SECTION: PROGRAMS – P-10-001

EFFECTIVE: 02/04/2010       REVISED: 02/03/2010

SUBJECT: CHILD CARE REFERRALS       APPROVED: 02/03/2010

PURPOSE: To assure consistent and accurate information about child care resources is readily available to the public.

POLICY: The Child Care Coordination Office will maintain and distribute child care related information to the general public in accordance with the procedures specified below.

REFERENCES: Not Applicable.

GLOSSARY: Not Applicable.

ATTACHMENT: Not Applicable.

PROCEDURES: Child Care Coordination Office staff will:

- Maintain the following information on each licensed Irvine child care center: location, phone numbers, hours of operation, license number(s) and ages of children served.

- Provide general information regarding opening a child care business, such as licensing and City regulations.

- Assure disseminated information regarding agencies or individuals includes a disclaimer indicating the City of Irvine does not endorse or regulate individual child care programs.