

**CHILD CARE – DAY CARE
FACILITY DESCRIPTIONS AND PROCEDURES**

- **CHILD CARE CENTER**

Any private person, partnership, association, or corporation which is operating a business, for profit or otherwise, where sixteen (16) or more children receive care for part of the day at the request of their parents, legal guardian, or agency which has responsibility for the child.

- **FAMILY CHILD CARE HOME**

A facility in which care is provided for three (3) to ten (10) unrelated children from more than one immediate family for part of a day in the home of the provider.

- **FAMILY CHILD CARE CENTER**

A child care facility in which care is provided for a maximum of fifteen (15) unrelated children for part of a day, which may be in a residential or commercial type structure.

- **GROUP FOSTER HOME**

Any private person, partnership, association or corporation which is operating a business for profit or otherwise where children, age ten (10) through nineteen (19) years are kept and cared for in a family environment at the request of their parents, legal guardian, or agency which has responsibility of foster care; provided, however, that no group foster home shall be occupied by more than six (6) children not related by blood or marriage in a Residence B district within the city

- **MULTIPLE LOCATION FACILITY**

Any of the above listed facilities located at multiple locations.

- **FULL-TIME CHILDREN**

Those children cared for more than four (4) hours per day and for more than two (2) continuous weeks.

- **PART-TIME CHILDREN**

Those children cared for less than four (4) hours per day and for less than two (2) continuous weeks.

- **CERTIFICATE OR REGISTRATION**

Authority to carry on and operate a child care facility issued by the Wyoming Department of Health and Social Services, operating as the agency which issues certificates and registrations, makes inspections, enforces the standards, and handles all administrative details relating to the enforcement of State Statutes relating to child care facilities.

- **SPECIAL USE PERMIT**

Permit issued by the City Council granting permission to operate a child care facility at a particular location.

To acquire a first time day care permit from the City, a person must live within the City limits and desire to operate a day care. The following requirements must be met; per Riverton Municipal Code 5.08:

1. Fill out an application. (Riverton Municipal Code 5.08.060 Submission of application and hearing on special use permit)
2. Applicant must provide evidence of notification of owners of land within one hundred forty (140) feet of the proposed facility with the initial application and not with renewal applications. The form for this is provided by the City. The map is prepared by the Engineering Department and a list of owners is prepared by the Clerk's Office. (Riverton Municipal Code 5.08.060)
3. Pay a \$25.00 advertising fee and a \$10.00 license fee. (Good for one (1) year)
4. Attend a City Council meeting in case of questions or protests. The applicant is required to attend the Council meeting for initial application or application is denied. (Riverton Municipal Code 5.08.080 Term and renewal of special use permit; Applicant must be present at the hearing for initial application, but need not be present for renewal applications.)

After paperwork is completed from the applicant, the clerk types up a notice for the local newspaper, has the Mayor and City Clerk sign, and advertises "Notice of Hearing" one week in advance of the Council meeting. A letter is written to the applicant notifying when and where the hearing will be taking place. If approved by the Council, it will be so noted on the application and the license is typed up and signed by the City Clerk with the official City Seal embossed on the document. The special use permit is good for one year and must be renewed each year by doing Steps 1 & 3.

Note: A file is kept on each day care permit and reminder letters are sent out about a month in advance of the expiration date to notify people it is time to renew.

(See Riverton Municipal Code Chapter 5.08)