

A Guide to Starting a Family Child Care Home



P.O. Box 1531 | 117 E. Salisbury St. | Pittsboro, NC 27312
919.542.6644 phone | 919.542.0902 fax

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Brochures Included With This Booklet:

Child & Adult Care Food Program

Child Care Credential Scholarship Program

Early Childhood Associate Degree Scholarship Program

Child Care in Your Home

Making the Decision

If you are genuinely interested in working with children, you may consider starting a child care business in your home. There is a tremendous need for adults to care for children, especially infants, toddlers and school age children.

The decision to become a child care provider is a serious one. You must be willing and eager to involve yourself with young children, to give affection and to show interest in the concerns of young children. You must have lots of energy in order to care for the physical needs of each child. Your family also will have to supply lots of patience, tolerance, and cooperation. It's very important that you be able to get along with parents and be a good manager of time and money.

Caring for children in your own home is a major responsibility, but it's also very rewarding. Do keep the pitfalls in mind: long hours, an in-home business, not as much time to devote to your family, and the profits not as great as anticipated.

The success of your business depends upon the importance you place on children's welfare and the type of program you offer. Marketing and efficient management may help make your business a success. You can also benefit from knowledge of nutrition, program planning, scheduling and public relations.

Are you up to it? Answer the following questions to help you decide. ***If you answer "no"*** to at least half of these questions, a child care business is **not** for you.

If you answer "yes" to all or most of the questions, your next step is to decide on the type of care you might like to provide. Do you wish to care for few young children on a regular basis? Or would you like a large group of children? Do you wish to provide full-day care? Part-day care? Night-time care?

Is Child Care The Right Business Choice For You?

- YES NO *Are you a warm, friendly, person?*
- YES NO *Are you patient, tolerant and flexible?*
- YES NO *Do you easily adjust and adapt to situations?*
- YES NO *Do you have a good relationship with children and adults?*
- YES NO *Are you in good mental and physical health?*
- YES NO *Have you ever worked with or cared for a group of children?*
- YES NO *Do you enjoy playing with children?*
- YES NO *Can you endure noise and a messy playroom?*
- YES NO *Do children seek your attention, approval and participation?*
- YES NO *Do you treat children with respect and genuinely like working with children?*
- YES NO *Have you developed effective ways of handling discipline and behavioral conflicts and problems?*
- YES NO *Do you know how to encourage good self-esteem in children?*
- YES NO *Can you recognize symptoms of childhood diseases?*
- YES NO *Have you visited any other child care homes or child care centers?*
- YES NO *Can you plan activities for a group of children of different ages all day?*
- YES NO *Do you know what the local zoning ordinances are related to child care in your neighborhood?*
- YES NO *Has your family agreed for you to start a business of your own?*
- YES NO *Are you willing to adhere to the rules and regulations concerning the registration of licensure of your child care business?*
- YES NO *Have you determined that there is a need for child care in your area?*
- YES NO *Are you aware of what other providers charge for child care in your area?*
- YES NO *Do you know how to handle conflicts or difficult situations with parents?*

The Final Decision

Before making the final decision to offer child care services in your home, be sure:

- You read the requirements for operating a child care home before you invest any money into a child day care business.
- Your family is willing to have other children in their home and your children are agreeable to the arrangement.
- You're able to handle the needs of several children at one time, including accidents and emergencies.
- You can afford to alter your home, if required. Of course, it may not be necessary to modify your home to be licensed.
- You will be able to obtain and afford appropriate insurance. This is not required for licensing, but is strongly recommended.
- You're willing to spend the time necessary to learn about home-based business practices.

Caring for other people's children is not for everyone, but it is a profession that might attract you if you are a child-loving, energetic person.

References

Child Day Care Requirements. N.C. Dept. Of Human Resources, Child Day Care Section, July 1, 1988.

"Child-Care Service" Entrepreneur, AEA Business Manual No. 1058, Entrepreneur, Inc., 1988.



INCREASING CHILD CARE SUPPLY PROJECT:

This project is designed to assist potential providers who are interested in starting a child care home as a business, and providers caring for one or two children interested in improving the quality of their facility. If you are interested in this project contact Child Care Networks Provider Services Specialist, **Brenda Foxx, ext. 16**

The Potential Provider or Provider caring for one or two children should:

- Contact the Provider Services Specialist to set up an appointment to visit your home.
- Complete a checklist of health and safety items in your home. After completion of the project you will be asked to do another checklist when sent to you and return it to our office.
- Keep documentation (receipts or invoices) for materials purchased. These expenses are tax-deductible.
- Attend a pre-licensing workshop.
- Learn about Child Care Networks' services and programs available to new providers.

In Return You Will Receive:

- **FREE** resource materials for letting us come into your home.
- CPR and First-aid services if the classes are taken at Child Care Networks. Call the Provider Services Specialist for available dates.
- Ongoing technical assistance until licensing is complete, listing of your program in our referral data base, access to our resource library and information about future grants, upgrade projects, and training.

General Requirements for Potential Family Child Care Homes

(All requirements must be met before the consultant's licensing visit. Pre-licensing consultations are available on request)

SUPPLIES

- 5lb. Fire extinguisher (type 2A: 10-BC)
- Battery and electric smoke detectors or a combination of battery and electric
- Refrigerator thermometer (temperature must be 45°)
- First aid supplies (follow guidelines given in first aid training)
- Safety caps for all electrical outlets
- Individual mats, cots, cribs and linen for resting
- Locks for medication
- Cleaning supplies should be made inaccessible to children
- Firearms and ammunition should be separated and locked up
- Securely mounted protective screens for heating units, such as fire places, wood heaters, etc. (gates can be used to block off rooms with fire places)
- Free standing unvented heating units are prohibited
- Decks and porches must be safe and will be judged on an individual basis. Stairs having more than two steps must have railings
- Gates across indoor stairs if there are children under three
- Covered garbage cans indoors and outdoors and covered lined cans for diapers.
- A sanitary diaper change area separated from food preparation area.
- Must sterilize diaper changing area and wash your hands before and after changing a child and wash the child's hands after diapering.
- Windows and doors must have screens with good ventilation.

OUTDOOR PLAY AREA

- Securely anchored outdoor play equipment, footings which anchor equipment must not be exposed.
- Outdoor lawn equipment must be in locked storage or outside of the children's play area.
- Play area must be free of debris and hazards.
- A variety of developmentally age-appropriate materials and equipment must be present.

EDUCATIONAL REQUIREMENTS

- Verification of successful completion of a Health provider course from the American Heart Association or American Red Cross.
- Verification of successful completion of First Aid Training.
- GED or High School Diploma required.

INDIVIDUAL REQUIREMENTS

- Criminal background checks (for self and anyone over 15 who lives in the home.)
- No form of corporal punishment may be used.
- Written discipline policies, signed by parents, and a copy given to parents.
- Tuberculin test required before licensing.
- Health questionnaire updated yearly for yourself.

PROGRAM REQUIREMENTS (continued)

- Nutritious lunch and snacks (four food groups must be present, drinking water offered frequently, feeding schedule for infants, no propped bottles.)
- Proof of rabies vaccination for any pets as required by law. (Rotweillers, Pit Bulls and Chows must be separated from children in a fence with a lock.)
- An approved well water inspection (if private well water is used.)
- A person on call for emergencies at your child care home.
- Working telephone and emergency numbers posted in the same area.
- Complete twelve hours of approved training per year (eight hours of training for a program that has been operating 10 yrs).

COMPLETED FORMS REQUIRED *(included in Division of Child Development Licensing Packet)*

- Written records of monthly fire drills and fire escape plan posted.
- Completed emergency procedure forms.
- Written permission to administer any medication to children.
- Notarized health and emergency forms, shot records and physicals on file for each child.
- Written permission to transport children, no children under 4 years of age in front seat, no children in front seat with air bags, first aid supplies and emergency information in the car.

CHILD CARE HOME LICENSING FORMS

ITEMS TO CRIMINAL RECORDS UNIT	ITEMS TO YOUR CONSULTANT
Authority for release form (#0048)	Application form (2 pages)
Mandatory Notice form (#0049)	Small Child Care Home licensing application (1 page)
Fingerprint card(s); 2 must be completed if you have lived in NC for less than 5 years.	Photo copy of current TB test
Identifying Information form (purple) filled in with a # 2 pencil	Photo copy of your local criminal history (from the Clerk of Court Office)
<p align="center">SUBMIT CRIMINAL RECORDS CHECK FORMS (Marked "CONFIDENTIAL") TO</p>	Photo copy of well water test (if applicable)
<p align="center">DIVISION OF CHILD DEVELOPMENT CRIMINAL RECORDS CHECK UNIT P.O. BOX 29553 RALEIGH NC 27626-0553</p>	STATE CONSULTANT

Your child care consultant will call you when he/she receives the required forms, and schedule an appointment to visit your home. The consultants work out of their own homes in non-public offices. Please feel free to contact them if you have a specific question and your call will be returned in a timely manner.

KEY FACTS TO CONSIDER:

Congratulations on your decision to start a child care home. Child Care Networks is glad to be of service to you. There is a great need for high quality child care in Chatham County and surrounding areas. You, together with Child Care Networks, can meet that need.

- You **must be licensed** if you keep children more than four hours a day, and if you keep more than two children not related to you.
- You must be 21 yrs. old with a High School Diploma or GED. Providers already licensed before January 1, 1998 do not have to meet this requirement.
- Buildings constructed before 1978 are required to receive a building inspection.
- Single-wide trailers must have a HUD sticker if they were made before 1978.
- Pre-licensing workshops are available for potential providers considering the operation of a child care facility in their homes as a business.

If you provide care in a single-wide manufactured home, you will be allowed to care for only five children, of whom no more than three may be preschoolers. In addition, no more than two of these may be less than three years old. For example, you might have: 2 children under the age of 2 plus 1 other child in the age range of 3-5, plus 2 school age children.

- Targeted areas for needed child care are: North Chatham, Pittsboro, Moncure, Apex, Goldston, Bear Creek, Bonlee, Silk Hope and Bennett. Please call Brenda Foxx at 542-6644, ext. 16 for questions or more information.
- Family child care homes received a one-star license for a new provider. A child care home can apply for a star rated license 6 months after licensing is achieved.
- Star rated license applications for child care homes are now available at Child Care Networks.
- Star rated licensing for childcare programs is not mandatory and programs that don't apply will automatically receive one star for minimum requirements.

- Criminal records checks are required for all household members over age 15 who are in the home when children are in care. This only applies to new family child care homes and non-licensed homes approved to receive subsidy.

KEY FACTS TO CONSIDER: After Licensing

- The State Consultant from the Division of Child Development will make announced and unannounced compliance visits to family child care homes.
- The children of emergency caregivers **shall not** be counted in the licensed capacity for the first day of the emergency caregivers service.
- An operator licensed to care for children overnight may sleep during the nighttime hours when all the children are asleep provided:
 - (1) The children (excluding the operators own children) and the operator are on ground level.
 - (2) The operator can respond quickly to the children
 - (3) Smoke detectors are located in each room where children are sleeping.
- Use of home license is limited to the following conditions:
 - (1) The license cannot be bought, sold, or transferred from one individual to another.
 - (2) The licensed is valid only for the location listed on it.
 - (3) The license must be returned to the Division if it is terminated or revoked.
 - (4) The license must be displayed.
 - (5) The license's provider is responsible for notifying the Division whenever changes occur.

After receiving a license, an operator must complete 12 clock hours of annual inservice training in topic areas required. A person with 10 year's experience must complete 8 clock hrs. Only training approved by the Division counts toward inservice credit (all training given by Child Care Networks is approved). First-aid training may be counted once every three years.

VENDOR LISTING, EQUIPMENT NEEDED BY FAMILY CHILD CARE HOMES:

The following list is for informational purposes **ONLY**. It is intended to give potential providers an idea of where to find necessary equipment when opening a family child care home. Child Care Networks **does not** endorse any particular merchant.

Ace Hardware, Siler City	(919) 742-3736
Spence Servistar Home Center, Siler City	(919) 742-2186
Western Auto, Siler City	(919) 742-2126
Wal-Mart, Siler City	(919) 663-6000
Home Builders Supply, Siler City	(919) 742-4721
Lett's Builder Mart, Pittsboro	(919) 542-2011
Pittsboro Ice & Fuel	(919) 542-3615
Caraway Fire Equipment Sales, Asheboro	(910) 629-3334
Sparky's Fire Equipment Company, Siler City	(919) 742-3931
United Fire Safety Equipment Co., Goldston	(919) 898-4336
Afassco of the Carolinas, Raleigh	1-800-248-9304
Bonlee Hardware	(919) 837-2120
Carey's Hardware, Pittsboro	(919) 542-2069
Lowe's Asheboro	(336) 626-2700
Fitch Lumber and Hardware, Carrboro	(919) 942-3153



Child Care Networks' Services To Licensed Child Care Providers

***Quality Improvement:** Help with quality improvements to current child care providers, by telephone, in the office or through home visits. Contact Brenda Foxx or Marilyn Grubbs.

***Resource Library:** Providers may borrow materials such as activity kits, training videos and books dealing with business practices, child development, teaching materials, activities for children, etc. Contact Brenda Foxx.

Newsletter: Our monthly newsletter keeps providers up-to-date on what is going on in the community, upcoming events and issues in child care, upcoming training and workshops. Contact Marilyn Grubbs.

Food Program: Reimbursement is given for nutritious meals served to the children in care. Contact Pat Alston or Marianne Nicholson.

***Subsidy\Referral Program:** When parents call for child care referrals, information is given about providers listed in our referral database. Child Care subsidy is also available for qualifying families. Contact Connie McAdams, Melanie McBryde, Claudette Womble, Janice Hanner, Nina Eaddy (Chatham County).

***Increasing Child Care Supply Program:** Technical assistance is given to potential providers seeking State Licensing. You will have access to a pre-licensing workshop with informative accurate information on how to start a child care home. You may also receive a home visit at your request.

***Latino Project:** This program provides help to Latino families and child care providers with staff assistance, health and safety items and resource materials in Spanish. Contact Florence Simán or Ginny Lewis.

*(*These programs are funded by Smart Start, the United Way and other funding sources.)*

Referral Database: After state licensing, a provider can list their program with Child Care Networks by completing a listing form of information about hours of service, days of operation, fees, activities, vacancies, etc. Contact Nina Eaddy.

***Scholarships for Child Care Providers:** Child Care providers in Chatham County who are taking courses in Early Childhood Education can receive educational scholarships. Contact Marilyn Grubbs.

***Mentoring:** Experienced child care providers are available to help you get set up for child care or improve the quality of your program. Contact Marilyn Grubbs.

Workshop/Training: Approved workshops and training are available for licensed providers, including yearly Tax Workshops and Food Program Workshops, as well as monthly CPR and First-aid Workshops, Pre-licensing Workshops, Playground Safety Workshops and others as needed. Contact Brenda Foxx or Marilyn Grubbs.

***Upgrade Project:** Available to licensed providers who choose to go beyond minimum standards required by the state. Upgrades used in this project for family child care homes are:

NAFCC (National Association for Family Child Care) Accreditation, CDA (Child Development Associate) and the Star Rated License using the FDCRS (Family Day Care Rating Scale)

Contact Brenda Foxx or Marilyn Grubbs.

Child Care Networks' Staff Directory



Magnolia House
Post Office Box 1531
117 E. Salisbury St.
Pittsboro, NC 27312
(919) 542-6644

Siler City Office
132 N. Chatham Ave.
Siler City, NC 27344
(919) 742-7685

Fax (919) 542-0902

email: www.childcarenetworks.org

<u>Program</u>	<u>Name</u>	<u>Extension</u>
ADMINISTRATION		
	Amy Rabb@childcarenetworks.org	11
	Marie Gaster@childcarenetworks.org	17
	Sue Brooks@childcarenetworks.org	10
PROVIDER SERVICES		
	Brenda Foxx@childcarenetworks.org	16
	Marilyn Grubbs@childcarenetworks.org	21
LATINO PROJECT		
	Florence Siman@childcarenetworks.org	12
	Ginny Lewis@childcarenetworks.org	20
FOOD PROGRAM		
	Marianne Nicholson@childcarenetworks.org	15
	Pat Alston@childcarenetworks.org	13
	Rhonda Lee@childcarenetworks.org	45
FAMILY SERVICES		
	Connie McAdams@childcarenetworks.org	14
	Claudette Womble@childcarenetworks.org	18
	Janice Hanner@childcarenetworks.org	24
	Melanie McBryde@childcarenetworks.org	19
	Nina Eaddy@childcarenetworks.org	22

Resource Directory

CPR & First-aid Classes

Child Care Networks	542-6644
Sue Morrow (instructor)	966-8870

American Red Cross

Pittsboro Office (Adelaide Carr)	542-2022
Asheboro Office (Ann Smith)	629-2399

(Pre-registration and payment is required)

Lee County Agricultural Extension 775-5624

Central Carolina Community College

Pittsboro Campus	542-6495
Sanford Campus	775-5401

Fire Inspectors

Patrick King	542-8263
Tom Bender	542-8259

Building Inspectors

Siler City	742-2323
Pittsboro	542-8230

Health Inspector

Chatham County	742-2323
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Criminal Records Check & Fingerprinting

for Chatham County	542-2811
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Division of Child Development 773-2856 or 1-800-859-0829

Health Directions 933-5654

Playground Assessments

N C Division Of Child Development

Regulatory Services	662-4527
DCD Raleigh Office	662-4499
Criminal Records Unit DCD	773-2856
Toll-free number	1-800-859-0829

Consultant for Chatham County

Chatham County Partnership for Children (Smart Start) 542-7449

Fax No. 542-0238

Genevieve Megginson
Executive Director ext. 24

Jean-Claude Mowandza-Ndinga
Program & Evaluation Coordinator ext. 23

Tammy Morris
Program Assistant ext. 21

Notes

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