



LITTLE HEARTS LEARNING DAYCARE

Family Child Care Home

Parent Enrollment Binder

A complete, California-law-grounded enrollment packet for new and returning families

Version 1 — Revised July 2026

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Licensed by the California Department of Social Services, Community Care Licensing Division

Facility License Number: [Insert License Number]

Prepared for the enrolling family of:

Child's Name



How to Use This Binder

This binder brings together everything your family needs to complete enrollment at Little Hearts Learning Daycare, organized to match the requirements of the California Department of Social Services, Community Care Licensing Division (CCLD) for licensed family child care homes under Health and Safety Code Division 12 and Title 22 of the California Code of Regulations.

The binder is organized into two kinds of documents, clearly marked throughout:

- Official California state forms — these are mandated forms issued by CDSS (form numbers beginning with “LIC” or “CDPH”). California law requires the specific state-issued version of several of these forms. This binder tells you which form is needed, what it's for, and where to get the current fillable version. Little Hearts will provide paper copies of these forms as well.
- Little Hearts enrollment documents — supplementary agreements and quick-reference forms created by Little Hearts Learning Daycare to support day-to-day operations. These work alongside the state forms and do not replace them.

Enrollment Checklist

- ☐ **Little Hearts Enrollment Agreement & Tuition Contract (Tab C)**
- ☐ **LIC 700 — Identification and Emergency Information (Tab B-1)**
- ☐ **LIC 701 — Physician's Report (Tab B-2)**
Completed and signed by the child's physician
- ☐ **LIC 702 — Child's Pre-Admission Health History (Tab B-3)**
Completed by parent/guardian
- ☐ **LIC 627 — Consent for Emergency Medical Treatment (Tab B-4)**
- ☐ **CDPH 286 — California Immunization Record (Tab B-5)**
- ☐ **LIC 995A — Notification of Parents' Rights (Tab B-6)**
Provided by Little Hearts; signature required
- ☐ **LIC 613A — Personal Rights (Tab B-7)**
Provided by Little Hearts; signature required
- ☐ **LIC 9212 — Family Child Care Consumer Awareness Information (Tab B-8)**
Provided by Little Hearts
- ☐ **Emergency Contact & Authorized Pick-Up Quick Reference (Tab D)**
- ☐ **Allergy & Health Action Plan, if applicable (Tab E)**
- ☐ **Medication Authorization, if applicable (Tab F)**
Accompanies LIC 9221
- ☐ **Photo & Media Release (Tab G)**
- ☐ **Parent Handbook Acknowledgement (Tab H)**
- ☐ **Liability Insurance / Bond Disclosure Acknowledgement (Tab I)**
- ☐ **Master Signature Summary, completed last (Tab J)**

California law requires that your child be fully admitted only after all required documentation, including immunization records, is on file. Please complete every tab before your child's first day of care.



TAB A

Welcome & Orientation

Welcome to Little Hearts Learning Daycare

Thank you for trusting us with your child's care and early learning. This binder is designed to make enrollment straightforward while keeping our program fully compliant with California child care licensing law. If any tab is missing a document, or if you have questions about a state form, please ask — we're glad to walk through it together.

What Happens Next

- Review and sign the Little Hearts Enrollment Agreement & Tuition Contract (Tab C)
- Complete each required state form listed in Tab B, gathering physician and immunization records as needed
- Return the completed binder along with your enrollment deposit
- Little Hearts will review the binder for completeness before your child's first day of care
- A copy of your fully signed binder will be kept in your child's confidential file, and you may request a copy at any time



TAB B

Required California State Forms

Official CDSS / CDPH forms — insert the current version behind each divider

California Health and Safety Code and Title 22 require specific state-issued forms for licensed family child care homes. The current fillable version of each form can be downloaded from the California Department of Social Services (cdss.ca.gov, Forms & Brochures) or provided directly by Little Hearts Learning Daycare. Please insert each completed form behind its card below.

LIC 700 Identification and Emergency Information

Records your child's identifying information, emergency contacts, and everyone authorized to pick up your child. Required to be kept current for every child in care under Title 22, §102416.

Completed by parent/authorized representative at enrollment and updated whenever information changes.

LIC 701 Physician's Report

Documents your child's pre-admission health evaluation, completed and signed by a licensed physician.

Required before a child is unconditionally admitted to care, per Title 22 health screening requirements.

LIC 702 Child's Pre-Admission Health History — Parent's Report

Captures your child's health history as reported by the parent or guardian, including past illnesses, allergies, and developmental information.

Completed by parent/guardian at enrollment.

LIC 627 Consent for Emergency Medical Treatment

Your written authorization allowing Little Hearts to seek emergency medical or dental care for your child if you cannot be reached.

State law requires this specific emergency information card be kept on file and readily accessible, including during off-site activities.

CDPH 286 California Immunization Record

Official documentation of your child's immunizations, required before admission per Health and Safety Code §120335 and Title 22, §102418.

Personal belief exemptions are no longer accepted; only medical exemptions issued through CAIR-ME are recognized. See Little Hearts' Parent Handbook for details.

LIC 995A Family Child Care Home Notification of Parents' Rights



Notifies parents of their rights under Title 22, including the right to inspect the facility, review licensing reports, and file a complaint with Community Care Licensing.

Provided by Little Hearts at enrollment; your signature on the tear-off portion confirms receipt.

LIC 613A Personal Rights — Child Care Facilities

Documents that your child's personal rights — dignity, safety, freedom from corporal punishment, and appropriate care — are understood and will be respected.

Provided by Little Hearts at enrollment; your signature confirms receipt.

LIC 9212 Family Child Care Consumer Awareness Information

General consumer information about family child care licensing, required to be given to every enrolling family.

Provided by Little Hearts at enrollment.

LIC 995E Caregiver Background Check Process

Explains the Department of Justice criminal background check ("Trustline"/ Child Abuse Central Index) process required of the licensee and other adults in the home.

Provided by Little Hearts at enrollment.

LIC 9221 Parent Consent for Administration of Medications

Required whenever Little Hearts will administer prescription or non-prescription medication to your child.

Complete only if applicable; pair with the Little Hearts Medication Log in Tab F.

LIC 282 Affidavit Regarding Liability Insurance for Family Child Care Home

Discloses whether the facility carries liability insurance or a bond covering injury to children due to negligence, as required by Health and Safety Code §1596.955.

Provided by Little Hearts; see Tab I for the corresponding parent acknowledgement.

These forms are issued by the State of California and periodically updated. Little Hearts Learning Daycare will always provide the current version — please do not substitute outdated copies.



TAB C

Enrollment Agreement & Tuition Contract

Child & Family Information

Child's Full Name: _____

Date of Birth: _____

Enrollment Start Date: _____

Parent/Guardian 1 Name: _____

Parent/Guardian 2 Name: _____

Home Address: _____

Enrollment Type & Schedule

☐ Full-Time (\$245/week) ☐ Part-Time (\$175/week) ☐ Drop-In (\$45/day)

Days & Hours of Care: _____

Tuition & Payment Terms

Tuition is due every Monday before care begins. A \$120 non-refundable enrollment fee is applied to the first week's tuition. Vacation weeks are billed to reserve your child's space. Late pick-up fees begin at \$25 for the first 15 minutes and \$10 for each additional 10 minutes. Fees are subject to change with written notice.

Termination of Care

Either party may terminate this agreement with written notice as specified below. Little Hearts reserves the right to terminate care immediately in cases involving a threat to health or safety, non-payment of tuition, or repeated failure to comply with handbook policies.

Required Written Notice Period (e.g., 2 weeks): _____

Agreement

By signing below, I agree to the tuition rates, schedule, and policies described in this Enrollment Agreement and the Little Hearts Learning Daycare Parent Handbook.

_____ Parent/Guardian Signature

Date: _____

_____ Little Hearts Learning Daycare — Provider Signature

Date: _____



TAB D

Emergency Contact & Authorized Pick-Up

Quick-reference companion to LIC 700 — keep both on file

Emergency Contacts

Parent 1 — Phone: _____

Parent 2 — Phone: _____

Emergency Contact 1 — Phone: _____

Emergency Contact 2 — Phone: _____

Child's Physician — Phone: _____

Preferred Hospital: _____

Authorized Pick-Up List

Children will only be released to individuals listed below. Photo identification may be required at any time. Anyone not listed will not be permitted to take a child without written authorization from the parent or legal guardian.

Name	Relationship	Phone

_____ Parent/Guardian Signature

Date: _____



TAB E

Allergy & Health Action Plan

Complete only if applicable

California licensing requires that any known allergy, medical condition, or emergency action plan be documented and available to caregivers, with emergency medication and written authorization provided when applicable (Title 22, §102425).

Child's Name: _____

Allergy / Medical Condition: _____

Symptoms to Watch For: _____

Emergency Medication (name & dosage): _____

Steps to Take in an Emergency: _____

Physician Name & Phone: _____

Please attach a copy of any physician-issued emergency action plan (e.g., asthma or anaphylaxis plan) to this page.

_____ *Parent/Guardian Signature*

Date: _____



TAB F

Medication Authorization & Log

Companion to state form LIC 9221

Prescription and non-prescription medications will only be administered with written parent/guardian authorization. Medication must be in its original container, labeled with the child's name and dosage instructions. A log entry will be completed each time medication is administered, per Title 22, §102425.

Child's Name: _____

Medication: _____

Dosage: _____

Time(s) to Administer: _____

Start Date / End Date: _____

_____ Parent/Guardian Signature

Date: _____

Administration Log

Date	Time	Staff Initials



TAB G

Photo & Media Release

Photos may be taken to document learning activities. Photos will only be shared according to the option selected below.

- ☐ I authorize photos for classroom use only.
- ☐ I authorize photos for classroom and social media use.
- ☐ I do not authorize photographs of my child.

Child's Name: _____

_____ *Parent/Guardian Signature*

Date: _____



TAB H

Parent Handbook Acknowledgement

I acknowledge that I have received, read, and understand the Little Hearts Learning Daycare Parent Handbook. I agree to comply with the policies and procedures outlined in the handbook, including health and safety, discipline, arrival/departure, and emergency procedures.

Parent/Guardian Name: _____

Child's Name: _____

_____ *Parent/Guardian Signature*

Date: _____



TAB I

Liability Insurance / Bond Disclosure

Acknowledgement accompanying state form LIC 282

As required by California Health and Safety Code §1596.955, family child care home licensees must disclose to parents whether the facility carries liability insurance, or a bond, covering injury to children caused by the negligence of the licensee or facility employees.

- ☐ Little Hearts Learning Daycare carries liability insurance or a bond covering the facility.
- ☐ Little Hearts Learning Daycare does not carry liability insurance or a bond.

I acknowledge that I have been informed of the facility's insurance/bond status as indicated above.

_____ Parent/Guardian Signature

Date: _____



TAB J

Master Signature Summary

Complete this page last, once every tab is signed

This page provides a single-glance record confirming every required document in this binder has been completed and signed.

Document	On File	Date
LIC 700 — Identification & Emergency Information	☐	
LIC 701 — Physician's Report	☐	
LIC 702 — Pre-Admission Health History	☐	
LIC 627 — Emergency Medical Treatment Consent	☐	
CDPH 286 — Immunization Record	☐	
LIC 995A — Notification of Parents' Rights	☐	
LIC 613A — Personal Rights	☐	
LIC 9212 — Consumer Awareness Information	☐	
Enrollment Agreement & Tuition Contract	☐	
Emergency Contact & Pick-Up List	☐	
Allergy & Health Action Plan (if applicable)	☐	
Medication Authorization (if applicable)	☐	
Photo & Media Release	☐	
Parent Handbook Acknowledgement	☐	
Insurance / Bond Disclosure Acknowledgement	☐	

I confirm the documents above are complete and accurate to the best of my knowledge.

_____ *Parent/Guardian Signature*

Date: _____

_____ *Little Hearts Learning Daycare — Provider Signature*

Date: _____