

An Introduction to Licensed Child Care in Your Home Part 1



What is in-home child care?

In-home child care is a small business operated in your home that allows you to care for up to 10 children, supplementing your family income, in addition to your own children that live with you.



The purpose of this training is to provide a general overview of an in-home child care business.

For the **new** provider, this will help you **plan your operating processes and procedures** to ensure you are providing the best possible care for the children who attend your in-home child care.

For the **experienced** provider, this will give you an opportunity to **review operating processes and procedures** to ensure you are providing the best possible setting for the children in your care.



Throughout this training session you will see references to child care licensing rules.

Here is the link to the Arizona Child Care Licensing Rules:

<https://www.azdhs.gov/licensing/childcare-facilities/index.php>

Even if you have been operating your in-home child care business for a while, it is a good idea to review the rules from time to time.

Note: If this link is not working, paste the URL into your browser.



A child whose parents are working full time may spend up to 11 or 12 hours in your care on a daily basis.

Since parents' work schedules may vary, you could have children arriving and departing throughout the day.



It is a good idea to think about your day, and how you might schedule medical and dental appointments for yourself and your family, shop for food and supplies, as well as perform cleaning and maintenance duties around your home outside of your operating hours.





As a licensed child care home, your home will be subject to inspections by the State Licensing Compliance Officers.

They will walk through your home and yard, look in every room and open drawers, cabinets, and closets. This will ensure your home is safe and free from hazards that may cause harm to an enrolled child.



It is very important to think about the rooms in your home that you will use for child care. Since you and your family live in the home, it can take some planning to make sure your home meets your families' needs as well as having a safe designated space where the enrolled children will spend the day.



Where will the children eat snacks and meals?

Where will the children nap or sleep?

Where will the children play, both inside and outside?

Where will your family members spend time during the operating hours of your child care home?



Families often choose an in-home child care setting because they like the small group, family atmosphere of a home rather than a child care center.

With this thought in mind, arrange the designated child care space to allow the children to move about freely, select toys and materials, and have enough space to use those toys and materials while also maintaining a space for your family.



During nap or sleeping time, arrange the cots or mats so they are spaced far enough apart to prevent the sharing of germs as well as allowing you easy access to each child. Ensure there is a comfortable place for you to sit nearby and observe the children as they nap or sleep.





Everyone gathering around the table to share a snack or a meal is a great time to learn about good nutrition.



Record Keeping

FILES NEEDED FOR GROUP HOMES

ENROLLED CHILDREN'S FILES

- Emergency Information & Immunization Record Card
- Proof of immunization or exemption attached
- Special instructions (IEP for special needs)
- Attendance sheets
- Medication forms
- Field trip permission slip
- Transportation permission employers
- Modified diet, formula & written feeding instructions
- Notices of illness and infestation
- Toilet training instructions

OTHER DOCUMENTATION REQUIRED

- Staff Attendance records
- Dated Menus (post weekly)
- Documentation of each accident, emergency & injury
- Car insurance & AZ Registration, if applicable
- Field trip plan & attendance records
- Copies of all service and repair records on vehicles
- Evacuation drills & smoke detector checks
- Certificate of Insurance
- Documentation of home closures/injuries and emergency responses
- Notifications of diseases or infestations to parents
- Gas inspection, if applicable
- Diaper changing log
- Documentation of suspected abuse or neglect
- Rabies Vaccination (dogs, cats & ferrets)
- Pool water tests
- Notice board postings
- Parent Handbook (statement of services)
- Written weekly schedule
- Fire/emergency plan; evacuation plan; home floor plan

PROVIDER AND STAFF MEMBER'S FILES

- Name, date of birth, address, phone number
- Starting date of employment
 - Immunization statement or shot record
- Criminal History Affidavit
- Fingerprint App./ Fingerprint Clearance Card
- Negative TB skin test or chest x-ray
 - 2 Good faith reference checks - previous
- New staff training within 10 days of hire
- Annual training documentation
 - High school diploma or GED
- First aid &/or CPR certificates
- Copy of driver's license (if transporting)
- Central Registry background check request
- Central Registry Direct Service Position form

PROVIDER FILE, (in addition to above)

- Orientation Certificate of Completion

HOUSEHOLD MEMBER'S FILES

- Name, date of birth
- Immunization statements or shot records
- Date resident began living in the home
- Date resident last resided in home, if applic.
- Relationship to certificate holder/provider
- TB test results (age 12 yrs & older)
- Fingerprint application/card, if adult
- Criminal History Affidavit, if adult



Children and staff must be signed into the home upon arrival and out of the home upon departure.



You must maintain a file for each staff that includes specific information (see azdhs.gov for specific requirements) that is current and up to date.

**CHILD CARE GROUP HOME
Staff and Household Members' Files
R9-3-301. A. and D.**

1.* Name _____
Address: _____
Telephone #: _____ Date of Birth: _____

2. Start Date: _____ City / State / Zip: _____

3. End Date: _____ Hire Date: (if different) _____ Position / Relationship: _____

4.* Immunization Statement: In Compliance with Arizona State Law, the undersigned does hereby testify that he/she has immunizations against measles, rubella, diphtheria, mumps and pertussis that are current.
Signature: _____

5. Criminal History Affidavit, signed & dated _____ Date: _____

6.* Verification of Fingerprint Registration – staff & residents 18 yrs or older (see A.R.S. § 38-507.03 a, R9-3-202)
 Copy of the Applicant Fingerprint Registration Application (application # _____)
 Copy of the Fingerprint Clearance Card (expiration date _____) front & back
 DPS verification (date _____)

7.* Documents required by R9-3-301.A.3 – staff & residents 12 years of age and older (see A.R.S. § 38-507.03 a, R9-3-202)
 Mantoux TB Test Results (on or win 12 months prior to start date) _____ date of test results _____
 A health care provider's signed statement that the individual is free from TB, dated win 6 months of start date _____

8. Good faith efforts to contact previous employers:
 Contact 1 Name: _____ Date: _____
 Contact 2 Name: _____ Date: _____

9. DCS Registry Direct Service Position form or Affidavit form _____ Date: _____
 DHS New Provider Orientation certificate (provider/owner) _____ Date: _____
 DCS Registry background check _____

10. Written Documentation of Training required by R9-3-302
 New Staff Training within 10 days of starting date _____ (date)
 Twelve (12) Hours of Annual In-Service Training based on starting date, including at least two or more topics
YEAR: _____ (date)
HOURS: _____

11. Documents required by R9-3-301.A.1 or D.1 (provider or person left in charge)
 High School Diploma/GED Certificate _____
 Work Experience _____
 Training/Education doc. _____
 Current License or Certification (R9-3-302.E, R9-3-408.D.2)
 First Aid Certificate _____ Expires: _____
 CPR Certificate _____ Expires: _____
 AZ Driver's License (if a driver) _____ Expires: _____

RETAIN ENTIRE FILE 12 MONTHS FROM TERMINATION DATE
*Residents (household members) not involved with child care & living in the home MUST have these documents in their files.
G-Forms/Staff/ES&C/Staff & Household Files (8/21)



You must maintain a file for each child that includes specific information (azdhs.gov) that must be current and up to date.



A file for each dog, cat, or ferret that lives at the home or is present during hours of operation (see azdhs.gov) must be current and up to date.



Fire and Safety Standards

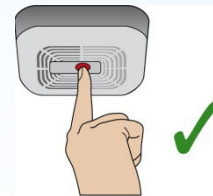
Ensure there is a smoke detector in each room that is used for child care.

Test each detector monthly.

Conduct monthly evacuation drills.

Prepare an evacuation map and post it near each exit from the home.

Keep a list of children's emergency contacts near the phone.



First Aid Supplies

Child care licensing rules (azdhs.gov) will list the required items that will be stored in a secure location out of reach of children.



Medications

You will create a written policy that explains to parents if you do or do not administer medications to children in your care.

Child care licensing rules (azdhs.gov) azdhs.gov have clear guidelines that you will follow for documenting the administration of medications.





Disaster and Emergency Planning

The State of Arizona has a comprehensive planning guide titled [DEEP \(Disaster Emergency Evacuation Plan\)](#).

Through this online training session you can learn how to create a plan for your home.

<https://www.azdhs.gov/documents/licensing/childcare-facilities/training/deep-online-training.pdf>



This training class is intended to be an introduction to operating an in-home child care in your home.

Refer to Arizona's [Child Care Rules for child care group homes \(azdhs.gov\)](http://azdhs.gov)

to ensure you are compliant and are ensuring the health, safety, and well-being of the children in your care.

