

**SAN FRANCISCO RECREATION & PARK DEPARTMENT (SFRPD)
CHILD CARE PERMIT INFORMATION**



Permit Application Process:

- **IMPORTANT INFORMATION**
 - **This SFRPD Child Care Permit is available only to programs with a capacity to serve 50 children or less.**
 - **Permit approval from San Francisco Recreation & Park Department (SFRPD) does not guarantee approval of the Open Space Waiver from Community Care Licensing for the same space.** This is the first phase of a two-phase process.
- Submit the online application (Please note that submitting a permit application does not guarantee approval from SFRPD.)
- Wait for SFRPD to review the application. Renewal Applications are due in September for the following calendar year with permits expected in November. New Applications and Late Renewals will be processed in batches as they are submitted and as workflow allows (usually around 3 – 4 weeks).
- If SFRPD provides the permit, the applicant would then submit it as part of the Open Space Waiver request to Community Care Licensing (CCL.).
- Community Care Licensing will conduct a site visit of the center space and the outdoor space to determine if the park is appropriate and meets CCL criteria and will either **approve or deny the Open Space Waiver**.

General Information:

- The SFRPD Child Care Permit is available only to programs with a capacity to serve 50 children or less. (Programs with a capacity above 50 children that held an SFRPD Child Care Permit from 2023 will continue to be accommodated)
- Program must be based and operating in San Francisco.
- Must provide \$2 million liability insurance listing SFRPD as additionally insured.
- Must apply for a playground within half a mile walking distance of your ECE center.
- Understand that, if approved, your permit will be for **NONEXCLUSIVE use** – ECE centers must share the space with the community and any other permitted users.
- Understand that the maximum number of children allowed at a session at any one time will be dependent on the size of the playground/park space. Generally, the maximum will be between 12 and 16 children at any one time, but some playgrounds may not be able to accommodate as many and others may accommodate more. In addition, specific times may be set to

accommodate multiple groups from different centers. Please submit an application to obtain feedback about what can be permitted.

- Some SFRPD playgrounds may not be available for use by ECE centers under this permit program due to existing permits previously approved for SFUSD and/or SFRPD classes and programs. In addition, some SFRPD spaces may require a summer schedule variance due to the addition of SFRPD summer programming. This summer scheduling will be negotiated between SFRPD and the ECE center permitted to access the space.
- Please be aware of the age-appropriateness of the play equipment in the playground. Some structures are not suitable for use by children aged 24 months and under.
- Understand that any permit issued is valid until the end of the calendar year only. It is the responsibility of the ECE center to submit a new application for the next calendar year at least 90 days prior to the requested start date. Although priority will be given to current permit holders (as long as the program does not violate any park/permit rules and remains in good standing,) SFRPD cannot 100% guarantee that the same playground will remain available indefinitely (e.g., park maintenance/renovations, park closure.) In these circumstances SFRPD and the Department of Early Childhood (DEC) will help the program look for alternative spaces if the playground were to become unavailable, but no guarantees are made.
- Permits are available on weekdays only between the hours of 9am and 3pm. Centers may request up to **2 hours maximum per day and may be broken up into 2 separate hours but must be complete prior to 3pm. Each child should get one visit to the park daily so if broken up into two hours then the children going to the playground must be different for the second hour** (i.e., no morning and afternoon sessions for the same group of children).

- Additional SFRPD Expectations:
 - ECE centers are expected to report any graffiti and/or damage to SFRPD as soon as possible
 - The permit does not allow the center to use the SFRPD park as an emergency/disaster gathering location
 - No art projects are allowed
 - There is no fee for the permit but there is a requirement for the center to add the City to their \$2 million liability insurance (specific language and required limits will be provided later)
 - No litter/trash to be left at the park/playground
 - Please limit food (outdoor time should be focused on play, not snacks)
 - No amplified sound
 - Additional permits are required for picnics, events, field usage, etc.