



TIPS FOR FINDING A FAMILY CHILD CARE PROGRAM

Community Care Licensing requires that Family Child Care homes be safe, clean, and orderly. The following checklist will help determine if the facility meets required health & safety guidelines and provide Program Policy & Procedure discussion questions that will help you determine if the program is right for you.

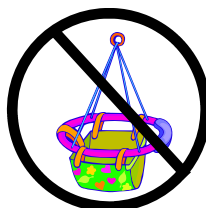
All Family Day Care Homes must be non-smoking during day care hours.



CHECKLIST

INDOORS

- Hazardous substances inaccessible to children (Example: cleaning solutions, medicines, alcohol, make-up, shampoo, toothpaste, razors)
- Firearms or guns are in a locked cabinet with ammunition locked and stored separately
- Fireplaces and open face heaters are properly screened (If not in use, a signed affidavit stating non-use must be signed)
- Stairs are gated at top and bottom (unless all children are of school age)
- Sharp and dangerous objects are out of reach (Example: scissors, knives, matches, lighters, candles, sewing needles and pins, etc)
- Screens, doors, and windows are in good repair
- Decals are placed at child's eye level on any sliding glass doors
- Electric wall outlets are covered and extension cords are out of reach
- Cribs, highchairs, changing tables tot table/chairs, and rockers, etc. meet current safety standards (*Bouncers, walkers, jumpers, and "exersaucers" are prohibited in licensed child care*)



- Safe, clean diaper-changing area, with sanitary procedures for diaper disposal and hand washing
- Age appropriate toys and play materials available
- Copy of FIRE DRILL and EMERGENCY EVACUATION PLAN posted along with facility LICENSE
- Maintained 2A10BC (minimum size) Fire Extinguisher
- Smoke detector on each floor
- First Aid Kit
- Verify that all people living in the home 18 years or older have:
 - ✓ Completed T.B. Clearance
 - ✓ Child Abuse Index
 - ✓ Criminal record check
 - ✓ Fingerprinting clearance (LIVESCAN)

OUTDOORS

- No open bodies of water (Example: wading pools, ponds, streams, spas, hot tubs, and doughboy or regular built-in pools)
- Fencing in good condition with securely latched gates
- No poisonous plants or thorny bushes or trees in play area
- Swings bolted and play structures set on soft ground
- Sand box has a cover
- Hazardous materials out of reach (Example: charcoal starter, insect spray, snail bate, propane, gas for lawn mowers, chemicals)



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- No stacked wood or bricks
- Garden and shop tools out of area preferably locked in shed or garage

GENERAL REGULATIONS

- Spanking, shoving, pinching, or yanking any children including provider's own children is strictly prohibited.
- Pets must have current shot records
- Child/adult ratio is 8 children to 1 adult for small family child care and 7-to-1 for large family child care.
- Vehicle must have seat belts, booster seat, or car seat for all children appropriate to the age and size of the child



REQUIRED FORMS TO BE IN CHILDS FILE

- Identification and Emergency Information
- Consent for Medical Treatment
- Immunization form
- Parents Rights
- Personal Rights

DISCUSSION QUESTIONS

PROGRAM POLICIES AND PROCEDURES

The following are discussion questions that will help you determine if the program is right for your child and family.

1. What is policy if the provider is ill or has an emergency?
2. Does the provider respond to all children includ-

ing their own, in a positive, warm and understanding way?

3. Do infants and toddlers have room to explore and play?
4. Are there activities that are creative, stimulating, and develop physical and social skills for all ages?
5. Are high chairs used for eating only and cribs for sleeping only?
6. What and where are napping arrangements?
7. Are children offered choices during the day or must they conform to the group? (Example: foods to choose from at meal-time, book to read at story time, puzzle to work on during quiet time, different art activities or building materials to choose from, etc.)
8. Has the provider attended any classes or workshops to enhance her knowledge of child development, provider skills, and tools for operating a day care business?
9. Does the provider belong to a USDA Food Program?
10. What is the discipline policy? (Example: redirection, time out, etc.)
11. How much time do children spend watching T.V. and videos and what programs are generally seen?
12. What are the late pick-up policies?



Much of this information may be covered in the Parent/Provider Agreement or contract. Please be sure to sit down with the provider and go over the contract together so you both understand what is expected of each of you. When you sign this contract be sure you have a copy of your own for your records. Providers are free to establish any rate schedule they decide, as there are no licensing regulations concerning rates.