

Village of Niles

Community Development

“Where People Count”

1000 Civic Center Drive, Niles, Illinois 60714 Telephone (847) 588-8040 Fax (847) 588-8050

HOME DAY CARE

The following instructions are presented to help you in preparing your petition in the most complete form possible for presentation for review by the Community Development Department. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

In preparing the petition for a Home Day Care license, the petitioner should consult the Village Zoning Ordinance to insure conformity with intent and compliance with all regulatory requirements (see attached). Questions regarding these documents or any requirements contained therein should be directed to the Community Development Department.

Zoning/Building/Health code important notes:

- Child day care is allowed in the B-1 and B-2 retail business districts as a special use.
- Home Day Care is allowed in the R-1 and R-2 single family residence district as a permitted use up to 6 children under the age of 14 including family members.
- Providing care for more than 5 children under the age of 14 including family members requires the home to comply with all codes under I-4 use under the International Building Codes. Please be sure to request the specific code requirements before applying for any licenses.
- Smoke/carbon monoxide detectors required
- Childproof safety latches for all cabinets required
- Chemicals and cleaner must not be accessible by the children
- Covers on electrical outlets required
- Thermometers for freezer and refrigerator
- Must meet the requirement of the Fire Department for a fire extinguisher, usually a 5 pound ABC device
- Usually a food service sanitation license is not required
- One time tuberculosis test is required. The Church Street Clinic in Des Plaines, by appointment, offers this as a free service to Cook County residents, which includes residents of Niles.
- All requirements by DCFS must be applied

The Home Occupation process involves a 4 –phase procedure which first requires staff review of the petition, Staff review, inspection, and acquisition of a business license.

1. SUBMITTAL OF PETITION

This step involves the submittal of the original of the attached Home Day Care application and Business License application, other information determined necessary by the Community Development Department, and payment of the required business license fee as indicated below:

- Home Day Care \$50/calendar year

2. STAFF REVIEW

Upon receipt of the Home Day Care petition as required herein, the proposal will be reviewed by the Community Development Department.

3. PRE-INSPECTIONS AND ANNUAL INSPECTIONS

Pre-inspections are required for all new Home Day Care occupations. Annual inspections of Home Day Care home occupations shall be required. A representative from the Community Development Department will be in contact with you to schedule an inspection.

4. ACQUISITION OF BUSINESS LICENSE

After Community Development Department review and necessary inspections, the petitioner will be notified of said approval and given a letter to serve as a temporary business license. The formal business license will be mailed to your place of residence approximately 2 – 3 weeks following approvals of the various Village departments.

I have read and understand the above referenced Home Day Care Ordinance and agree to comply with all aspects of its contents. I understand that only what is proposed on the application/permit may be done. If any of that information changes, such as size of home occupation, a new permit must be applied for. If I fail to comply with any portion of said Ordinance, I understand that the Village of Niles shall have the authority to immediately revoke my home occupation and/or business license. Further, it is understood that in addition to the above, the Village of Niles may initiate quasi-criminal proceedings which may include penalties of up to \$500.00 per day in fines for each and every day that the violation exists.

Business Name (Printed)

Address (Printed)

Owner's Name (Printed)

Owner's Signature

Date

ATTEST:

Directors' Signature

BACKGROUND INFORMATION: Home Day Care Occupation

Petitioner: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

(Number at which petitioner can be reached during business hours)

Fax Number: _____

Email Address: _____

Current Owner of Property: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Owners and Renters: Is your dwelling in a multiple-family planned unit development?

____ YES

____ NO

HOME DAY CARE OCCUPATION BUSINESS INFORMATION

Business Name: _____

Describe in detail how the Day Care Home is operated:

Status of your State of Illinois Department of Children and Family Services License:
_____ APPROVED _____ PENDING _____ DENIED

Number of children in the family under the age of 14: _____

Expected number and ages of the children to be cared for in the home:

Will you be storing items in your garage? _____ YES _____ NO

Square footage of home: _____

Square footage of garage: _____

TOTAL square footage used in the business: _____

Describe how many persons (employees, clients, delivery persons, etc) will be coming to the premises in conjunction with the operation of the home occupation. Please include why they will be coming and at what times and days of the week these persons will be on the premises.

Number of persons employed in the business who live in the home: _____

Number of persons employed in the business who do not live in the home: _____

Hours of operation: _____

Is there any other home occupation being conducted on the premises? _____ YES _____ NO

If YES, give name of business: _____

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to the Home Day Care occupation.

Petitioner Signature

Petitioner (Print or type name)

Date

Attest

VILLAGE OF NILES LOCAL ORDINANCES ON DAY CARE

ARTICLE XIII

CHILD CARE

Sec. 22-481. Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Child care is the adult supervision of children under the age of 14 to assure the safety of the children, to provide lunch and snacks and to offer educational and/or entertaining programs or games.

Child day care is a child care facility operated in a commercial building.

Child home care is for compensation child care maintained in a single family detached home which is the permanent residence of the principal person giving such care.

(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-482. License required; fee

It is unlawful for any person to operate a child care facility without having first obtained a license from the village. The license fee is \$50.00

(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-483. Application for license

Applications for a child day care license or child home care license shall be made to the department of code enforcement on forms designated by the director of such department. The applicant shall attach to the application a copy of a valid license to operate such facility issued by the state department of children and family services.

(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-484. Fingerprinting required; persons not eligible for license

- a) Before the license is issued the applicant and all other staff or volunteers must be fingerprinted by the Niles Police Department.
- b) No person who has been arrested for any felony or misdemeanor relating to improper conduct with a child or minor shall be a licensee or an employee of a licensee under this section if that person pleaded guilty, pleaded no contest, stipulated to the facts alleged in a criminal complaint, pleaded guilty or no contest to a reduced criminal charge, or was found guilty of criminal charges involving a child or minor.
- c) No person who was discharged from employment at a day care facility or whose license to operate a day care facility has been suspended or revoked shall be a licensee or employee of a day care facility in the village.

(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-485. Zoning requirements

- a) Child Day Care is allowed in the B-1 and B-2 retail business districts as a special use.

- b) Home Day Care is allowed in the R-1 and R-2 single family residence district.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-486. Hours of operation

Allowed hours of operation are from 6:00 a.m. to 7:00 p.m.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-487. Compliance with applicable regulations

Every licensed child care facility shall at all times maintain the standards set forth in the Illinois Child Care Act of 1969, the applicable standards promulgated by the state department of children and family services, the standards required by the Life Safety Code, National Fire Protection Association, 1994, and shall comply with ordinances and regulations of the village.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-488. Maximum number of children in a Home Day Care residence

The maximum number of children permitted in a Home day Care is six, which number includes persons under the age of 14 years who are permanent residents of the household.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-489. Nuisance

In the event the operation of a Home Day Care facility becomes a nuisance to neighbors, the village may commence proceedings to suspend or revoke the license.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-490. Inspection

Members of the departments of code enforcement, fire and human services shall have the authority to inspect a child care facility during hours of operation to insure compliance with the standards and the safety and well-being of the children.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-491. License renewals

All licenses issued pursuant to this section must be renewed annually. The requirements for an initial license shall apply to renewals.
(Ord. No. 1995-36, § 1, 6-27-95)

Sec. 22-492--22-500. Reserved