



CITY OF IRVINE COMMUNITY SERVICES DEPARTMENT

SECTION: **PROGRAMS – P-10-001**

EFFECTIVE: **02/04/2010**

REVISED: **02/03/2010**

SUBJECT: **CHILD CARE REFERRALS**

APPROVED: **Community
Services
Commission**
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.