VIOLATION; PENALTY; ADDITIONAL REMEDY:

A. Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor punishable as provided in section [1.28.010](#) of this code. Each day of the violation shall be considered a separate offense.

B. Any operator or person who violates any provision of this chapter may have his/her license revoked and may be denied a license for a period of up to five (5) years.

C. Any facility receiving three (3) or more violations within two (2) years of the date of the first violation of this chapter may have its license revoked and/or be subject to denial of a renewal of license. Any facility receiving three (3) or more violations of state of Idaho childcare health and safety regulations, the current international fire code adopted by the city, or the childcare regulations in this code, within two (2) years of the date of the first violation of said regulation or code may have its license revoked and/or may be subject to denial of a renewal of license.

D. Any renewal of a license after its expiration date, for persons or facilities continuously in operation, shall be subject to double the amount of the license fee to the city to cover additional administrative costs. (Ord. 3553, 2016)

Chapter 8.20 SWIMMING POOLS¹

8.20.010: FENCE; HEIGHT; LOCATION:

All public, semipublic and private swimming pools located in the city capable of holding twenty four inches (24") or more of water shall have the area in which the swimming pool is located surrounded by a fence six feet (6') in height. No such fence or building shall be located within five feet (5') of the edge of the swimming pool. (Ord. 3125 §1, 2003; Ord. 1379 §1(part), 1974)

8.20.020: PUBLIC OR SEMIPUBLIC POOLS; GATES; LATCHES:

Gates leading to public or semipublic swimming pools shall be securely fastened shut when the pool is not in use by authorized persons or supervised by a qualified attendant. Locks or latches shall be placed not less than four feet (4') above the ground. (Ord. 1379 §1(part), 1974)

8.20.030: FILTER OR HEATING EQUIPMENT STRUCTURES:

Structures housing filter or heating equipment or change houses shall be located in conformity with the regulations pertaining to accessory buildings. (Ord. 1379 §2(part), 1974)

8.20.040: SAFETY LATCHES:

Private swimming pools shall have all gates provided with safety latches operated only from the pool side of the fence and the latches shall be located not less than four feet (4') above the ground. (Ord. 1379 §2(part), 1974)

8.20.050: POOL COVER NOT SUBSTITUTE FOR REQUIRED FENCE:

A cover which may be used to enclose or cover the swimming pool shall not qualify as a substitute for the required fence or as a means of providing minimum safeguards of the pool area. (Ord. 1379 §2(part), 1974)

8.20.060: PRIVATE POOL; LOCATION:

(Rep. by Ord. 3267 §1, 2006)

8.20.070: PRIVATE POOL; SWIMMING INSTRUCTION:

Use of a private pool for swimming instructions to not more than six (6) pupils simultaneously is permitted, provided that:

- A. Hours of instruction are restricted to those between nine o'clock (9:00) A.M. and five o'clock (5:00) P.M.;
- B. No amplified sound equipment is used in the instruction;
- C. The pool area is separated from adjoining properties by a six foot (6') sight obstructing fence;
- D. Vehicular traffic to the site shall not be such as to create a hazard or a parking problem adversely affecting adjacent property owners;
- E. The installation of such a pool shall meet the requirements of the state department of health pertaining to public pools. (Ord. 1379 §3, 1974)



City of Coeur d'Alene
Fire Department
300 E Foster Ave
Coeur d'Alene, Idaho 83814
(208) 769-2245

(Office Use Only)
Amount Paid _____
Receipt # _____
Date _____
Date Temporary Issued _____
Perm License Number _____
Date Perm Lic Issued _____ by _____
Input _____

Daycare License Fire Inspection Form

Concern and corrective action required:

Address Numbers - visible from road Y___N___

Facilities with over 50 occupants: Exit doors swing outward with panic hardware. Y___N___ NA___

Exit Lights - operational when button depressed. Y___N___

Date of annual service/inspection - Fire Alarm ___/___/___ Fire Sprinklers ___/___/___

Knox Box - proper key(s) inside. Y___N___ NA___

Emergency Lights - operational when tested. Y___N___ N/A___

Upper Floors - being used for childcare. Y___N___ NA___

Comments: _____

Basement - being used for childcare. Y___N___ NA___

Comments: _____

Attached Garage - Y___N___ NA___ Pet doors are not allowed.

Comments: _____

Windows - sleeping rooms provided with at least one emergency egress. Y___N___

Window___ Door___ Furniture or platform under window if over 44". Y___N___

Comments: _____

Electrical Panel - all breakers labelled; maintained in good condition;
accessible/3 foot clearance. Y___N___

Flammable/Combustible Liquid Storage - gasoline stored in garage Y___N___

Comments: _____

Fire Extinguishers - date of last annual service ___/___/___

Comments: _____

Smoke Detectors - In hallway or corridor outside of sleeping room. Y___N___

Operational Y___N___ Batteries changed annually Y___N___

Extension Cords - Y___N___

Comments: _____

Exits - doors and windows operational and not blocked. Y___N___

Portable Heaters - Y___N___

Comments: _____

Kitchen - cooking area free of grease on stovetop and in range hood. Y___N___

Housekeeping - Combustibles; egress pathways. Y___N___

Telephone - "911" sticker. Y___N___

Monthly Checklist - filled out correctly. Y___N___ New _____

Does facility have adequate square footage (35 sf. per child) - Y___N___

Outside fenced play area - Y___N___ 75 sf. per child - Y___N___

Staff Ratio ___ : ___ (child:adult)

Current CPR Certification Y___N___ Expiration Date ___/___/___

Hours of operation _____

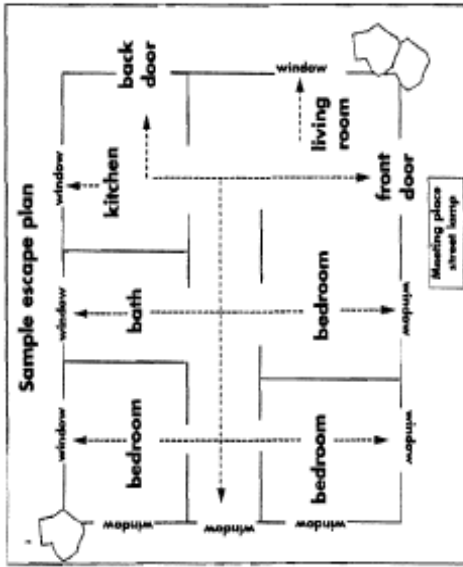
Inspected by: _____ Date: _____

NOTE: Please call _____ for a re-inspection. Date in compliance: _____

Draw your own plan.

L2811-1

As Fire Marshal for your home you need to map out your escape routes and practice them with your family.



COOL
Fire SafetySM
Allstate
 You're in good hands.

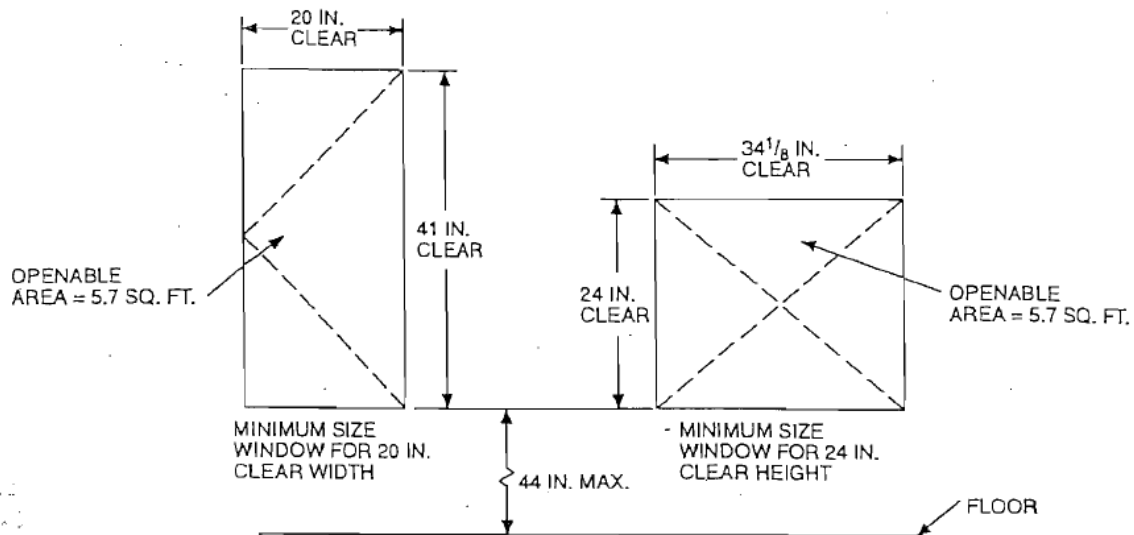
RESIDENTIAL
"FAMILY DAY CARE HOME"
FACILITIES WITH 9 OR LESS CHILDREN
(12 children with Special Use Permit)

The City of Coeur d'Alene Fire Department requires compliance in the following areas:

1. Upper floors shall not be used for child care unless the building is protected with an automatic sprinkler system and has two (2) exit doors that lead directly from the second floor to the outside.
2. If the facility has an attached garage a solid-core, self-closing door shall be the only opening between the garage and the home.
3. Any room used for sleeping purposes shall contain at least one egress window, operable from the inside without the use of a key or any special knowledge or effort, having at least a minimum single net clear opening of 5.7 square feet (inches in width x inches in height / divided by 144 = square footage). The window must also have a minimum width of 20 inches and a minimum height of 24 inches of clear opening. The maximum height of the windowsill above the finished floor shall be 44 inches. However, if the windowsill is higher than 44 inches, but meets the other requirements above, an approved piece of furniture or platform, if anchored in place, is required to be placed under the window. If the sleeping room has at least one door directly to the outside, the window is not required. A diagram of an egress window is attached. (State Fire Marshal)
4. Where children are located on a story below the level of exit discharge (basement), there must be at least two exits provided, one of which shall be a doorway, which opens directly to the outside. An interior stairway leading to a porch which opens directly to the outside is an approved exit if it is separated from the home by a door. (State Fire Marshal)
5. At no time is an unvented oil or gas heater allowed. (Int'l Mechanical Code)
6. All heating equipment and chimneys shall be maintained in proper working condition. Air filters shall be cleaned or replaced monthly. Oil or gas furnaces are recommended to be serviced annually.
7. No wood stoves or heaters shall be installed so that an exit will be blocked if the unit malfunctions. Any heat producing equipment is required to have a guard to prevent burn injuries.
8. Flammable liquid storage is not allowed within the home. Storage of up to ten gallons in metal container is allowed in the garage. (2006 IFC 3404.3.4.2#7)
9. At least one 2-A: 10-B:C fire extinguisher is required with installation based on a maximum 75-foot travel distance. The primary mounting locations are at the exits with additional locations as needed per travel requirements. The fire extinguisher shall be serviced and tagged annually. (2006 IFC 906; State Fire Marshal)
10. All electrical appliances, fixtures, panel boxes, receptacle outlets, switches, and wiring shall be maintained in good condition. All circuits in the electrical panel shall be labeled. Maintain a 3-foot clear area in front of them for access. The Fire Department highly recommends that all unused electrical outlets be provided with covers. (2006 IFC 605)

11. Extension cords cannot be used to replace permanent wiring. Only approved power taps (multi-plug adapters), up to twenty feet in length, with built-in overcurrent protection are approved to use in this manner. Extension cords are only approved for temporary uses with portable appliances/equipment. (2006 IFC 605)
12. The building shall be free of excess accumulations of readily combustible materials such as paper, oily rags, and other waste on the interior and accumulations of dry weeds, leaves, etc., on the exterior.
13. An operable telephone is required within the facility with the phone number "911" posted. (Cd' A Fire Dept.; State Fire Marshal)
14. The occupant load or required square footage per person is not an issue in the average home. To determine the square footage, multiply the length of the building by its width, excluding the outside walls. The occupant load is then determined by dividing the square footage by 35. All new applicants must have a safe and sanitary fenced outdoor play area (75 square feet per child). (City of Cd'A)
15. A smoke detector is required on all floors of the home. A smoke detector shall be located in the hall immediately outside of any room used for sleeping purposes. If there is a basement, there shall be a smoke detector installed in the basement having the stairway, which opens into the facility. All detectors shall be connected to a sounding device or other detector to provide an alarm which will be audible in the sleeping area. (State Fire Marshal)
16. A monthly safety check sheet shall be supplied by the Fire Department. These sheets are to document the monthly checks for fire extinguishers, smoke detectors, fire drills, etc. This sheet is to be reviewed, collected, and noted on the "Corrective Action sheet" that the sheet has been completed.

EMERGENCY ESCAPE AND RESCUE WINDOW



For SI: 1 foot = 304.8 mm, 1 square foot = 0.093 m².

The requirement for emergency escape and egress openings in sleeping rooms is because a fire will usually have spread before the occupants are aware of the problem, and the normal exit channels will most likely be blocked. The dimensions prescribed in the code are based on extensive testing by the San Diego Building and Fire Departments to determine the proper relationships of height and width of window opening to adequately serve for both rescue and escape. The minimum of 20 inches (508 mm) for the width was based on two criteria: the width necessary to place a ladder within the window opening and, secondly, the width necessary to admit a firefighter with full rescue equipment. The minimum 24-inch (610 mm) height dimension was based on the minimum necessary to admit a firefighter with full rescue equipment.

It is the intent of the code that the windows required for emergency escape or rescue be located on the exterior of the building so that rescue can be affected from the exterior or, alternatively, so that the occupants may escape from that window to the exterior of the building without having to travel through the building itself. If these windows open into an interior exit court, the exit court must have an exit passageway, that provides access to the public way.

As stated in the code, these windows used for emergency escape or rescue must be operable windows. The intent is that they be double-hung, horizontal sliding or casement windows operated by the turn of a crank. The building official should evaluate special types of windows other than those just described based on the difficulty of operating or removing the windows. If no more effort is required than that required for the three types of windows just mentioned they could be approved as meeting the intent of the code as long as no tools, special knowledge or effort are required.

CHILD CARE CENTER FACILITIES WITH 13 OR MORE CHILDREN

The City of Coeur d'Alene Fire Department requires compliance in the following areas:

EXITS

1. Upper floors shall not be used for child care unless the building is protected with an automatic sprinkler system and has two (2) exit doors that lead directly from the second floor to the outside. (State Fire Marshal)
2. The facility must have a minimum of 2 exits located a distance apart of not less than one-half the distance of the diagonal dimension of the building used for the daycare. (State Fire Marshal)
3. Any room used for sleeping purposes shall contain at least one egress window, operable from the inside without the use of a key or any special knowledge or effort, having at least a minimum single net clear opening of 5.7 square feet (inches in width x inches in height / divided by 144 = square footage). The window must also have a minimum width of 20 inches and a minimum height of 24 inches. The maximum height of the windowsill above the finished floor shall be 44 inches. However, if the windowsill is higher than 44 inches, but meets the other requirements above, an approved piece of furniture or platform, if anchored in place, is required to be placed under the window. If the sleeping room has at least one door directly to the outside, the window is not required. A diagram of an egress window is attached. (State Fire Marshal)
4. The exit doors shall not be less than 32 inches in width. (State Fire Marshal)
5. The doors shall be operable from the inside without the use of a key or any special knowledge or effort. (State Fire Marshal)
6. Where children are located on a story below the level of exit discharge (basement), there must be at least two exits provided, one of which shall be a doorway, which opens directly to the outside. An interior stairway leading to a porch, which opens directly to the outside, is an approved exit if it is separated from the home by a door. (State Fire Marshal)

OCCUPANCY REQUIREMENTS

1. The occupant load or required square footage per person is not an issue in the average home. To determine the square footage, multiply the length of the building by its width, excluding the outside walls. The occupant load is then determined by dividing the square footage by 35. All new applicants must have a safe and sanitary fenced outdoor play area (75 square feet per child). (City of Cd' A)

2. Child/Staff ratios:

No facility may exceed twelve (12) points as calculated in Table A of this section. However, if the licensed facility provides care to only one listed age group or separates children by age, then the maximum child to provider ratio is determined by Table B of this section. Additionally, the maximum number of children at a facility may also be limited by the square foot per child limit contained in subsection [5.68.030](#)4 of this chapter or the city's adopted zoning, building or fire codes.

TABLE A

Babies 0-14 months	Your count x 2 points	=
Waddlers 14-24 months	Your count x 1.5 points	=
Toddlers 24-36 months	Your count x 1 point	=
Preschool 3-4 years	Your count x 1 point	=
Pre-K 4-5 years	Your count x 1 point	=
School age 5 and older	Your count x 1/2 point	=
	Total points (may not exceed 12)	

TABLE B

Babies	0-14 months	1:4 ratio
Waddlers	14-24 months	1:6 ratio
Toddlers	24-36 months	1:8 ratio
Preschool	3-4 years of age	1:10 ratio
Pre-K	4-5 years of age	1:12 ratio
School age	5 years and older	1:15 ratio

ALARMS AND DETECTORS

1. A smoke detector is required on all floors of the home. A smoke detector shall be located in the hall immediately outside of any room used for sleeping purposes. If there is a basement, there shall be a smoke detector installed in the basement having the stairway which opens into the facility. All detectors shall be connected to a sounding device or other detector to provide an alarm which will be audible in the sleeping area. (State Fire Marshal)

2. 2012 Change to Fire Code Regulations: All sleeping rooms must now have a smoke detector in the room. All homes with any gas appliances must have a carbon monoxide detector.

EQUIPMENT/ELECTRICAL

1. At no time is an unvented oil or gas heater allowed.
2. All heating equipment and chimneys shall be maintained in proper working condition. Air filters shall be cleaned or replaced monthly. Oil or gas furnaces are recommended to be serviced annually. No wood stoves or heaters shall be installed so that an exit will be blocked if the unit malfunctions. Any heat producing equipment is required to have a guard to prevent bum injuries.
3. All electrical appliances, fixtures, panel boxes, receptacle outlets, switches, and wiring shall be maintained in good condition. ALL circuits in the electrical panel shall be labeled. Maintain a 3-foot clear area in front of them for access. The Fire Department highly recommends that all unused electrical outlets be provided with covers. (2006 IFC 605)
4. Extension cords cannot be used to replace permanent wiring. Only approved power taps (multi-plug adapters), up to twenty feet in length, with built-in overcurrent protection are approved to use in this manner. Extension cords are only approved for temporary uses with portable appliances equipment. (2006 IFC 605)

STORAGE

1. Flammable liquid storage is not allowed within the day care portion of the home. Storage of up to ten gallons in a metal container is allowed in the garage. (2006 IFC 3404.3.4.2#7)
2. The building shall be free of excess accumulations of readily combustible materials such as paper, oily rags, and other waste on the interior and accumulations of dry weeds, leaves, etc. on the exterior.

COMMUNICATION

1. An operable telephone is required within the facility with the phone number "911" posted. (Cd' A Fire Dept.; State Fire Marshal)

FIRE PROTECTION

1. At least one 2-A: 10-B:C fire extinguisher is required with installation based on a maximum 75-foot travel distance. The primary mounting locations are at the exits with additional locations as needed per travel requirements. The fire extinguisher(s) shall be serviced and tagged annually. (2006 IFC 906; State Fire Marshal)

FACILITIES WITH OVER FIFTY (50) OCCUPANTS (State Fire Marshal)

- A. Exit doors are required to swing in the direction of egress (outward).
- B. Exit doors are required to be equipped with panic hardware if provided with a latch.
- C. Exit signs are required to clearly indicate the direction of egress.
- D. An approved fire alarm system is required. Required smoke detectors must be connected to the alarm system.

A monthly safety check sheet shall be supplied by the Fire Department. These sheets are to document the monthly checks for such things as fire extinguishers, smoke detectors, fire drills, etc. This sheet is to be reviewed and noted on the Corrective Action sheet that the sheet has been completed.

Successful completion of a Cardiopulmonary Resuscitation class is required on an annual basis.

City of Coeur D'Alene
Fire Department

300 Foster Ave
Coeur D'Alene, ID 83814

Tel (208) 769-2245
Fax (208) 769-2343

Child Care Center Monthly Fire Safety Form	January	February	March	April	May	June	July	August	September	October	November	December
Fire Drill Date												
Evacuation Time												
Ratios Adults : children												
Housekeeping	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are Exits Clear?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Fire Extinguisher Check	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Fire Alarm/Smoke Detector Check	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Emergency Lights	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Initials of person in charge												

Evacuation Plans Posted in every classroom: Yes / No Parent information Books/Folders accessible in every classroom: Yes / No

Alternative Facility Agreement in place: Yes / No Name/Address of facility: _____ Phone #: _____

Telephones available in on premises: Yes / No Emergency numbers posted: Yes / No

Where is the electrical and fuel shut off? _____ Furnace Filter checked: Yes / No Date _____

Childcare Center Fire Safety & Inspection Regulations for 20__.

City of Coeur D'Alene
Fire Department

300 Foster Ave
Coeur D'Alene, ID 83814

Tel (208) 769-2245
Fax (208) 769-2343

Residential Monthly Fire Safety Form	January	February	March	April	May	June	July	August	September	October	November	December
Fire Drill Date												
Evacuation Time												
Ratios Adults : children												
Housekeeping	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are Exits Clear?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Fire Extinguisher Check	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Kitchen Check	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Smoke Detector Check	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Initials of person in charge												

Parent Information Books/Folders accessible: Yes / No

Alternative Facility Agreement in place: Yes / No Name/Address of facility: _____ Phone #: _____

Telephone available in on premises: Yes / No Emergency numbers posted: Yes / No

Where is the electrical and fuel shut off? _____ Furnace Filter checked: Yes / No Date _____

Residential Fire Safety & Inspection Regulations for 20__

DAYCARE MONTHLY SAFETY FORM EXPLANATIONS

I. FIRE DRILL:

Fire is always unexpected. If the fire drill is always conducted the same way, it loses much of its value. Then in an actual fire when it is not possible to follow the usual routine of the fire exit drill to which occupants have become accustomed, confusion and panic may ensue. Fire drills should be carefully planned, held at varying times, and use a different means of exit. The fire drill should be initiated by sounding of the alarm. The occupants shall then leave the building to a safe distance.

II. EVACUATION TIME:

The recommended time for evacuation is two (2) minutes.

III. FIRE ALARM CHECK:

All alarms shall be sounded once a month to ensure that the alarms are functional and audible in all parts of the building.

IV. SMOKE DETECTOR CHECK:

All smoke detectors shall be tested according to the manufacturers recommendations or by smoke from a punk, cigarette or similar device. No not test with paper or other highly flammable materials. The test button will not suffice. It is only for testing battery or circuit condition. Smoke detectors require occasional cleaning depending upon local conditions. The owner's manual should be consulted for the proper cleaning procedure.

V. EMERGENCY LIGHTING CHECK:

The State Fire Marshal requires, where applicable, emergency lighting be tested by shutting down the main electrical circuit. The National Fire Protection Association (NFPA) suggests that a functional test be conducted every month and that a test of 1 1/2 hour duration be conducted annually (NFPA 1, 1-9.8).

VI. FIRE EXTINGUISHER CHECK:

Inspect for each of the following items:

1. There are no obstructions to the access or visibility of the fire extinguisher.
2. The fire extinguisher is properly mounted in the designated place.
3. The fire extinguisher operating instructions are facing forward.
4. The tamper indicator is not broken or missing.
5. Determine the fullness of the fire extinguisher by weighing or "hefting".
6. The fire extinguisher has no visible physical damage nor is the nozzle clogged.

7. The pressure gauge is in the operable range.

MAINTENANCE OF FIRE EXTINGUISHERS:

Annual maintenance is required to be done by a fire equipment servicing agency. The annual maintenance should consist of a basic examination of the three basic element of an extinguisher:

1. Mechanical parts.
2. Extinguishing agent.
3. Expelling means.

During the annual check, the need for hydrostatic testing of cylinders should also be determined.

VII. HOUSEKEEPING CHECK:

The building shall be free of accumulations of highly combustible materials such as paper, oily rags, and other waste on the interior and accumulations of dry weeds, leaves, etc. on the exterior.

VIII EXITS CHECK:

All exits shall be checked to ensure that they are free of blockage. The doors shall swing free and be openable from the inside without the use of a key or any special knowledge or effort. Any egress window shall be checked to ensure that they are operable.

IX. FUEL AND ELECTRICAL SHUTOFFS:

The employees shall be made aware of how to shutoff the main electrical supply and any fuel used for heating such as oil or gas.

X. Furnace Filter Check:

The furnace filter shall be checked monthly and cleaned as needed.

XI. TELEPHONE 911:

A telephone is required on the premises. The phone number, 911, shall be posted to ensure that the number, 911, is used for fire, police, and medical emergencies.

XII. KITCHEN CHECK:

The kitchen shall be free of combustible waste and the cooking area free of grease on the stove top and in the range hood.

XIII. AVERAGE STAFF RATIO (Childcare Only):

For each month, the month's average child/staff ratio shall be identified and noted on the Monthly Safety Form.

The Monthly Safety Check Sheet shall be submitted to the fire department and placed in a permanent address file.

Medical Release Form

Child's Name: _____

Address: _____

Birth Date: ____/____/____

In the event of an emergency, please call in the order indicated (1,2,3,4,5) the following people:

- 1. Mother: Name and Phone _____
- 2. Father: Name and Phone _____
- 3. Relative: Name and Phone _____
- 4. Doctor: Name and Phone _____
- 5. Friend: Name and Phone _____

In the event that none of the above people can be reached, I hereby give my consent to : _____ to administer or call for emergency care for my child under extreme conditions. I expect that a conscientious effort will be made to locate me or one of the above designates before any action is taken. If it is not possible to locate me or any of the above designates, any expenses incurred will be paid by me.

Signature of Parent/Guardian

Date

Medical Form

Basic Information

Name of Child: _____ Date of Birth: ____/____/____

Child lives with: Mother Father Other: _____

Other children living with child:

- 1. Name _____ Age _____ Sex _____
- 2. Name _____ Age _____ Sex _____
- 3. Name _____ Age _____ Sex _____

Health History

1. Any illness child has had or has? (Asthma, Chicken Pox, Diabetes, Epilepsy, Measles, Mumps, Pneumonia, Strep Throat, Whooping Cough or Other)

2. Allergies? (Food, drug, bee stings, etc.)

TYPE	SYMPTOMS	TREATMENT

3. Immunization – A copy of the immunization record needs to be attached and signed by the doctor.

4. Does your child have a condition that, according to current medical information, would pose a direct threat to the safety of the others in the program? Yes No

5. Does your child have any special needs that require accommodation by the provider?

Yes _____ No
Please list accommodation

6. Does your child have any functional limitations? (Functional limitations can include, but may not be limited to, limitations dealing with hearing, seeing, breathing, speaking, learning, working, performing manual tasks, caring for oneself, social skills, and behavioral actions.) If so, please list:

Developmental Background

Name of previous childcare programs attended: _____

Does the child have any special problems/fears? _____

Child's favorite foods, activities? _____

Child's nap pattern: _____

Child's favorite toy or blanket: _____

Toilet habits: _____
Child's eating habits: _____

What makes the child frustrated or upset? _____

Family rules that provider should know about: _____

What methods of discipline do you find works best for your child? _____

Medical Emergency Consent

Name of Child's physician or health clinic: _____

Address: _____ Phone: _____

Medical insurance company: _____ Policy Number: _____

Name of Child's dentist: _____ Phone: _____

Child's Hospital: _____ Phone: _____

When there is a medical emergency, or when a child needs immediate medical treatment, the provider will take all reasonable steps to see that the children in her care receive adequate medical care. When appropriate, the provider will call 911 and the parent(s). If the parent(s) cannot be reach, the provider will call the person(s) listed below who are authorized by the parent to give permission for the medical treatment of the child. These pers0n(s) authorized to do so are:

Name: _____ Phone: _____

Name: _____ Phone: _____

If the parent(s) and the authorized person(s) cannot be reached, the provider will call the child's doctor, identified above. Lf the child must be taken to the hospital, the provider will take the child to the child's hospital identified above. If under the circumstances, it is more reasonable to bring the child to another hospital, the provider will do so, In the situation where the parents(s) and the person(s) authorized to give permission for medical treatment are not able to be reach, the parent authorizes the child's doctor to provide the appropriate medical treatment for the child.

Provider's Signature

Date

Parent/Guardian Signature

Date

DAY CAMP POLICY FOR GROUPS USING THE LIFEGUARDED AREA OF CITY BEACH

Goals:

To the extent possible it is the intention of this policy to: Enhance the comfort and enjoyment of beach experience for every patron. Help ensure the safety of day camp participants and other beach patrons. Maximize City resources.

Policy:

1. Definitions:

For the purpose of this policy "Day Camp" means any group often (10) or more children swimming or otherwise using the lifeguarded area of City Beach.

2. Ratios:

To maximize the safety of day camp participants on other beach users the ratio of supervisors/camp staff to children must not exceed 10 children for each supervisor and a minimum of two staff must always be present, regardless of the number of campers.

3. Supervision:

Camp staff/supervisors must be within 10 feet of the children whenever the children are near or in the water and must be actively supervising the children by watching for safety risks to the children.

4. Boundaries:

Camp staff/supervisors must establish physical boundaries for the children to play in. The boundary should be large enough to allow the children sufficient play area while keeping the group contained so that camp staff/supervisors can monitor the safety of the children.

5. Meeting with Lifeguards:

Prior to swimming or otherwise using the beach, the day camp staff and participants must meet with a Lifeguard, if one is on duty, to discuss the boundaries established by the camp staff/supervisors, the number of children and camp staff/counselors and safe use of the beach and swim area.

6. Enforcement:

Any day camp not following the requirements of this policy may not use the lifeguarded portion of City Beach. City lifeguards are authorized to enforce the requirements of this policy and may remove any day camp violating the provisions of this policy from the lifeguarded area of City Beach.

Health Department Inspection Checklist for Child Care

- Must be **18 years** of age or older / persons (16 or 17 years old) may provide child care as long as they have direct, on-site supervision from a licensed child care provider at least 18 years of age.
- Proof of pediatric/infant **CPR/FA** certification.
- Comply with your current child-to-staff **Ratios** at all times. (City's may be more stringent)
- A written **Illness Policy** for sick children and staff is highly recommended. If a child or child care-provider gets a reportable disease they may be restricted from attending or operating the daycare facility.
- A copy of every child's current **Immunization Record** including your own children must be available for review. (properly documented exemptions are allowed).
- Functional Telephone** (city licensing may require a landline) Note: Cell phones must remain on premise during child care hours.
- Minimum **2A:10BC Fire Extinguisher**, installed and functional **Smoke Detectors** & minimum **2 Emergency Exits** on every level where child care occurs.
- Fire Safety and Evacuation Plans** & other items (such as your Daycare License) should be conspicuously" posted.
- Food must come from an **Approved Source** (no home canned goods with the exception of jams & jellies). Meats must be USDA inspected. **Thaw Food** by using approved method's only (microwave, in refrigerator, or in sink under continuous running cold water).
- Food Handling (use gloves, tongs, utensils, paper towels). **Minimize Bare Hand Contact with Ready to Eat Food.**
- A **Sanitizing Solution** MUST be used for all food contact surfaces (counter tops, tables, hi-chairs and mouthed toys). Approved sanitizers are Household Bleach (sodium hypochlorite) or Quaternary Ammonia.
- A **Dishwasher or 4-step method** MUST be used. A "Sanitizing tub WILL be required using the 4-step method if provider does not have a 3-comp sink. (Wash, Rinse, Sanitize and Air Dry on drying rack, not a towel)
- Sharps** such as knives, scissors, pizza cutters, ice picks must be locked or kept out of reach of children. **Utensils** must be stored in a way to prevent contamination.
- Functional **Thermometers** for every refrigerator (must maintain temperature of 41°F or below).
- Avoid **Cross Contamination** by storing raw meats and eggs below ready to eat food. Must avoid dripping/spilling/leaking of raw meat juices in refrigerator. Segregate according to cook temperatures. Do not stack ready to eat food directly on top of raw meat or eggs. DO NOT STORE FOOD ON FLOOR, under chemicals or sewer lines. .
- Any **Hazardous Substance, Materials or Medicine** MUST be stored out of reach of children or be locked (child locks acceptable).
- All **Garbage Receptacles must have lids or covers** or may be stored inside of a cabinet or closet and should be removed daily.
- Private Well's** will be tested for water quality. **Septic Systems** must be functional and in compliance with current rules.
- Running Hot & Cold water, **Paper Towels and Soap** MUST be available for hand washing at all times.
- Cleanable Pad/Surface available for diapering children** and MUST be sanitized inter every diaper change. Never change diapers in kitchen area or where food preparation may occur.
- Firearms and Weapons** must be stored in a locked container or gun safe. (Matches & lighters must be stored out of reach of children).

[] Any **Water Hazards** such as ponds, canals, pools, ditches, hot tubs and other bodies of water MUST be inaccessible to children. Preventing access may require a fence that is at least four feet in height, self-closing gates, locks or covers that lock. (No more than a 4 inch gap is allowed in fencing material).

[] No **Smoking or Alcohol** consumption is allowed on the premise/property during operating hours when children are present.

[] **Sleeping and Play Areas, Restrooms and Fixtures** shall be maintained in a safe and sanitary condition.

[] The facility must have adequate **Heat, Light and Ventilation**. A fireplace or wood-burning stove shall be protected on all sides to prevent children from accessing them.

[] **Outdoor Play Area's** must be free from hazards and animal waste. If adjacent to a busy roadway or other hazards, a fence in good repair is required at least 4 feet high with no more than a 4 inch gap in the fencing material. Toys and Play Equipment must be free from rough edges and sharp corners, and be of substantial construction.

[] Any **Pet or Animal** present at the facility must be in good health and show no evidence of carrying disease along with being a friendly companion of children. The operator must maintain the *animal's* vaccinations and have records available for review upon the Inspector's request.

General Safety --ensure there are covers on electrical outlets, no exposed light sockets, electrical cords (must be in good repair), substantial railings for balconies and stairways, gates for stairways (for children less than 3 years of age), no access to hazardous machinery or power tools, no choking hazards accessible to children (less than 3 years of age) including but not limited to balloons, objects.

12/5/05

**CITY OF CDA DAYCARE REQUIREMENTS
ABOVE AND BEYOND STATE REQUIREMENTS
INSPECTION CHECKLIST**

Facility: _____

Date: _____

OVERNIGHT CARE (5.68.030.A.)

YES / NO – Facility provides overnight care. If Yes:

- Facility has and posts written overnight care plans to ensure proper care.
- Children have separate beds, cots, or mats, and bedding.
- Bedding is sanitized and stored appropriately.
- Children over 6 years of age and of opposite sex have separate sleep areas.
- Provider(s) able to respond at all times.
- In centers, one adult staff is awake at all times and monitors each sleeping room at least once every hour.
- Ratios are met.

PEDIATRIC CPR & FIRST AID (5.68.050.D)

YES / NO – All staff certified and documentation sent in to the city.

OUTDOOR PLAY AREA REQUIREMENTS (5.68.050.E and F)

YES / NO – Play area is completely fenced.

YES / NO – Adequately sized (at least 75 sq. feet per child).

YES / NO – Swimming pool, wading pool, or hot tub present. If Yes:

- If used by daycare children, must be kept clean and safe.
- If used, staff must possess an American Red Cross water safety certificate.
- Lifesaving equipment is available for immediate need.
- Continuous adult supervision is required.
- All parents must provide written permission for such use.
- Section 8.20 Safety Requirements met.

PROHIBITED ACTS (5.68.110)

YES / NO – Indecent language or disorderly conduct.

YES / NO – Consumption of alcohol during care.

YES / NO – Possession or use of an illegal drug.

YES / NO – Use of legal or illegal prescription or nonprescription drugs that impair the ability to properly care for, supervise, and transport children.

YES / NO – Performing non-childcare-related work or activities that interfere with proper care of children during child care hours.

YES / NO – Volunteers or staff under 18 years of age not supervised at all times.

YES / NO – Smoking in the presence of children or in food service areas.

YES / NO – Firearm, ammunition, or weapon outside of a locked and secure cabinet.

OPERATION REGULATIONS (5.68.130)

YES / NO – All areas of the facility were allowed to be inspected.

YES / NO – Staff within sight or hearing of all children, and close enough to assist at any time.



PANHANDLE HEALTH DISTRICT
 8500 N Atlas Rd, Hayden, ID 83835
 Phone: (208) 415-5200 FAX 415-5201

Child Care Health Standards Inspection

<input type="checkbox"/> ICCP	<input type="checkbox"/> ICCP-STATE	<input type="checkbox"/> ICCP-CITY	<input type="checkbox"/> STATE ONLY	<input type="checkbox"/> CITY ONLY	<input type="checkbox"/> FAMILY	<input type="checkbox"/> CENTER	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> GROUP
FACILITY #		EHS#	PHONE #		Provider's Email:			
FACILITY NAME:				PROVIDER NAME:				
ADDRESS:				CITY/ST./ZIP				
ACTIVITY: <input type="checkbox"/> INITIAL INSP <input type="checkbox"/> ANNUAL INSP <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> INVESTIGATION <input type="checkbox"/> RANDOM						INSP. TIME: (MIN.)		
INSPECTION DATE:		FOLLOW-UP DUE DATE: ON-SITE			VCR:		TRAVEL TIME: (MIN.)	
# OF CHILDREN PRESENT:		# OF PROVIDER'S CHILDREN:		# OF STAFF:		EMP./CHILD RECORDS EDUCATION <input type="checkbox"/>		CPSC EDUCATION PROVIDED <input type="checkbox"/>
The items marked with an "x" identify the violations or problems that need to be corrected.							Child Care Health Consultant Referral? Y N	
#	Description	X	Comments/Correction Required	Date Corrected				
1	PROVIDER AGE / SUPERVISION							
2	PEDIATRIC RESCUE BREATHING CPR/FA							
3	CHILD-STAFF RATIO							
4	STAFF/CHILDREN EXCLUDED WHEN ILL							
5	IMMUNIZATION RECORDS		# Enrolled:(includes provider's children)					
6	EMERGENCY COMMUNICATION							
7	SMOKE DETECTOR, FIRE EXTING, EXITS							
8	FIRE SAFETY EVACUATION PLAN, POSTINGS							
9	FOOD SOURCE/FOOD THAWING							
10	FOOD HANDLING/PERSONAL HYGIENE							
11	FOOD CONTACT SURFACES/SANITIZING							
12	DISHWASHING/SANITIZING							
13	UTENSIL STORAGE							
14	FOOD TEMPERATURES/THERMOMETERS							
15	FOOD STORAGE/CROSS CONTAMINATION							
16	MEDICINES/HAZARDOUS SUBSTANCES							
17	GARBAGE COVERED/REMOVED							
18	PLUMBING/SEWAGE DISPOSAL							
19	WATER SUPPLY/WELL SAMPLED							
20	HANDWASHING FACILITIES							
21	DIAPER CHANGING FACILITIES							
22	FIREARM STORAGE							
23	WATER HAZARDS (POOLS, CANALS...)							
24	SMOKING/ALCOHOL CONSUMPTION							
25	SLEEPING-PLAY AREAS,RESTROOMS CLEAN							
26	HEAT, LIGHT & VENTILATION							
27	OUTDOOR PLAY AREAS							
28	ANIMAL, PET HEALTH/VACCINATION							
29	GENERAL SAFETY							
COMMENTS:								
Referral Date:		Payment Date:		Inspection Passed <input type="checkbox"/> Date:		Inspection Not Passed <input type="checkbox"/> Date:		
Investigation Resolved <input type="checkbox"/> Date:		Investigation Not Resolved <input type="checkbox"/> Date:		Substantiated <input type="checkbox"/>		Unsubstantiated <input type="checkbox"/>		
Signatures:								
<div style="display: flex; justify-content: space-between;"> Person in Charge Health Authority </div>								



FREQUENTLY ASKED QUESTIONS

General Membership Questions

How do I join NAEYC?

New members join online using the [membership application](#). A [printable membership application](#) is also available, which can be mailed with payment to: NAEYC, P.O. Box 97156, Washington, DC 20090-7156.

How long does it take for a membership to become active?

Members who join online or renew by phone are automatically activated. Members who mail their application should have their membership activated within 2–3 weeks of the receipt of payment.

When will I receive my Membership Welcome Package?

Members can expect to receive their welcome package with membership ID card approximately 3–4 weeks after their membership has been activated.

How long is my membership good for?

An NAEYC membership is good for one year from the time the application is processed. A member can opt to join/renew for three years and receive a 15% discount on the total amount of dues. Postage for international mail is not included in the three-year discount.

What is the cost of membership? Why are there no fees on the membership application?

Membership dues vary by state and community. For information about the groups in your area and their dues, [click here](#).

Who can register as a student member?


In order for a new or existing member to join or renew their membership at the student level, they must be registered as a full-time student at a college or university and obtain a valid student ID from their institution. Members taking non-degree seeking courses must register at the regular membership level.

My center is accredited by NAEYC. Are all the staff of the center automatically members of NAEYC?

No. Membership to NAEYC is on an individual basis and it is not included as part of accreditation. NAEYC does not offer group or organizational membership.

<http://www.naeyc.org/membership/faq>

Please fill form online. Print. Sign.



Membership Application

JOIN ONLINE
www.naeyc.org

*Memberships must be in the name of an individual, not a center or school. *Required field*

*Name:

*Street:

*City: *State: *Zip/postal code:

*Country: *Email:

*Home telephone: Work telephone:

*Check one: New Membership Renewal (Member#)

New and existing NAEYC membership includes a subscription to the NAEYC print publication of your choice: *Young Children* or *Teaching Young Children— for the Preschool Professional*. For an additional fee you can receive both publications. Choose the publication package that best meets your professional needs:

- Young Children* (5 issues) or
 Teaching Young Children (5 issues)
 Both . . . *Young Children* and *Teaching Young Children* (Additional cost: \$20) or

Affiliate Membership

Includes membership in NAEYC and your affiliated State, Local, and Regional associations. Non-U.S. residents may still join at the Independent Membership level.

To choose an Affiliate and determine its dues, see NAEYC's Web site at (www.naeyc.org/membership/options) or call NAEYC's Member Services Department at 202-232-8777 or 800-424-2460 (x2002). **Non-U.S. address:** Add \$30 to Comprehensive or \$20 to Regular or Student dues. **U.S. funds only.**

Affiliate name/number:

Comprehensive Affiliate Member

Regular Affiliate Member

Student Affiliate Member

Students Only: Student ID#: College/University:

Indicate your payment option:

- Check/money order enclosed. If paying by check from a bank branch located outside the United States, add a processing fee of \$10 for amounts up to \$90; add \$20 for amounts over \$90.
- Visa MasterCard American Express Discover

Credit card #: Security code: Expiration date:

Cardholder's Name:

Cardholder's Signature:

Thank you!

Please return completed form with your payment to National Association for the Education of Young Children, P.O. Box 97156, Washington, DC 20090-7156. Or, fax to 202-328-2649.

NAEYC sometimes rents its mailing lists to commercial firms to distribute information regarding early childhood-related products and services. Generated revenues are used to support other NAEYC activities.

Please check here if you wish to have your name removed from the list:

Family Child Care Association of Kootenai County

- *We are a nonprofit organization providing quality workshops, support, and resources for home childcare providers*
- *Our members can feel like their experience, ideas, and suggestions are valuable. When we all work together we will benefit the entire childcare profession and more importantly, all the children.*

Membership Application

Annual Membership: \$25.00

Date _____

Make checks payable to: FCCA

Please print phone number on your check. Please do not send cash.

Please Type or Print:

Name: _____

Daycare Name: _____

Phone: _____

Address: _____

City: _____

State: _____

Zip: _____ Date of Birth _____

Licensed or Registered Yes _____ No _____

Email address: _____

Web Page URL: _____

Nearby Schools for Communicate

Referral Listing:

New Member? Yes _____ No _____ Referred By _____

What do you wish to gain from membership in the coming year?

Mail to: FCCA, 1722 Tullis Drive, Coeur d'Alene, ID 83815

Date Received _____ Check _____



North Idaho College

Course Offerings for Child Care Providers

North Idaho College is offering a variety of courses packed with information that will help you provide the best possible environment for the children in your care.

Infancy through Middle Childhood: *This overview of human development, conception through age 8, will help you know what behaviors to expect of the various children in your care by giving you lots of information about "ages and stages". 3 credits*

Child Health and Safety: *Learn how to establish a safe environment, indoors and out; how to plan nutritious snacks and meals; how to prevent the spread of disease; and how to promote well-being for yourself and the children in your care. 3 credits*

Early Childhood Curriculum: *If you want activity ideas in a variety of areas, this is the course for you. You will learn about appropriate approaches to learning for different children and ways to prepare the environment to ensure fun, productive days for yourself and the children. 3 credits*

Child Guidance Theory: *This course will help you answer the question "What should I do when...?" for a variety of difficult behaviors. Learn how to teach children to negotiate and solve more problems by themselves. You'll also learn techniques to help prevent problems before they start. 3 credits*

Family-School Relations: *It is important to establish positive relationships with the families of children in your care. You will be provided with info on ways to invite family support and support families through effective communication. 1 credit*

Program Management: *Organization, record keeping and working well with others are some of the topics covered in this course. 1 credit*

Professionalism: *This course includes discussion of current issues and trends, community resources, affiliations and organizations, and other topics which will support your growth as a professional in the field. 1 credit*

Most courses are offered once a week at 6:00pm.

ALL CREDITS EARNED MAY BE APPLIED TOWARD THE CHILD DEVELOPMENT ASSOCIATE PREPARATION PROGRAM OR AN A.A. OR A.S. CHILD DEVELOPMENT DEGREE.

For more information, contact Karen Stafford or Carol Lindsay at North Idaho College or pick-up an NIC Catalog.

Good Eating Habits

Children form healthy eating habits in their early childhood years. The lessons they learn in childhood will last a lifetime.

Presenting children with a variety of nutritious foods can help them learn to make nutritionally sound food choices.

Family Day Care Homes that participate in CACFP can support positive eating habits by:

- Introducing children to new foods
- Encouraging favorable attitudes toward food
- Encouraging children to eat a variety of foods
- Implementing family style meal service

Meals & Reimbursements

This program provides reimbursement for nutritious meals and snacks served to children (12 years of age or younger) and infants. Reimbursement is based on the income level of the local geographic area, child care provider, or the children in care.

Eligible homes may be reimbursed for up to two meals and one snack, or two snacks and one meal, for each enrolled child per day.

Reimbursement for meals served in day care homes is based upon eligibility for TIER I or lower TIER II rates.

Reimbursement Rates July 1, 2012 - June 30, 2013

Meal	Tier I	Tier II
Breakfast	\$1.27	\$0.46
Snack	\$0.71	\$0.19
Lunch/Supper	\$2.32	\$1.44

Eligibility

To qualify for the CACFP: Family day care homes must be state and locally licensed.

IN ADDITION:

Day Care Providers must sign an agreement with a Sponsoring Organization. Sponsors are responsible for recruiting, training, monitoring, and reimbursing day care providers.

All meals and snacks must meet the requirements of the CACFP meal patterns for children and infants.

Sponsoring Organizations of Family Day Care Home Providers in Idaho

Mountain States Group/Nutrition Works

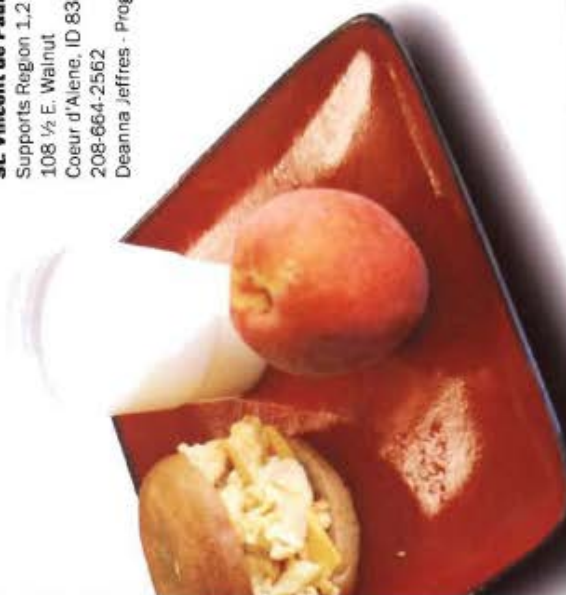
Supports Regions 3,4,6,7
1607 W. Jefferson
Boise, ID 83702
208-336-5533
Barbara Wilson - Program Director
CACFP

Under The Umbrella

Supports Region 3,4,5
128 3rd Street South
Nampa, ID 83651
208-465-9005
Elizabeth Mickey - Executive Director

St. Vincent de Paul

Supports Region 1,2
108 ½ E. Walnut
Coeur d'Alene, ID 83814
208-664-2562
Deanna Jeffres - Program Director



Good Eating Habits

Children form healthy eating habits in their early childhood years. The lessons they learn in childhood will last a lifetime.

Presenting children with a variety of nutritious foods can help them learn to make nutritionally sound food choices.

Child Care Centers

Participate in CACFP can support positive eating habits by:

Introducing children to new foods.

Encouraging favorable attitudes toward food.

Encouraging children to eat a variety of foods.

Implementing family style meal service.



Eligibility

To qualify for the CACFP, child care centers must be state or locally licensed.

IN ADDITION:

Nonprofit organizations must have a 501 (c) (3) approved under the IRS code of 1986 and have a community based board of directors.

For-profit centers must have 25% or more of enrolled children eligible for free or reduced-priced meals.

Meals & Reimbursements

Child Care Centers receive reimbursements for meals served to enrolled children ages 12 and under or ages 15 and under if serving migrant children.

Eligible Centers may be reimbursed for up to two meals and one snack, or two snacks and one meal for each enrolled child per day.

Reimbursement Rates are based on a household's economic level and are adjusted yearly.

Reimbursement Rates July 1, 2012- June 30, 2013

Meal	Free	Reduced	Paid
Breakfast	\$1.55	\$1.25	\$0.27
Snack	\$0.78	\$0.39	\$0.07
Lunch/Supper	\$2.86	\$2.46	\$0.27

Enrollment Options

A child care center with only one site may sign an agreement as an Independent Center with the Idaho State Department of Education or may be sponsored by a Sponsoring Organization. The Sponsoring Organization is responsible for administering the program.

An organization with more than one child care center must sign an agreement with the Idaho State Department of Education, and will be responsible for administering the program for each center.

Sponsoring Organizations of Centers in Idaho

Mountain States Group/Nutrition Works
Supports Regions 3,4,6,7
1607 W. Jefferson
Boise, ID 83702
208-336-5533

Barbara Wilson - Program Director
CACFP

St. Vincent de Paul
Supports Region 1,2
108 ½ E. Walnut
Coeur d'Alene, ID 83814
208-664-2562
Deanna Jeffres - Program Director

