



Caring for Napa County's Children 2000-2005

To increase the availability of affordable, quality care for children by developing financial resources and promoting careers in early childhood education.

**Developed by the
Napa County Child Care Planning Council**

March 2000

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**This project is supported and funded by the
California Department of Education,
Child Development Division.**

“What if the child care workforce went on a one day strike. Our community would realize just how priceless child care workers are to the Napa County economy.”

A Family Child Care Provider

Acknowledgements

Members of the Napa County Child Care Planning Council have devoted countless hours over the course of a year in the preparation of this document. To all of the council members who continually volunteer their precious time and expertise for the benefit of all of Napa County's children, a very heartfelt thank you. An extra helping of gratitude goes to the sub-committee members who spent extended hours toward the development of this document, Beverly Aguilar, Tony Apolloni, Dee Cuney, Patricia Jennings, Walt Hampe, Terry Holybee, Tina Persaud, Diana Short, Frank Sottile, Charles Slutzkin and committee chair, Jackie Dollar. Hats off to our consultants, Allen, Shea & Associates, who helped to guide us through the process.

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Napa County Child Care Planning Council

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Napa County Child Care Plan 2000-2005

I. Introduction/Summary

“Early childhood is the most rapid period of development in a human life. Although individual children develop at their own pace, all children progress through an identifiable sequence of physical, cognitive, and emotional growth and change. The *early child development* approach is based on the proven fact that young children respond best when caregivers use specific techniques designed to encourage and stimulate progress to the next level of development.”

The World Bank Group

(<http://www.worldbank.org/children/index.htm>)

“*Early childhood care and development* refers not only to what is happening within the child, but also to the care that child requires in order to thrive. For a child to develop and learn in a healthy and normal way, it is important not only to meet the basic needs for protection, food and health care, but also to meet the basic needs for interaction and stimulation, affection, security, and learning through exploration and discovery.”

Consultative Group on Early Childhood Care and Development

(<http://www.ecdgroup.com/index.html>)

“Research has shed a lot of light on early development and on the role of child care. The importance of these studies cannot be overemphasized. People are seeing how important early education is and they are beginning to understand that it starts long before kindergarten. Child care is education.”

Yvonne Robertson

Community Resources for Children

Our goal is to increase the availability of affordable, quality care for children by developing financial resources and promoting careers in early childhood education.

Napa County Child Care Planning Council

Introduction

The purpose of this report is to map a variety of ways to recruit and retain quality child care and development resources in Napa County, while improving access, choice and affordability. The Napa County Child Care Planning Council (NCCCPC) recognizes that whether addressing the needs of children in child care, early education or preschool environments, there are some key principles and beliefs which guide the work: (1)¹

- The first six years of a child’s life form the foundation for all later development.
- Attention to young children from the beginning can help to prevent later difficulties.
- Development and learning occur as children interact with people and things in the environment.
- Children learn and develop better if they are actively involved.
- Physical, mental, social and emotional development and learning are inter-related.
- Children live within a context – family, community, culture – and their needs are most effectively addressed in relation to that context.

Summary of Key Elements in the Report

Demographics. Napa County is about one hour’s drive from the major Northern California cities of San Francisco, Oakland and Sacramento. It is considered a rural county and a part of the Greater Bay and North Bay areas. The effects of geography on child care resources in Napa County are most evident in the North County area where child care supply is limited and typically costs more than in Central and South County.

A number of demographic elements are relevant to child care planning in Napa County. For example: (1) families make up 70% of all households; (2) 54% of

¹ Numbers in parentheses indicate **References** beginning on page 53. A complete listing of acronyms (e.g., NCCCPC) can be found in **Appendix B**. *Italics* are typically used to provide emphasis to a statement or highlight the name of an organization or agency.

children 5 years and younger, and 68% of children ages 6 through 13, live in households where either both parents or the single-parent head-of-household is in the labor force; and (3) as a percentage of median annual income, care for one child is about 15% and two children is 29%.

Availability. There are many child care resources in Napa County. However, there is a shortage of availability for all of these resources and some are not available at all (e.g., out-of-home sick child care). Many families are on waiting lists for child care (both subsidized and non-subsidized) or have had to divide their children among providers. In North County, rural areas and in some neighborhoods of Napa, the shortage is even more acute. This shortage limits choice for families and may result in lowered expectations for quality services.

Quality. Quality service is a high priority of families, public and private funding resources, and child care professionals. Families need information about the characteristics of quality service and how to evaluate child care and development resources. Quality must also be a priority for public policy makers, in as much as the research shows that quality child care improves educational performance and achievement, and improves employment and family-related outcomes.

In addition to the licensing process, accreditation can facilitate the development of quality service. In Napa County, less than 20% of child care centers are accredited. Incentives for increasing the number of accredited centers should be considered.

Affordability. There is a variety of child care subsidies available for eligible, low income families in Napa County. The Centralized Eligibility List has helped to facilitate access to subsidized child care resources. However, funding for these subsidies is not adequate as there is currently a waiting list of 653 children from 442 families.

In addition, families who are not eligible for subsidies often pay more than twice the *ten percent of income* guideline for the annual cost of child care. (2) So, fees often overshadow quality when parents make decisions about child care. There is a need for additional public and private subsidies for child care to assist most families.

Consumer Information. The local resource and referral agency (Community Resources for Children) provides a major source of information for families and providers in Napa County. There is a variety of printed materials available for families on quality child care and ways to evaluate potential child care resources. However, methods of distribution of printed materials should be reviewed and adjusted as needed (e.g., parenting classes, health clinics, newspaper, grocery bags). Additional alternative media resources (e.g., public access television, internet) should also be developed.

Sick Child Care. There are few in-home and no out-of-home options for sick child care in Napa County. Licensing regulations limit the ability of existing facilities to care for sick children. This has become a statewide issue, especially for families of chronically ill children, which will need to be addressed with changes in child care policy, regulation and subsidy guidelines.

Special Needs. Child care providers have a long history of serving children with special needs in both family child care homes and child care centers. However, when children require considerably more attention, providers may need additional training, support and financial resources. Consultation, training and support on child-specific topics and financial subsidies can help facilitate the integration of children with more significant needs into typical child care. In addition, there is a significant need for a countywide infrastructure to provide mental health services for children who need them and support for child care professionals who serve them.

Transportation. At present, there are no publicly-funded preschool or child care centers that provide transportation. There are eleven centers and eighteen family child care homes that provide limited transportation services (e.g., to and from schools). For families who rely on public transportation for access to both work and child care, there are a variety of transit and paratransit transportation systems available in Napa County. However, the lack of evening and weekend coverage, the need for expanded area coverage in North and South County, a lack of transit centers for paratransit and fixed route transfers are some of the problems currently faced by families.

Licensing, Ordinances and Regulations. The Community Care Licensing Division of the California Department of Social Services oversees the licensing of child care facilities in California. Licensing does not insure quality child care; its purpose is to regulate the health and safety, well-being and personal rights of children in child care environments. Some forms of child care are exempt from licensure. License exempt child care environments have not been inspected for health and safety and are not monitored by a regulatory agency. *Trustline* offers an important service for parents who want to use in-home child care or license-exempt child care providers. At present, there are no regulatory incentives in California (e.g., frequency of visits, requirement waivers) for child care providers who have outstanding licensing reports and provide exceptional services.

Staffing. The child care workforce in Napa County currently employs 350+ workers in licensed facilities. Typically, these workers do not have benefits from their employer, although some do provide partial medical benefits, vacation and holiday pay, and free or reduced child care. Most employers require 6-12 months of experience and many recent hires have completed 1-2 years of college in related early childhood education courses.

The average annual salary for a child care worker in Napa County with three years of experience is approximately \$16,800. (**Note:** For the sake of comparison, the annual salary needed for a single parent with one school age child to be self-sufficient in Napa County is about \$21,900. (3)) Turnover rates in Napa County are estimated to be in the 30-39% range annually. Napa County is experiencing a severe shortage of personnel trained to work in child care and development facilities. Providers are finding it extremely difficult to fill child care worker vacancies with qualified personnel, because of relatively low wages in the face of abundant job opportunities in a growing economy. This dilemma may be heightened by new California legislation requiring time-and-a-half pay for work over eight hours in a given day. While the impact on the child care workforce is not yet known, it could create a need for additional staff.

Education, Training and Professional Development. In Napa County, there are four major training options for potential and currently employed child care professionals. Napa Valley College offers an Associate Degree program in Child and Family Studies and provides a mentored practicum program. Pacific Union

College offers an undergraduate degree in Early Childhood Education for those interested in becoming a teacher or a director in a child care center or working towards a credential in elementary education. Community Resources for Children provides resources and training for those interested in becoming family child care providers as well as for those interested in their continued education. Napa County Office of Education's *Regional Occupational Program* offers a career cluster in child development and it includes classroom and project-based learning.

With relatively high turnover, pre-service and in-service training is even more critical in child care work than in occupations where turnover is less. However, training is relatively expensive to provide and can be underutilized if the cost is not shared among providers. There are currently no incentives for ongoing professional development and typically no reimbursement for training time in Napa County.

Employer Support. There are significant benefits for employers who support child care (e.g., family leave, flexible work hours, tax free accounts, child care programs) for employees. In fact, companies that do so report higher morale and productivity and reduced absenteeism and turnover. In a survey of the top ten largest employers in Napa County, only a few currently participate in supporting child care (two provide tax free accounts while a third provides a child care program and financial support). There is a need for additional information for employers by employers as with business-to-business mentoring as to the financial and other benefits of supporting child care.

Partnerships & Collaborative Efforts. Licensed child care is a \$20+ million dollar a year business in Napa County and it should be recognized for its economic impact as are other large industries in county planning efforts. There have been collaborative efforts between agencies and providers to facilitate access to subsidized child care and to mentor future child care workers. Additional collaboration is needed to: (1) educate the public and employers on critical child care issues; and, (2) to locate and secure adequate facilities, where they are needed.

Strategic Recommendations

Introduction

Our strategic goals are summarized under several *themes* or broadly-expressed goals for child care and development services in Napa County, between 2000 and 2005. These goals are:

1. Increase the *availability* of quality child care.
2. Increase the *quality* of child care.
3. Increase the *affordability* of quality child care.
4. Promote *careers* for child care professionals.
5. Develop *financial resources* for quality child care.

Additional detail in Action Steps can be found in the full report. Once the plan has been approved by the Napa County Board of Supervisors and has been submitted to the Department of Education, the Planning Council will meet to develop an implementation plan and budget.

**Theme or Goal: AVAILABILITY –
Increase the *availability* of quality child care.**

Goal	Facilitate the development of an optimal array of quality child care centers and homes, conveniently located, and responsive to the needs of working families.
Actions Needed	<p>Develop and implement a plan to fill existing <i>gaps</i> in the availability of quality child care, including part-day, siblings together (where desired), emergency/respice care, non-traditional day and hour care (e.g., evenings; nighttime; weekends); after-school; special needs; and sick child care.</p> <p>Advocate for changes in existing licensing regulations which limit the availability of child care during non-traditional hours and days and for sick child care.</p>
Measures of Success	<p>Increase the availability of care during non-traditional hours and days.</p> <p>Increase the capacity and availability of infant child care.</p> <p>Increased options for sick child care.</p>

**Theme or Goal: QUALITY –
Increase the *quality* of child care.**

Goal	Increase public awareness of quality care for children and the determination of quality resources.
Actions Needed	<p>Define the major characteristics common to quality care for children.</p> <p>Assist parents and other family members in determining <i>quality</i> care.</p> <p>Promote the positive effects of accreditation on quality child care.</p>
Measures of Success	<p>An increase in local media attention to the issues of quality care for children.</p> <p>An increase in the availability of public information on determining quality child care and development resources.</p> <p>An increase in the percentage of accredited child care facilities in Napa County.</p>

**Theme or Goal: AFFORDABILITY –
Increase the *affordability* of quality child care.**

Goal	Increase the percentage of child care revenues that come directly (or indirectly) through government and private employers, thereby making child care more affordable.
Actions Needed	<p>Educate local governments and businesses about the economic impact and the benefits of quality child care.</p> <p>Advocate for a recalculation of the regional market rate for child care subsidies.</p> <p>Promote methods of blending current and developing new funding streams to create additional full day child care options.</p>
Measures of Success	<p>An increase in employer supported child care.</p> <p>The market rate for subsidized child care reflects actual costs.</p> <p>An increase in full day, child care resources.</p>

**Theme or Goal: CAREER DEVELOPMENT –
Promote *careers* for child care professionals.**

Goal	Increase the capacity of the <i>child care system</i> to recruit, retain and compensate a properly trained and committed workforce.
Actions Needed	<p>Strengthen the array of pre- and in-service training for the child care workforce.</p> <p>Increase current levels of compensation and benefits available to the child care workforce.</p> <p>Increase the availability of a qualified pool of child care substitutes.</p>
Measures of Success	<p>Increase the percentage of child care professionals who participate in continuing education.</p> <p>Increase the number of students enrolled in local Early Childhood Education programs.</p> <p>Increase the number of child care professionals with insurance and benefits.</p> <p>A decrease in current average turnover rates.</p> <p>Increase in the availability of qualified substitutes.</p>

**Theme or Goal: FINANCIAL RESOURCES –
Develop *financial resources* for quality child care.**

Goal Facilitate the development of additional financial resources for supporting quality child care through grantsmanship and charitable giving.

Actions Needed Prepare an economic impact report regarding child care expenditures in Napa County.

Educate the public about the economic impact and the benefits of quality child care.

Develop grants and requests for the funding of projects focused on *quality improvement*.

Measures of Success Increase public knowledge about the economic impact and benefits of quality child care.

Increase the amount of financial resources devoted to *quality improvement* efforts.

II. Brief History of the Council

In the spring of 1988, among much national discussion and concern, the Napa County Child Abuse Council decided to focus on child care. With funding from the Napa Active 20/30 Club, the council organized a forum to bring together business, government and community leaders to focus on child care as a local issue. Out of that forum, emerged the idea of a task force on child care. On April 19, 1988, the Napa County Board of Supervisors unanimously approved the establishment of a Child Care Task Force. The Task Force studied child care and presented their findings in a *Child Care Report* to the Board of Supervisors on January 24, 1989.

In 1991, Assemblymember Jackie Speier authored AB 2141 (Chapter 1187) which created *Local Child Care Planning Councils* in each county. AB 2141 authorized these local councils to determine local child care needs, to develop priorities for the allocation of federal Child Care and Development Block Grant (CCDBG) funds, and to prepare a county-wide child care plan.

In 1994, the Napa County Office of Education convened the *Napa County Child Care Planning Council* under contract with the California Department of Education. The highly successful County Child Care Task Force was reconstituted adding individuals and groups mandated by state legislation.

Pursuant to the Statutes of 1997 (AB 1542, Chapter 2.3 8499.3 and 8499.5) which established California's welfare reform program, or CalWORKs (California Work Opportunity and Responsibility to Kids), a Local Child Care Planning Council was to be established for each of the 58 counties in California. The purpose of each council is to assess and prioritize the community's child care and development needs, providing data and recommendations to the California Department of Education. These recommendations are used for the allocation of state and federal child care development funds.

The *Napa County Child Care Planning Council* reorganized to meet the composition requirements of the AB 1542 legislation. In April 1998, the Napa County Board of

Supervisors and the County Superintendent of Schools appointed 20 members of the community to the Napa County Child Care Planning Council. The council consists of:

- Twenty percent child care providers
- Twenty percent community representatives
- Twenty percent consumers
- Twenty percent public agency
- Twenty percent at-large

Contract requirements and responsibilities of the *Napa County Child Care Planning Council* per the 1999/2000 contract include; conducting a county-wide child care needs assessment; preparing a comprehensive county-wide child care plan; designing a system to consolidate local subsidized child care waiting and eligibility lists; and collaborating among local child care professionals and agencies to foster partnerships designed to build a comprehensive approach to meet the child care needs of all families.

(Please see **Appendix A** for listing of current *Napa Planning Council Membership* and see **Appendix B** for *Definition of Terms and Abbreviations*.)

III. Demographics



Geography

Napa County is about one hours drive from the major Northern California cities of San Francisco, Oakland and Sacramento. It is considered a rural county and a part of the Greater Bay and North Bay areas. About 60% of all county residents live in the city of Napa. The remaining 40% live in smaller cities in rural surroundings. Highway 29 is the main thoroughfare for the county. The major population centers in the County are:

Geographic Area

North County
 East County
 Central County
 South County

Cities and Towns

Calistoga, St. Helena, Deer Park, Rutherford, Oakville
 Angwin, Pope Valley, Lake Berryessa
 Napa, Yountville
 American Canyon

Population

An estimated 119,288 residents live in Napa County, including about 23,332 children under the age of 14 (or about 20% of all county residents). (4) Of the children:

- 7,785 are under 5 years of age;
- 7,774 are age 5-9; and
- 7,773 are age 10-14.

Relevant Demographics

A number of demographic elements are relevant to child care planning in Napa County, for example:

- Families make up 70% of all households; (4)
- 58% of all families have two or more wage earners; (4)
- 54% of children 5 years and younger, and 68% of children ages 6 through 13, live in households where either both parents or the single-parent head-of-household is in the labor force; (5)
- The median annual income for a three person household is \$37,650; (6)
- The median annual income for all households is \$43,867; (7)
- Care for an infant as a percentage of median annual income is 17%; (7)
- Care for two children (one infant 0- 2 years and one child age 2- 5) as a percentage of median annual income is 29%; (7)
- About 10% of all children under 14 are living in families considered to be below the poverty income level. (4)

Geography and Child Care

There are several neighborhoods within the city and county of Napa that have little or no child care resources. The effects of geography on child care resources in Napa County are most evident in the North County area:

- Child care supply is limited and typically at a higher cost.
- The cost of child care in and around the city of St Helena is 18 % higher than the county average. (8)
- Vacancy rates for child care in Calistoga are 4% on average while Angwin has 0% vacancy, while the overall rate for Napa County is 8%. (9)
- This situation has been exacerbated by the recent closure of two child care resources in Calistoga and reduction of spaces in St. Helena.

Napa County Child Care Plan 2000-2005

IV. NAPA COUNTY CHILD CARE DEVELOPMENT SERVICES

1. Availability

- *Research/Presentation of Data*
- The distinctions between preschool, nursery school, child care and family child care have become less defined than they once were. Most programs have both “educational” and “child care” components. There are many child care resources in Napa County which include (5):

Center Based Programs

Child care centers are almost always licensed and include nursery schools, parent cooperatives, or preschools, where care is provided for more than 12 children. Centers can be small or large, full day or part day programs, and can care for infants, toddlers, preschoolers, or school-age children. Centers can be for-profit, non-profit, subsidized by a school district, local, state or federal governments. Teachers and directors in licensed centers must meet certain requirements for education and experience set by the State of California.

Head Start is a federally funded preschool program serving children three to five years of age. Head Start seeks to provide equal opportunities for low-income children and their families before the children enter kindergarten. The program addresses the educational, emotional, social health and nutritional needs of children. Parent participation is required. Ten percent of enrollment is reserved for children with disabilities. Some Head Start programs have the option to offer infant and full-day care. Many Head Start programs are bilingual.

State Preschools are half-day programs that operate nine months of the year and offer educational, health and social services for very low-income children from three to five years old. State preschools, which are subsidized by the State of California, are modeled after Head Start. Many state preschools are bilingual.

School-Age Community Child Care Programs serve school-age children kindergarten and up, before and after school and often during school vacations. Services are usually provided on or near a school site, at a Boys and Girls Club facility or in various locations as with Parks and Recreation programs.

Campus Child Care centers provide care primarily for children of students and staff of the college.

School-Age Parenting and Infant Development (SAPID) programs serve adolescent parents and their children by providing parenting education and child care and development services while the parents complete their high school education.

Parent Cooperatives require parent participation working with children and/or in administrative and decision making roles. Parent participation helps keep the cost of care down, and allows parents to be involved in the care of their children in a group care environment.

Employer Supported Child Care centers are generally on-site child care programs for children of employees of a corporation or government agency. Employers subsidize their on-site centers to varying degrees. Employers can also support their staff's child care needs in a variety of other ways, such as contracting with Resource and Referral Agencies for employee child care search assistance.

Special Needs Programs serve children with physical, developmental, emotional and/or behavioral disabilities. Napa Infant Program, administered by the Napa County Office of Education, provides part day programs for children birth - 3 years of age and Napa Preschool Program for children 3- 5 years of age. Children with special needs are served, or "mainstreamed," within the general child care and public school systems.

CARE IN THE HOME

Family Child Care Homes are operated by individuals in their own homes. Family child care providers may be licensed for 6, 8, 12, or 14 children. Certain age restrictions apply depending on the number of children in care. Family child care providers are required to acquire 15 hours of health training prior to receiving a license.

In-Home Child Care is provided in the child's home by professional caregivers, relatives, friends or nannies. There are no specific educational or experience requirements for in-home care providers.

License Exempt Care is exempt from licensure and is generally provided by a relative, friend or neighbor in his or her own home for a child or children from one family. Parents who receive state subsidies for child care can choose license exempt care as an option.

Illegal Child Care is anything other than the aforementioned (for example, serving children from more than one family in license exempt care).

- Overall, Napa County has a 6.5% vacancy rate at child care centers. The vacancy rates for other Bay Area counties are in the 9-12% range. (9)
- Overall, Napa County has a 10% vacancy rate in family child care homes. The vacancy rates for other Bay Area counties are in the 17-20% range. (9)
- The overall vacancy rate for child care in Napa County is 8% while North County (Angwin, Calistoga, St. Helena) rates average 6%. (9)
- The vacancy rate for infants and toddlers (less than 1%) is the most severe. (9)
- Low vacancy rates effectively limit the choice that families can assert in selecting a child care resource.
- For lack of resources (e.g., personnel, facilities), some providers have reduced the number of available spaces for children in their centers or homes.
- Many families use more than one child care provider, splitting siblings and having a different provider on weekdays than weekends or evenings.
- The need for non-traditional hours (e.g., evenings, weekends) is growing while the supply side remains constant. Only about a third of licensed family child care homes and no child care centers are currently available for non-traditional hours. (10)

- Sick child care in licensed settings is non-existent in Napa County. (9) One nanny service provides such care in Napa, using licensed health care professionals and the cost is quite high.
 - Short-term emergency child care, once provided by COPE (Child or Parent Emergency), is no longer available due to lack of resources including availability of community volunteers. The home-based child care service was provided by trained COPE volunteers from 1973 through 1998 and served hundreds of children and families.
 - “Markets” for atypical child care (e.g., nontraditional hours) are limited.
 - Creative ways to encourage greater employer use of cafeteria benefit plans to include child care have not been very successful in meeting child care needs.
 - Current wage structures, recent primary class size reductions and a booming economy have facilitated an even higher than usual turnover rate in child care workers.
- *Summary of Findings/Conclusions*

There are many child care resources in Napa County. However, there is a shortage of availability for all of these resources and some are not available at all (e.g., out-of-home sick child care, emergency child care). Many families are on waiting lists for child care or have had to divide their children among providers. In North County, rural areas and in some neighborhoods of Napa, the shortage is even more acute. This shortage limits choice for families and may result in lowered expectations for quality services.

When I'm searching for quality child care I hope to see the children involved in a variety of activities: crafts, board games, enjoying books, pretend play such as grocery store, outdoor play using jump ropes, balls, frisbees, climbing/balancing equipment. No television or videos. The facility should be clean, safe, have a comfortable temperature and display the children's colorful creations. The staff should be attentive and caring.

Consumer of School Age Child Care

2. Quality

- *Research/Presentation of Data*
 - Recent research points to the great importance of *quality* in determining effects of child care later in life. Quality child care improves educational performance and achievement, and improves employment and family-related outcomes. (11)
 - Some of the commonly identified characteristics of *quality child care* include: (12)
 - › a stable, secure and long-term relationship between the child and the caregiver;
 - › a trained, professional caregiver who continues to participate in professional development;
 - › a caregiver who uses materials that are developmentally appropriate and allows children to make choices;
 - › a low ratio of children to caregiver;
 - › a small group size of children; and
 - › a safe, sanitary, and stimulating environment that includes ample developmentally appropriate equipment and materials.
 - Evaluating child care resources on the dimensions of *quality* is not always easy, but parents can learn techniques of observation and inquiry that will help them make an informed decision about their child care options.
 - The number of families who use license exempt child care has grown considerably in the past several years.

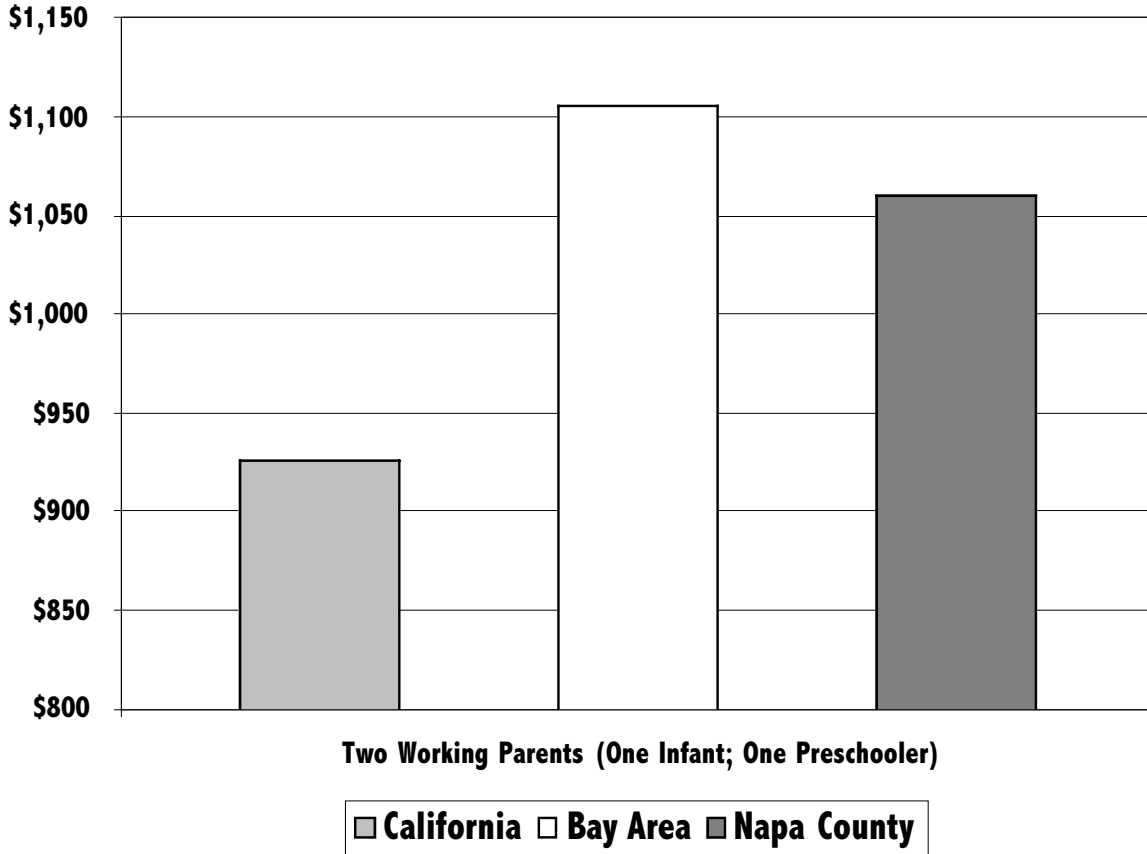
- It is crucial that parents or guardians know how to recognize quality child care so they don't unknowingly put their children at risk of harm.
- A recent study of Northern California child care centers in three communities, indicated that accredited centers are more likely to be judged as high quality than those not accredited. (13)
- At present, 13 of 72 (18%) child care centers, child development centers or preschools in Napa County are accredited.
- Currently there are no Family Child Care homes in Napa County that report being accredited.
- There are several, recognized national and statewide accreditation organizations which have defined similar standards of quality care.
- At present, there is no fiscal incentive for accreditation (inasmuch as most centers in Napa County are at capacity with waiting lists) and the cost of accreditation must be absorbed by the center.
- *Summary of Findings/Conclusions*

Quality service is a high priority of families, public and private funding resources, child development professionals and child care service providers. It must also be a priority for public policy makers, in as much as the research shows that quality child care improves educational performance, and achievement and improves employment and family-related outcomes. Families need information about the characteristics of quality service and how to evaluate child care resources.

The licensing process and accreditation can facilitate the development of quality service. In Napa County, less than 20% of child care centers are accredited. Incentives for increasing the number of accredited centers should be considered.

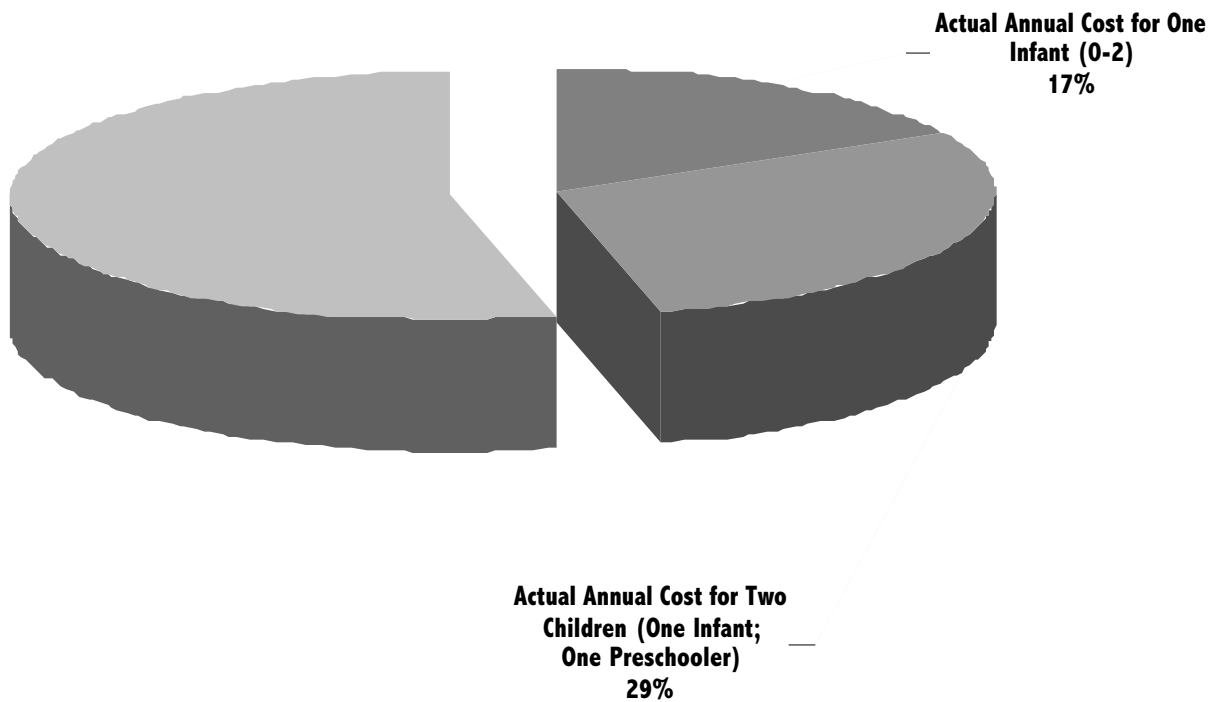
3. Affordability

Monthly Costs of Child Care for Two Children



- *Research/Presentation of Data*
 - As noted in the above graph, monthly child care costs for families in Napa County are about 13% higher than the state and about 4% less than the Bay Area. (14)
 - In California (as well as the Bay Area and Napa County) average monthly costs for housing and utilities for two working parents with two children (\$762) are less than for child care (\$926). (14)

**Average Annual Percentage of Median Income (\$43,867)
for Child Care in Napa County;
Suggest Annual Rule-of-Thumb is 10%**



- The countywide average for child care is \$3.95 per hour. However, the average per hour for St Helena is \$4.83 or 22% higher than the countywide average. (15)
- The *California Child Care Economic Summit* suggests that a family should be paying only about 10 percent of its income for child care. (2)
- The median annual household income for Napa County is \$43,867. (7) Using the ten percent rule-of-thumb, a family earning the median income should spend approximately \$4,387 per year on child care. However, families in Napa County at median income are paying child care costs of about: (1) \$7,457 for one infant (17%); (2) \$5,304 per year for a preschool age (2-5) child (12%); and \$12,721 for two children (29%) one infant and one preschooler. (7) This likely means that some families spend as much or more on child care than they do on housing. It may also mean that price (rather than value or quality) is often the principal criterion used by parents in selecting a child care provider.
- For wage earners, child care deductions and child care credits on personal income help make child care more affordable. However, it is important to realize that many families that are not eligible for subsidized programs are still in need of assistance to pay for child care.
- At present, families pay for child care for most of California's children. In their summary of proceedings, the *California Child Care Economic Summit* suggested that a family should be paying only about 10 percent of its income for child care. However, the *California Child Care Resource and Referral Network* noted that a single parent working full time for the minimum wage in the Bay Area, would have to pay about 50 percent of her earnings for the care of one preschooler at a licensed center.

This underlies the need for subsidies for many of California's children. Eligibility for child care subsidy programs is based on family size, income, and need for services. In Napa County, the demand for subsidized services exceeds the supply. The Centralized Eligibility List indicates that 653 children from 442 families are currently waiting for subsidized services.

Two years ago, I started on the GAIN program. Since then, I have gotten my GED and found a good job with medical benefits. I am able to support my daughter and myself. I still need help, though, with child care funding. This support would not be long-term. In a few years, my daughter will be old enough to be left alone.

Please reconsider your decision to terminate my child care assistance. An investment in child care for me right now is an investment in my continued ability to be self-sufficient in my demonstration that the system really does work.

Parent Receiving Child Care Subsidies

There are also some number of unserved families who may be eligible, but have not applied for assistance (e.g., lack of information, knowledge of waiting period for services). The following list describes, in general, the variety of available subsidies: (2)

The **Department of Education** funds child care centers and alternative payment programs for children from low-income families. Alternative payment subsidies provide parental choice by allowing parents to select from licensed center, family child care home or license exempt care. The money comes from both the state and the federal government.

Head Start, funded by the federal government with 20 percent matching funds from the state, provides preschool education in part-day and full-day programs for children from low-income families.

CalWORKs (California Work Opportunity and Responsibility to Kids) is a program which offers training and support services to families receiving TANF (Temporary Assistance to Needy Families). One component of the program is a child care subsidy. The family can select a licensed center, family child care home or license exempt care provider.

Child Care Food Program (administered by the Department of Education) provides a reimbursement program for licensed family child care homes that serve meals in order to promote nutrition and good health. In Napa County, 45% of family child care homes are enrolled in the program.

Caregivers, whether working on the staff of a child care center or caring for children in their homes, provide enormous hidden subsidies to child care by working for pay far below that earned by other workers with comparable levels of responsibility and skill.

- Subsidies do not always cover the full cost of child care, so other sources of reimbursement must be used (e.g., scholarships).
- The Centralized Eligibility List provides a coordinated method of access to families who are eligible for child care subsidies.
- In a finding from a 1999 survey of Californians completed by the Department of Education, fifty-four percent of those who were surveyed indicated that child care is not affordable. Seventy-eight percent of the respondents suggested that financial assistance should be made available to families through state government (36%), federal government (15%), and help from employers (13%) via child care resources on site. (16)
- Few employers in Napa County are of sufficient size to offer child care on site. However, of the top ten largest employers in Napa , only a few support child care for their employees, and more could do this through cafeteria and other benefit plans. Employers may find such benefits add to productivity (e.g., by reducing absenteeism and turnover) and their own 'bottom line.'
- There is a need for educating citizens and public leaders about the economic impact of *quality* child care, in terms of both the present (e.g., higher labor force participation rates and earnings; reduced welfare dependency) and the future (e.g., higher probability of *valued outcomes* for the child in the future).
- Education on the benefits of quality child care would likely increase support for public subsidies as *investments* in children and families.

- *Summary of Findings/Conclusions*

There are a variety of child care subsidies available for eligible, low income families in Napa County. The Centralized Eligibility List has helped to facilitate access to subsidized child care resources. However, funding for these subsidies is not adequate, as there is currently a waiting list of 653 children from 442 families.

In addition, families who are not eligible for subsidies often pay more than twice the *ten percent of income* guideline for the annual cost of child care. So, fees often overshadow quality when parents make decisions about child care. There is a need for additional public and private subsidies for child care to assist most families.

4. Consumer Information

- *Research/Presentation of Data*
 - *Community Resources for Children* is a major source of consumer information for families and professional ‘best practices’ for providers in Napa County.
 - As a member of the *California Child Care Resource and Referral Network*, CRC offers families and providers a variety of important services: (17)
 - › assists parents in finding child care by providing free child care referrals and information on choosing quality child care;
 - › works with families who need subsidized child care to allow them to remain employed, in school or in training leading towards self sufficiency;
 - › provides resources and *training* for those interested in becoming child care providers.
 - › sponsors the *Child Care Food Program* for family child care providers;
 - › offers child care professionals training and *workshops* for their continued education.
 - › educate the community on the *needs* of young children and their families.
 - › maintains a lending library of toys, videos, books and *education resources* focusing on children and families.
 - › provides respite child care for children *at risk* of abuse or neglect; and
 - There are many printed materials available for families on quality child care and ways to evaluate potential child care resources from local, state and national agencies and organizations. However, there appears to be a perception by child care professionals that: (1) information about quality child care is either not widely distributed or is not known by families; and (2) parents need ongoing education about ways to determine quality service.

- *Summary of Findings/Conclusions*

The local resource and referral agency (Community Resources for Children) provides a major source of information for families and providers in Napa County. There is a variety of printed materials available for families on quality child care and ways to evaluate potential child care resources. However, methods of distribution of printed materials should be reviewed and adjusted as needed (e.g., parenting classes, health clinics, newspaper, grocery bags). Additional alternative media resources (e.g., public access television, internet) should also be developed.

5. Sick Child Care

- *Research/Presentation of Data*

- Sick child care typically refers to child care for children who are chronically ill, medically fragile or have extended periods of sickness.
- Options for parents with sick children in Napa County are limited. A local nanny service offers nannies with medical backgrounds but the cost is prohibitive to most families.
- At present, there are no sick child care facilities and licensing limits the ability of existing facilities to care for children who are medically fragile. In the state of California, there are currently only 9 licensed facilities which offer services for 74 children.

- *Summary of Findings/Conclusions*

There are few in-home and no out-of-home options for sick child care in Napa County. Licensing regulations limit the ability of existing facilities to care for sick children. This has become a statewide issue, especially for families of chronically ill children, which will need to be addressed with changes in child care policy, regulation and subsidy guidelines.

6. Special Needs

- *Research/Presentation of Data*
 - A child with special needs requires some special care because of physical, emotional or health reasons. Types of disabilities vary from simple allergies to children with terminal illnesses. Special needs include communication disorders, developmental disabilities, emotional and behavioral disabilities, health impairments, learning disabilities, physical disabilities, and vision impairments. Some children have only one special need while others have multiple disabilities. (18)
 - Under the American with Disabilities Act (ADA), a federal civil rights law, child care centers and family child care homes cannot discriminate against parents or children with special needs, nor can they charge more than they would for any other child. Child care centers and homes must attempt to make “reasonable accommodations” to meet the individual needs of all children. (18)
 - In regards to children with special needs, child care providers have a history of working with children who have a wide range of *special needs* (e.g., learning disabilities, emotional or developmental concerns, speech and hearing problems), but who are not identified as such.
 - Community Resources for Children and the Napa Infant and Preschool Programs provide consultative support to child care providers serving children with special needs.
 - CRC maintains a listing of providers who have training and experience with children who have special needs for families who request it.
 - There is a weighted subsidy (1.5 times the usual subsidized rate) for eligible children with special needs in child care centers.

- The numbers of children with atypical development and or challenging behaviors who need additional support (and who do not qualify for special education services) are increasing.
- Families of children with developmental disabilities may be eligible for supplemental funding (e.g., North Bay Regional Center) which covers costs over and above that of typical child care. Eligibility is based on individual needs that require additional, ongoing support. Some families use this funding for child care centers or family child care homes while others use it to pay for child care within the home.
- Additional training in child-specific topics (e.g., unique learning styles) would facilitate the integration of children with special needs into typical child care and provide the support needed to adapt materials and curriculum.
- There are other agencies in the county (e.g., North Bay Regional Center) who could collaborate with child care providers in order to increase capacity for serving children with special needs.

- *Summary of Findings/Conclusions*

Child care providers have a long history of serving children with special needs in both family child care homes and child care centers. However, when children require considerably more attention, providers may need additional training, support and financial resources. Consultation, training and support on child-specific topics and financial subsidies can help facilitate the integration of children with more significant needs into typical child care. In addition, there is a significant need for a countywide infrastructure to provide mental health services for children who need them and support for child care professionals who serve them.

7. Transportation

- *Research/Presentation of Data*
 - At present, there are no publicly-funded child care centers that provide transportation. There are currently eleven privately funded centers that offer limited transportation. That is, some centers offer transportation to and from the closest elementary school while others provide transit links to two or three schools as needed.
 - Insurance costs, staff to child ratios, child seat restraint requirements, auto size and cost limit child care transportation services.
 - Of family day care providers, eighteen are providing transportation to and from schools, typically to the closest or several closest to the home. An additional seven family child care providers offer a chaperoned walk from the home to the school.
 - Families who do not own or have access to a vehicle or do not live within walking distance of a family child care or child care center or school, typically rely on some form of public transportation for access to both work and child care.

CITY	Total within 1/4 mile	Total in City	Percent within 1/4 mile
AMERICAN CANYON	14	14	100%
ANGWIN	0	1	0%
CALISTOGA	2	7	29%
DEER PARK	0	0	
NAPA	132	139	95%
OAKVILLE	0	0	
POPE VALLEY	0	0	
RUTHERFORD	0	0	
ST. HELENA	7	14	50%
YOUNTVILLE	7	7	100%
TOTAL	162	182	89%

- Geographic Information System (GIS) maps created by the Metropolitan Transportation Commission (MTC) for the Napa Welfare to Work Project (19), show 89% of all Napa County child care facilities are within 1/4 mile of a transit stop.

- *Summary of Findings/Conclusions*

At present, there are no publicly-funded preschool or child care centers that provide transportation. There are eleven centers and eighteen family child care homes that provide limited transportation services (e.g., to and from schools). For families who rely on public transportation for access to both work and child care, There is a variety of transit and paratransit transportation systems available in Napa County. However, the lack of evening and weekend coverage, the need for expanded area coverage in North and South County, a lack of transit centers for paratransit and fixed route transfers are some of the problems currently faced by families.

8. Licensing, Ordinances & Regulations

- *Research/Presentation of Data*
 - The Community Care Licensing Division of the California Department of Social Services oversees the licensing of child care and development facilities in Napa County and all of California. Child care centers and family child care providers are licensed to offer non-medical care and supervision to children up to 18 years old for less than 24 hours a day. Licensing does not insure quality child care; its purpose is to regulate the health and safety, well-being and personal rights of children in child care environments.
 - General requirements of licensed child care include: (20)
 - › 15 hours of health and safety training are required for caregivers that supervise children;
 - › all adult caregivers have a tuberculosis and criminal records clearance;

- › staff responsible for supervision of children in center based programs require various levels of Early Childhood Education, family child care providers have no educational requirements (see Appendix C for licensing requirements);
 - › parents have a right to inspect during business hours;
 - › there is a public record that can be reviewed at the local licensing office;
 - › the licensing agency will accept complaints and investigate (response time is dependent on the severity of the complaint); and
 - › minimum standards required, announced and unannounced visits are made by Community Care Licensing analysts to insure compliance.
- All *child care centers* are licensed by the State Department of Social Services, Community Care Licensing Division, unless specifically exempt from licensure. Child care centers are defined as care provided in a group setting such as a church, school, community center or other building designed or renovated for child care. Licensing regulations address health and safety features of the building, staff qualifications, ratio of children to adults and capacities. At present, there are 65 licensed child care centers in Napa County. (20)
 - *Family child care homes* are also licensed by the Department of Social Services, Community Care Licensing Division. Family child care is defined as care, which is provided in the licensee’s home for periods of less than 24 hours per day. There are *small family child care homes* which are licensed for up to 8 children and *large family child care homes* which are licensed for up to 14 children. At present, there are 110 licensed family child care homes in Napa County. (20)
 - At present, there are no incentives in California (e.g., frequency of visits, requirement waivers) for child care providers who have outstanding licensing reports.
 - Licensing exceptions are made for some forms of child care. License exempt child care has not been inspected for health and safety. Exempt caregivers have not been reviewed for criminal or child abuse activity

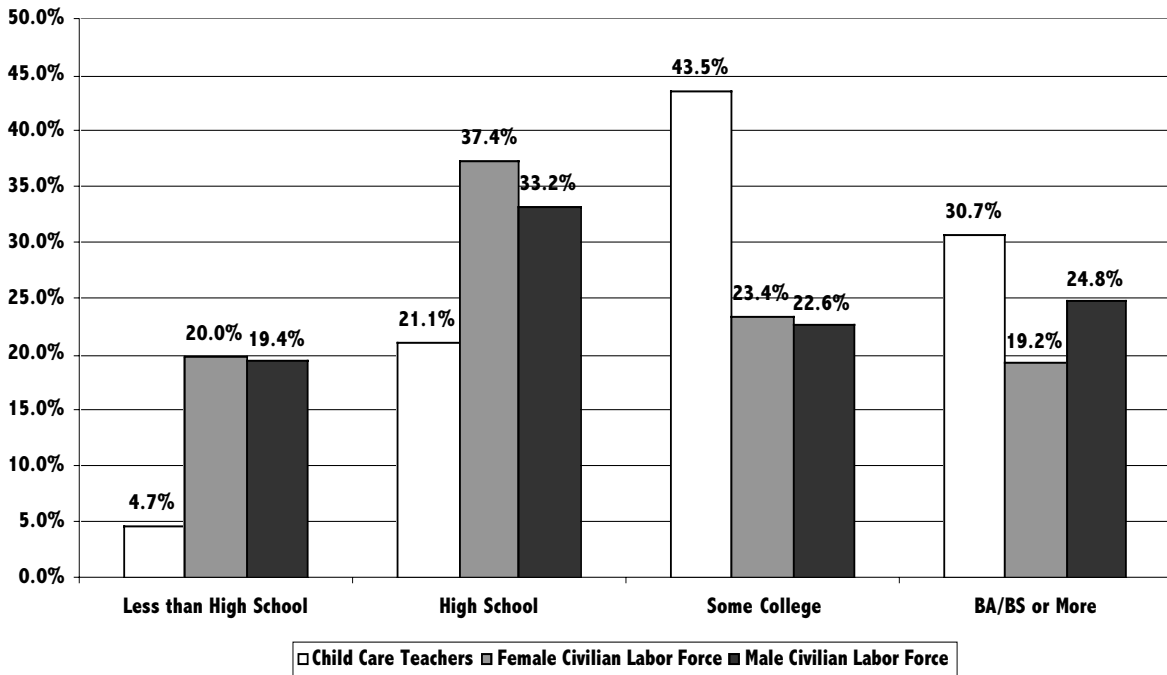
(unless through Trustline), nor do they need to have a background or education in caring for children. Examples of exempt child care include: a person who is hired to come into your home; a provider caring for the children of one family; a *drop in* arrangement such as health club, or Co-op; some recreation programs; child care programs run by school districts; and, care by a relative or guardian.

- In license exempt environments, health and safety standards are not monitored by a regulatory agency.
 - *Trustline* offers an important service for parents who want to use in-home child care or license-exempt child care providers. *Trustline* is the California registry of in home child care providers who have passed a background check screening. All caregivers listed with *Trustline* have been cleared through a fingerprint check of records at the California Department of Justice. This means that they have no disqualifying criminal convictions or substantial child care abuse reports in California.
 - While there is a general awareness that illegal child care exists, there is currently no systematic effort to identify and track it.
 - In regards other relevant licensing and regulations, it has been noted in public comment that local zoning ordinances can and do adversely affect the availability of child care resources.
- *Summary of Findings/Conclusions*

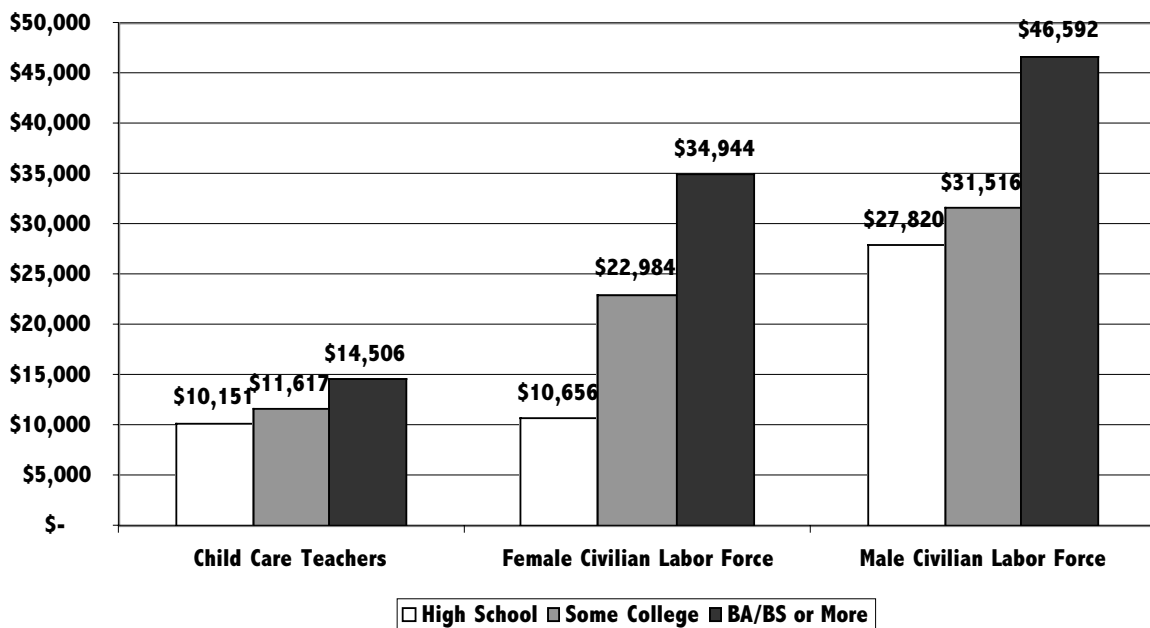
The Community Care Licensing Division of the California Department of Social Services oversees the licensing of child care and development facilities in California. Licensing does not insure quality child care; its purpose is to regulate the health and safety, well-being and personal rights of children in child care environments. Some forms of child care are exempt from licensure. License exempt child care environments have not been inspected for health and safety and are not monitored by a regulatory agency. *Trustline* offers an important service for parents who want to use in-home child care or license-exempt child care providers. At present, there are no regulatory incentives in California (e.g., frequency of visits, requirement waivers) for child care providers who have outstanding licensing records and provide exceptional services.

9. Staffing

Education of the Child Care Teaching Staff vs. The Civilian Labor Force



Wages of the Child Care Teaching Staff vs. The Civilian Labor Force



I love my job, but if it weren't for the child care subsidies I received for my own child, I wouldn't be able to afford to keep my job."

Head Start Staff Member

- *Research/Presentation of Data*

"Maybe I've read too much Jane Austen, but attitudes seem to be taking a 19th Century turn. In Austen's time, the well-to-do were tended by a servant class. Today they're tended by hired services that they also keep in check. It's not just businesses that object to a higher minimum wage. The "overclass" don't want to pay more to its day-care workers (and household help)."

Jane Bryant Quinn

Financial Expert, Newsweek Magazine, December 13, 1999

- In the United States, child care workers average about \$12,000 per year and typically receive no benefits or paid leave. (21)
- Facts about child care providers in California:
 - › Wages for the lowest paid teaching assistants, the fastest growing segment of the child care work force, average \$8,890 per year.
 - › Only 27% of centers provided fully paid health insurance for their teaching staff, and of these 32% did not cover assistant teachers.
 - › Between 1988 and 1992, 70% of the teaching staff interviewed in 1988 had left their jobs in child care. Source: National Child Care Staffing Study, 1992 (20)
- Most employers require 6-12 months of experience and many recent hires have completed 1-2 years of required college in related early childhood education courses. (22, 23)

- There are 350+ child care workers (95% are female) currently employed in Napa County. (22)
- The average annual salary for a child care worker in Napa County with three years of experience is approximately \$16,800. (22)
- Stability or continuity in employment of caregivers is a mark of quality in studies that relate child care to valued outcomes later in life.
- Turnover rates for child care workers in Napa County are estimated to be in the 30-39% range. (22)
- Napa County is experiencing a severe shortage of trained staff (e.g., excessive vacancies, high turnover, employment of sub-qualified personnel) and substitutes to work in child care facilities. Providers are finding it extremely difficult to fill child care worker vacancies with qualified personnel, because of relatively low wages (and benefits) in the face of abundant job opportunities in a growing economy.
- *Summary of Findings/Conclusions*

There are 350+ child care workers currently employed by or in licensed child care in Napa County. Typically, they do not have benefits from their employer, although some provide partial medical benefits and paid vacation. Most employers require 6-12 months of experience and many recent hires have completed 1-2 years of required college in related early childhood education courses.

The average annual salary for a child care worker in Napa County with three years of experience is approximately \$16,800. Turnover rates in Napa County are estimated to be in the 30-39% range. Napa County is experiencing a severe shortage of personnel trained to work in child care facilities. Providers are finding it extremely difficult to fill child care worker vacancies with qualified personnel, because of relatively low wages in the face of abundant job opportunities in a growing economy.

10. Education, Training and Professional Development

- *Research/Presentation of Data*
 - Hairdressers and manicurists must typically attend 1,500 hours of training at an accredited school in order to get a license. California is one of thirty-nine states that do not require family child care providers to have any early childhood training prior to serving children in their homes. (21)
 - In Napa County, there are four major training options for potential and currently employed child care workers:
 - › **Napa Valley College** offers an Associate Degree program in Child and Family Studies. In addition, they provide a mentored practicum program for individuals who are interested in child care. At present, there are 12 students in mentored practicums at various Napa Valley child care centers. (24)
 - › **Pacific Union College** offers an undergraduate degree in Early Childhood Education for those interested in becoming a teacher or be a director in a child care center or working towards a credential in elementary education. (26)

(**Note:** The following programs offer training which meets licensing requirements for Family Child Care, but does fulfill training required by state licensing for center based programs.)

- › **Community Resources for Children** provides: (1) resources and *training* for those interested in becoming family child care providers including monthly licensing orientations and business start up meetings; (2) sponsors the *Child Care Food Program* for family child care providers (about 45% participate and one component of the program is annual training events); and (3) offers child care professionals training and *workshops* for their continued education. (17)
- › **Napa County Office of Education's** *Regional Occupational Program* offers a career cluster in child development. Students are provided with classroom and project-based learning which take place in the real world of child care settings. (25)
- Certain areas of training, if emphasized, would improve the work of child care workers (e.g., learning styles of children with special needs).

- With relatively high turnover, pre-service and in-service training is even more critical in child care work than in occupations where turnover is less.
 - Training is relatively expensive to provide (e.g., providing substitutes during training time) and can be underutilized if the cost is not shared among providers.
 - There are currently no incentives for ongoing professional development and typically no reimbursement for training time in Napa County.
 - The CARES bill (Compensation and Recognition Enhances Stability) was designed to provide compensation (through stipends) to child care workers who enroll in early childhood education classes. While awaiting action by the next (Year 2000) California legislative session, some communities are using local money to implement their own CARES program. For example, the city and county of San Francisco has committed 1.5 million dollars to the first stipend program in the United States. The Child Care Teacher Stipend Program will provide annual stipends ranging from \$500 to \$5,000 to approximately 400 individuals working in licensed child care centers or family child care homes. (27)
- *Summary of Findings/Conclusions*

In Napa County, there are four major training options for potential and currently employed child care workers. Napa Valley College offers an Associate Degree program in Child and Family Studies and a mentored practicum program. Pacific Union College offers an undergraduate degree in Early Childhood Education for those interested in becoming a teacher or a director in a child care center. Community Resources for Children provides resources and training for those interested in becoming family child care providers as well as for those interested in their continued education. Napa County Office of Education's *Regional Occupational Program* offers a career cluster in child development and it includes classroom and project-based learning.

With relatively high turnover, pre-service and in-service training is even more critical in child care work than in occupations where turnover is less.

However, training is relatively expensive to provide and can be underutilized if the cost is not shared among providers. There are currently no incentives for ongoing professional development and typically no reimbursement for training time in Napa County.

While pending approval in next year's state legislative session, some communities are using local money to implement their own CARES (an education stipend) program. For example, the Child Care Teacher Stipend Program in San Francisco will provide annual stipends to approximately 400 child care workers who want to continue their professional development through education and training.

11. Employer Support

- *Research/Presentation of Data*
 - In a recent national survey of 1,100 companies, findings included: (28)
 - › more than two-thirds of the respondents reported that the benefits of providing child care programs are greater than the costs, or are cost-neutral;
 - › almost three-quarters indicated that the benefits of flexible work schedules exceed costs or are cost-neutral; and
 - › almost three-quarters indicated that the benefits of family leave exceed costs or are cost-neutral.
 - In that same survey, of those employers who offer child care programs, the following benefits were noted: (28)
 - › 62% reported higher morale;
 - › 54% reported reduced absenteeism;
 - › 52% reported increased productivity; and
 - › 37% reported lower turnover.

- A recent survey of ten of the largest (100+ employees) Napa County employers found that all provide typical medical and dental insurance coverage for employees and dependents (with varying co-payment plans). Most provide vision and life insurance and some sort of retirement plan. Some provide additional family benefits (e.g., education tuition assistance, family leave, flexible hours). In regards child care: two employers offers a pre-tax account for child care expenses; and, one employer pays substantial assistance for child care and has established a child care center for use by employees and the community. (29)
- The Napa County child care community has been involved in an ongoing effort to provide employers with information on alternative options for assisting employees with child care needs (e.g., cafeteria plans allowing child care expenses to be paid out of tax free dollars, reserving/purchasing spaces at a nearby child care facility for employees, flexible work hours, etc.). However, it is likely that businesses learn best from each other and that the development of a business-to-business mentoring program might be a practical alternative.
- *Summary of Findings/Conclusions*

There are significant benefits for employers who support child care (e.g., family leave, flexible work hours, tax free accounts, child care programs) for employees. In fact, companies that do so report higher morale and productivity and reduced absenteeism and turnover. In Napa County, of the top ten largest employers, only a few currently participate in supporting child care (two provide tax free accounts while a third provides a child care program and financial support). There is a need for additional information for employers by employers as to the financial and other benefits of supporting child care.

12. Partnerships & Collaborative Efforts

- *Research/Presentation of Data*
 - Licensed child care is a 20+ million dollar a year business in Napa County. As such, it should be recognized for its economic impact and represented in collaborative economic planning efforts within the county.
 - Collaboration is also important in public and employer education and advocacy work regarding critical child care issues.
 - The *Centralized Eligibility List* is a collaborative effort among agencies that are funded to provide subsidized child care and development services in Napa County. This effort has facilitated access for families who are in need of financial assistance in securing child care.
 - Napa Valley College collaborates with child care providers to operate the mentor program for students who are interested in pursuing child care careers.
 - Caring for Yountville’s Children was established by a citizen group which successfully collaborated to develop a needed child care resource in Yountville.
 - Napa County Health and Human Services, Community Resources for Children and Head Start have collaborated to provide full day programs at several Head Start centers.
 - A collaborative effort between child care planners and Sutter Home Winery resulted in the development of an employer supported child care center.
 - Napa County Health and Human Services and the Napa County Council for Economic Opportunity are currently collaborating to create a therapeutic child care center designed to serve children whose parents are involved in alcohol or drug recovery programs, mental health service, family preservation, Child Protective Services, CalWORKS and/or parents who have had difficulty finding child care due to the child’s behavioral issues.

The Center will provide child care coupled with intense social, mental health, and child development services to meet the unique needs of each participating family in order to promote healthy functional attachment, optimal child development, and responsive, nurturing parenting.

- An ongoing opportunity for collaboration has been the representation of the child care community on the Napa County Children and Families Commission. However, the Napa County Board of Supervisors has not considered or adopted a membership plan for the Commission. A membership plan should be presented to the Board in order to secure this ongoing relationship.
- A critical area for partnering is the securing of adequate facilities for child care. At present, the lack of facilities has made it difficult to grow services. There is a need to create public-private partnerships (e.g., low cost leases of public properties, small business loans) to continue to adequately deliver services to underserved areas of Napa County (e.g., Calistoga).
- *Summary of Findings/Conclusions*

Licensed child care is a \$20+ million dollar a year business in Napa County and it should be recognized for its economic impact as are other large industries in county planning efforts. There have been collaborative efforts between agencies and providers to facilitate access to subsidized child care and to mentor future child care workers. Additional collaboration is needed to: educate the public and employers on critical child care issues; secure membership on the Napa County Children and Families Commission; and locate and secure adequate facilities where they are needed.

Napa County Child Care Plan 2000-2005

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Napa County Child Care Plan 2000-2005

V. Strategic Plan

Introduction

Our strategic goals are summarized under several *themes* or broadly-expressed goals for child care and development services in Napa County, between 2000 and 2005. These goals are:

1. Increase the *availability* of quality child care.
2. Increase the *quality* of child care.
3. Increase the *affordability* of quality child care.
4. Promote *careers* for child care professionals.
5. Develop *financial resources* for quality child care.

Additional detail in Action Steps can be found in the full report. Once the plan has been approved by the Napa County Board of Supervisors and has been submitted to the Department of Education, the Planning Council will meet to develop an implementation plan and budget.

**Theme or Goal: AVAILABILITY –
Increase the *availability* of quality child care.**

Goal

Facilitate the development of an optimal array of quality child care centers and homes, conveniently located, and responsive to the needs of working families.

Actions Needed

Develop and implement a plan to fill existing *gaps* in the availability of quality child care, including part-day, siblings together (where desired), emergency/respice care, non-traditional day and hour care (e.g., evenings; nighttime; weekends); infant; after-school; special needs; and sick child care.

- Seek funding incentives for providing child care during non-traditional hours and days.
- Meet with school districts and local governments county wide to determine the availability of facilities during evenings and weekends.
- Encourage public/private partnerships in the development of additional child care resources during non-traditional hours and days.

Advocate for changes in existing licensing regulations which limit the availability of child care during non-traditional hours and days and for sick child care.

- Develop a position statement on current licensing requirements and changes needed to increase the availability of child care during non-traditional hours and days and for sick child care.
- Meet with local legislators to encourage and/or introduce legislation which will lead to necessary changes in regulations.

Measures of Success

Increase the availability of care during non-traditional hours and days.

Increase the capacity and availability of infant child care.

Increased options for sick child care.

**Theme or Goal: QUALITY –
 Increase the *quality* of child care.**

Goal

Increase public awareness of quality child care and determining quality child care resources.

Actions Needed

Define major characteristics of quality child care.

- Council will establish a working committee to define the major characteristics of quality child care.
- Council will promote and advocate for the adoption of a public information document on quality child care by local providers and professional organizations.

Assist parents and other family members in determining *quality* child care.

- Using the public information document outlined above, the Council will develop or facilitate the development of a quality child care information packet and checklist for families.
- The Council will establish a distribution plan for child care information packets.

Promote the positive effects of accreditation on quality child care.

- Develop a media packet of information on the positive effects of accreditation (respectful of a variety of accreditation methods) on quality child care.
- Prepare a funding plan for the development of a stipend program for child care facilities who seek accreditation.
- Develop recommendations regarding potential incentives for accreditation (e.g., reduction in licensing fees).

Measures of Success

An increase in local media attention to the issues of quality child care.

An increase in the availability of public information on determining quality child care resources.

An increase in the percentage of accredited child care facilities in Napa County.

**Theme or Goal: AFFORDABILITY –
Increase the *affordability* of quality child care.**

Goal	Increase the percentage of child care revenues that come directly (or indirectly) through government and private employers, thereby making child care more affordable.
Actions Needed	<p>Educate local governments and businesses about the economic impact and the benefits of quality child care.</p> <ul style="list-style-type: none">• Council will disseminate an economic impact report (see Action Steps for Financial Resources) through various media resources to local governments, business and corporate enterprises.• Council will facilitate the development of a business-to-business mentor program which promotes employer supported child care alternatives. <p>Advocate for a recalculation of the regional market rate for child care subsidies.</p> <ul style="list-style-type: none">• Council will prepare a position paper on actual costs of child care in Napa County and their understatement in current market rates. <p>Promote methods of blending current and developing new funding streams to create additional full day child care options.</p> <ul style="list-style-type: none">• Council will research current child care funding and develop a report on ways to promote blended funding.• Council will research new and potential funding streams (for example, use of developer’s fees).
Measures of Success	<p>An increase in employer supported child care.</p> <p>The market rate for subsidized child care reflects actual costs.</p> <p>An increase in full day, child care resources.</p>

**Theme or Goal: CAREER DEVELOPMENT –
Promote careers for child care professionals.**

Goal Increase the capacity of the *child care system* to recruit, retain and compensate a properly trained and committed workforce.

Actions Needed Strengthen the array of pre- and in-service training for the child care workforce.

- Establish a Council subcommittee on training to include representatives of local providers and professional organizations and educators which will: (1) develop a calendar of collaborative training events; (2) develop a substitute list to cover workers who participate in training; and (3) establish methods of recruitment for local Early Childhood Education Programs and practicums.

Increase current levels of compensation and benefits available to the child care workforce.

- Conduct a local staffing survey to accurately determine needs.
- Research and develop group insurance and benefit packages seeking to secure match or grant funding to offset employee and employer costs.
- Develop a plan to implement an education stipend program.

Increase the availability of a qualified pool of child care substitutes.

- Research a funding source to develop and maintain a pool of qualified substitutes whose pay and benefit compensation are equal to permanent employees.

Measures of Success Increase the percentage of child care professionals who participate in continuing education.

Increase the number of students enrolled in local Early Childhood Education programs.

Increase the number of child care professionals with insurance and benefits.

A decrease in current average turnover rates.

Increase in the availability of qualified substitutes.

**Theme or Goal: FINANCIAL RESOURCES –
Develop *financial resources* for quality child care.**

Goal	Facilitate the development of additional financial resources for supporting quality child care through grantsmanship and charitable giving.
Actions Needed	<p>Prepare an economic impact report regarding child care expenditures in Napa County.</p> <ul style="list-style-type: none"> • Council will collect information in Napa County about: <ol style="list-style-type: none"> (1) current child care expenditures and actual costs; and (2) labor force participation rates and earnings of individuals who use child care resources. • Information will be compiled into a report and fact sheet for distribution. <p>Educate the public about the economic impact and the benefits of quality child care.</p> <ul style="list-style-type: none"> • Council will disseminate the economic impact report through various media resources (e.g., newsletters, newspaper, presentations). <p>Develop grants and requests for the funding of projects focused on <i>quality improvement</i>.</p> <ul style="list-style-type: none"> • Using the information gathered from the economic impact report, the Council will develop or facilitate the development of grants and requests for corporate and charitable giving.
Measures of Success	<p>Increase public knowledge about the economic impact and benefits of quality child care.</p> <p>Increase the amount of financial resources devoted to <i>quality improvement</i> efforts.</p>

Appendices

Napa County Child Care Plan 2000-2005

Appendix A Napa County Planning Council Membership

MEMBER

Beverly Aguilar
 Tony Apolloni
 Dee Cuney
 Jackie Dollar
 Walter Hampe
 Terry Holybee
 Patricia Jennings
 Andrea Knowlton
 Betty Koufos
 Sabrina Melton
 Chula Mori
 Kathryn Obayashi-Bartsch
 Georgia Rawlings
 Laura Rodriguez
 Diana Short
 Charles Slutzkin
 Frank Sottile
 Jody Yepson
 Teresa Zimny

REPRESENTS

Public Agency
 Public Agency
 At Large
 Child Care Provider
 Community Rep
 Consumer
 Child Care Provider
 At Large
 Child Care Provider
 Consumer
 At Large
 Community Rep
 At Large
 Consumer
 Child Care Provider
 Community Rep
 Community Rep
 Public Agency
 Public Agency

ADVISORY MEMBERS

Tracy Geraghty	Assemblywoman Patricia Wiggins
Joan Hill	Community Care Licensing
Brad Onorato	Congressman Mike Thompson
Laurie Puzo	Senator Wes Chesbro
Chas Steffan	Community Care Licensing
Kathryn Winter	Napa County Board of Supervisors

Napa County Child Care Plan 2000-2005

Appendix B

Definition of Terms, Abbreviations and Acronyms

Accreditation

This refers to a seal of approval that is applied to some child care programs or family child care homes. Programs and homes that are accredited have shown a strong interest in quality and have met national standards that are higher than state licensing requirements.

Age Appropriate

A description of activities and behaviors that are suitable to a child's age.

Example: Games with small playing pieces are not age-appropriate for children under 3 years of age.

Au Pair

An in-home child care provider who generally lives with the family and helps with child care and housework. They can either come from a different part of the country or be a foreign national. Au Pairs usually receive a weekly payment, plus room and board.

Alternative Payment Programs (APP) Vendor/voucher program to provide payments for child care costs to the child care providers chosen by eligible parents. Providers must be licensed or license-exempt.

Americans With Disabilities Act (ADA) Under the ADA, a federal civil rights law, child care centers and family child care homes cannot discriminate against parents or children with special needs, nor can they charge more than they would for any other child. Child care centers and homes must now be willing to make "reasonable accommodations" that meet children's individual needs.

Block Grant

Child Care and Development Block Grant (CCDBG). Federal funding for child care.

Backup Care

An alternate or additional child care arrangement to provide care during times when the primary arrangement is not available (sick care, vacations, emergencies, etc.)

Camps

Activity-based child care programs of short duration (one week to two months or more) that generally serve children between the ages of 5 years and 13 years. Typically they offer a variety of full or part day activity programs during the summers and vacations that include arts, crafts, sports, science experiences, etc. Overnight camps - sports camps, scout camps, music camps, religious camps, etc. are also available.

Campus Child Care

This program provides child care for low-income parents, who are students at Napa Valley Community College.

Child Care Centers

Care provided in a group setting such as a church, school, community center or other building designed or renovated for child care. Child care centers can provide full or part-time services. Some provide before and after-school programs. Some are called nursery schools or preschools. All child care centers are regulated by the State Department of Social Services, Community Care Licensing Division, unless specifically exempt from licensure such as Parks and Recreation programs or parent co-operatives. Regulations address health and safety features of the building, ratio of children to adults and capacities. Many centers are operated by public agencies (school district, local municipalities); by nonprofit community agencies or organizations; churches, universities; or as for-profit businesses.

Child Care Resource and Referral (CCR&R)

Community based, non-profit agencies that provide services to parents, potential and existing child care professionals, employers, and the community. CCR&R's act as clearinghouses of information and maintain a broad based range of resources for children and families. CCR&R's also provide data for child care planning, advocacy, training and other supports to the child care community. (also see R&R)

Children's Protective Services (CPS)

Children who are abused or neglected, or who are at risk of abuse or neglect, can receive a referral from CPS that will give them placement priority in many state-funded child care subsidy programs.

Co-operatives

These informal arrangements are usually made by two or more parents. They are not regulated by the state. There are many variations: Shares - two or more families team up to share a baby-sitter for regularly scheduled hours in one of their homes; Play Groups - several families organize a small group for their children and share responsibilities for supervision and care, may be a part-time or full-time basis; Child Care Exchange - two families exchange the care of their children, usually on a part-time basis.

Community Care Licensing Division

Child Care Centers are licensed by and accountable to the State of California, Department of Social Services (DSS), Community Care Licensing Division.

Dependent Care Assistance Plan (DCAP) An employee benefit plan offered by some companies allowing workers to set aside a certain amount of income before taxes to pay for child care.

Developmentally Appropriate A description of activities and programs suitable to a child’s specific physical, social, emotional, and learning growth. Example: a school age program that fits the interests and skill level of children in first through six grades would generally not be fit for an infant.

Exempt Child Care

Licensing exceptions are made for some forms of child care. Exempt child care has not been inspected for health and safety. Exempt caregivers have not been reviewed for criminal or child abuse activity, unless Trustlined, nor do they need to have a background in caring for children. Examples of exempt child care include: A person who you hire to come into your home; a provider caring for children for one family; a “drop in” arrangement such as health club, or Co-op; some recreation programs; child care programs run by school districts; care by a relative or guardian.

Family Child Care Homes

Regularly provided care, protection and supervision of children, in the care givers own home, for periods of less than 24 hours per day. Family child care providers are licensed by the Department of Social Services, Community Care Licensing. There are small family child care homes which are licensed for 8 children and large family child care homes which are licensed for 14 children.*

* SMALL FAMILY CHILD CARE HOMES are licensed to care for up to eight children, including children under age 10 who live in the licensee’s home. At least two of the children must be 6 or older, and no more than two may be infants.

* LARGE FAMILY CHILD CARE HOMES are licensed to care for 14 children and must have a second care giver present. At least two of the children must be 6 or older, and no more than three may be infants. These capacities include children under age 10 who live in the licensee's home and the assistant provider's children under age 10.

Federal Unemployment Tax (FUTA)

A federal tax required of anyone who pays a household employee, such as an in-home child care provider, cash wages exceeding a set amount (for instance, \$ 1,000 in any calendar quarter; amounts can change yearly). FUTA is the employee’s unemployment insurance.

Head Start Programs

Head Start programs are free, half-day programs available to low-income families for children between the ages of 3 and 5 years of age. Eligibility is determined by federal income guidelines. It is not necessary for parents to be employed or in training programs. In addition to preschool programs, these half-day sessions also offer health care and parent training.

In-Home Child Care

An arrangement where a parent hires another adult to care for children in the family's home. The caregiver can either live in or live-out of the home. The referral can come through a nanny agency, au pair, or be a baby-sitter, friend, or relative. Specific tax and employment rules apply to this type of care. In-home care is usually the most expensive form of child care.

Latch-Key (Before and After School Programs)

"Latch-key" is simply a term to describe school-age children who need care before and/or after school. Child care centers (see above) are licensed to care for all ages, including *latchkey* kids. Some child care centers only serve school-age children (Kindergarten - age 14). Many are located at elementary schools and other sites. Some school-age programs that are administered by municipalities, school districts, and recreation programs are exempt from licensure by the State of California.

Migrant Child Care

Migrant child care programs operate full-day child care programs from May through October for children ages birth to thirteen, whose families are migrant and seasonal workers. Centers are typically located in migrant housing projects.

Montessori

An educational philosophy with many different interpretations and applications that generally emphasizes children working independently within a prepared environment with didactic materials in a self paced program reflecting a mixed age group.

Nanny

An in-home child care provider, employed by a family on either a live-in or live-out basis, who provides child care. Additional duties and responsibilities, not related to child care may be negotiated such as household tasks, may be included. Formal training in early childhood education is not always required by parents, but experience is generally preferred.

Parent Participation Preschool

Parent participation programs are usually part-day programs for children between the ages of 3 to 5 years of age. Parents are required to participate several hours or days per week.

Provider

Used to describe the fully qualified person licensed to operate a family child care home. Sometimes referred to as a caregiver.

R&R (Resource and Referral)

Community based, non-profit agencies that provide services to parents, potential and existing child care professionals, employers, and the community. R&Rs act as clearinghouses of information and maintain a broad based range of resources for children and families. R&Rs also provide data for child care planning, advocacy, training, other support to the child care community. (also see CCR&R)

Ratio (Adult/Child Ratio)

The number of children compared to the number of supervising adults. Ratios are dependent upon the type of child care program and ages of the children.

Respite Child Care

Limited child care services for families in crisis. Referrals for respite care can be made by a legal, medical or social work professional.

Shared Care

A type of care that generally refers to an in-home child care arrangement where two families hire one nanny.

Sick Child Care

This type of care is available in some communities for a child who, due to illness, cannot attend school or go to their regular child care. Currently in Napa there are no sick child care facilities.

Social Security Tax (FICA)

A federal tax requirement of anyone who pays a household employee, such as an in-home child care provider, more than a certain amount (these amounts change yearly; always check with the IRS).

Special Needs Child/Child Care

A special needs child is defined as having one or more disabilities. Federal law defines "disability" as a "physical or mental impairment that substantially limits one or more major life activities." This broad definition includes children who are experiencing developmental delays, individuals with moderate and severe handicaps, adults and children with mental retardation, seriously emotionally disturbed children, and persons with serious medical conditions, and others. The Americans with Disabilities Act protects adults and children from discrimination. All centers and family child care homes are required by law to take readily achievable steps, on a case-by-case basis, to modify existing facilities and practices to accommodate individuals with disabilities, including children, parents, and employees. In addition, child care programs and family child care homes may not discriminate against individuals with disabilities.

State Preschool Programs (Part Time Enrichment Programs)

State Preschool Programs are seen as preventative-services, designed to break the cycle of poverty by providing preschool children of low-income families with a comprehensive program to meet their educational, emotional, social, health, nutritional, and psychological needs. State preschools typically offer a 32 hour preschool class, 5 days a week during the school year. With some exception for three years and mandatory school age.

Subsidized Child Care

This is limited, free or low cost child care that is available to eligible, low income families who are working, in school or in a training program. This care is provided in private and public child care centers and family child care homes.

Teacher

Used to describe a fully qualified, child care staff person working in a licensed child care facility.

Trustline

Trustline offers an important service for parents who want to use in-home child care or license-exempt child care providers. This means that if you want someone to come into your home to do child care, or if you want to take your child to someone else's home and they are not licensed, you can check if their backgrounds are clear of disqualifying criminal convictions and child abuse records.

Vendor/Voucher

Local agency administering the child care subsidy issues payment to the child care provider of the parent's choice (licensed or license-exempt providers only).

Worker's Compensation

A form of insurance providing income to an employee unable to work as a result of an injury that occurred on the job. California requires employers to carry workers' compensation, which is often covered by a home owner's insurance policy, for in-home child care providers.

Abbreviations and Acronyms

AP/APP	Alternative Payment Program
BOS	Board of Supervisors
CAPPA	CA Alternative Payment Program Association
CCFP	Child Care Food Program
CCHP	CA Child Care Health Program
CCL	Community Care Licensing
CDD	Child Development Division
CDE	CA Dept of Education
CDPAC	Child Development Policy Advisory Committee
CDSS	CA Dept of Social Services
CRC	Community Resources for Children
CSS	County Superintendent of Schools
DSS	Dept of Social Services
HHS/H&HAS	Health and Human Services Agency
LPC	Local Planning Council
MOU	Memorandum of Understanding
NAEYC	National Assoc. for the Education of Young Children
NCCCPC	Napa County Child Care Planning Council
NCCEO	Napa County Council for Economic Opportunity
NCOE	Napa County Office of Education
NVAEYC	Napa Valley Assoc. for the Ed. of young Children
NVC	Napa Valley College
NVUSD	Napa Valley Unified School District
RFA/RFP	Requests for Applications/ Proposals
R&R	Resource and Referral

Napa County Child Care Plan 2000-2005

**Appendix C
Requirements for Licensed Child Care**

FAMILY CHILD CARE PROVIDER

Family child care homes are licensed by the Department of Social Services, Community Care Licensing and governed under Title 22 regulations. Family child care providers are responsible for the care, protection and supervision of children in their own home, for periods of less than 24 hours per day.

Small Family Child Care homes are licensed for six or eight children. An experienced Family Child Care provider, working with an aide, may apply for a large Family Child Care license for 12 or 14 children. These capacities include children under age 10 who live in the licensee's home and the assistant provider's children under age 10.

REQUIREMENTS

Completion of 15 hours health training, to include Pediatric CPR and First Aid and the Prevention of Infectious Diseases.

RATIOS IN FAMILY CHILD CARE HOMES

ADULTS REQUIRED	MAXIMUM CHILDREN IN CARE	MAXIMUM INFANTS (0-2 YRS)	MAXIMUM PRESCHOOL CHILDREN (2-5 YRS)	MAXIMUM SCHOOL-AGE CHILDREN (6+ YRS)
1	4	4	0	0
1	6	3	3	0
1	8	2	4	2
2	8	3	3	2
2	12	4	8	0
2	14	3	9	2

EDUCATION AND EXPERIENCE REQUIREMENTS IN TITLE 22 NON-SUBSIDIZED CHILD CARE CENTERS

All licensed for-profit and non-profit programs are overseer by the Department of Social Services, Community Care Licensing. These programs are governed under Title 22 regulations without the additional requirements of Title 5 regulations. Under the Title 22 regulations, child care staff are required to have the following education and experience. (Note some individual programs may require more education and/or experience than is required by licensing standards.)

TEACHER'S AIDE OR ASSISTANT TEACHER

Assistant teachers, and aides assist in the implementation of program activities under the supervision of a teacher or provider in a center or Family Child Care home. Some programs hire aides with little or no training in Early Childhood Education (ECE) to care for children and the classroom environment on a primarily custodial level.

TEACHER

In most centers, the teacher is the individual in charge of the classroom. The teacher is responsible for the care and education of a group of children as part of a team and functions as a team leader or co-leader. The teacher plans and implements the curriculum with other members of the teaching team, works with parents and assesses the needs of individual children and supervises assistant teachers and aides.

EDUCATIONAL REQUIREMENTS

Fully qualified teachers must have successfully completed 12 units of ECE coursework in the following core areas:

CORE COURSE REQUIREMENTS FOR TEACHERS

Child Development (3 units): May be taken under ECE or psychology departments. May be listed as Child Growth and Development, Child Psychology, Child Development, etc.

Child, Family and Community (3 units): The child in the context of the family and/or community.

Curriculum for Young Children (3 units): May be taken as an overview course, or as a specific curriculum area, such as literacy, music, math, creative arts. Elementary education will count for school-age child care, but not for preschool or infant toddler care.

Early Childhood Education Electives (3 units): Principles of ECE or Orientation to Early Childhood Programs are offered by the community colleges and are highly recommended, however, other ECE courses will count towards this requirement.

TEACHERS IN AN INFANT CARE PROGRAM

Must complete the requirements for a teacher above, and, in addition, successfully complete 3 units in infant care.

TEACHERS IN A SCHOOL-AGE PROGRAM

May, as an alternate educational prerequisite to the requirements above, substitute 12 units appropriate to elementary school-age children on a unit per unit basis, including any one or a combination of the following:

1. Recreation, which includes but is not limited to, art, music and dance relevant to elementary school-age children.
2. Physical education, which includes but is not limited to, indoor and outdoor sports activities relevant to elementary school-age children
3. Units earned toward an elementary teaching credential.

DIRECTOR

A director recruits, interviews, hires, and supervises staff, is responsible for fiscal management of a center, oversees the content and quality of the program, may be in charge of payroll and parent fees, staff training and development, facility management, board or owner relations, purchasing supplies, marketing and public relations, communication with regulatory agencies and professional organizations.

REQUIREMENTS

Directors must have completed one of the following prior to employment:

1. High school graduation or GED, completion, with passing grades of 12 semester units in ECE and 3 units in ECE administrator or staff relations, and at least four years of teaching in a licensed child care center (experience in Family Child Care does not count towards this requirement).
2. An AA or, AS Degree in ECE or Child Development and at least two years of teaching experience in a licensed child care center.
3. A bachelor's degree in ECE or Child Development and at least one year of teaching experience in a licensed child care center.
4. A Regular Children's Center Supervisory Permit (pre - 1997).

SITE DIRECTOR

A site director supervises one site of a multi-site program.

REQUIREMENTS

Same as above.

DIRECTOR OF INFANT CARE PROGRAM

REQUIREMENTS

Same as above. Need an additional 3 units in infant care and the experience requirement must be fulfilled with children under five years of age.

DIRECTOR OF SCHOOL-AGE PROGRAM

REQUIREMENTS

Same as above. May substitute 6 units appropriate to elementary school-age children.

RATIOS FOR PRIVATE PROGRAMS, GOVERNED UNDER TITLE 22

AGE	TEACHER : CHILD RATIO	OPTIONS
0-2	1:4	
1.5-3	1:6	(toddler option license)
2-6	1:12	(or 1 teacher and 1 aide: 15)
6-14	1:15	(or 1 teacher and one aide: 28)

STAFFING DEFINITIONS AND REQUIREMENTS FOR PUBLICLY FUNDED, TITLE 5 CHILD CARE PROGRAMS

As of February 1997, a new set of regulations for teacher qualifications governs Title 5, or publicly funded child care programs in California. The new Child Development Permit takes the place of the Emergency Children's Center Instructional Permit, the Children's Center Supervision Permit, and the Life Children's Center Supervision Permit. It represents an expanded approach to staff certification. For new applicants, this permit will offer more options for career choice and opportunities for career advancement.

CHILD DEVELOPMENT PERMIT MATRIX

Title	Education Requirement	Experience Requirement	Five Year Renewal	Alternative Qualifications	Authorization
Assistant (Optional)	6 units of Early Childhood Ed. (ECE) or Child Development (CD)	None	105 hours of professional growth	Accredited HERO program (including ROP) or CTC approved training	Assist in instruction of children under sup. of Assoc. Teacher or above
Associate Teacher	12 units ECE/CD including core courses	50 days of 3+ hours per day within 2 years	Must meet teacher requirements within 10 years	Child Dev. Associate (CDA) Credential or CTC approved training	May provide instruction and supervise Assistant training
Teacher	24 units ECE/CD including core courses + 16 GE units	175 days of 3+ hours per day within 4 years	105 hours of professional growth	AA or higher degree in ECE or related field w/3 sem. unit supervised field exp. in ECE setting or CTC approved training	May provide instruction and supervise all above (including Aide)
Master Teacher	24 units ECE/CD including core + 16 GE units + 6 specialization units + 2 adult supervision units	350 days of 3+ hours per day within 4 years	105 hours of professional growth	BA or higher w/12 units of ECE + 3 units supervised field exp. in ECE setting or CTC approved training	May provide instr. and sup. all above (including Aide). May also serve as coord. of curriculum and staff development.
Site Supervisor	AA (or 60 units) with 24 units ECE/CD including core courses + 6 units administration + 2 units adult supervision	350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults	105 hours of professional growth	BA or higher w/12 units of ECE + 3 units supervised field exp. in ECE setting, Teacher of Admin. credential w/12 units of ECE + 3 units supervised field exp. in ECE setting or CTC approved training	May supervise single site program, provide instruction, and serve as coordinator of curriculum and staff development
Program Director	BA with 24 units ECE/CD including core courses + 6 units administration + 2 units adult supervision	Site supervisor status and one year program of site supervisor experience	105 hours of professional growth	Teaching or Admin. credential w/12 units of ECE, +3 units supervised field exp. in ECE setting or CTC approved training	May supervise multiple site programs, provide instruction, and serve as coordinator of curriculum and staff development

RATIOS FOR PUBLICLY FUNDED PROGRAMS, GOVERNED UNDER TITLE 5

AGE	ADULT : CHILD	TEACHER : CHILD
0-2	1:3	1:18
0-3*	1:4	1:16
3-6	1:8	1:24
6-14	1:14	1:28
* Infants and toddlers in mixed age group		



Caring for Napa County's Children 2000-2005

**Developed by the
Napa County Child Care Planning Council**

March 2000