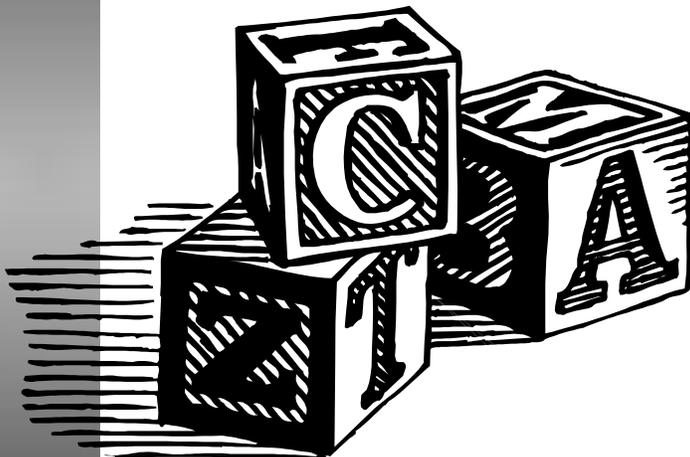
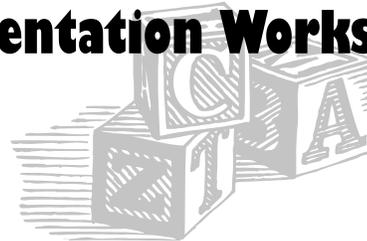


Getting Started in Family Child Care Pre-Registration Orientation Workshop



This training was developed through cooperative efforts of the Pennsylvania Department of Public Welfare, Office of Child Development and Early Learning, Bureau of Certification Services and the Pennsylvania State University, Better Kid Care Program.

Getting Started in Family Child Care Pre-Registration Orientation Workshop

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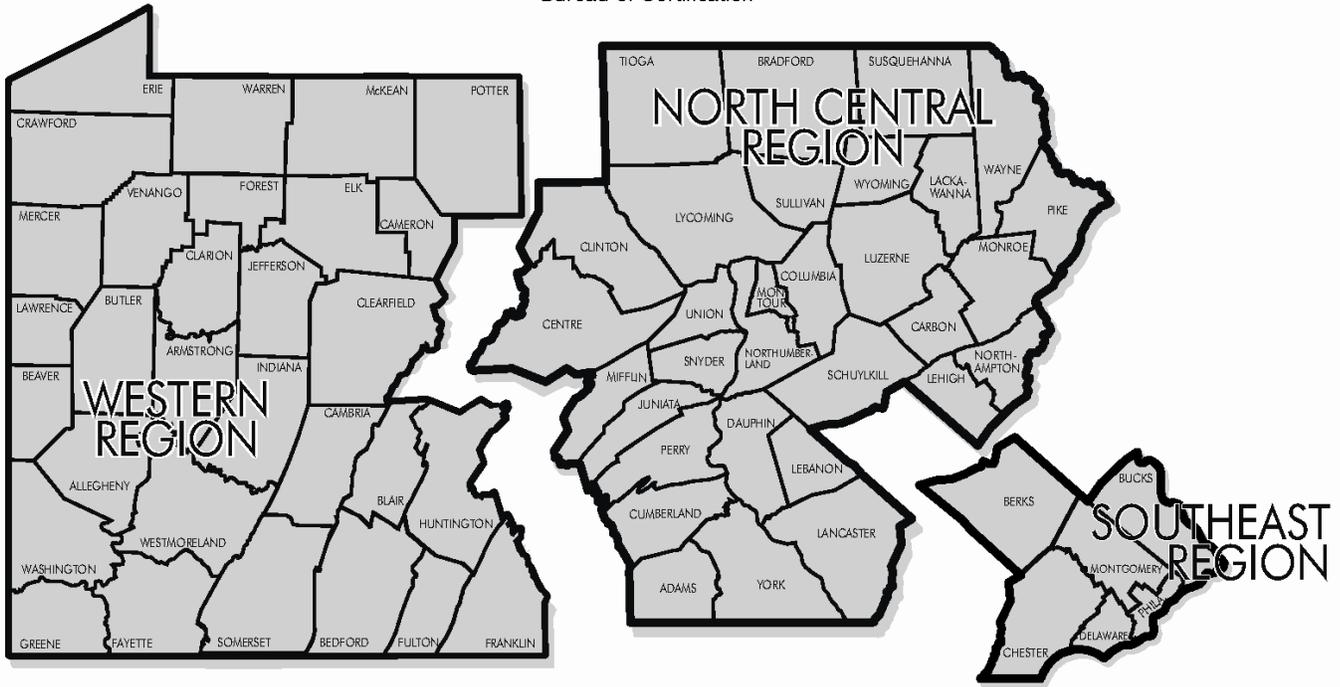


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Regional Certification Offices

Office of Child Development and Early Learning Regions
Bureau of Certification



Western Region
Office of Child Development and Early Learning
11 Stanwix Street, Room 240
Pittsburgh, PA 15222
Telephone: (412) 565-5183
Toll Free: (800) 222-2149
Fax: (412) 565-2658

COUNTIES

Allegheny
Armstrong
Beaver
Bedford
Blair
Butler
Cambria
Cameron
Clarion
Clearfield
Crawford
Elk
Erie
Fayette
Forest
Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Lawrence
McKean
Mercer
Potter
Somerset
Venango
Warren
Washington
Westmoreland

North Central Region
Office of Child Development and Early Learning

Harrisburg
DGS Annex, Hillcrest #53
P.O. Box 2675
Harrisburg, PA 17105
Telephone: (717) 772-7078
Toll Free: (800) 222-2117
Fax: (717) 705-8233

Scranton
100 Lackawanna Avenue
Scranton State Office Bldg.
Scranton, PA 18503
Telephone: (570) 963-4371
Toll Free: (800) 222-2108
Fax: (570) 963-3006

COUNTIES

Adams	Bradford
Centre	Carbon
Clinton	Lackawanna
Columbia	Lehigh
Cumberland	Luzerne
Dauphin	Monroe
Juniata	Northampton
Lancaster	Pike
Lebanon	Schuylkill
Lycoming	Sullivan
Mifflin	Susquehanna
Montour	Tioga
Northumberland	Wayne
Perry	Wyoming
Snyder	
Union	
York	

DPW – Office of Child Development and Early Learning SE Region Bureau of Certification
801 Market Street
Suite 5132
Philadelphia, PA 19107-3126
Telephone: (215) 560-2541
Toll Free: (800) 346-2929
Fax: (215) 560-5139

COUNTIES

Berks
Bucks
Chester
Delaware
Montgomery
Philadelphia

Interested in operating a child care facility?

• Please contact your regional Office of Child Development and Early Learning for more information.

Have a question or complaint about a child care facility?

• Please contact your regional Office of Child Development and Early Learning.
Contact information for each regional office is listed above. The counties included in each region, the regional office address and the telephone numbers are listed below each region.



Child Care Regulations on the Internet

The Department of Public Welfare (DPW) regulations for operating child care facilities are on the Internet. These are the most up-to-date versions of the regulations.

Regulation for Family Child Care Homes (55 Pa. Code, Chapter 3290)

A family child care home offers care to four, five or six children who are not related to the operator. A family child care home must be located in a home and must have a Certificate of Registration from DPW in order to operate. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter3290/chap3290toc.html>

Regulation for Group Child Care Homes (55 Pa. Code, Chapter 3280)

A group child care home offers care for seven to twelve children who are not related to the operator. A group child care home must have a Certificate of Compliance (license) from DPW in order to operate. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter3280/chap3280toc.html>

Regulation for Child Care Centers (55 Pa. Code, Chapter 3270)

A child care center offers care for seven or more children who are not related to the operator. A child care center must have a Certificate of Compliance (license) from DPW in order to operate. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

Regulation for Licensure or Approval of Facilities and Agencies (55 Pa. Code, Chapter 20)

This regulation provides rules for applying for a Certificate of Compliance (license), frequency and content of DPW inspections, preparing and issuing a Certificate of Compliance, conditions under which a Certificate of Compliance may be denied, not renewed, or revoked and the DPW licensure or approval decisions that may be appealed. This regulation applies only to child care centers and group child care homes. This regulation can be found on the internet at:

<http://www.pacode.com/secure/data/055/chapter20/chap20toc.html>



Negative Sanctions and Drug Related Offenses

The regulations relating to family child care homes address several reasons that a certificate of registration may be taken away. It is important that you are aware of those reasons. Your actions and the actions of your staff and household members impact continued operation of your child care facility. Below are regulations that detail conditions that may result in the loss of a certificate of registration.

The Department of Public Welfare has zero tolerance relating to the sale, usage or delivery of illegal drugs at a child care facility by any operator, staff person, volunteer, household member or another person present at the facility. Any such action will result in removal of your certificate of registration. Additionally, no individual who has been convicted of or who is awaiting trial on criminal charges described in the regulation may be present in the facility (see Pa. Code §3290.32(c), relating to suitability of persons in the facility).

55 Pa. Code §3290.12. Negative sanctions.

- (a) If the Department's agent records noncompliance with the registration law or this chapter during an inspection, the operator shall submit a written plan to correct the noncompliance. The operator shall establish in writing, with the Department's agent, an acceptable period of time in which the noncompliance will be corrected.
- (b) The Department may deny issuance of a certificate of registration to an operator for one or more of the following reasons:
- (1) Failure to certify compliance with the registration law or this chapter.
 - (2) Fraud or deceit in the self-certification process.
 - (3) Failure to meet the requirements of the CPSL.
- (c) The Department may refuse to renew or may revoke a certificate of registration to an operator for one or more of the following reasons:
- (1) Noncompliance with the registration law or this chapter.
 - (2) Fraud or deceit in the self-certification process.
 - (3) Lending, borrowing or using the certificate of another operator, or in any way knowingly aiding the improper issuance of a certificate of registration.
 - (4) Gross incompetence, negligence or misconduct in operating the facility.
 - (5) Mistreating or abusing children cared for in the facility.
 - (6) Failure to submit to the Department an acceptable plan to correct noncompliance.
 - (7) Failure to comply with the acceptable plan to correct noncompliance.
- (d) The Department will review and may deny, refuse to renew or revoke a certificate of registration to an operator if one or more of the following applies to an operator, staff person, volunteer or another person present at the facility while children are in care.
- (1) The person is convicted of a felony.
 - (2) The person is convicted of a crime involving child abuse, child neglect, moral corruptness or physical violence.
 - (3) The person demonstrates a mental illness which creates a risk to children that is determined and documented by a physician or CRNP.
 - (4) The person evidences drug or alcohol addiction within the most recent 12-month period that is determined and documented by a physician or CRNP.
 - (5) The person is named in accordance with the Child Protective Services Law (CPSL) as a perpetrator in an indicated or founded report of child abuse.

55 Pa. Code §3290.32. Suitability of persons in the facility.

- (a) The operator shall comply with the CPSL and Chapter 3490 (relating to protective services).
- (b) Questions relating to the requirements of the CPSL shall be directed to the appropriate regional child day care office.
- (c) The operator may not allow an individual to enter the facility if the operator knows that the individual has been convicted or is awaiting trial on charges involving a crime of child abuse, child neglect, physical violence or moral corruptness.
- (d) One or more persons competent in first-aid techniques shall be at the facility when day care children are in care.

Emergency Telephone Numbers

Fire Department _____

Hospital _____

Police _____

Poison Control 1- 800-222-1222

My address _____

My telephone number _____

Child	Parents' work and cell numbers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Emergency Telephone Numbers

Fire Department _____

Hospital _____

Police _____

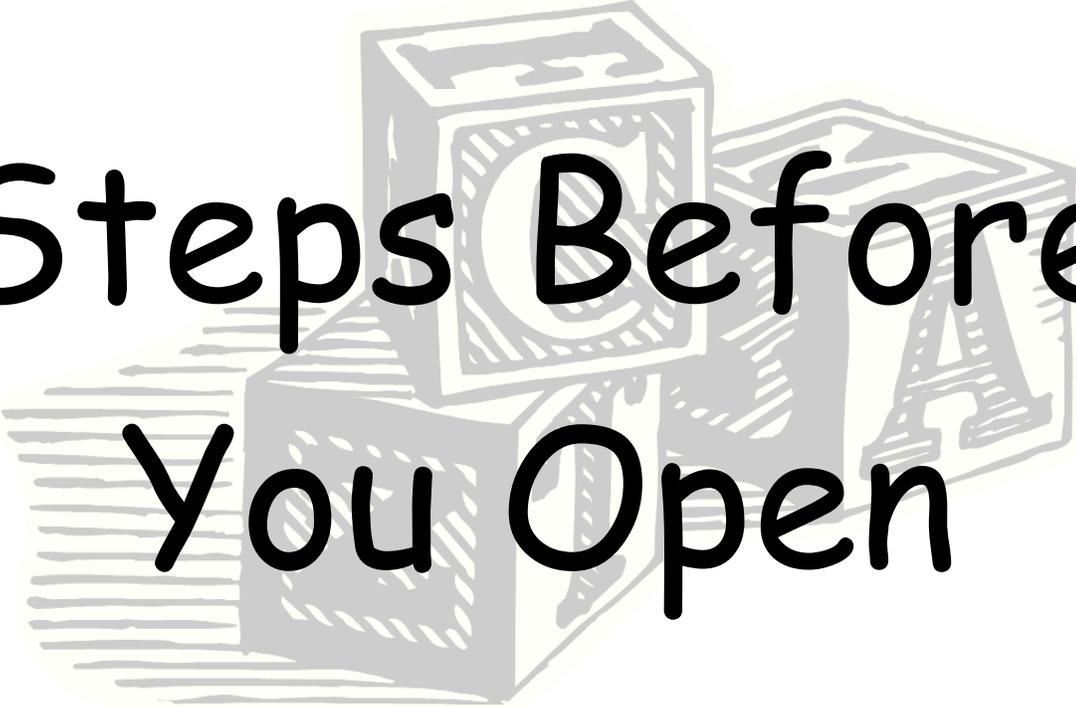
Poison Control 1- 800-222-1222

My address _____

My telephone number _____

Child	Parents' work and cell numbers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Complete information and place by every telephone in your home.



Steps Before You Open

Steps to Take Before You Open a Family Child Care Home

Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>Have you checked on local zoning regulations?</p>	<p>Check with local zoning regulations to make sure child care is an allowed use. You (or your landlord if you rent your home) may have to try to get a zoning variance.</p> <p>Notes:</p>	<p>Municipal zoning office</p>	<p>Date completed:</p>
<p>Is your home safe for children?</p>	<p>Use the home safety checklist in the Caregiving Tips section of this manual to find and remove things that could harm children.</p> <p>Notes:</p>		<p>Date completed:</p>
<p>Does your home need renovations to meet regulation requirements?</p>	<p>Look at the regulations for water, heat, exits, space heaters, ventilation, paint, surface requirements, etc. Note renovations that need to be made.</p> <p>Notes:</p>	<p>Department of Public Welfare regulations for Family Child Care Homes. See Regulations section of this manual to find family child care home regulations on the web.</p>	<p>Date completed:</p>
<p>Will your homeowner insurance policy cover your child care business?</p>	<p>Call the agent who handles your home insurance policy to see if your child care business will be covered on your present policy.</p> <p>Notes:</p>	<p>Local homeowner insurance agent. See Business Tips section in this manual for more information on insurance for family child care homes.</p>	<p>Date : Called insurance agent</p>

* Items marked with an asterisk (*) are required parts of the application package for family child care homes. Other items may be necessary, depending on how your child care will be organized and operated.

Decisions to be Made	What Needs to be Done	Where to Get Help	
<p>Who conducts inspections for the Uniform Construction Code in your area?</p>	<p>You (or your landlord if you rent your home) need to contact the local municipal office to determine if that office conducts inspections or you (or your landlord if you rent your home) will need to call the Pennsylvania Department of Labor and Industry for the inspection.</p> <p>Notes:</p>	<p>See Certificate of Occupancy Section, in this manual for more information about determining if your local municipality conducts fire safety inspections and what to ask for when scheduling an inspection.</p>	<p>Date: Called to schedule inspection</p> <p>Date: Scheduled inspection</p> <p>Date: *Certificate of Occupancy received</p>
<p>Will you incorporate your child care business?</p>	<p>If you plan to incorporate your business, file for Articles of Incorporation with the Pennsylvania Department of State Corporation Bureau.</p>	<p>Local business attorney www.dos.state.pa.us “A Beginner’s Guide to Starting a Small Business in Pennsylvania” – on the Web at www.paopen4business.state.pa.us “A Guide to Business Registration in PA” – on the Web at www.dos.state.pa.us</p>	<p>Date: File paperwork for Articles of Incorporation</p> <p><input type="checkbox"/> Doesn’t apply</p>

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Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>*Do all adults (age 18 and above) who live in your home have child abuse clearances? List who will need them:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Have each adult (age 18 and above) who may be living in your home for more than 30 days, complete the Pennsylvania Child Abuse History Clearance Form. Submit completed form(s), with processing fee(s) to:</p> <p>Department of Public Welfare ChildLine and Abuse Registry P.O. Box 8170 Harrisburg, PA 17105-8170</p>	<p>Department of Public Welfare ChildLine and Abuse Registry see Background Checks section in this handout manual for form. Instructions for completing the form are included. Download the form from the web at: http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf</p>	<p>Date: Child Abuse History Clearance form(s) completed and sent</p> <p>Date: *Response form(s) received</p>
<p>Do you have a current (less than one year old) FBI Criminal History Clearance?</p>	<p>Contact Cogent at: https://www.pa.cogentid.com/index_dpw.htm or call 888-439-2486.</p>	<p>See Background Checks section in this handout manual for instructions to get an FBI Criminal History Clearance.</p>	<p>Date: Registered for fingerprinting</p> <p>Date: Completed fingerprinting</p> <p>Date: *Response received from ChildLine</p>

* Items marked with an asterisk (*) are required parts of the application package for family child care homes. Other items may be necessary, depending on how your child care will be organized and operated.

Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>Do all adults (age 18 and above) who live in your home have current FBI Criminal History Clearances?</p>	<p>Contact Cogent at: https://www.pa.cogentid.com/index_dpw.htm or call 888-439-2486.</p>	<p>See Background Checks section in this handout manual for instructions to get an FBI Criminal History Clearance.</p>	<p>Date: Registered for fingerprinting</p> <p>Date: Completed fingerprinting</p> <p>Date: *Responses received from ChildLine</p>
<p>*Do you have a current (less than one year old) criminal record clearance?</p>	<p>Complete Request for Criminal Record Check form. Submit completed form, with processing fee, to: Pennsylvania State Police Central Repository – 164 1800 Elmerton Avenue Harrisburg, PA 17110-9758</p>	<p>Pennsylvania State Police see Background Checks section in this handout manual for form or complete and submit form online at www.psp.state.pa.us</p>	<p>Date: Request for Criminal Record Check form completed and sent</p> <p>Date: *Response form received</p>

* Items marked with an asterisk (*) are required parts of the application package for family child care homes. Other items may be necessary, depending on how your child care will be organized and operated.

Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>*Do all adults (age 18 and above) who live in your home have criminal record clearances?</p>	<p>Have each adult (age 18 and above) who may be living in your home for more than 30 days, complete the request for Criminal Record Check form. Submit completed form(s) with processing fee(s) to: Pennsylvania State Police Central Repository – 164 1800 Elmerton Avenue Harrisburg, PA 17110-9758</p>	<p>Pennsylvania State Police See Background Checks section in this handout manual for form or complete and submit form online at: http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001769.pdf</p>	<p>Date: Request for Criminal Record Check form(s) completed and sent</p> <p>Date: *Response form(s) received</p>
<p>Are you planning to participate in the child care subsidy and/or the Reference and Referral program?</p>	<p>Complete form: Tax Information: Family Child Care Home</p>	<p>See Tax Information section in this handout manual for a copy of the Tax Information form.</p>	<p>Date: Tax Information form completed</p> <p><input type="checkbox"/> Doesn't apply</p>
<p>*Have you had a current health assessment?</p>	<p>Call local doctor or certified nurse practitioner to schedule a physical examination and tuberculosis (TB) screening, by the Mantoux method. Have a doctor or certified nurse participator complete and sign Staff Health Assessment form.</p>	<p>Local doctor's office Staff Health Assessment form can be found in the Health Assessment section of this manual or on the web at: http://www.dpw.state.pa.us/publications/forproviders/childdcareforms/index.htm</p>	<p>Date: Called to schedule physical examination</p> <p>Date: *Physical examination completed</p>

* Items marked with an asterisk (*) are required parts of the application package for family child care homes. Other items may be necessary, depending on how your child care will be organized and operated.

Decisions to be Made	What Needs to be Done	Where to Get Help	Task Progress
<p>*Have you completed the Application for Registration Certificate, Family Child Care Home?</p>	<p>Complete Application for a Registration Certificate.</p> <p>Use the checklist in the Application for Registration section of this handout manual to make sure you have all the necessary paperwork before you send.</p> <p>Make a copy of application and all extra forms to keep for your records.</p> <p>Mail completed application and all attachments to the appropriate Department of Public Welfare, Regional Certification Office. See Certification Offices section in this handout manual for office addresses.</p>	<p>Copy of Application for Registration Certificate is in Application for Registration section of this handout manual. Instructions for completing the form are included.</p>	<p>Date: *Application completed</p> <p>Date: Application packet sent to Department of Public Welfare, Regional Certification Office (see Certification Offices section in this handout manual for addresses of Regional Certification Offices)</p> <p>Date: Registration Certificate received</p> <p>CONGRATULATIONS!</p>

* Items marked with an asterisk (*) are required parts of the application package for family child care homes. Other items may be necessary, depending on how your child care will be organized and operated.



Application for Registration



Make Sure Your Application Package is Complete

Use this checklist to make sure your application package for a Registration Certificate is complete before mailing it. Incomplete application packages will be returned without processing.

- *Completed Application for Registration Certificate, Family Child Care
- *A copy of the Certificate of Occupancy from your local municipality or Labor and Industry
- ***Original** Child Abuse History clearance form for you, **clearance must be less than 3 months old**
- ***Original** Child Abuse History clearance for everyone age 18 and older in your home, **clearance must be less than 3 months old**
- ***Original** Criminal Record Check from the Pennsylvania State Police for you, **clearance must be less than 3 months old**
- ***Original** Criminal Record Check from the Pennsylvania State Police for everyone age 18 and older in your home, **clearance must be less than 3 months old**
- ***Original** FBI Fingerprinting Criminal History clearance for you, **clearance must be less than 3 months old**
- ***Original** FBI Fingerprinting Criminal History clearance for everyone age 18 and older in your home, **clearance must be less than 3 months old**
- *A copy of your completed and signed Staff Health Assessment form
- *A copy of your signed certificate for attending “Getting Started in Family Child Care”
- * Certificate of completion of the mandated reporter training: **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania**
- A copy of Articles of Incorporation if you incorporated your child care business
- A copy of the fictitious name approval form if you plan to use a fictitious name for your child care
- Completed “Tax Information: Family Child Care Home” form if you would like to participate in the child care subsidy and/or Resource and Referral programs – remember to include a copy of your Social Security card

Make and keep a copy of all the material in our application package before mailing it

Items with an asterisk () are required in every application package

Complete application packages should be mailed to the Regional Office of Child Development and Early Learning (OCDEL) that serves your county. Please refer to the map included in the information you received at your orientation session.

North Central Region OCDEL
DGS Annex Hillcrest #53
P.O. Box 2675
Harrisburg, Pennsylvania 17105
or

North Central Region OCDEL
100 Lackawanna Avenue
Scranton State Office Building
Scranton, Pennsylvania 18503

Southeast Region OCDEL
801 Market Street
Suite 5132
Philadelphia, Pennsylvania 19107-3126

Western Region OCDEL
11 Stanwix Street
Suite 240
Pittsburgh, Pennsylvania 15222

INSTRUCTIONS FOR COMPLETION OF AN APPLICATION FOR A CERTIFICATE OF REGISTRATION TO OPERATE A FAMILY CHILD CARE HOME

APPLICATION PURPOSE:

Open New Facility: A new agency/facility

Renew Existing Facility: An agency/facility applying to renew their existing Certificate of Registration. The name and address of the Agency/Facility and the name of the legal entity should be the same as it is on the existing Certification of Registration

Change of Facility/Legal Entity Information: An agency that has had an update of previously submitted information such as an agency/facility name change, agency/facility address change or a change in the legal entity name.

PART 1: IDENTIFICATION

- 1A. **LOCATION PHYSICAL ADDRESS:** Indicate name, physical address, where child care services will be provided, telephone and cell phone numbers, email address, fax number and municipality name (the municipality is the city, borough or township where the facility is located.) If the application is for renewal, the name and address of the facility should be the same as on the previous application. **A post office box may not be entered in the physical address information.**
- 1B. **LOCATION MAILING ADDRESS:** If the mailing address of the location is the same the physical address in Part 1A check the same as above box. Indicate mailing address of the physical facility where the services will be provided. If the application is for renewal, the name and address of the facility should be the same as on previous application unless there is a change in name or address.
- 2A. **LEGAL ENTITY PHYSICAL ADDRESS:** Indicate name of legal entity, physical address, telephone and cell phone numbers, email address and fax number of the legal entity. A legal entity can be a person, partnership, association, organization, corporation or governmental body responsible for the operation of the facility or agency. **A post office box may not be entered in the address for Section 2A.**
- 2B. **LEGAL ENTITY MAILING ADDRESS:** If the mailing address of the legal entity physical address is the same as in Part 2A check the same as above box. Indicate address, city, state, zip code and county of legal entity.
3. **RESPONSIBLE PERSON:** Indicate the full first and last name and title of the person who is responsible for the daily operation of the facility or agency. If the business is owned by an individual, provide the first and last name of the owner.
4. **Type of Ownership/Control:** Indicate the type of ownership/control. This is the type of business that owns the facility.
5. **TAX IDENTIFIER:** Indicate the tax number you use for your business. IRS documentation is a copy of your social security card if using your SSN, and a label or letter from the IRS if using an FEIN. This information is required in order to participate in the child care work (subsidy) program or the resource and referral program.

PART 2: DIRECTIONS

Please enter directions to the Family Child Care Home from the nearest city or town.

PART 3: HOUSEHOLD INFORMATION

1. Do you have an agreement with a CCIS as a relative/neighbor provider? Check "YES" if you have a relative/neighbor provider agreement with a CCIS to provide child care to no more than 3 children at a time.
2. Are you affiliated with an agency? Agency is defined as an organization that contracts with child care providers to provide care for children who are referred to the provider by an agency. If you are affiliated with an agency, check "YES" and write the agency name in the space provided.
3. Is your facility located in a home? A home is defined as the physical structure in which one lives. Check "YES" or "NO" to indicate whether the facility you identified in Part I(A) is located in a home.
4. Number of individuals residing in the home – Indicate the total number of individuals who reside in the facility you identified in Part I(A).
5. List all individuals by name and birthdate who are 18 years of age or older who reside in your home at least 30 days in a calendar year.

PART 4: SELF-CERTIFICATION

Please complete questions A through E4 with a "YES" or "NO" answer. If the answer to any of the numbered questions in E is "YES", please provide an explanation on a separate sheet of paper.

PART 5: DECLARATION

Please read sign and date the declaration attesting to the correctness of your application and your willingness to comply with all applicable regulations.



Office of Child Development and Early Learning
**APPLICATION FOR A CERTIFICATE OF REGISTRATION
TO OPERATE A FAMILY CHILD CARE HOME**

APPLICATION PURPOSE Open Renew Existing Registration Change of Facility/Legal Entity Information

PART 1: IDENTIFICATION

1A. LOCATION PHYSICAL ADDRESS

2A. LEGAL ENTITY PHYSICAL ADDRESS

Name:

Name:

Address Line 1:

Address Line 1:

Address Line 2:

Address Line 2:

City:

City:

State:

State:

Zip Code:

Zip Code:

County:

County:

Telephone #:

Telephone #:

Cell Phone #:

Cell Phone #:

E-Mail Address (if available)

E-Mail Address (if available)

Fax:

Fax:

Municipality:

1B. LOCATION MAILING ADDRESS

2B. LEGAL ENTITY MAILING ADDRESS

Same as Above:

Same as Above:

Address Line 1:

Address Line 1:

Address Line 2:

Address Line 2:

City:

City:

State:

State:

Zip Code:

Zip Code:

County:

County:

3. RESPONSIBLE PERSON: (For business owned by an individual, please provide the first and last name and title of the owner.)

First Name:

Last Name:

Title:

4. TYPE OF OWNERSHIP/CONTROL

- Individual General Partnership Limited Partnership (LP) Limited Liability Partnership (LLP)
 Limited Liability Company (LLC) Corporation Association

5. TAX IDENTIFIER

FEIN _____ SSN _____

Tax type, tax number and IRS documentation must be provided in order to participate in the subsidized child care program or resource and referral, or both.

PART 2: DIRECTIONS (to reach the family child care home from the nearest city or town)

Blank space for providing directions to reach the family child care home from the nearest city or town.

PART 3: HOUSEHOLD INFORMATION

1. Do you have an agreement with a CCIS as a relative/neighbor provider? YES NO
2. Are you affiliated with an agency (see instruction – Part 3 #2)? YES NO If yes, name _____
3. Is your facility located in a home (see instruction – Part 3 #3)? YES NO
4. Number of individuals residing in your home? _____
5. List all individuals by name and birthdate who are 18 years of age or older who reside in your home at least 30 days in a calendar year.

Name	Date of Birth (mm/dd/yy)	Name	Date of Birth (mm/dd/yy)

PART 4: SELF CERTIFICATION (If additional space is required, attach necessary sheets.)

- | | |
|--|---|
| <p>A. I received and read the DPW regulations for family child care homes and the registration law and I am in full compliance with all of the regulations and registration law (Chapter 3290 and Article X, Public Welfare Code). YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>B. I will provide care to any child regardless of the child's or parent's race, sex, religious creed, ethnic origin or economic status. YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>C. I understand that my facility may be visited by a DPW representative with or without prior notification on a random sample basis, at my request or in response to a complaint. YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>D. I understand that my registration will be issued to me at the address specified on this application. If my facility will be operated at a new location or by a new operator, I must advise DPW at least 30 days before the change occurs. YES <input type="checkbox"/> NO <input type="checkbox"/></p> | <p>E. Do any of the following statements apply to you, the persons listed above, or any other person who will be present in your facility when children are in care?</p> <p>1. Convicted of a felony or convicted of or awaiting trial on charges involving a crime of child abuse, child neglect, moral corruptness or physical violence. YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain on a separate sheet of paper.</p> <p>2. Diagnosed or receiving therapy or medication for mental illness. YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain on a separate sheet of paper.</p> <p>3. Evidence of drug or alcohol addiction during the past 12 months. YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain on a separate sheet of paper.</p> <p>4. Named as perpetrator in an indicated or founded report of child abuse. YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, explain on a separate sheet of paper.</p> |
|--|---|

PART 5: DECLARATION

1. Registration is a self-certification process. By signing your name you are certifying that you are in compliance with all regulations and with the registration law and you are confirming that you have answered all questions on this application truthfully.
2. In accordance with the registration law, Article X(c) of the Public Welfare Code of 1967, P.L. 31 as amended, I hereby request the issuance of a Family Child Care Home Certificate of Registration based on my certification of the above statements.
3. I attest to the correctness of my responses and to the fact that I shall maintain compliance with each regulation at all times that children are in care.

_____ Print Name and Title	_____ Date	_____ Signature of Legal Entity or Representative <small>(Where the Legal Entity is a corporation, the signature must be a corporate officer)</small>
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REGISTRATION LAW

ARTICLE X(C)

PUBLIC WELFARE CODE

Act of June 13, 1967, P.L. 31, No. 21

As amended by Act of December 5, 1980, No. 193

PUBLIC WELFARE CODE
ARTICLE X(C). REGISTRATION PROVISIONS

§ 1070. Definitions

As used in this article--

"Child day care" means care in lieu of parental care given for part of the twenty-four hour day to children away from their own homes.

"Family day care home" means any home in which child day care is provided at any one time to four through six children who are not relatives of the caregiver.

§ 1071. Operation without registration certificate prohibited

No individual shall operate a family day care home without a registration certificate issued therefor by the department.

§ 1072. Application for registration certificate

(a) Any individual desiring to secure a registration certificate shall submit an application therefor to the department upon forms prepared and furnished by the department, and, at the same time, shall certify in writing that he/she and the facility named in the application are in compliance with applicable department regulations.

(b) Application for renewal of the registration certificate shall be made every two years in the same manner as application for the original registration certificate.

(c) No application fee shall be required to register a family day care home.

§ 1073. Issuance of registration certificate

Upon receipt of an application and the applicant's written certification of compliance with applicable department regulations, the department shall issue a registration certificate to the applicant for the premises named in the application. A registration certificate shall be issued for a period of two years.

§ 1074. Visitation and inspection

The department or authorized agent of the department shall have the right to enter, visit and inspect on a random sample basis, upon complaint, or upon request of the caregiver, any family day care home registered or requiring registration under this article and shall have free and full access to the premises, where children are cared for, all records of the premises which relate to

the children's care, and to the children cared for therein and full opportunity to speak with or observe such children.

§ 1075. Records

Every individual who operates a family day care home registered under this article shall keep and maintain such records as required by the department.

§ 1076. Regulations

The department is hereby authorized and empowered to adopt regulations establishing minimum and reasonable standards for the operation of family day care homes and the issuance of registration certificates. These regulations will establish the minimum standards of safety and care which will be required in family day care homes and will recognize the vital role which parents and guardians play in monitoring the care provided in family day care homes.

§ 1077. Technical assistance

The department may offer and provide upon request technical assistance to caregivers to assist them in complying with department regulations.

§ 1078. Operation without registration certificate

No individual shall operate a family day care home without having a registration certificate. Any individual operating a family day care home without a registration certificate, after being notified that such a registration is required, shall upon conviction pay a fine of not less than twenty dollars (\$ 20) nor more than one hundred dollars (\$ 100) and costs of prosecution. Each day of operating without a registration certificate shall constitute a separate offense.

§ 1079. Denial, nonrenewal, or revocation

(a) Whenever a caregiver does not certify compliance or whenever upon inspection the department observes noncompliance with applicable department regulations, the department shall give written notice thereof to the offending person. Such notice shall deny issuance of a registration certificate, deny renewal of a registration certificate, or shall require the offending person to take action to bring the facility into compliance with regulations.

(b) The department shall refuse to issue or renew a registration certificate or shall revoke a registration certificate for any of the following reasons:

- (1) Noncompliance with department regulations.
- (2) Fraud or deceit in the self-certification process.

(3) Lending, borrowing, or using the registration certificate of another caregiver, or in any knowingly aiding the improper issuance of a registration certificate.

(4) Gross incompetence, negligence, or misconduct in operating the facility.

(5) Mistreating or abusing children cared for in the facility.

§ 1080. Emergency closure

If the department, or authorized agent of the department observes a condition at a family day care home which places the children cared for therein in immediate life-threatening danger, the department shall maintain an action in the name of the Commonwealth for an injunction or other process restraining or prohibiting the operation of the facility.

An illustration of three wooden blocks. The top block has the letter 'C' on its front face. The middle block has the letter 'A' on its front face. A third block is partially visible behind the others. The blocks are rendered in a simple, sketchy style with some shading to give them a three-dimensional appearance.

Background Checks

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION I ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHILDLINE USE ONLY

DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANTS FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME

STREET

CITY, STATE
ZIP CODE

SOCIAL SECURITY NUMBER

AGE DATE OF BIRTH DAYTIME PHONE NO.

SEX COUNTY YOU LIVE IN

M F

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

(FIRST, MIDDLE, LAST)

(FIRST, MIDDLE, LAST)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

- CHILD CARE
 VOLUNTEERS-A copy of your PROCESSED 'Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FID-258).
 CWEP (Community Work Experience Program Participant)
- FOSTER CARE
 ADOPTION
 SCHOOL

SIGNATURE OF CAO REP

CAO PHONE NO

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

- 1.
- 2.
- 3.
- 4.

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present).

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE

DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II RESULTS OF HISTORY CHECK

- APPLICANT IS **NOT** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.
 APPLICANT **IS** LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.		3.	
2.		4.	

VERIFIER

DATE

VERIFIER'S SUPERVISOR

DATE

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER_____
DATE_____
VERIFIER'S SUPERVISOR_____
DATE

Instructions to Complete: Pennsylvania Child Abuse History Clearance Form

The Child Abuse History Clearance form may be printed off the web at:
http://www.dpw.state.pa.us/ucmprd/groups/webcontent/documents/form/s_001762.pdf

DIRECTIONS

Please read the instructions prior to downloading the form. To request a supply of the forms, please call **(717) 783-6211**.

1. Type or print clearly and neatly in ink Section I only.
2. Address must be Applicant's current home address.
3. All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
4. Application must be signed.
5. Enclose a \$10.00 money order for each application. No cash or personal checks accepted. Agency or business checks are acceptable (Mailing address is on the actual form in the top left text box).
6. Do not send any postage paid return envelopes.
7. Application should be placed in a business-sized or larger envelope prior to mailing.
8. One block must be checked for Purpose for Clearance. Do not check more than one block.
 - A. Check the Volunteer Block if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League or churches. A copy of your Criminal Record Check results obtained within the past year must be attached. Do not send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. This block should not be checked for anyone volunteering in schools.
 - B. Check the ***School** Block if you are a prospective student teacher or prospective employee or contractor of a public or private school (School District, IU, Charter School, Career & Technology Center, Private Academic School, Non-Public School). See information below that applies to school employees.*
 - C. Check the Foster Care Block if applying for foster parenting or custody of a child.
 - D. Check the Adoption Block if in the process or planning to adopt a child.
 - E. **Check the Child Care Block if planning to work in a child care setting** or if all other blocks do not apply.
 - F. Check the CWEP Block if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. There will be no replacements after 90 days.

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL CAUSE CONSIDERABLE DELAY
--

FBI Criminal History Clearance

Who Needs an FBI Criminal History Clearance?

- Anyone who applies for a Certificate of Registration to operate a new family child care home
- Each household member, age 18 and above, who lives in the family child care home for 30 days or more in a calendar year.
- All employees who work in the family child care home

Instructions to get FBI Criminal History Clearance

1. Register with Cogent online through the web site, www.pa.cogentid.com, and be sure to click on:



or by calling 1-888-439-2486.

2. The fee for processing the FBI Criminal History Clearance is \$33.00. Choose one of the following ways to pay:
 - Pre-pay, using a credit card or debit card, by selecting Register Online on the web site www.pa.cogentid.com
 - Pre-pay by phone, using a credit card, by calling 1-888-439-2486.
 - Bring a cashier's check or money order, made out to "Cogent Systems," to the fingerprint site. No cash or personal checks will be accepted.
3. Go to the fingerprint site of your choice. No appointment is needed. Locations and hours for fingerprint sites can be found on the web at www.pa.cogentid.com, clicking Department of Public Welfare (DPW) as described at #1 above. Under "Print Site Locations," select and open "Print Locations and Hours."
4. The FBI will send the completed federal criminal history record check to the ChildLine Registry.
5. ChildLine will forward a letter with the results to the applicant. This letter will serve as the FBI Criminal History Clearance.

If you or an employee live outside of Pennsylvania

Out-of-state residents can get an FBI Criminal History Clearance in either of the following ways:

- Register with Cogent, following the same instructions as Pennsylvania residents (listed above).
- Obtain fingerprinting and processing through your state of residency's system. These results should be sent for review and interpretation to:

ChildLine and Abuse Registry
P.O. Box 8170
Harrisburg, PA 17105-8170

- There is no cost for ChildLine's review. An official letter from ChildLine serves as the required FBI Criminal History Clearance.



CHILD CARE STAFF HEALTH ASSESSMENT

(55 Pa. Code §§3270.151, 3280.151 and 3290.151)

NAME OF PERSON EXAMINED (Please print)	REASON FOR EXAMINATION <input type="checkbox"/> Initial employment in child care <input type="checkbox"/> Biennial re-examination
---	--

THIS SECTION TO BE COMPLETED BY EMPLOYER		
This physical examination is for the purpose of employment in a child care facility. The types of activities this individual will be doing are as follows (please check all that apply):		
<input type="checkbox"/> Lifting, carrying children	<input type="checkbox"/> Desk work	<input type="checkbox"/> Other – describe below:
<input type="checkbox"/> Close interaction with children	<input type="checkbox"/> Driver of vehicle(s)	
<input type="checkbox"/> Food preparation	<input type="checkbox"/> Facility maintenance	

THIS SECTION TO BE COMPLETED BY PHYSICIAN, PHYSICIAN’S ASSISTANT OR CERTIFIED REGISTERED NURSE PRACTITIONER (CRNP)		
1. DID YOU CONDUCT A PHYSICAL EXAMINATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
The physical examination should include a functional assessment of vision and hearing and a systems review looking for conditions that might affect performance or predispose this individual to occupational injury relating to the type of activities required by the job (see type of job listed above.) Conditionals also include frequent hand washing, the stress of caring for groups of children, ability to actively supervise children, and exposure to the common infections of childhood. Please take note that substance abuse should be considered in determining suitability to provide child care.		
2. DID THIS INDIVIDUAL HAVE ANY COMMUNICABLE DISEASES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, attach separate sheet(s) to describe the conditions and the risk it might pose to others exposed to this individual.		
3. BASED ON YOUR FINDINGS FOR #1 AND #2 ABOVE AND OTHER INFORMATION GATHERED DURING YOUR EXAMINATION, IS THIS INDIVIDUAL SUITABLE TO PROVIDE CHILD CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
IF YOU ANSWERED “NO” TO QUESTION #3, please list any information regarding this individual’s medical condition or other information gathered during your examination that might threaten the health of children or prohibit the individual from providing safe and adequate care to children. Please attach separate pages as needed.		
DATE	SIGNATURE	TITLE
TELEPHONE NO.	PRINTED NAME	
ADDRESS		

TESTING FOR TUBERCULOSIS BY THE INTRACUTANEOUS MANTOUX METHOD	
Please note: The child care facility regulations require tuberculosis testing by Mantoux method at initial employment in a child care setting. Subsequent testing is not required unless directed by a physician, physician’s assistant, CRNP, the Department of Health or a local health department.	
MANTOUX TEST DATE:	RESULTS: <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE
IF SKIN TEST IS POSITIVE:	REPORT OF CHEST X-RAY (Please attach an official radiology report)
	DOES THIS INDIVIDUAL NEED CHEMOPROPHYLAXIS? <input type="checkbox"/> YES <input type="checkbox"/> NO
Please note: For the purposes of meeting the child care facility regulations, a person with a positive tuberculin skin test and a negative x-ray is not required to have further tuberculosis testing or x-rays, unless the person is exposed to an active case of tuberculosis or the person develops a productive cough which does not respond to medical treatment within 14 days.	

An illustration of three wooden blocks with letters. One block has the letter 'C', another has 'A', and a third has 'O'. The blocks are arranged in a cluster, with the 'C' block in the back, the 'A' block to the right, and the 'O' block in the foreground. The text 'Certificate of Occupancy' is overlaid on the blocks in a large, black, rounded font.

Certificate of Occupancy

How to Get a Certificate of Occupancy for a Family Child Care Home

In order to receive a certificate of registration to operate a family child care home, the applicant for a certificate of registration must submit to the Department of Public Welfare a **certificate of occupancy** showing that the building is in compliance with the **Uniform Construction Code (UCC)** and is acceptable for use as a family child care home.

The requirements regarding the information that must appear on a **certificate of occupancy** are attached.

INSTRUCTIONS: Refer to and follow the instructions below to obtain the required **certificate of occupancy**:

- To obtain a **certificate of occupancy**, the owner of the private residence that will house the family child care home must contact the **municipality in which the private residence is located**. Municipality means city, town, borough or township.
- The **building owner** should say the following when contacting the municipal authority:
 1. I want to establish a **family child care home in a private residence**.
 2. I need a certificate of occupancy confirming the building meets the **R-3** requirements for a **family child care home in a private residence**.
 3. How do I comply with the **R-3** requirements and obtain a **certificate of occupancy**?
- The requirements for an **R-3 certificate of occupancy for a family child care home located in a private residence** are attached.

IF THE MUNICIPALITY DOES NOT ENFORCE THE UCC:

If the municipal authority representative says the municipality does not enforce the UCC, the building owner must obtain a certificate of occupancy from the Department of Labor and Industry (L&I).

You can obtain information regarding the L&I application process for building, structure and facility permits on the Internet by following the steps below:

1. Access the Uniform Construction Code website at www.dli.state.pa.us/codes.
2. On the menu on the left side of the page, click on "L&I Enforcement".
3. Click on the link for [Plan Review and Inspection Requirements](#).
4. Scroll down the page and click on the link for [H. Application Requirements: Building, Structure and Facility Permits](#) to access instructions regarding how to apply for a Certificate of Occupancy from L&I and links to the required L&I forms.

The contact information for L&I is as follows:

Department of Labor & Industry
 BOIS Building Plan Review Division
 651 Boas Street, Room 1600
 Harrisburg, PA 17121-0750
 Telephone 717.787.3806 options 1, 8
 Fax 717.783.5002

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.

Requirements for R-3 Certificate of Occupancy for a Family Child Care Home

- A home where child day care services are provided for less than 24 hours for **4 to 6 children** is an **R-3 occupancy** if the home is used primarily as a **private residence** and the provision of day care services is accessory to the principal use of the dwelling unit as a residence.
- A day care facility that is an **R-3 occupancy** which provides day care services to **4 to 6 children** as a family child care home shall comply with all of the following:
 - (1) Have a smoke detector on each floor and in the basement. The smoke detector may be powered by a nonreplacable, lithium battery listed by Underwriters Laboratories® that is warranted for 10 years and should sound an alarm when activated that is audible to persons in the unit’s indoor child care space with all intervening doors closed. Where this type of detector is utilized, the unit owner of this detector shall keep the proof and date of purchase of the detector in the unit’s fire drill logs.
 - (2) Have a portable fire extinguisher rated for Class B Fires in the kitchen and other cooking areas.
 - (3) Meet the exiting requirements for an R-3 occupancy and licensure under 55 Pa. Code Chapter 3290 (listed below).

3290.91 Exits

- (a) Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.
- (b) Protective gates and devices that can be opened easily are permitted, if they open easily and are not disapproved by building codes or local ordinance.
- (c) If a door or doorway opens or exits directly into a stairwell and if there is no landing beyond the door or doorway, the door shall be restricted from opening or shall be removed and a secure barrier to prevent access to the stairwell shall be erected.

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.

Certificate of Occupancy Requirements

According to the Pennsylvania Department of Labor and Industry’s regulation for administration of the Uniform Construction Code (UCC), a **certificate of occupancy** must include the following information:

1. The permit number and address of the building, structure or facility.
2. The permit holder’s name and address.
3. A description of the portion of the building, structure or facility covered by the occupancy permit.
4. The name of the building code official who issued the occupancy permit.
5. The applicable construction code edition applicable to the occupancy permit.
6. The use and occupancy classification under Chapter 3 (Use and Occupancy Classification) of the “International Building Code,” when designated.
7. The type of construction defined in Chapter 6 (Types of Construction) of the “International Building Code,” when designated.
8. If applicable, special stipulations and conditions relating to the permit and board of appeals’ decisions and variances for accessibility requirements granted by the Secretary.
9. The date of the final inspection.

PLEASE NOTE:

A **certificate of occupancy** should include the above information; however, some municipalities may not produce certificates that include all of the information required by regulation.

Prior to submitting your certificate of occupancy to the Department of Public Welfare as proof that the building complies with the UCC, review your **certificate of occupancy** to be sure it includes the following **minimum information**:

1. The permit holder’s name.
2. The building address.
3. A statement that the building is approved for occupancy under the UCC.

If the **certificate of occupancy** you provide to the Department of Public Welfare along with your application for a certificate of registration to operate a family child care home **does not include the minimum information described above**, the Department **will not** accept the certificate as proof of compliance with the UCC.

NOTE: Facilities located in the City of Philadelphia have a different procedure. Please see the information relating to opening a child care facility in Philadelphia included in this manual.

CITY OF PHILADELPHIA Requirements for Operating a FAMILY CHILD CARE HOME

The procedures for obtaining the required permits to operate a family child care home in the City of Philadelphia are different than the procedures in other municipalities. Each step of the following instructions must be completed in order to obtain the required occupancy permit to submit along with your application for a certificate of compliance. For further information, call the 311 Call Center or 215-686-1776 (if calling outside Philadelphia), or see the website at www.phila.gov/li

- 1. Obtain a Business Privilege License** from the License Issuance Unit of Licenses & Inspections, located on the concourse level of Municipal Services Building, 1401 JFK Blvd. The one time fee for this license is \$300.00. Available on-line at: www.phila.gov/li

*** You will also be required to apply and pay for an annual Family Child Care license (\$50.00). Your Family Child Care license will be issued once your inspections have been completed and approved.

- 2. Obtain a Business Tax Number** from the Revenue Department at Municipal Services Building or at www.phila.gov/revenue
- 3. Obtain a Zoning Use Permit** from the Zoning Unit of Licenses & Inspections. Fees will vary, contact the zoning unit for additional information at (215) 686-2455.

Zoning for Family Day Care providers allows for the care of up to six children as an accessory use to a single family home in all Council Districts excluding 6 and 10, where the limit is four children. The property **MUST** be your **primary** residence.

- 4. Contact the Department of Public Health:**
 - a. Food Safety Certification class at (215) 685-7498. Make certain that you specify the family day care class (maximum 6 children).
 - b. Health Inspection Approval (License Eligibility) at (215) 685-7342. The License Eligibility report is a dated document that is acceptable for 30 days from the date of issue.
- 5. Fire Inspection:** Once your health inspection has been completed, you are now ready for your fire inspection. For additional information regarding your fire inspection, see the next page.

6. **Contact your fire inspector at your area District Office.** You may call the 311 call center for the telephone number of your District Office.
7. **Fire safety approval:** Once you have passed your fire inspection, the fire inspector will issue your fire safety approval and issue your license within three business days.

This completes the initial licensing requirement for a family child care home located in the City of Philadelphia.

REMEMBER:

- Your City of Philadelphia Family Day Care License (3397) **must be renewed every year. *The license expires the last day of February in every year.***
- **Once your payment of \$50.00** has been received your annual fire inspection will be automatically submitted to the inspector in your area.

City of Philadelphia Licenses & Inspections Fire Safety Requirements for Family Child Care Homes

Your fire inspection will include, but may not be limited to the following:

- **Smoke Alarms** - 10 year non-replaceable lithium battery detectors on each floor of your home (save receipt)
- **Carbon Monoxide Alarms** - Installed within 15 feet of the entrance of every bedroom and installed in the sleeping area(s) of the day care.
- **Fire Extinguishers** - At least one portable fire extinguisher with a minimum rating of 2-A:10BC (5 lb. extinguisher) visibly mounted in your child care area(s) and in your kitchen or other areas of cooking. For new purchases - save receipt and packaging from box. For existing extinguishers, they must have a current tag from an authorized extinguishing company.
- **Means of Egress** - No double key cylinder locks on egress doors or locked rear yard gates.
- **Portable Heating Devices** - Portable heating devices that produce an open flame shall not be used in buildings during the operating hours of a Residential Child Care facility.
- **Before** requesting your fire inspection the following steps **MUST** be completed:
 1. Zoning Use Permit
 2. Business Privilege License
 3. Tax Account Number
 4. Obtain Food Safety Certification
 5. Obtain Health Department Inspection

To schedule an appointment for a fire inspection, contact Licenses & Inspections by calling the 311 call center.



**PENNSYLVANIA DEPARTMENT OF STATE
CORPORATION BUREAU**

Application for Registration of Fictitious Name
54 Pa.C.S. § 311

Name		

Address		

City	State	Zip Code
_____	_____	_____

Document will be returned to the name and address you enter to the left.



Fee: \$70

In compliance with the requirements of 54 Pa.C.S. § 311 (relating to registration), the undersigned entity(ies) desiring to register a fictitious name under 54 Pa.C.S. Ch. 3 (relating to fictitious names), hereby state(s) that:

1. The fictitious name is:

2. A brief statement of the character or nature of the business or other activity to be carried on under or through the fictitious name is:

3. The address, including number and street, if any, of the principal place of business (P.O. Box alone is **not** acceptable):

Number and street	City	State	Zip	County
_____	_____	_____	_____	_____

4. The name and address, including number and street, if any, of each individual interested in the business is:

Name	Number and Street	City	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Each entity, other than an individual, interested in such business is (are):

Name	Form of Organization	Organizing Jurisdiction
------	----------------------	-------------------------

Principal Office Address

PA Registered Office, if any

Name	Form of Organization	Organizing Jurisdiction
------	----------------------	-------------------------

Principal Office Address

PA Registered Office, if any

6. The applicant is familiar with the provisions of 54 Pa.C.S. § 332 (relating to effect of registration) and understands that filing under the Fictitious Names Act does not create any exclusive or other right in the fictitious name.

7. Optional): The name(s) of the agent(s), if any, any one of whom is authorized to execute amendments to, withdrawals from or cancellation of this registration in behalf of all then existing parties to the registration, is (are):

IN TESTIMONY WHEREOF, the undersigned have caused this Application for Registration of Fictitious Name to be executed this

_____ day of _____, _____.

Individual Signature

Individual Signature

Individual Signature

Individual Signature

Entity Name

Entity Name

Signature

Signature

Title

Title

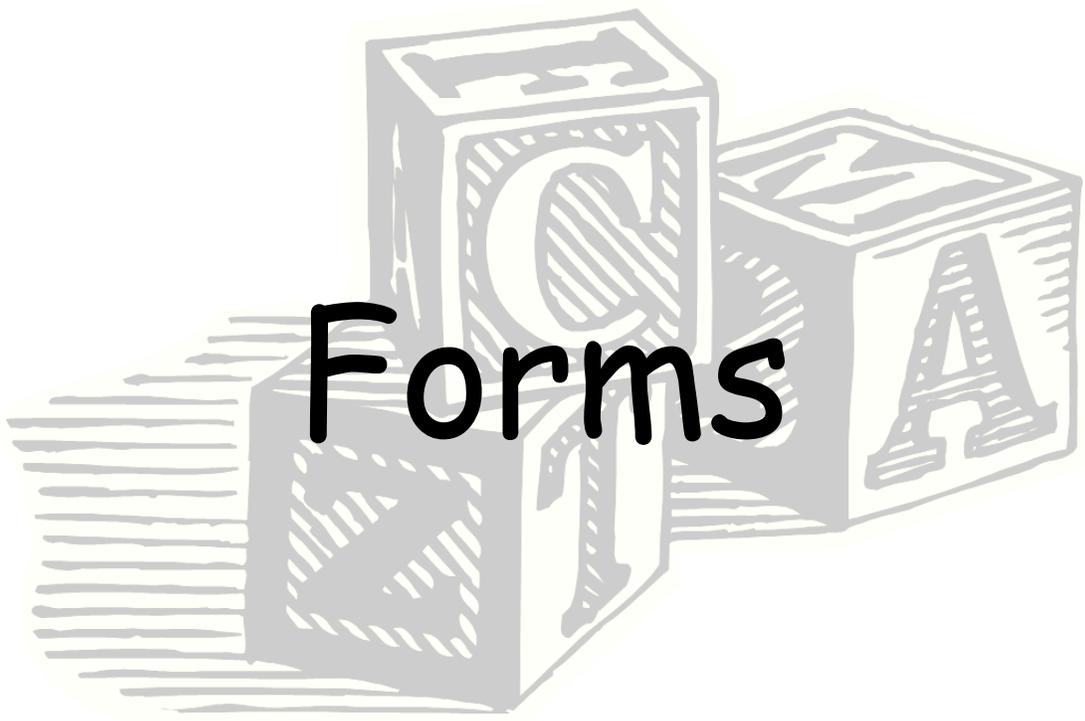


Department of State
Corporation Bureau
P.O. Box 8722
Harrisburg, PA 17105-8722
(717) 787-1057
Web site: www.dos.state.pa.us/corps

Instructions for Completion of Form:

- A. Typewritten is preferred. If not, the form shall be completed in black or blue-black ink in order to permit reproduction. The filing fee for this form is \$70 made payable to the Department of State.
- B. Under 15 Pa.C.S. § 135(c) (relating to addresses) an actual street or rural route box number must be used as an address, and the Department of State is required to refuse to receive or file any document that sets forth only a post office box address.
- C. The following, in addition to the filing fee, shall accompany this form:
- (1) Any necessary copies of form DSCB:17.2.3 (Consent to Appropriation of Name).
 - (2) Any necessary governmental approvals.
- D. For general instructions relating to fictitious name registration see 19 Pa. Code Subch. 17C (relating to fictitious names). These instructions relate to such matters as voluntary and mandatory registration, general restrictions on name availability, use of corporate designators, agent for effecting amendments, etc., execution, official advertising when an individual is a party to the registration, and effect of registration and non-registration.
- E. The name of a commercial registered office provider may not be used in Paragraph 3 in lieu of an address.
- F. Insert in Paragraph 5 for each entity which is not an individual the following information: (i) the name of the entity and a statement of its form of organization, e.g., corporation, general partnership, limited partnership, business trust, (ii) the name of the jurisdiction under the laws of which it is organized, (iii) the address, including street and number, if any, of its principal office under the laws of its domiciliary jurisdiction and (iv) the address, including street and number, if any, of its registered office, if any, in this Commonwealth. If any of the entities has an association which has designated the name of a commercial registered office provider in lieu of a registered office address as permitted by 15 Pa.C.S. § 109, the name of the provider and the venue county should be inserted in the last column.
- G. Every individual whose name appears in Paragraph 4 of the form **must sign** the form exactly as the name is set forth in Paragraph 4. The name of every other entity listed in Paragraph 5 shall be signed on its behalf by an officer, trustee or other authorized person. See 19 Pa. Code § 13.8(b) (relating to execution), which permits execution pursuant to power of attorney. A copy of the underlying power of attorney or other authorization should not be submitted to, and will not be received by or filed in, the Department.
- H. An entity (which includes an individual) that registers a fictitious name is required by 54 Pa.C.S. § 311(g) to advertise its intention to file or the filing of an application for registration of fictitious name. Proofs of publication of such advertising should not be submitted to the Department, and will not be received by or filed in the Department, but should be kept with the permanent records of the business.
- I. This form and all accompanying documents shall be mailed to the address stated above.





AGREEMENT

55 PA CODE CHAPTERS 3270.123 &.181(C); 3280.123 &.181(c); 3290.123 &.181(c)

NAME OF CHILD		
FEE AMOUNT \$	PER-DAY-WEEK	DAY PAYMENT TO BE MADE
Services to be provided as part of the day care fee (examples; transportation, care, meals, etc.)		
CHILD'S ARRIVAL TIME	CHILD'S DEPARTURE TIME	PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED
LATE FEE \$	PER MIN-HR	
Extra services to be provided at an additional fee if applicable		

I, the parent/guardian;

received complete written program information at the time of enrollment. (§ 3270.121, 3280.121, 3290.121)

agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

SIGNATURE-OPERATOR DATE SIGNATURE-PARENT OR GUARDIAN DATE

DATE OF CHILD'S ADMISSION
DATE OF WITHDRAWAL

PERIODIC REVIEW

SIGNATURE-PARENT OR GUARDIAN DATE

EMERGENCY CONTACT / PARENTAL CONSENT FORM

55 PA CODE CHAPTERS 3270.124(a)(b), 3270.181 & 182; 3280.124 (a)(b), 3280.181 & 182; 3290.124 (a)(b), 3290.181 & 182

CHILD'S NAME		BIRTHDATE
ADDRESS		
MOTHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
FATHER'S NAME/LEGAL GUARDIAN		HOME TELEPHONE NUMBER
ADDRESS		
BUSINESS NAME		BUSINESS TELEPHONE NUMBER
ADDRESS		
EMERGENCY CONTACT PERSON(S)	NAME	TELEPHONE NUMBER WHEN CHILD IS IN CARE
PERSON(S) TO WHOM CHILD MAY BE RELEASED	NAME	ADDRESS
NAME OF CHILD'S PHYSICIAN/MEDICAL CARE PROVIDER		TELEPHONE NUMBER
ADDRESS		
SPECIAL DISABILITIES (IF ANY)	ALLERGIES (INCLUDING MEDICATION REACTION)	
MEDICAL or DIETARY INFORMATION NECESSARY IN AN EMERGENCY SITUATION	MEDICATION, SPECIAL CONDITIONS	
ADDITIONAL INFORMATION ON SPECIAL NEEDS OF CHILD		
HEALTH INSURANCE COVERAGE FOR CHILD or MEDICAL ASSISTANCE BENEFITS		POLICY NUMBER (REQUIRED)
PARENT'S SIGNATURE IS REQUIRED FOR EACH ITEM BELOW TO INDICATE PARENTAL CONSENT		
OBTAINING EMERGENCY MEDICAL CARE	ADMIN. OF MINOR FIRST - AID PROCEDURES	
WALKS AND TRIPS	SWIMMING	
TRANSPORTATION BY THE FACILITY	WADING	

PERIODIC REVIEW

SIGNATURE OF PARENT or GUARDIAN

DATE

SIGNATURE OF PARENT or GUARDIAN

DATE

CHILD HEALTH REPORT

(55 PA CODE §§3270.131, 3280.131 AND 3290.131)

Parent/Provider fill in this part.

CHILD'S NAME: (LAST)	(FIRST)	PARENT/GUARDIAN:
DATE OF BIRTH:	HOME PHONE:	ADDRESS:
CHILD CARE FACILITY NAME:		
FACILITY PHONE:	COUNTY:	WORK PHONE:
<input type="checkbox"/> I authorize the child care staff and my child's health professional to communicate directly if needed to clarify information on this form about my child.		
PARENT'S SIGNATURE:		

DO NOT OMIT ANY INFORMATION
 This form may be updated by a health professional. Initial and date any new data. The child care facility needs a copy of the form.

HEALTH HISTORY AND MEDICAL INFORMATION PERTINENT TO ROUTINE CHILD CARE AND DIAGNOSIS/TREATMENT IN EMERGENCY (DESCRIBE, IF ANY):
 NONE

DESCRIBE ALL MEDICATION AND ANY SPECIAL DIET THE CHILD RECEIVES AND THE REASON FOR MEDICATION AND SPECIAL DIET. ALL MEDICATIONS A CHILD RECEIVES SHOULD BE DOCUMENTED IN THE EVENT THE CHILD REQUIRES EMERGENCY MEDICAL CARE. ATTACH ADDITIONAL SHEETS IF NECESSARY.
 NONE

CHILD'S ALLERGIES (DESCRIBE, IF ANY):
 NONE

LIST ANY HEALTH PROBLEMS OR SPECIAL NEEDS AND RECOMMENDED TREATMENT/SERVICES. ATTACH ADDITIONAL SHEETS IF NECESSARY TO DESCRIBE THE PLAN FOR CARE THAT SHOULD BE FOLLOWED FOR THE CHILD, INCLUDING INDICATION OF SPECIAL TRAINING REQUIRED FOR STAFF, EQUIPMENT AND PROVISION FOR EMERGENCIES.
 NONE

IN YOUR ASSESSMENT, IS THE CHILD ABLE TO PARTICIPATE IN CHILD CARE AND DOES THE CHILD APPEAR TO BE FREE FROM CONTAGIOUS OR COMMUNICABLE DISEASES?
 YES NO IF NO, PLEASE EXPLAIN YOUR ANSWER:

HAS THE CHILD RECEIVED ALL AGE APPROPRIATE SCREENINGS LISTED IN THE ROUTINE PREVENTIVE HEALTH CARE SERVICES CURRENTLY RECOMMENDED BY THE AMERICAN ACADEMY OF PEDIATRICS? (SEE SCHEDULE AT WWW.AAP.ORG) <input type="checkbox"/> YES <input type="checkbox"/> NO	NOTE BELOW IF THE RESULTS OF VISION, HEARING OR LEAD SCREENINGS WERE ABNORMAL. IF THE SCREENING WAS ABNORMAL, PROVIDE THE DATE THE SCREENING WAS COMPLETED AND INFORMATION ABOUT REFERRALS, IMPLICATIONS OR ACTIONS RECOMMENDED FOR THE CHILD CARE FACILITY.
	VISION (subjective until age 3)
	HEARING (subjective until age 4)
	LEAD

RECORD DATES OF IMMUNIZATIONS BELOW OR ATTACH A PHOTOCOPY OF THE CHILD'S IMMUNIZATION RECORD

IMMUNIZATIONS	DATE	DATE	DATE	DATE	DATE	COMMENTS
HEP-B						
ROTAVIRUS						
DTAP/DTP/TD						
HIB						
PNEUMOCOCCAL						
POLIO						
INFLUENZA						
M/M/R						
VARICELLA						
HEP-A						
MENINGOCOCCAL						
OTHER						

MEDICAL CARE PROVIDER:	SIGNATURE OF PHYSICIAN, CRNP OR PHYSICIAN'S ASSISTANT
ADDRESS:	TITLE:
PHONE:	LICENSE NUMBER: DATE FORM SIGNED:

Parents may write immunization dates; health professional should verify and complete all data.

Child's Background Information

General Information

Child's Name:
Nickname (if applicable):
Sex: <input type="checkbox"/> Boy <input type="checkbox"/> Girl Birth Date:
Home Phone:
Address:
Parent(s) or Legal Guardian(s):
Place of Employment:
Work Phone:
List every person, including parents, who have the authority to pick up the child: 1. 3. 2. 4.
Is anyone denied permission to see the child? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who:

More About Your Child . . .

Does the child have any unusual eating problems or food dislikes? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
Does the child have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are they:
Does the child usually nap? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at what time: How long:
What are the child's fears?
Is the child usually happy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the child have any nervous habits? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when does the child show them:
What is your attitude toward discipline?
Any further information that might be helpful in understanding the child (visual or physical disabilities, for example):
Names and ages of the child's brother(s) and/or sister(s):

VERBAL REQUEST FOR RELEASE OF CHILD

55 PA CODE CHAPTERS 3270.117(c) and 3280.117(c) and 3290.116(c)

THIS FORM MUST BE COMPLETED TO DOCUMENT THE VERBAL REQUEST BY A PARENT FOR THE RELEASE OF A CHILD TO A PERSON(S) NOT INDICATED ON THE AGREEMENT (CHAPTERS 3270.123(a)(5), 3270.124(b)(7); 3280.123(a)(5), 3280.124(b)(7); 3290.123(a)(5), 3290.124(b)(7)).

NAME OF CHILD	DATE	TIME
NAME OF REQUESTING PARENT	TELEPHONE NO. FROM WHICH PARENT IS CALLING	
NAME OF INDIVIDUAL TO WHOM THE CHILD IS TO BE RELEASED ➤		
NAME OF STAFF PERSON TAKING THE CALL ➤		

CALL THE ENROLLING PARENT BACK TO CONFIRM THE INFORMATION IF POSSIBLE

CONFIRMING PARENT	DATE
NAME OF STAFF PERSON CONFIRMING INFORMATION	TIME

_____	_____
NAME OF STAFF PERSON RELEASING CHILD	DATE

BE SURE TO ASK FOR IDENTIFICATION WHEN THE INDIVIDUAL ARRIVES TO PICK UP THE CHILD

MEDICATION LOG

55 Pa. Code §3270.133; §3280.133; §3290.133

PLEASE PRINT

Page _____ of _____

Child's Name: _____ Medication: _____

Prescription Non-Prescription

Refrigeration Required: YES NO

If Prescription, Prescriber's Name: _____ Telephone: _____

Dosage Amount: _____ Time to Administer: _____ a.m. _____ p.m. _____ times/day

Dates for Administration: From _____ To _____
Date Date

Special instructions i.e., symptoms signaling need for administration, medication indications, reasons to hold medication, contraindications:

I give permission to administer medication to my child as stated above.

Parent Signature

Date

FACILITY STAFF COMPLETE THIS SECTION

Date Administered (mm/dd/yyyy)	Time Administered (a.m. / p.m.)	Amount of Medication Administered	Comments/Reactions	Staff Initials

This information is confidential and may not be shared or released without the parent's written permission.

INCIDENT REPORT FORM

55 PA CODE CHAPTERS 3270.20 & .182(7); 3280.19 & .182(7); 3290.17 & .182(7)

THIS FORM CAN BE USED TO MEET THE REPORTING REQUIREMENTS FOR ACCIDENT, INJURY, ILLNESS, HOSPITALIZATION, EMERGENCY ROOM TREATMENT, DEATH OR FIRE

NAME OF FACILITY		TELEPHONE NUMBER
FACILITY ADDRESS		
NAME OF CHILD	SEX <input type="checkbox"/> M <input type="checkbox"/> F	BIRTHDATE
CHILD ADDRESS		
NAME OF PARENT		TELEPHONE NUMBER
PARENT ADDRESS		
PARENT NOTIFIED BY		TIME NOTIFIED <input type="checkbox"/> A M <input type="checkbox"/> P M

DESCRIPTION OF INCIDENT			
DATE	TIME <input type="checkbox"/> A M <input type="checkbox"/> P M	LOCATION	
EQUIPMENT/PRODUCT INVOLVED	TYPE OF INJURY	PART OF BODY INJURED	
CAUSE OF INJURY			

ACTION TAKEN			
FIRST-AID GIVEN BY FACILITY			
NAME OF LOCAL AUTHORITY NOTIFIED OF INCIDENT			TELEPHONE NUMBER
ADDRESS			
TREATMENT PROVIDED BY	TELEPHONE NUMBER	ADDRESS	
NATURE OF TREATMENT			
REQUIRED FOLLOW-UP			

_____	_____	_____
SIGNATURE OF FACILITY PERSON COMPLETING FORM	TITLE	DATE
_____	_____	_____
SIGNATURE OF PARENT		DATE

COMPLETE THE FOLLOWING SECTION ONLY IF THE INCIDENT RESULTED IN INPATIENT HOSPITALIZATION, EMERGENCY ROOM TREATMENT, SERVICES OF A FIRE COMPANY, OR THE DEATH OF A CHILD RECEIVING CARE AT THE FACILITY.		
NOTIFY REGIONAL DAY CARE OFFICE WITHIN 24 HOURS	DATE OF NOTIFICATION	TIME OF NOTIFICATION
NAME OF THE REGIONAL DAY CARE STAFF PERSON NOTIFIED		
MAIL OR DELIVER WRITTEN REPORT TO REGIONAL OFFICE WITHIN 72 HOURS		
_____	_____	_____
SIGNATURE OF FACILITY PERSON WHO MADE THE NOTIFICATION	TITLE	

CHILD SERVICE REPORT

Child's Name: _____ Birth Date: _____

Facility Name: _____

This report describes your child's growth and development in the context of the services provided by our facility. You are to receive this report about your child every six months. The areas of observation in each area align with Pennsylvania's Learning Standards for Early Childhood and Academic Standards for Third Grade and above.

Your child's strengths, as age appropriate, in the following areas are:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal-social):
Communication, Language and Literacy:

The next developmental milestones, as age appropriate, we're working on are:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal-social):
Communication, Language and Literacy:

You can help your child grow and develop, as age appropriate, at home by:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal-social):
Communication, Language and Literacy:

Facility person who completed this child's report:

Signature: _____

Name: _____

Date: _____

This report was reviewed with and a copy given to the following parent/guardian:

Signature: _____

Name: _____

Date: _____

Help for Writing a Child Service Report

The Child Service Report is a form for child care providers to use to make notes to discuss each child's growth and development with the child's parents. A new report should be written and shared with parents every six months.

The report is divided into three sections:

- The child's strengths in four areas of development.
- The next stages in development that you'll be working with the child to reach.
- Ideas for what the child's parents can be doing to help their child grow and develop.

Penn State Better Kid Care Can Help!

The Penn State Better Kid Care Program has information on children's growth and development that you can use to complete Child Service Reports.

- Call our toll free number (1-800-452-9108) and ask for a free copy of "The Basics for Caring for Children in Your Home". The "Basics" notebook is filled with helpful tips, including information on children's development, activity ideas, and lunch and snack recipes. New pages to add to your notebook will be sent to you two times every year and it's all free!
- Use your computer to visit the Better Kid Care web site – www.betterkidcare.psu.edu. Click on the "Caregivers" tab to find titles of distance education units that you can order and complete at home and lots of helpful information.
- Call our toll free telephone help line (1-800-859-8340) to talk with our staff about what to expect and how to plan to help children's growth and development.

More Help.....

- If you're caring for pre-kindergarten children, you can order copies of Pennsylvania's free at-home activity guide, "Kindergarten, Here I Come" for yourself and the children's parents. E-mail requests for "Kindergarten, Here I Come" to fulfill@wavelinedirect.com.
- Contact your Regional Key to learn about workshops on child development, observing children, communicating with parents, and more.





Insurance Questions for Home-Based Child Care Providers

Q: Since I watch children in my home, why doesn't my homeowner's policy cover me for liability?

A: Many people think their homeowner's policy will cover them automatically. All homeowner's policies in Pennsylvania include an endorsement that specifically excludes coverage for in-home child care services. Unfortunately, very few insurance companies in Pennsylvania are willing to add this coverage to your policy.

Q: I tried to add liability for my in-home day care to my homeowner's policy. Not only wouldn't they do it, they said they'd cancel my insurance because of my day care. How can I get coverage?

A: Providers are better off getting a separate commercial liability policy. It provides better coverage and at a higher liability limit. From the right source, these policies can be purchased for a reasonable premium. The Pennsylvania Home Based Child Care Providers Association, for example, has a very good program available to its members. Since it's a separate policy, you don't have to disturb your homeowner's policy.

Q: I do have a rider on my homeowner's policy for my day care. Is there any difference in coverage between it and a separate policy just for my day care?

A: The rider (endorsement) extends your personal liability to your in-home business. Since it is not commercial insurance, you may find you don't have coverage for situations like administering first aid or medication, or professional liability for "teaching" the children. Additionally, your personal liability limit is usually lower, often only \$300,000, while most commercial policies are written at a much higher, \$1,000,000, limit. With the size of today's law suits, \$300,000 may not be sufficient to protect all your assets.

Q: What is accident-medical insurance and why do I need it?

A: This insurance pays the medical expenses when a child in your care is injured REGARDLESS of any fault or negligence by you. Since medical bills are paid by this insurance it helps promote "good will" with the parents. They don't have to worry about deductibles or co-pays coming out of their pocket.

Q: What is the difference between liability and accident-medical insurance? Do I need both?

A: Liability insurance protects you when someone or something is injured or damaged as a result of YOUR NEGLIGENCE. If you're not at fault your liability insurance doesn't pay. (You wouldn't expect your car insurance to pay for an accident that wasn't your fault.) Yes, you should have both. Even if you're not negligent, the accident medical insurance will cover the medical bills. (For example, a child falls off a chair while watching a video and breaks an arm or leg.)

Q: Other than for negligent supervision of children, what liability coverage should I have?

A: Commercial policies also include incidental medical malpractice-for administering first aid and medication, and preparing and serving foods. Most also include "teachers" professional liability and sexual abuse and molestation arising from negligent hiring, training, and supervision practices.



Q: What if a parent sues me for allegedly making fun of or saying bad things about their child, or asking them to leave my child care? Can I get insurance for that?

A: Yes, it is called Personal Injury Coverage and is usually automatically included in commercial liability policies. It's not included in your homeowner's endorsement coverage, though.

Q: Will my liability coverage apply if I take the children on a field trip?

A: Yes, coverage also applies while away from your home, but it does not apply while the children are actually in a vehicle (covered by auto insurance).

Q: I have a separate room just for my child care. My family doesn't use it. Am I correct that the contents in there are covered by my homeowner's?

A: Probably not. Since the contents are considered "business personal property," you will have only a limited amount of coverage, usually only \$2500, under your homeowner's policy. A separate commercial property policy is needed to cover your business contents adequately.

Q: Will my personal auto policy cover me if I transport the children in my car?

A: Probably, but don't charge for it. Then you could have problems. But be careful: Chances are your insurance may be canceled because you do transport children in your car.

Q: What if someone else drives — parent, neighbor, employee — are they covered? Am I?

A: The parent, neighbor, or employee would be covered by their personal auto policy, but you wouldn't be. Chances are, though, you'll also be sued. What you need is hired/non-owned auto coverage. This protects YOU if you hire a vehicle or someone else uses their vehicle on your behalf.

Q: I have someone who works for me. What insurance am I required to have for that person?

A: By law you are required to have workers' compensation insurance for ALL employees, even part-timers. If they are injured while at work, they will be covered for their medical bills, any rehab or therapy, and lost wages. In return they give up the right to sue you.

Q: Can I get workers' compensation coverage for myself?

A: Unfortunately not, unless you are incorporated. Employees of a corporation are eligible and you are considered an employee of your

corporation. In Pennsylvania, sole proprietors and partnerships are not eligible for workers' compensation insurance.

Q: If I'm sick or injured and can't work, I'll lose my income. I can't afford that. How can I protect my income?

A: You can get this very valuable coverage with a disability income policy. The policy will provide you with a monthly income for a specific period of time — two or five years, for example. There is a waiting period — usually thirty days — that must be fulfilled before benefits begin.

Q: As a self-employed person, do I qualify for any group health insurance rates?

A: Only if you are a member of an association that has a health insurance program available for its members. Another good source is your local chamber of commerce. Most have good health insurance programs available to members.

Developed for the Better Kid Care program by:

Jan Millin, CPCU, CIC
Certified Insurance Counselor
Millin Insurance Agency, Inc.

PENNSYLVANIA STATE



College of Agricultural Sciences
Cooperative Extension

Dr. James E. Van Horn, CPEL, Better Kid Care Program Director

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Supported by funds from the Pennsylvania Department of Public Welfare, Office of Child Development

This publication is available in alternative media on request.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.



Setting Fees

You will need to figure out how, what, and when to charge for caring for children.

The amount you charge will depend, in part, upon what other child care providers in your area charge. You can ask other providers about their fees or call your local office of Child Care Information Services to get this information. The amount you charge will also depend on what you offer and the expenses of running your child care business.

- Do you provide meals and snacks for the children?
- Does a child require special foods or infant formula that you are asked to purchase?
- Will you provide special transportation, such as taking a child to a swimming class?
- Will you provide breakfast to a child if she arrives early?
- Will you provide diapers?

You can charge parents:

- a flat rate (so much per week or day)
- an hourly rate
- or a flat or hourly rate with money added for any “extras” (like those listed above)

Child care providers with many years of experience recommend charging a flat rate per week.

Here are some other points to consider on setting fees:

- You may want to consider an “overtime” charge to prevent parents from running errands before they come to pick up their children. Some providers allow a ten-minute grace period and then charge \$1.00 per minute for the first five minutes, \$5.00 per minute for the next five, etc.
- If a parent has more than one child in care, some providers charge a lower rate for the second child.
- Infants need more care than preschoolers. Some providers charge more to care for infants than preschoolers.
- Should parents pay you if their child is sick and does not come for care? What if you are sick and cannot provide care?
- Will parents need to pay for care when they go away on a vacation?
- Some providers charge a flat fee per week, but give a small discount if the parent pays ahead for the whole month at one time.
- Will you charge a late fee if payment is late or if you are given a bad check?

Many providers have parents pay a week ahead of time. For example, payment is due on Friday to pay for child care for the next week. That way you have money to buy food and supplies for the coming week and you know you will be paid for your work.

Remember, you are running the business. The actual decision on charging is up to you, but be consistent. Parents don’t like to hear that you are charging different rates for different families.



Late Fees

Do you have problems with parents who don't come on time to pick up their children? They may have a good excuse, but keeping children later than you expect isn't fair to you or the children. One way to keep parents coming on time is to charge an extra fee for late pick-up. If parents know they will have to pay more for coming late, they probably won't stop at the store or run some errands before they come for their child. They will want to show up on time.

Setting late fees

It's important for parents to know about late fees before you add it to their bill. Late fee policies should be written in your handbook of information that you give to families who are new to your care.

If you're starting this as a new policy, put it in writing. Give each parent two copies. Have them sign one copy and give it back to you. The other copy is for them to keep.

Keep the wording very clear and simple. For example*:

Give parents information about late fees in writing.

How much to charge

The amount to charge is up to you. Think about what your time is worth and an amount that will make parents want to come so they won't have to pay the extra fee.

Some providers charge a flat fee for late pick-up. Parents who arrive past closing time are charged a certain amount, no matter if they are 5 minutes late or 25.

Other providers base their late fees on time. There may be one fee for coming 5 to 10 minutes late and a higher fee for coming later.

Another way to charge is based on minutes. If the late fee is \$5.00 per minute and the parent arrives 5 minutes late, he will owe you \$25.00.*

The hours of operation for Jones Family Child Care are 7:00 a.m. to 5:30 p.m., Monday through Friday. A late fee of \$10.00 will be charged for children who are picked up after 5:30 p.m., unless prior arrangements have been made.

parent signature

date



Late fees for late payments

Do you have parents who don't pay on time? A fee for late payment may be just what they need to get them coming to your door with a check in their hand. The amount you charge for late payment is up to you.

Make sure parents have your policy in writing. For example*:

Child care payments at Jones Family Child Care are due every Friday for care to be given in the upcoming week. A late fee of \$15.00 will be charged to families who do not pay on time.

It would be nice if everyone would think of others and follow the rules. That isn't always the case. If people are late paying their water, heat, or other bills, they pay extra charges. The same rules can apply to child care. Parents who arrive late or pay late will pay extra. Be firm about your rules. It may take one or two late payments before parents understand that you

expect them to be on time and pay on time.

*These are examples of late fees. They are not recommendations. You, the child care provider, must decide on the rates you will charge.

Late fees help parents understand you want them to come on time and pay on time.



PENNSTATE
 College of Agricultural Sciences
 Cooperative Extension

Dr. James E. Van Horn, CFLE, Better Kid Care Program Director
 Developed by Lynn Horning, Penn State Better Kid Care Program
 253 Easterly Parkway, State College, PA 16801 • Phone: 1-800-452-9108 • Website: betterkidcare.psu.edu
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 Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.



When Parents Don't Pay

"Parents get paid by the hour for their work, but when it comes time to pay me, they say, 'I don't have the money this week.'"

— *A frustrated caregiver*

"I don't know how parents expect me to buy milk and food for their children when they don't pay me."

— *A caring provider*

"I love the kids. It's dealing with parents who don't pay that makes me mad."

— *An unhappy caregiver*

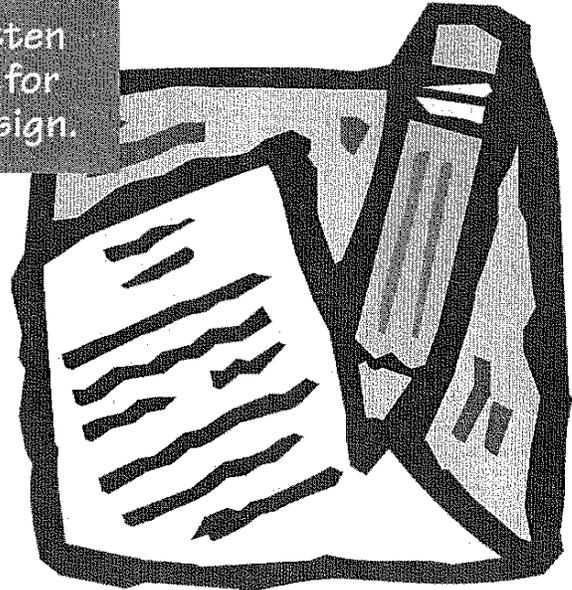
Has it happened to you? You give loving care to a child. At the end of the week the parent says to you, "I don't have the money to pay you this week." What should you say? Should you take the child back next week? Many child care providers say that parents who don't pay are one of the biggest problems they have in running a child care business.

WHAT CAN YOU DO?

• **Have a written agreement**

Do you have a written agreement with parents? If not, it's time to write one. A written, signed agreement makes sure that you and the parents agree to the same things. Without a written agreement, the parent could say, "I didn't know I needed to pay every week."

Make a written agreement for parents to sign.



Some caregivers think a written agreement is too much like a business. Think of a written agreement as a way to protect yourself, the children, and your family. If you don't get paid, you can't buy what you need to support the children in your care and your family.

A written agreement should include these things:

- The child's name
- Days or dates when care is to be given
- Hours when the child will be in your care
- Payment rate and when it is due
- Signature of parent
- Your signature
- Date of signatures

Make two copies of the signed agreement. Give one to the parent and keep one in your files. If a parent says, "I didn't know I needed to pay every week," you can pull out the signed agreement and show her what she agreed to when you started caring for her child.

If you need help writing a parent agreement, call Better Kid Care at 1-800-452-9108 and ask for the free distance education lesson, "Family Child Care...it's a business." The lesson includes a sample agreement, which you may copy.

No pay = No care!



• Have parents pay ahead

When do parents pay you for child care? At the beginning of the week? At the end of the week?

Many child care providers who have lost money from parents who don't pay now have parents pay one or two weeks ahead. In your agreement, you could write that payments must be made on Friday for care to be given the next week. That means you'll have money ahead of time to buy the groceries and other things you need to care for the children. So that you don't lose any money, you can tell this parent, "If I don't have payment, I can't care for your child next week."

• Write a letter

If a parent owes you money, he is hoping you will forget about it. When you write a firm letter, you let the parent know that you mean business. Written words are often more powerful than talking.

Start your letter by listing the dates when you cared for the child, your payment rate, and the amount that wasn't paid. Make it clear what you want to happen. For example: "By April 30, I expect that you will pay me the \$120.00 owed to me in cash." Make sure you keep a copy of your letter. If you decide to go to small claims court, you can take your letter to show the judge.

• When all else fails, go to small claims court

Most parents don't expect that you will sue them for not paying for child care. Small claims court makes it fairly easy to sue to get your money — and you don't need a lawyer. Your case can be handled in small claims court in Pennsylvania if the amount you are asking is less than \$8,000.

How to file and what to expect:

1. Gather all your paperwork. This includes any agreements about payment that the parent signed, records of payments made, dates the child has been in your care, and copies of any letters you sent to the parent about payment.
2. Go to the office of your local District Justice to complete and file the papers for your claim. There will be costs for filing a claim, based on the amount. You will need to pay these when you file the papers. These costs will be added to the amount the parent owes you if you win the case. If you need to close your day care or hire someone while you are at small claims court, you can add your lost wages or the cost to hire someone to the amount the parent owes.
3. The court will send a copy of your claim to the parent by cer-

Have parents pay a week ahead.

tified mail. The parent has five days to claim the letter. If the letter isn't claimed, you will get a letter giving you the choice to have it sent again by certified mail or have the county sheriff deliver it. The court must have proof that the parent knows about your claim before it can take action.

4. Once the parent receives the letter, she has two options:
 - She may contact you by a given date to make payment
 - She may contact the District Justice for a trial

If the parent does nothing at this point, the case will be ruled in your favor and the parent will be told to pay you for what you claimed plus the costs for filing the case.

If the parent asks for a trial, you will be given a date and time when you will need to go back to the District Justice to have the court hear your case. The District Justice will need to see the paperwork you gathered as proof of what the parent owes you and he will listen to the parent's side of the case. A decision will be made on your claim.

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Sources: www.pba.com; District Court 49-1-01

An illustration of three wooden blocks. The top block has the letter 'C' on its front face. The block to the right has the letter 'A' on its front face. The block in the foreground has the letter 'T' on its front face. The blocks are rendered in a sketchy, hand-drawn style with hatching for shading.

Caregiving Tips

Is Your Home Safe for Children?

Keeping children safe should be one of the most important things a child care provider does. A home that is safe and comfortable for adults can be a safety hazard for young children.

Use this checklist to find and remove hazards in your home, which may harm children.

Kitchen and Dining Areas	OK	Changes Needed	Notes on Changes to be Made
No breakable dishes and sharp items are in cabinets that children can reach			
Breakable dishes and glasses are stored in high cabinets, out of children's reach			
Plastic containers and metal pans may be stored in low cabinets			
Knives, ice picks, meat-turning forks, adult scissors and other sharp utensils are kept in high cabinets, out of children's reach			
Throw away dishes or cups with chips or cracks			
Remove dishwashing soap, cleansing powder, drain cleaner, laundry detergent, bleach, paint, turpentine, insect spray, and other toxic products from under the kitchen sink and any low cabinets that children can reach			

Kitchen and Dining Areas	OK	Changes Needed	Notes on Changes to be Made
All cleaning products and toxic materials, such as dishwashing soap, cleansing powder, drain cleaner, laundry detergent, paint, insect spray, etc. are kept in a locked cabinet and out of children’s reach			
All medicine is in a locked cabinet and out of children’s reach			
Plastic bags are stored in a locked cabinet and out of children’s reach			
Have a first aid kit and keep it in an area where children can’t reach it			
The door to the water heater is kept locked			
Kitchen closets that contain dangerous supplies are kept locked			
Safety covers are on all electrical outlets			
Back door and basement door are locked			

Kitchen and Dining Areas	OK	Changes Needed	Notes on Changes to be Made
High chairs have wide bases and t-shaped safety straps			
No loose screws, broken straps, or cracks on high chairs or infant seats			
Straps are used when children are sitting in high chairs			
Chairs are sturdy and won't tip easily			
Curtains and towels are kept away from the stove			
Pan handles are turned toward the back of the stove while cooking			
No frayed, cracked, or broken appliance cords			
Unplug toasters, coffee makers, and other electrical appliances when they aren't in use			
Store electrical appliances out of children's reach			

Kitchen and Dining Areas	OK	Changes Needed	Notes on Changes to be Made
Keep electrical cords out of children’s reach			
Store matches and lighters in metal cans and out of children’s reach			
Cords on curtains and blinds are kept up and out of children’s reach			
Place artwork, signs, colored tape, or decals on glass doors at children’s eye level			
Keep a fire extinguisher in the kitchen			
Check fire extinguisher yearly			
Install a working smoke detector near the kitchen			
Have an operating flashlight in case of power failure			

Kitchen and Dining Areas	OK	Changes Needed	Notes on Changes to be Made
Keep trash cans covered			
Keep a thermometer in the refrigerator. Check to make sure the temperature stays at 45 degrees F or less			
Keep bottles of infant formula or breast milk in the refrigerator			
Never heat formula or breast milk in a microwave oven			
Empty buckets and pans of water after using them			
Remove slippery throw rugs			
Check the floor for small objects that could easily be swallowed (barrettes, bottle lids, paper clips, etc.)			

Kitchen and Dining Areas	OK	Changes Needed	Notes on Changes to be Made
Telephone cords are out of children’s reach			
Emergency numbers for calling the police, ambulance, fire company and the children’s parents are next to the phone			
Remove swinging doors that can pinch children			
Children are never left alone in the kitchen			

Bathroom	OK	Changes Needed	Notes on Changes to be Made
All medicine is in a locked cabinet and out of children’s reach			
Store razors and glass bottles out of children’s reach			
Remove cleanser, toilet bowl cleaner, alcohol, and other toxic products from under the sink or other low cabinets. Store in locked cabinets and out of children’s reach			
Move shampoo, lotions, makeup, and perfumes to places where children can’t reach them			
Safety covers are on all electrical outlets			
Step stools with non-slip surfaces are at sinks and toilets			
Soap and clean towels or paper towels are available for hand washing			
Adjust or remove the door lock so children can’t accidentally lock themselves inside			

Bathroom	OK	Changes Needed	Notes on Changes to be Made
Lower water heater temperature to no higher than 110 degrees F, so children can't get burned when they wash their hands			
Toilet lid is closed when not in use			
Diaper changing areas are kept clean			
Diaper changing table has a raised edge and a safety strap to prevent falls			
Remove slippery throw rugs			
Floors are kept dry			
Cords on curtains and blinds are kept up and out of children's reach			
Unplug appliances, such as shavers, hair dryers, and curling irons when not in use			

Bathroom	OK	Changes Needed	Notes on Changes to be Made
Electrical appliances, such as hair dryers and shavers are stored out of children’s reach			
Check the floor for small objects that could easily be swallowed (hair pins, barrettes, bottle lids, etc.)			
Remove hazards (broken glass, containers of medicine, used razor blades, etc.) from bathroom trash can and place outside in a covered garbage can			
Toddlers and young preschool children should not be left alone in the bathroom			

Living Room / Family Room / Play Room	OK	Changes Needed	Notes on Changes to be Made
Furniture has no sharp edges			
Remove furniture that may tip easily			
Remove coffee tables if you care for toddlers			
Push the TV set against the wall so children can't reach the cord or the back of the set			
Move lamp, radio, and television cords so children can't pull on them or trip over them			
Remove extension cords that are used as permanent wiring			
Place ashtrays, lamps, knick-knacks and other breakable things out of children's reach			
Safety covers are on all electrical outlets			
Store matches, lighters, ashtrays, and tobacco products out of the reach of children			

Living Room / Family Room / Play Room	OK	Changes Needed	Notes on Changes to be Made
Place fences or screens in front of wood stoves, coal stoves, or fireplaces so children can't get close to them			
Cords on curtains and blinds are kept up and out of children's reach			
Place artwork, signs, colored tape, or decals on glass doors at children's eye level			
Keep furniture away from windows so children don't climb up to look outside			
Cover or place guards on radiators or heater vents if children could get burned by touching them			
Keep stairways clear of toys and other objects			
Toys are in good repair (no sharp edges, points, or splinters)			
Toy chests have hinges so the lid won't fall on children			
Stuffed toys are tightly sewn with no parts that could easily come off			

Living Room / Family Room / Play Room	OK	Changes Needed	Notes on Changes to be Made
Install safety gates at the top and bottom of stairs			
Check railings by stairs to make sure they are secure			
Place high latches on doors leading to rooms you don't want children to use			
Remove slippery rugs			
Check the floor for small objects that could easily be swallowed (marker caps, barrettes, small toys, etc.)			
Make sure electric fans have guards to keep children's fingers away from the fan blades			
Remove peeling paint and re-paint with lead-free paint			
Repair loose nails and splinters in wooden floors			
Telephone cords are out of children's reach			

Living Room / Family Room / Play Room	OK	Changes Needed	Notes on Changes to be Made
Emergency numbers for calling the police, ambulance, fire company and the children's parents are next to the phone			
Firearms and other weapons are stored in locked cabinets			
Firearms are unloaded whenever children are in the home			
Ammunition is stored in a locked cabinet, separate from firearms			
Remove loose threads in carpets			
Remove all poisonous plants			

Sleeping Areas	OK	Changes Needed	Notes on Changes to be Made
Cribs or beds for infants and toddlers should have secure sides, so children can't fall on the floor			
Crib slats should be no more than 2 3/8 inches apart, so a baby's head can't fit between the slats			
Crib mattresses should fit snugly (no more than two fingers width can fit in the gap)			
Edges and bolts on beds are smooth			
Remove soft pillows, floppy toys, or loose-fitting plastic from cribs and playpens to prevent suffocation			
Keep all hanging toys above infant's and children's reach			
Cords on curtains and blinds are kept up and out of children's reach			
Keep cribs and beds away from windows			
Move lamp and radio cords so children can't pull on them			

Sleeping Areas	OK	Changes Needed	Notes on Changes to be Made
Store make-up, perfume, medicine, shoe polish, and jewelry out of children’s reach			
Install smoke detectors near children’s sleeping areas			
Check smoke detector batteries monthly			
Safety covers are on all electrical outlets			
Have separate sheets and blankets for each child			
Make sure all blankets and rest equipment are clean before children use them			
Wash blankets and rest equipment at least once a month			

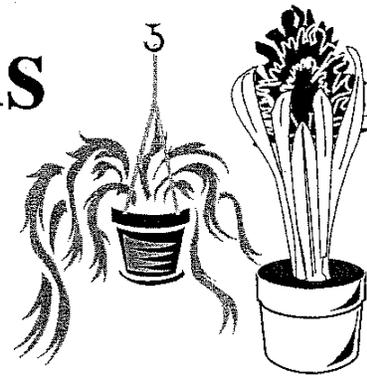
Outdoor Play Areas	OK	Changes Needed	Notes on Changes to be Made
No broken glass, sticks, stones, nails, or loose trash are present in the areas where children play			
Fill any holes and remove tree roots that could cause children to fall			
Check porches, railings, and steps for splinters and loose nails			
Get rid of anthills, wasp or hornet nests, and drain standing water that may breed mosquitoes			
Repair or remove wires or loose nails that stick out of fences			
Put away lawn mowers and sharp garden tools so children can't get them			
Store fertilizers, weed killer, bug spray, antifreeze, etc. in a locked cabinet			
Enclose or cover air-conditioning units, water wells, electrical, and mechanical equipment so children can get to them			
Place artwork, signs, colored tape, or decals on glass doors at children's eye level			

Outdoor Play Areas	OK	Changes Needed	Notes on Changes to be Made
Remove doors from old refrigerators and freezers			
Remove poisonous plants from your yard			
Clean up all animal droppings in your yard			
Cover sand boxes when not in use to keep out cats and dogs			
Swing-sets should be firmly anchored to the ground, with plenty of space around them			
Make sure swing-sets and other playground equipment are sturdy and won't easily tip over			
Check play equipment weekly for loose bolts and screws			
Cover any bolts or screws that stick out with plastic caps			
Check riding toys for sharp edges and missing parts			

Outdoor Play Areas	OK	Changes Needed	Notes on Changes to be Made
Keep a thick layer of sand or wood chips beneath slides and swings			
Rake sand or wood chips daily to keep it soft			
Swimming pools should have a fence around them with a locked gate			
If your car is parked near the children’s play area, make sure the gears are shifted to park and set the emergency brake			
Close car windows, lock car doors, and keep car keys in the house, out of children’s reach			
Check yards in your neighborhood for ponds, burn barrels, unfenced pools, and other hazards			
You may need a fence to keep children away from busy streets or other yards with hazards			



Poisonous Plants



Children are often attracted to the colorful berries, flowers, fruits, and leaves of plants. Plants are a common cause of poisoning to toddlers and preschoolers. More than 700 typical plants in the United States have been identified as poisonous, including Pennsylvania's mountain laurel.

If eaten, some plant parts can cause a skin rash or upset stomach. Others can cause death.

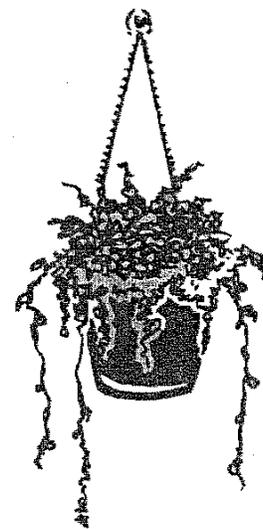
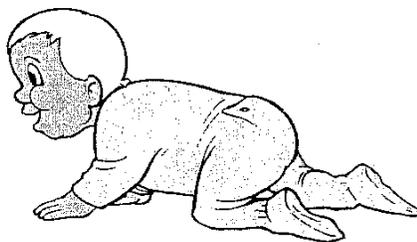
Most plant poisonings can be prevented:

- Identify plants both inside and outside your house. For help, check library books, a local garden or floral shop, or call your county Cooperative Extension Office.
- Learn which plants in your house or yard are poisonous and remove them.
- Do not assume a plant is not poisonous because birds or animals eat it.
- Supervise young children closely around plants. Eating too much of any plant could make a child sick. It is best to move all plants out of children's reach.
- Teach children not to put plants, fruits, or berries in their mouths, without asking an adult first.

Here is a partial list of plants that are very dangerous.

CHILDREN HAVE DIED FROM EATING THESE PLANTS.

Autumn crocus	Golden chain	Philodendron
Azalea	Hyacinth	Poison hemlock
Baneberry	Hydrangea	Pokeweed
Belladonna	Jequirity bean	Privet
Black cherry	Jessamine	Rhododendron
Black locust	Jimson weed	Rhubarb leaves
Buckeye	Lantana	Rosary pea
Caladium	Larkspur	Rubbervine
Castor bean	Laurel	Sandbox tree
Cherry	Lily-of-the-valley	Tansy
Chinaberry	Lupine	Thorn apple
Daffodil	Mistletoe	Tobacco
Daphne	Monkshood	Tung oil tree
Delphinium	Moonseed	Water hemlock
Dieffenbachia (dumb cane)	Mountain laurel	White snakeroot
Duranta	Mushrooms	Yellow Jessamine
False hellebore	Nightshade	Yellow oleander
Foxglove	Oleander	Yew



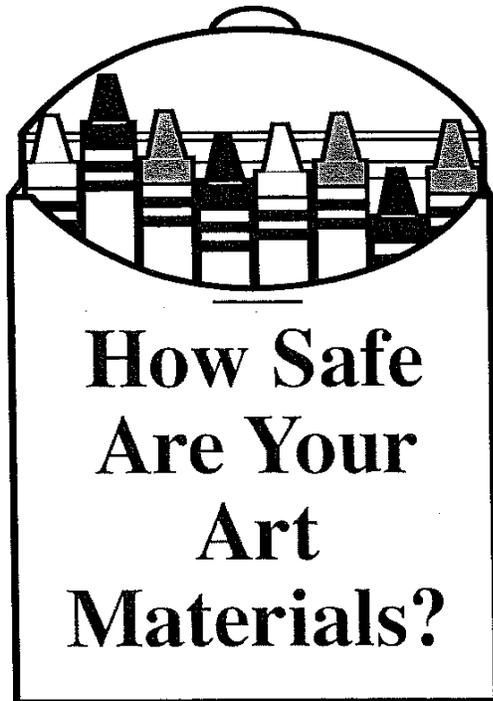
Safe Plants

The following plants are considered safe, not poisonous. Symptoms from eating or handling these plants are unlikely, but any plant could cause an unexpected reaction in some people.

Abelia
African daisy
African palm
African violet
Aluminum plant
Aralia
Asparagus fern
Aster
Baby's tears
Bachelor buttons
Bamboo
Begonia
Bird's nest fern
Blood leaf plant
Boston fern
Bougainvillea
California holly
California poppy
Camellia
Christmas cactus
Coleus
Corn plant
Crab apples

Creeping Charlie
Creeping Jenny
Moneywort
Dahlia
Daisies
Dandelion
Dogwood
Donkey tail
Dracaena
Easter lily
Eugenia
Gardenia
Grape ivy
Hedge apples
Hens and chicks
Honeysuckle
Hoya
Jade plant
Kalanchoe
Lily (day, Easter, or tiger)
Lipstick plant
Magnolia
Marigold

Monkey plant
Mother-in-law-tongue
Norfolk island pine
Peperomia
Petunia
Prayer plant
Purple passion
Pyracantha
Rose
Schefflera
Sensitive plant
Spider plant
Swedish ivy
Umbrella
Violets
Wandering Jew
Wax plant
Weeping fig
Weeping willow
Wild onion
Zebra plant



Some art materials may be poisonous or harmful to young children, especially if they are eaten or swallowed. Watch children closely during art projects to see if they put paint-brushes, their fingers, crayons, or other objects in their mouths. Some children like the smell of fruit-scented markers and may try to eat them.

Make sure your art materials have these labels:

- **Nontoxic** – means it will not cause immediate poisoning
- **AP** (Approved Product) – means the item contains no materials in large quantities that would be toxic or cause injury, even if swallowed or eaten
- **CP** (Certified Product) - means the item contains no materials in large quantities that would be toxic or cause injury and it meets standards for quality, color, etc.

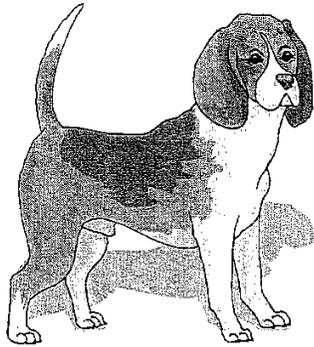
The safest materials will be AP or CP on the labels.

Which Art Supplies Are Best?

AVOID

USE

Powered clay – it contains silica which is easily inhaled and harmful to the lungs	Wet clay – it can't be inhaled
Homemade salt dough clay – it has large amounts of salt and can be dangerous if much is eaten	
Glazes, paints, or finishes that contain lead	Poster paints Water-based paint
Paints that need solvents, like turpentine to clean the brushes	Water-based paints and glues
Cold-water or commercial dyes that contain chemicals	Natural dyes, such as those made from food coloring or vegetables
Permanent markers – they may contain toxic solvents	Water-based markers
Instant papier-mache – it may contain lead or asbestos	Newspaper with black ink and flour-water paste or liquid starch
Using colored newspapers or magazines with water	
Epoxy, instant glue, or other solvent-based glues	Water-based white glue or flour-water paste
Aerosol sprays	Water-based materials with pump sprays
Powered tempera paints	Liquid tempera paints, food coloring, other non-toxic paint



Caring for Children.... *Fifi and Fido too*



Having a pet to talk to and touch can be a great benefit to children especially to shy youngsters. But there can also be risks in keeping pets in a child care home.

Animals with fur (especially cats) may pick up and carry fungus spores on their coats. The spores may move to the children's bodies when they pet the animals.

There is always a chance that a child might get bitten if a pet isn't treated properly or over-stimulated in play. With older dogs that are prone to epilepsy, the danger is greater because the excitement of play might bring on a seizure.

Keeping turtles as pets isn't recommended because of their potential for passing on salmonella (an intestinal infection).

Birds from the parrot family (budgie, parakeet, lovebird, etc.) should be kept away from the children in child care. These birds, if infected, can give an airborne respiratory illness to humans.

You can reduce the hazards to children by following some simple rule:

- * If you have pets, make sure the children's parents know about them before you agree to care for their child(ren). The parents may know if the child is allergic to or afraid of animals.
- * Teach the children to wash their hands after touching the animals. This is especially important before eating.
- * Keep your pets clean. Dogs and cats use their tongues to clean themselves. Try to discourage pets from licking the children.
- * Keep litter boxes in an area away from the children. Empty litter boxes daily.
- * Keep the children's sandbox covered when not in use, so your cat or other neighborhood cats won't use it as a litter box.
- * Keep your pets free of internal and external parasites. Fleas can bite children too! Make sure your pets get all the vaccinations they need to keep them safe, including distemper and rabies shots.
- * Clean up animal feces in your yard. Infected cats and dogs can give roundworms to children through their feces.

Caring for Kids — AND Your Kids Too!

"I began caring for children in my home two years ago so I could stay at home with my own children and care for some other children in the neighborhood at the same time. I really enjoy being with the children, but my kids seem to be the worst in the bunch. They fight, whine, and don't listen when I talk to them."

— Angelina,
child care provider

SHARING IS HARD WORK

Caring for other children and your own at the same time can be hard for both you and your child. If you look at it from your child's point of view, she now has to share her toys, her house, and Mom too!

Sharing toys is very hard work for most young children. If you think about being forced to share everything in your world, it's no surprise that your children may have trouble during the day.

Think about one of the most special things that you own—maybe it's a necklace from your grandmother, a vase, or some pretty dishes. How would you feel if someone told you, "We have some other women coming over today. You need to let them wear your special necklace"?

**Sharing toys,
space, and Mom is hard
work for children!**

Adults may choose to set aside things they don't want to share. You can give your child the same rights.

SHARING TOYS

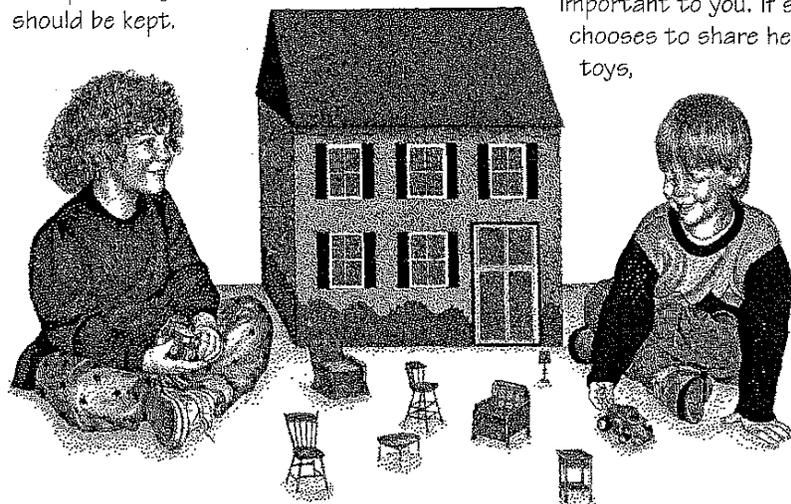
Sit down and talk with your child about the toys in your home. Ask her, "Do you have some special toys that you don't want the other children playing with all the time?" "Which toys should we leave out for everyone to play with?"

Talk with your child about where her special toys should be kept.

Maybe she would like to keep them in her room or in a closet.

Sharing special toys should be your child's choice. Tell her, "If you bring out your special cars and trucks while the other children are here, they will want to play with them. Is that okay with you?" Protect your child while playing by telling the other children, "Kira is playing with her special cars and trucks right now. When she's finished you may ask if you may play with them."

Giving your child the choice not to share special toys does not mean that she will grow up to be a selfish person who never shares. Giving a choice lets your child know that you understand her feelings and they are important to you. If she chooses to share her toys,



Let your child choose some toys that don't have to be shared with the other children.

make sure you tell her that you like to see her share. "Kira, I saw you let Paul play with your cars and trucks. Thank you for sharing your toys with him."

When you buy new toys, be very clear with your child: "We're buying this new set of blocks for all the children to play with." Or, "This doll is for you. You may choose if the other children may play with it."

You may want to set a day for all the children to bring a special toy from home. Before that day, talk with the children about special toys. Tell them they may choose if they want to share their special toys with the other children. Be sure to talk with the parents to make certain children don't bring toys that break easily or ones that will hurt children.

SHARING SPACE

Your child may enjoy having his own special space in your home. This needs to be a place where the other children may not go unless he invites them to come into his space. A good spot for this is a bedroom. You may want to keep his bedroom door shut during the day so the other children know that room is not a place where they may play.

When you allow your child to have his own space, you are telling him that he is special and not just one of the other children coming into your home. He belongs in your home. Therefore he has his own space where he can keep special toys, his own books, and other things that he doesn't want to share all the time.

SHARING MOM

"When it's just our family, Tina is great to be around. She listens to what I tell her and plays nicely. When the other children come, it seems like she's a different person. She walks on the sofa, whines and cries when she doesn't get her way, and doesn't follow the rules."

— Kathleen,
child care provider

When there is one child in the house, everything is great! All of Mom's attention goes to that one child. Add a second child—brother, sister, or neighborhood children—and the number one child now finds that Mom's attention must be shared. Sharing Mom is hard work for young children.

Here are some tips to help your child:

- Talk with your child about her feelings. "It's hard for you when you see other children sitting on my lap."
- Set aside some special time each day just for you and your child. If the other children are busy playing, you may want to ask your child if he would like you

to read his favorite book or play a game together.

- Give your child loving touches throughout the day. A surprise pat on the back, a kiss, or a big hug all remind your child that you love him.
- You and your child may want to work out your own special signal of love that you can give each other during the day. It could be blowing each other a kiss, a wink, waving with your pinky finger, or anything else you and your child decide. It will be special because it's between the two of you.

Set aside special time every day to share with your child.

- Make time for your child after the children have left for the day. Give her some special time to talk, read, play, and laugh together.
- Your child may enjoy helping you prepare for the next day. Talk about what the children will be doing. He may want to help prepare a snack ahead, set out art materials, or plan where you'll go for a walk.
- Keep the same rules, whether the children are there or not. It's very confusing to a child when the rules change. If children aren't allowed to walk on the sofa during the child care day, the rule is the same in the evening after children have gone home.

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Developed by Lyn Horning, Penn State Better Kid Care Program,
259 Easterly Parkway, State College, PA 16801 • Phone: 1-800-452-9108 • Website: betterkidcare.psu.edu

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Choosing Toys Children Really Like

We often hear about the demand for one toy during the holiday shopping season. A few years ago there was a rush on a stuffed animal, like one kids saw on TV. The news reported on parents standing in store lines for hours or fighting other parents to make sure their child would have one of these toys on Christmas morning. Sad to say, after all this effort, many parents found their child playing with this toy for a few minutes, then putting it aside to play with something else.

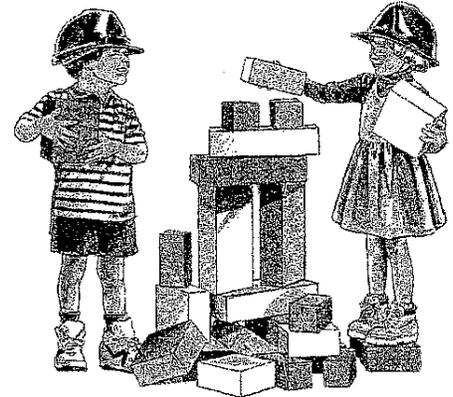
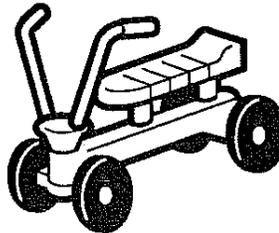
There are lots of toys on store shelves to choose from and the cost can really add up. Children often want every toy they see in the store and on TV. It's up to adults to choose the best toys for the money they have to spend. How do you choose good toys that children will really like to play with?



**THINK ABOUT SAFETY
AND HOW CHILDREN
WOULD USE A TOY
BEFORE YOU BUY IT.**

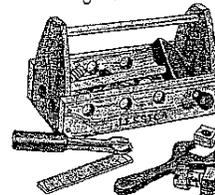
Before you buy a new toy, ask yourself the following questions about safety:

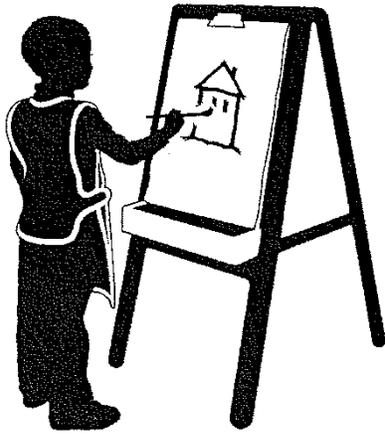
- Is the toy made of sturdy material that will hold up with lots of playing?
- Does the toy shoot or throw things that may hurt a child's eyes?
- Does the toy make loud noises that may harm a child's hearing?
- Does the label on a painted toy state "nontoxic"?
- Is the toy easy to wash and keep clean?
- Does the toy work well?



Then look at the toy and think about how children would use it:

- Can children use this toy in more than one way?
- Can children decide how to play with this toy, or does it play for them?
- Is the toy right for the age of the child?
- Will children of other ages be able to use this toy?
- Can the toy be used with other toys for playing?
- Is there anything about this toy that could raise tension or cause stress for the children or you?





GREAT TOY CHOICES FOR CHILDREN

You can't go wrong by choosing toys in the groups listed below.

Dramatic play — toys that help children work out their ideas about the world.

These include blocks, toy cars, trucks, planes, boats, dress-up clothes, ocean, farm, and rainforest animals, insects, dolls, stuffed animals, tool sets, medical kits, doll houses, puppets, props to make a restaurant, store, post office, etc.

Small object play — toys for children (three years of age and older) to use the small muscles in their hands and fingers. Playing with small objects helps children's learning about math and science. These include construction sets, blocks, plastic blocks that fit together, puzzles.

CAUTION: Children under three years of age should not play with small objects, which they may put in their mouths, causing them to choke. Any toy that is small enough to drop through a

THE BEST TOYS LET CHILDREN DECIDE HOW TO PLAY WITH THEM.

toilet paper tube should not be given to children under three years of age.

Art play — materials for children to use in ways they choose.

These include paints, paper of all sizes and colors, crayons, markers, children's safety scissors, glue, clay.

Physical play — helps children use their arm and leg muscles.

These toys include bikes and other riding toys, balls, bats, jumprobes, swing sets, things to climb on, or tunnels to crawl through.

Game playing — teaches children about taking turns, following rules, solving problems.

These toys include board games, card games, and games you or the children make up.

TOYS TO AVOID

Toys that play for the child — such as dolls, stuffed animals, phones, and books that talk, sing, dance, or jump when a button is pushed; hand-held computer games that children play with by themselves; play computers that say the alphabet, colors, numbers, or make animal sounds.

Toys that teach violence — such as guns, swords, action figures of professional wrestlers, balls made to look like bombs, toys from horror TV shows or movies.

Toys that don't allow children to choose how to play with them — such as play-dough molds to make shapes in only one way or construction toys that can only be built in one way.

Toys that are linked to TV programs, movies, music, and video games for teens or adults — such as dolls based on teenage stars and pop music, "pretend" body piercings and tattoos; action figures, dolls, and other toys linked to PG-13 or R-rated movies.

Toys that are linked to advertising, candy, and unhealthy foods — such as toys with the name or logo of a fast food restaurant on them, books or games based on name brand or junk foods.



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Sources: *Choosing Toys of Value by Teachers Resisting Unhealthy Children's Entertainment*

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CHILDREN'S ART

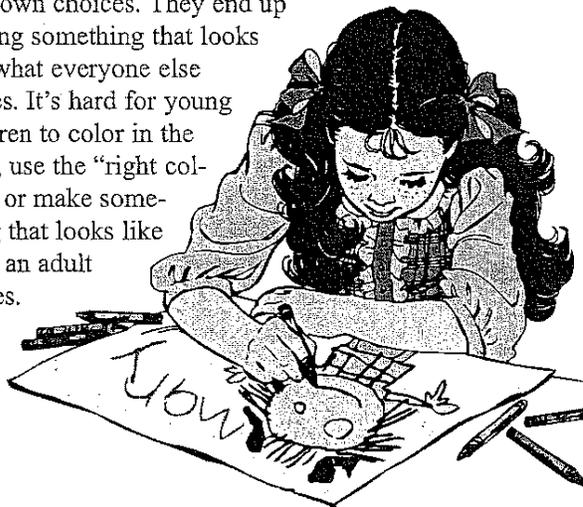
Art is very important to young children. It gives them a way to let out their feelings and ideas.

Children can learn a lot through art. As children draw, paint, and make collages, they are learning about their world (colors, shapes, and sizes of objects.) When they use paints, glue, and markers, children are planning, trying out new things, and solving problems. As children mix paints, they learn to understand one thing can make changes in another. Art lets children make choices.

Children don't need to make a finished product to learn from art. This is sometimes hard for adults to understand. For young children, what they are doing is most important, not what they make.

COLORING BOOKS

Adults sometimes think that coloring books, patterns, and pre-cut pieces are art for children. These materials do not allow children to be creative and make their own choices. They end up making something that looks like what everyone else makes. It's hard for young children to color in the lines, use the "right colors", or make something that looks like what an adult makes.



Children show their feelings and ideas through art.

Art should be a time to allow the child's ideas to come out. Crafts tend to limit a child's creative ideas. The activities listed below do not allow a child to be creative.

Try to avoid using these:

- coloring books or printed pages to color
- creating a craft project for the children to see and make the same thing
- patterns to follow or lines to cut on
- telling a child what to draw, paint, or make
- finishing a child's work or telling a child to finish it to make it better
- drawing things for children

THE BEST ART FOR CHILDREN

The best art for children is to give them the art materials and let them explore them in their own ways. Let the children choose how they want to use the materials. They will learn more and enjoy art more when they can make their own artwork. No two art projects will be alike.

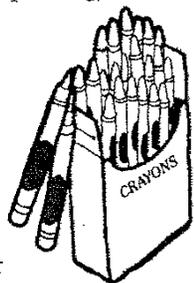
To an adult, great children's artwork often looks a lot like scribbles, lines, and even a mess on paper! Children learn by making these lines, scribbles, and messes. It's what they are doing that's most important.

Lots of Ideas for Painting

You can spend a whole year letting children explore with paint.
Change the activities by letting children work with different papers, painting tools, and paints.

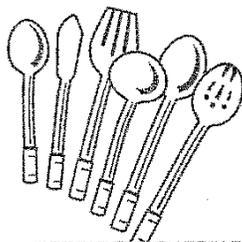
TRY DIFFERENT PAPERS

- poster papers of different colors, sizes, and shapes
- tissue papers of different colors, sizes, and shapes
- cardboard of different colors, sizes, and shapes
- newsprint
- Sunday newspaper comics (try painting them with water)
- wet and dry papers
- bubble wrap (great for finger painting)
- paper bags
- paper plates
- pizza boxes
- wall paper
- wax paper
- wrapping paper
- aluminum foil
- freezer paper

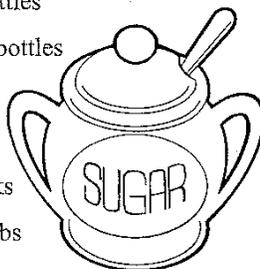
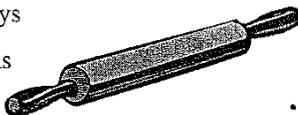


TRY DIFFERENT PAINTING TOOLS

- sponges
- twigs, sticks, or leaves
- dandelions
- pine tree branches
- grass
- eyedroppers
- cotton balls
- clean fly swatters
- old tooth brushes



- paint brushes (thin, thick, narrow, wide)
- popsicle sticks
- dish cleaners
- wire egg beaters
- vegetable and pastry brushes
- old dog toys
- rolling pins
- combs
- rubber balls
- squeeze bottles
- deodorant bottles
- ice cubes
- feathers
- plastic forks
- cotton swabs
- hair rollers
- coffee stir sticks
- corks
- toy cars and trucks
- kitchen tools
- body parts (elbows, fingers, noses, feet, knees, etc.)



What children do with art is more important than what is made.

TRY CHANGING THE PAINT

Add these to make different textures

- Add liquid soap to make paint slimy
- Add salt or sugar to make paint sparkle
- Add corn syrup to make paint shiny and sticky
- Add flour to make paint lumpy
- Add sand to make paint bumpy

If you want to learn more about art and young children, call the Better Kid Care office (1-800-452-9108) to ask for the learn-at-home unit, "Using Art Materials."

For more ideas on art projects, look for these books in your local county Cooperative Extension resource library:

Paint Without Brushes
by Liz and Dick Wilmes

Don't Move the Muffin Tins
by Bev Bos

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Make Your Dollars Stretch with Freebies

Toys and art materials can cost a lot of money. You can stretch your dollars by looking for free things or asking parents and neighbors to save items for your program.

What local businesses are in your area? Try asking for these items to start:

Computer paper — to use for drawing and other art projects. (Used paper with printing on one side is great—the children can use the blank side.)

Ends of paper rolls — ask your local newspaper for the ends of newsprint rolls for finger painting, painting big pictures, drawing, tracing children's bodies, and gift wrapping.

Wood scraps — ask local lumberyards or construction companies if you can go through their scrap piles. Soft woods such as pine, cedar, or spruce are good for children's woodworking. Sand down small pieces of wood to add to your block area.

Wallpaper books and paint color chips — ask for them at stores that sell paint, wallpaper, or floor coverings. Use to make art projects, collages, etc.

Display pictures — grocery stores often give away used pictures of food. You may also want to check with photo stores, sport-

ing goods, and drug stores for display pictures.

Large cardboard boxes — boxes from refrigerators, ranges, big TV sets, etc. make great tunnels, playhouses, puppet theaters, or quiet places to read. Cut them apart for large pieces of cardboard to draw on, make roads for cars and trucks, or use them to cover a table before starting a big painting project.

Carpet pieces or samples — carpet stores may have small pieces left from a job. Use them for sitting mats and pretend play.

Many parents and neighbors would love to give things to you instead of throwing them away. Make a list of things you can use with the children. You may want to include these:

Old magazines, catalogs, and greeting cards — for children to cut apart for collages, puzzles, and other art projects.

Clothes, shoes, jewelry, purses, neckties — for children's pretend play.

Scarves — for dancing, pretend play.

Men's shirts with buttons down the front — to cover children's clothing when they paint.

Plastic dishes and kitchen utensils — for children's pretend play or for playing in sand and water.



**Check
with businesses,
parents, and neighbors
to get things for
free.**

Plastic squirt bottles — for playing with water.

Buttons — for stringing, counting, sorting, play money.

Plastic gallon ice cream containers — use for storage bins, space helmets, or trash baskets.

Office paper (used on one side) — children can draw on the blank side or use for other art projects.

Garden leftovers (an extra tomato plant in the pack, perennial plants that need cutting back, extra vegetables from home gardens) — use the plants for a gardening project; add extra vegetables to your lunch or snack menu.

Small cardboard boxes, such as shoeboxes or jewelry boxes — children can use them for pretend play, doll beds, car garages, beanbag toss games, and art projects. Tape the lids on and they can be stacked like blocks.

Clean, empty food containers, such as yogurt cups, cottage cheese containers, cereal boxes, oatmeal boxes, pudding boxes, plastic peanut butter jars, milk cartons, etc. — children can use them in pretend play or to hold art supplies.

Scraps of wrapping paper, fabric, ribbon, elastic, and yarn — for art projects.

Empty film cans — use them for stacking and counting; put some rice or beans inside and seal the lid to make musical shakers.

Empty cardboard tubes (from toilet paper, paper towels, wrapping paper) — as tunnels for little cars and trucks, for pretend and block play as well as art projects.

Paper grocery bags — children can draw on them, make them into puppets, cut holes for arms and wear them for pretend play.

Many child care homes hang

a "wish list" of things they need on a bulletin board or hand a list to parents. It's usually easy to get parents to save old clothes, magazines, and toilet paper rolls. Don't be afraid to think big! Some child care homes have received storage shelves, riding toys, furniture, even a computer by letting others know what they need!



**Great
children's toys and
art materials are
available for free.**

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 Sources: *Gifts for Your Programs: Getting Free Supplies and Services*, by Nancy Gaumer, *Iowa Family Child Care Handbook*, by Lisa Oesterreich, Bess Gene Holl, and Shirley Karas.

Super Snacks

Toddlers and preschoolers like to snack. And, that's good news! Because their stomachs are small, they may not be able to meet their nutrition needs with just three meals a day. Snacks can provide nutrients and food energy that are missing from their meals. Studies show that many children do not get enough iron, vitamin A or vitamin C. That's why snacking comes in handy. Good snacks can give kids these and other important nutrients.

BE SNACK-WISE...

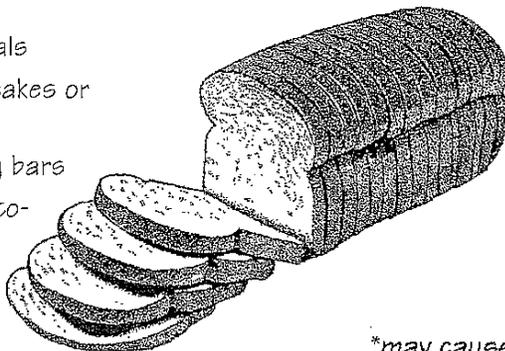
As with meals, schedule snacks as planned eating events, keeping them as supplements to regular meals, not replacements. By serving snacks no less than two hours before meals, youngsters come to meals with their appetites intact — ready for good food and good company.

Choose snack foods that complement the meals served. If the meals come up short on servings of vegetables or grain products, snack time is a great time to enjoy more. Vary snack foods as you do foods offered at mealtimes.

Plan snacks using the food guide pyramid. If snacks conjure up images of high-calorie, low nutrient foods — think again! Wise snack foods come from the five groups of the food guide pyramid. Offering snacks based on the food guide pyramid provides the biggest nutritional bang for your snack-time buck:

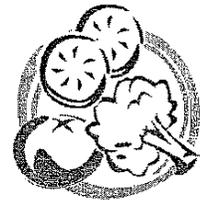
SNACKS FROM THE GRAIN GROUP

- Cracker stacks — wheat crackers spread with cheese spread
- Ready-to-eat cereals
- Flavored mini rice cakes or popcorn cakes*
- Ginger snaps or fig bars
- Trail mix — ready-to-eat cereals mixed with raisins or other dried fruit*
- Breads of all kinds such as multi-grain, rye, white, wheat
- Graham crackers
- Popcorn*



SNACKS FROM THE VEGETABLE GROUP

- Vegetable sticks such as carrot*, celery*, green pepper, cucumber, or squash
- celery stuffed with peanut butter*
- cherry tomatoes cut in small pieces
- steamed broccoli, green beans, or sugarpeas with lowfat dip



SNACKS FROM THE FRUIT GROUP

- Apple ring sandwiches — peanut butter on apple rings
- Tangerine sections
- Chunks of banana or pineapple
- Canned fruits packed in juice
- Juice box (100% juice)

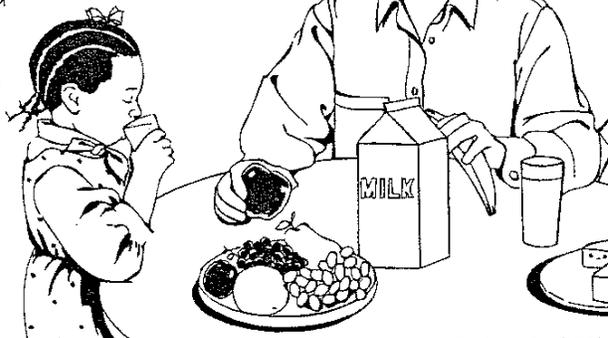
*may cause choking in children under the age of 3.

SNACKS FROM THE MILK GROUP

- Milk shakes — made from fruit and milk
- Cheese slices with thin apple wedges
- String cheese or individually wrapped slices
- Mini yogurt cups
- Snacks from the Meat Group
- Hard cooked eggs (wedges or slices)
- Peanut butter spread thin on crackers
- Bean dip spread thin on crackers

CHOOSE FOODS FROM TWO FOOD GROUPS FOR A GREAT SNACK.

- Whole grain cereal and milk
- Yogurt and fresh fruit
- Raw veggies with cottage cheese or yogurt dip
- Quesadilla (soft tortilla and cheese, folded and heated)
- Microwave-baked potato topped with salsa and cheese shreds



SOME SIMPLE SNACK FOODS TO MAKE

Ants on a log — Fill celery sticks with peanut butter and top with raisins.

Banana split salad — Slice bananas lengthwise. Top with a scoop of cottage cheese. Spoon fruit cocktail over the top.

Bunny food — Combine grated carrots with raisins and a bit of honey. Serve on crackers.

Party mix — Mix 1 cup of dry cereal and 1/2 cup small pretzel sticks. Place on cookie sheet. Coat with 2 Tbsp. melted butter; sprinkle with Parmesan cheese. Bake at 250°F for 30 minutes, stirring occasionally.

Treasure logs — Lay a piece of cheese on a thin slice of meat. Roll into a log shape.

Roll-up salad — Spread a lettuce or cabbage leaf with peanut butter. Place a celery or carrot stick in the middle. Roll up the leaf with the carrot or celery in the center.

Fancy sandwiches — Cut bread into shapes with cookie cutters. Spread with favorite toppings.

Make-a-face sandwich — Cut bread into a circle. Spread with peanut butter. Make “hair” and “eyes” with raisins, carrots, apple slices, or coconut.



Think “fun-time” at snack time too. Children especially enjoy foods with plenty of sensory appeal. Brightly-colored fruits and vegetables entice children to try a bite. Use your nose! Point out the aroma of baking bread or freshly-cut watermelon; then enjoy a slice as a snack. For fun with textures, combine soft, creamy cheese with crisp crunchy crackers.

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Resources for Family Child Care Homes

Office or Agency	Type of Information	Contact Information
Better Kid Care	<p>Adult Education “The Basics of Caring for Children in Your Home” notebook. Distance education by mail or on your computer.</p> <p>Telephone help line.</p>	<p>Telephone (800) 452-9108 E-mail betterkidcare@psu.edu On the web at www.betterkidcare.psu.edu</p> <p>Telephone help line (800) 859-8340</p>
CDC Act Early	<p>Child Development Information Information to help identify normal growth and development and possible problems in child development.</p>	<p>On the web at www.cdc.gov/actearly</p>
Child and Adult Care Food Program	<p>Reimbursement Offers reimbursement for meals and snacks served in registered and licensed child care programs. Free DVD about the program is available. Call (800) 331-0129, extension 78455 to request a copy.</p>	<p>Telephone (800) 331-0129 On the web at www.fns.usda.gov and www.pears.ed.state.pa.us</p>
Child Care Information Services (CCIS)	<p>Subsidies Money for children from low-income families to pay for child care.</p> <p>Resource and Referral Help for families to find child care facilities in their local areas.</p>	<p>County-based offices: See local telephone listings or on the Web at www.dpw.state.pa.us/helpfultelephonenumbernumbers/childcareinformation/services/index.htm</p>

Office or Agency	Type of Information	Contact Information
ChildLine	Child Abuse Reporting Receives calls for suspected child abuse. Processes PA Child Abuse History Clearance forms and FBI criminal history results	For suspected abuse – telephone (800) 932-0313. To request or ask questions about Child Abuse History Clearance forms or FBI forms – telephone (717)783-6211. Child Abuse History Clearance forms can be downloaded from the Web at www.dpw.state.pa.us/publications/forproviders/childcareforms/index.htm
Children’s Health Insurance Program (CHIP)	Children’s Health Insurance Qualified families receive free or low-cost health insurance, prescriptions, dental, vision, and hearing care.	CHIP Helpline: 1-800-986-KIDS On the web: www.chipcoverspakids.com
Connect	Information on Children’s Services Provides information about child development, programs, and services for children (Offers materials in English and Spanish).	Telephone (800) 692-7288
Early Childhood Education Linkage System (ECELS)	Children’s Health and Safety Educational information and workshops	Telephone (800) 243-2357 or on the Web at www.ecels-healthychildcarepa.org

Office or Agency	Type of Information	Contact Information
Early Intervention	<p>Services for Children For children with disabilities in Pennsylvania.</p> <p>Booklets on Web:</p> <ul style="list-style-type: none"> • “A Child Care Provider’s Guide to Early Intervention Services in Pennsylvania” • “A Family’s Introduction to Early Intervention in Pennsylvania” 	<p>Telephone (800) 692-7288 for local information and referral or on the Web at www.dpw.state.pa.us/forchildren/childcareearlylearning/earlyinterventionservices/index.htm or www.PatTan.net</p>
Healthy Beginnings	<p>Health Insurance Eligible pregnant women and children receive a medical card to cover hospital, dental, and prescription costs.</p>	<p>Telephone (800) 692-7462</p>
Keystone STARS	<p>Program Quality Voluntary program to enhance quality of child care in Pennsylvania.</p>	<p>Call Regional Key Offices: Central – (800) 346-3020 Northeast – (800) 528-7222 Northwest – (800)-860-2281 Southeast – (267) 773-4400 Southcentral – (800) 864-4925 Southwestern – (877) 349-4850 Or on the Web at www.dpw.state.pa.us/provider/earlylearning/keystonestarschildcarequalityinitiative/index.htm</p>

Office or Agency	Type of Information	Contact Information
Lead Information Line	Information Provide information about lead poisoning, its prevention and control.	Lead Information Line - Telephone (800) 440-LEAD
Megan's Law	Child Protection Lists addresses of people convicted of sexual crimes.	On the Web at www.pameganslaw.state.pa.us
National Association for Family Child Care	Professional Organization National support system for family child care providers	Telephone (800) 359-3817 On the Web at http://nafcc.org
National Child Care Information Center	Business Information Information for starting and running a child care business. Access to a wide variety of publications.	On the Web at www.nccic.org
Parent to Parent of Pennsylvania	Information for Families Information sharing between families of children and adults with special health care needs and/or disabilities.	Telephone (888) 727-2706 http://www.parenttoparent.org

Office or Agency	Type of Information	Contact Information
<p>Pennsylvania Department of Revenue</p>	<p>Business Information Booklet on the Web – “Starting a Business in Pennsylvania - A Beginner’s Guide” (REV-588).</p>	<p>Telephone (717) 787-1064 or on the Web at www.revenue.state.pa.us</p>
<p>Pennsylvania Department of State Corporation Bureau</p>	<p>Business Information</p> <ul style="list-style-type: none"> • Booklet on the Web – “A Guide to Business Registration in Pennsylvania”. • Online business registration. • Forms on the web to download, including: <ul style="list-style-type: none"> ○ Application for Registration of Fictitious Name ○ Articles of Incorporation 	<p>Telephone 717) 787-1057 or (888) 659-9962 or on the Web at www.dos.state.pa.us</p>
<p>Pennsylvania Family Child Care Provider’s Association</p>	<p>Professional Organization Statewide support system for family child care providers</p>	<p>Telephone (800) 294-3324</p>
<p>Pennsylvania Institute of Certified Public Accountants</p>	<p>Accountant or Tax Professional Free location service.</p>	<p>On the Web at www.picpa.org</p>

Office or Agency	Type of Information	Contact Information
Pennsylvania Open for Business	Tax and Business Information Business forms and information to download	On the Web at www.paopen4business.state.pa.us
Pennsylvania State Police	Request for Criminal Record Check Form Form (SP 4-164) on Web	Submit an electronic request for Pennsylvania criminal history clearance on the web at https://epatch.state.pa.us/Home.jsp Download a form to complete and mail at www.dpw.state.pa.us/publications/forproviders/childcareforms/index.htm
Poison Control Centers	Information and Emergency Service Provide poison information and 24-hour emergency service by telephone	Telephone (800) 222-1222
Regional Keys	Education and Program Quality Offer child care training, workshops for developing child care emergency preparedness plans, and administer Keystone STARS, a voluntary program to enhance the quality of learning in Pennsylvania.	Call Regional Key Offices: Central – (800) 346-3020 Northeast – (800) 528-7222 Northwest – (800)-860-2281 Southeast – (267) 773-4400 Southcentral – (800) 864-4925 Southwestern – (877) 349-4850 Or on the Web at www.pakeys.org

Office or Agency	Type of Information	Contact Information
Small Business Resource Center	Business Information Start or expand a business in Pennsylvania	Telephone 866-GO-NEWPA or on the Web at www.newpa.com
Special Kids Network	Information on Children's Services Information about services for children with special health care needs	Telephone (800) 986-4550
U.S. Consumer Product Safety Commission	Safety Information Toy and equipment safety recalls Home playground safety, including surfacing under playground equipment in the following publications: <ul style="list-style-type: none"> • "Outdoor Home Playground Safety Handbook"(PUB 324) • Home Playground Safety Tips"(PUB 323) Sign up for email safety alerts and recall information: <ul style="list-style-type: none"> • On the Web at www.cpsc.gov • Under "Get Involved", click on Sign up for Safety News and Recall Emails • Complete the form with your e-mail address and select the category "only those recalls involving infant/child products" • Click submit • You will receive an e-mail from CPSC confirming your enrollment 	On the Web at www.cpsc.gov On the Web at: <ul style="list-style-type: none"> • www.cpsc.gov/CPSCPUB/PUBS/324.pdf • www.cpsc.gov/cpscpub/pubs/pg1.pdf or call (301) 504-7921 to request



USEFUL WEB LINKS

View DPW information for Child Care Providers:

<http://www.dpw.state.pa.us/provider/earlylearning/index.htm>

View information about the child care regulations:

<http://www.dpw.state.pa.us/provider/earlylearning/childcareregulations/index.htm>

Access and download DPW Child Care Forms:

<http://www.dpw.state.pa.us/publications/forproviders/childcareforms/index.htm>

Access the OCDEL PELICAN System:

<https://www.pelican.state.pa.us/provider>

Access the PELICAN Public User Facing Link:

<https://www.pelican.state.pa.us/PPCSPublicFacing>

Sign up for the OCDEL Child Care Provider Certification Listserv:

<http://listserv.dpw.state.pa.us/ocd-pa-child-care-certification.html>

Search for Early Learning Program and Providers:

<http://www.humanservices.state.pa.us/Compass.Web/ProviderSearch/pgm/PSWEL.aspx>

Obtain FBI Clearance and receive information:

<http://www.pa.cogentid.com/index.htm>

Access Pennsylvania Keys to Quality

http://www.pakeys.org/pages/get.aspx?page=Keys_PaKey

Sign up for the Build Early Childhood E-News:

http://paprom.convio.net/site/PageServer?pagename=Build_home_page

Consumer Product Safety Commission (CPSC) website:

Information about recalled products, including toys and equipment:

<http://www.cpsc.gov/>

Sign up to receive CPSC email notices of recalled toys and equipment:

<https://www.cpsc.gov/cpsclist.aspx>



www.cpsc.gov

Child Care Providers

Your Guide to New Crib Standards

Beginning **December 28, 2012**, any crib provided by child care facilities and family child care homes must meet new and improved federal safety standards. The new standards take effect for manufacturers, retailers, importers and distributors on **June 28, 2011**, addressing deadly hazards previously seen with traditional drop-side rails, requiring more durable hardware and parts and mandating more rigorous testing.

What you should know...

- **This is more than a drop side issue. Immobilizing your current crib will not make it compliant.**
- **You cannot determine compliance by looking at the product.**
- **The new standards apply to all full-size and non full-size cribs including wood, metal and stackable cribs.**
- **If you purchase a crib prior to the June 28, 2011 effective date and you are unsure it meets the new federal standard, CPSC recommends that you verify the crib meets the standard by asking for proof.**
 - o Ask the manufacturer, retailer, importer or distributor to show a Certificate of Compliance. The document must:
 - Describe the product
 - Give name, full mailing address and telephone number for importer or domestic manufacturer
 - Identify the rule for which it complies (16 CFR 1219 or 1220)
 - Give name, full mailing address, email address and telephone number for the records keeper and location of testing lab
 - Give date and location of manufacture and testing
 - o The crib must also have a label attached with the date of manufacture

What you should do...

- **All child care facilities, family child care homes, and places of public accommodation:**
 - o Must prepare to replace their current cribs with new, compliant cribs before December 28, 2012.
 - o Should not resell, donate or give away a crib that does not meet the new crib standards.
- **Dispose of older, noncompliant cribs in a manner that the cribs cannot be reassembled and used.**
- **Noncompliant cribs should not be resold through online auction sites or donated to local thrift stores. CPSC recommends disassembling the crib before discarding it.**



U.S. Consumer Product Safety Commission

A SAFER GENERATION OF CRIBS

New Federal Requirements



5 New Federal Requirements:

- ❌ Traditional drop-side cribs cannot be made or sold; immobilizers and repair kits not allowed
- ❌ Wood slats must be made of stronger woods to prevent breakage
- ❌ Crib hardware must have anti-loosening devices to keep it from coming loose or falling off
- ❌ Mattress supports must be more durable
- ❌ Safety testing must be more rigorous

Beginning June 28, 2011 all cribs sold in the United States must meet new federal requirements for overall crib safety.

 SafeSleep is a campaign of the U.S. Consumer Product Safety Commission.



www.cpsc.gov



NSN 11-2

The New Crib Standard: Questions and Answers¹

Since US Consumer Product Safety Commission (CPSC) approved a new crib rule, the CPSC continues to receive questions on this topic. While most questions have revolved around the drop side, it's important for you to know that the new standard affects far more than the drop side. A crib's mattress support, slats, and hardware are now required to be more durable and manufacturers will have to test to new more stringent requirements to prove compliance. Here are some of the questions the CPSC received, along with answers:

GENERAL QUESTIONS

1. What is the new standard for cribs?

Beginning June 28, 2011, all cribs manufactured and sold (including resale) must comply with new and improved federal safety standards. The new rules, which apply to full-size and non full-size cribs, prohibit the manufacture or sale of traditional drop-side rail cribs, strengthen crib slats and mattress supports, improve the quality of hardware and require more rigorous testing. The details of the rule are available on CPSC's website at www.cpsc.gov/businfo/frnotices/fr11/cribfinal.pdf.

The new rules also apply to cribs currently in use at child care centers and places of public accommodation. By December 28, 2012, these facilities must use only compliant cribs that meet the new federal safety standards.

2. When will the new, safer cribs be available for purchase?

Beginning on June 28, 2011, all cribs sold in the United States must meet the new federal requirements. After that date, it will be illegal to manufacture, sell, contract to sell or resell, lease, sublet, offer, provide for use, or otherwise place in the stream of commerce a crib that does not comply with the CPSC's new standards for full-size and non-full-size cribs. This includes manufacturers, retail stores, Internet retailers, resale shops, auction sites and consumers.

3. What if I need to purchase a new crib prior to June 28, 2011?

Some compliant cribs may be available before the required date. However, you will not be able tell if the crib is compliant by looking at the crib. So, you may want to ask the retail store or the manufacturer whether the crib complies with 16 CFR 1219, the new federal standard for full-size cribs or with 16 CFR 1220, the new federal standard for non-full-size cribs.

4. Is this new regulation simply a ban on all drop-side rail cribs?

No, these are sweeping new safety rules that will bring a safer generation of cribs to the marketplace in 2011. CPSC's new crib standards address many factors related to crib safety in addition to the drop-side rail. A crib's mattress support, slats, and hardware are now required to be more durable and manufacturers will have to test to the new more stringent requirements to prove compliance.

5. Are all drop-side rail cribs "recalled" because of the new regulation?

There has not been a specific "recall" of all drop-side cribs due to the new regulation. Instead, some manufacturers recently have recalled their cribs in cooperation with the CPSC because a specific defect or risk of harm has been discovered relating to a particular crib. Although these recalls are separate from CPSC's new crib standards, traditional drop-side cribs will not meet the new crib standards that will take effect on June 28, 2011, and cribs with traditional drop-sides cannot be sold after that date.

6. How do I know whether the specific crib that I own/use in my child care facility meets the new standards?

You cannot tell from looking at a crib whether it meets the new standards. It is not likely that cribs in use before the Commission issued its crib rule in December 2010 will comply with the new standards. If you are considering purchasing new cribs that meet the standards, you may want to ask the manufacturer or retailer whether the crib complies with 16 CFR 1219 (the new standard for full-size cribs) or 16 CFR 1220 (the new standard for non-full-size

¹ Information obtained from CPSC Blogger on June 14, 2011, <http://www.cpsc.gov/onsafety/2011/03/the-new-crib-standard-questions-and-answers/>

cribs). Manufacturers are required to test samples of their cribs to the new standards and to certify that they comply with the new standards. They must provide this certification to the retailer.

You can ask the manufacturer or retailer for a copy of the certificate of compliance that should indicate that the crib is certified to meet 16 CFR 1219 or 16 CFR 1220. After June 28, 2011, all cribs manufactured or offered for sale, lease, or resale are required to meet the new crib standards.

7. Who will be enforcing the crib standards and what are the penalties for using cribs that do not meet the new standards?

CPSC will be the main agency enforcing the new crib standards. The initial focus will be on manufacturers and retailers since they must comply with the new standards by June 28, 2011. Anyone who is covered by the new crib standards and does not comply commits a prohibited act under section 19(a)(1) of the Consumer Product Safety Act (CPSA). A person or company that knowingly commits a prohibited act is subject to possible civil penalties. States' attorneys general also have authority to enforce the crib standards through injunctions.

CONSUMERS

8. As a consumer, what can I do if I have a drop-side crib?

Some drop-side crib manufacturers have immobilizers that fit their cribs. Drop-side crib immobilizers are devices that are used to secure drop sides to prevent dangerous situations in which the drop-side either partially or fully separates from the crib. As part of a recall, CPSC staff works with companies to provide fixes, or remedies, for products. For drop-side cribs, that remedy has been immobilizers.

Check the CPSC's website for [companies that have recalled their cribs and are providing immobilizers to secure the drop-side on the cribs](#). These immobilizers were evaluated and approved by CPSC staff for use with these particular drop-side cribs.

If your drop-side crib has not been recalled, you can call the manufacturer and ask if they are making an immobilizer for your crib. Remember, though, that those particular immobilizers have not been tested or evaluated by CPSC staff for use with your specific crib.

Note that a drop side crib, even with an immobilizer installed, will not meet the new CPSC crib standards.

9. Is a sturdy, non drop-side crib okay for a consumer to use?

It is unlikely that your current crib will meet the new crib standards. The new standards require stronger hardware and rigorous testing to prove a crib's durability. If you continue to use your current crib, you are encouraged to [check the crib frequently](#) to make sure that all hardware is secured tightly and that there are no loose, missing, or broken parts. Note that after December 28, 2012, child care facilities, family child care homes, and places of public accommodations, such as hotels and motels, must provide cribs that comply with the new and improved standards.

10. My drop-side crib has not been recalled, but I am worried about using it with my baby. Can I return it for a refund?

Manufacturers and retailers are not required to accept returned drop-side cribs or to provide a refund. However, individual retailers and manufacturers may conduct promotions or incentives for their customers.

11. Is it okay for me as a consumer to resell, donate or give away a crib that does not meet the new crib standards?

A consumer should not resell, donate or give away a crib that does not meet the new crib standards, such as trying to resell the product through an online auction site or donating to a local thrift store. CPSC recommends disassembling the crib before discarding it.

12. Is the answer different if a piece ("immobilizer") has been added to my drop-side crib to prevent the side from moving up and down?

Consumers should not sell or give away a drop-side crib that has an added immobilizer because it still will not meet the new crib standards.

13. If I am unable to purchase a new crib, what can I do to keep my baby safe?

If you continue to use your current crib, you are encouraged to:

- a. Check CPSC's crib recall list to make sure that your crib has not been recalled.
- b. Check the crib frequently to make sure all of the hardware is secured tightly and that there are no loose, missing, or broken parts.
- c. If your crib has a drop-side rail, stop using that drop-side function. If the crib has been recalled, request a free immobilizer from the manufacturer or retailer (particular immobilizer will vary depending on the crib).
- d. Another option is to use a portable play yard, so long as it is not a model that has been recalled previously.

14. If a customer purchases a crib that was manufactured before June 28, 2011, but they return the crib for a warranty claim after June 28, 2011, must the replacement crib meet the new crib standards?

Yes. When a manufacturer (retailer or other supplier) provides a replacement crib for use after the June 28, 2011, compliance date, the crib must meet the requirements of the CPSC's new crib standards.

CHILD CARE CENTERS, FOSTER HOMES, CHURCHES, HOSPITALS

15. My child care center still has drop-side cribs. Are they in violation of the regulation?

No, child care facilities, family child care homes, and places of public accommodation, such as hotels and motels, have until December 28, 2012, to ensure that the cribs used in their facilities meet the requirements of the CPSC's new crib standards.

After this date, places of public accommodation may no longer use traditional drop-side cribs or noncompliant cribs and must use cribs meeting the new federal safety standards.

Parents should talk with management about the new standards and the facility's plan of action for replacing the cribs. Parents also should make sure their baby is not being placed in a recalled crib.

Note: Child care facilities, family child care homes, and places of public accommodation should not resell, donate or give away a crib that does not meet the new crib standards, such as trying to resell the product through an online auction site or donating to a local thrift store. CPSC recommends disassembling the crib before discarding it.

16. Are portable cribs or play yards affected by the regulation?

The crib standards cover portable cribs, but not play yards. CPSC's crib rule includes a standard for full-size cribs (16 CFR part 1219) and a standard for non-full-size cribs (16 CFR part 1220). A non-full-size crib is a crib that is either larger or smaller (or otherwise shaped differently) from a full-size crib. The standard for non-full-size cribs covers portable cribs (a crib that "may be folded or collapsed, without disassembly, to occupy a volume substantially less than the volume it occupies when it is used") as defined in that standard. The term "non-full-size crib" does not include products with mesh/net/screen or other non-rigid construction. Instead, enclosures with mesh or fabric sides are considered to be play yards and are not subject to the crib standards.

CPSC is developing a separate mandatory federal standard for play yards.

17. Are hospitals required to provide cribs that comply with the CPSC's new crib regulation?

The CPSC crib rules require only certain facilities to provide cribs that comply with CPSC rules. Those places include child care facilities, family child care homes, and places of public accommodation such as hotels and motels. Hospital cribs are regulated by the FDA, and are thus considered to be medical devices. Cribs used in hospitals as medical devices are not required to comply with the new CPSC crib standards.

However, a child care facility that is owned or operated by, or located in, a hospital is required to provide cribs that meet the new crib standards by December 28, 2012.

18. What types of child care arrangements are impacted by the new crib standards?

The Consumer Product Safety Improvement Act of 2008 (CPSIA) directed the U.S. Consumer Product Safety Commission (CPSC) to issue the new crib standards and apply them to (among others) "any person that ... based on the person's occupation, holds itself out as having knowledge or skill peculiar to cribs, including child care facilities and family child care homes." The law does not define "child care facility" or "family child care home."

Based on the CPSIA language and other federal programs related to child care, we consider a “child care facility” to mean a nonresidential setting that provides child care services (which could include early learning opportunities) for a fee. We consider “family child care home” to mean a location that provides child care services (which could include early learning opportunities) for a fee in a residential setting. The residential setting is usually in a home other than the one where the child resides, although the child or children of the caregiver may also attend.

Licensing requirements vary widely from one state to another, and whether a child care provider is licensed does not determine the provider’s status as a child care facility or family child care home for purposes of CPSC’s crib standards.

We do not consider “in-home care,” where a child is cared for in his/her own home or by a relative in the child’s home or the relative’s home, to be a “child care facility” or a “family child care home.” In turn, we do not consider such arrangements to be subject to the new crib standards.

19. Are churches/church nurseries subject to the new crib standards?

The CPSIA does not provide any exclusion for churches. If a church operates a child care facility, the cribs that it provides must comply with CPSC’s crib standards. Given the language in the CPSIA, we consider a child care facility to be one that provides services for a fee. If volunteers take care of children during a church service without pay, we do not consider that arrangement to be a child care facility, and cribs used under such an arrangement would not be subject to CPSC’s crib standards.

20. Are foster homes or residential facilities subject to the new crib standards?

We consider a foster home to be a private residence where care is provided in the child’s own home. This arrangement is similar to in-home care and would not be subject to CPSC’s crib standards. However, in addition to child care facilities and family child care homes, CPSC’s crib standards apply to “places of public accommodation,” which means “any inn, hotel, or other establishment ... that provides lodging to transient guests.”

We consider a public residential facility (as opposed to a private residence) to be a place of public accommodation and subject to CPSC’s crib standards.

21. Are “hospital cribs” located in child care facilities subject to the new crib standards?

This depends on whether the crib is a medical “device.” CPSC’s crib standards do not apply to medical devices. A crib that meets the definition of “device” in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. § 201(h)) is subject to regulation by the Food and Drug Administration (FDA), not CPSC. You should contact FDA’s Center for Devices and Radiological Health to determine if a particular crib is a “device.”

A crib that is located in a child care facility and is not a “device” is subject to CPSC’s crib standards.

MANUFACTURERS, IMPORTERS, RETAILERS

Retrofitting Cribs

22. Is it possible to retrofit a crib that is currently in use (e.g., in a child care facility) to meet the new crib standards?

CPSC staff does not believe that a crib currently in use can be retrofitted and tested to show compliance with the new crib standards. Typically, a crib is destroyed in the process of testing; therefore, retrofitting cribs currently in use cannot be done. As discussed in the preamble to the final rule, the crib standards include multiple, complex requirements for many parts of a crib, making it difficult to determine whether a retrofitted crib currently in use would meet the requirements without testing that specific crib. (Section E.9 of the preamble to the final crib rule, 75 Fed. Reg. at 81771-72.) Also, a retrofit, such as a side rail immobilizer, which previously might have been an acceptable remedy to address a defect in a recalled crib, may not necessarily make a crib compliant with the new crib standards because additional new compliance requirements now apply to that crib design.

23. Is it possible for a retailer, manufacturer, or lessor to retrofit unused crib inventory to meet the new crib standards?

Under some circumstances, it may be possible to retrofit unused, noncompliant crib inventory to meet the new crib standards. To comply with the new standards, an existing crib model – with the retrofit in place – must be put through the complete test regimen. In other words, the crib model, as it exists in inventory, must be tested with the retrofit, and

it must meet all the provisions of the relevant new standards and be certified to the applicable new standards prior to its sale. The manufacturer should provide a way to ensure that all the crib models in inventory have been retrofitted properly. For unused cribs in inventory, we assume that cribs of the same model are sufficiently similar, so that when a model that is identical to the crib(s) in inventory is tested to the standard with the retrofit, and the crib passes the test, then that retrofit can be applied to all other identical models currently in inventory to make them compliant. It is the manufacturer's, retailer's, or lessor's responsibility to ensure that all cribs sold (or resold or leased) on and after June 28, 2011, are compliant with the new standards. If a retrofit is used, it is the manufacturer's or importer's responsibility to provide certification of the retrofitted crib, following testing by a CPSC-accepted certifying body, to ensure that the inventory is sold only with a retrofit that makes the crib compliant with the standard. The same retrofit methods developed for a non-compliant unused crib cannot be applied to a crib model that is used or that currently is in use because each crib is unique, due to its use patterns. Therefore, each used crib unit would have to be tested with the retrofit in place before the crib could be certified. The testing can be destructive; and likely would render the crib unusable.

24. If inventory is retrofitted, what testing is required?

The crib model must be tested to the relevant crib standard (16 CFR part 1219 or 16 CFR part 1220) with the retrofit in place. The testing must be conducted by a [third party testing body that has been accredited and accepted by the CPSC to test cribs](#) to the new crib standards.

25. Must crib manufacturers, retailers, and lessors get approval from the CPSC to retrofit crib inventory?

No. The CPSC does not approve crib retrofit methods. The CPSC relies on the manufacturer's/importer's certification of compliance of the retrofitted product that is supported by testing to the applicable standard by a CPSC accepted conformity assessment body.

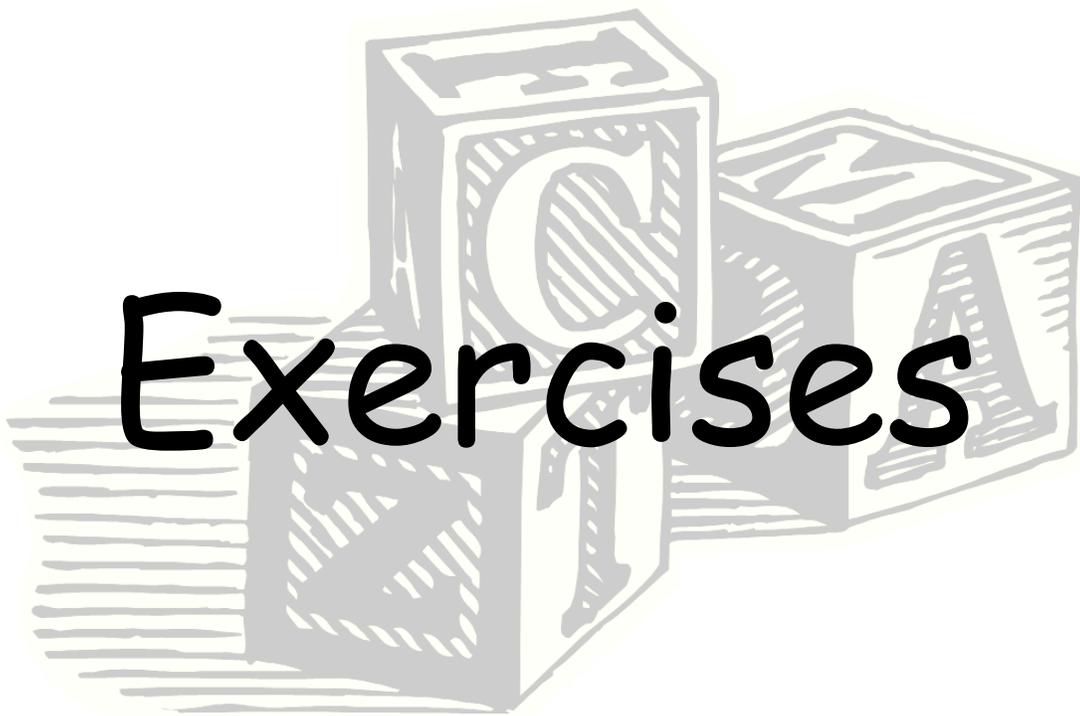
26. If a company has an inventory of cribs that do not comply with the new crib standards, could the company export the noncompliant cribs to another country?

Yes. However, after June 28, 2011, a company first must notify the CPSC and follow the procedures stated in 16 CFR part 1019, pertaining to Export of Noncomplying, Misbranded, or Banned Products.

27. Can a retailer sell a noncompliant crib before June 28, 2011 and deliver it after that date?

Before June 28, 2011, a retailer can sell a crib that does not meet the new crib standard and delay delivery until after June 28, 2011, if a customer pays the full amount due on the crib before that date. By payment of the purchase price before June 28, the sale is complete and the crib effectively is in the customer's possession when the crib has been paid in full. However, if a customer purchases a crib under an arrangement where only partial payment of the purchase price of the crib is made before June 28, 2011 (often called layaway), and does not take possession before June 28, 2011, the crib must meet the new crib standards.

Under these circumstances, a retailer could not legally provide a noncompliant crib to the customer after June 28, 2011.





Is Family Child Care the Right Job for You?

Answer these questions to help you think about the job of caring for children in your home.

Think about you...	Yes	No	Not Sure
Do you like spending a lot of time with young children?			
Do you get along well with others?			
Are you a warm, caring person?			
Are you calm and patient with children?			
Do you have a sense of humor?			
Can you handle stress well?			
Can you handle toys and messes that often happen when children play?			
Will you be able to work with the children's parents?			
Will you be able to listen to another parent's point of view?			
Can you handle complaining parents?			
Can you be happy without a large income?			
Are you a leader?			
Can you keep track of business details?			
Are you organized?			
Will you be able to keep files on the children and for your business?			



Think about your family...	Yes	No	Not Sure
Have you talked with your family about caring for children in your home?			
Does your family support running a child care program in your home?			
Will your own children be able to accept other children in their home every day?			
Will your own children be able to share you and your time with other children?			
Will you own children be able to share the toys, books and other playthings in your home with other children?			
Will your family be able to accept other children in their home when they come home from work or school?			

Think about your home...	Yes	No	Not Sure
Do you own your home?			
If you own your home, have you checked to see if local zoning allows you to run a child care business in your home?			
Do you rent your home or apartment?			
If you rent, have you talked with your landlord to make sure you're allowed to care for children in your home or apartment?			
Does your home have space where:			
children can work on projects and activities?			
children can play with blocks, dress-up clothes, trucks and care?			
children can take naps?			
children can run and jump?			
toys and art supplies can be stored?			
children and adults can wash their hands?			
diapers can be changed?			



Think about your home...	Yes	No	Not Sure
Do you have a safe outdoor play space in your own yard or in easy walking distance?			
Are there areas in your home or yard that may not be safe for young children?			
Will you need to do a lot of work to make your home or yard safe for young children?			

Think about your neighborhood...	Yes	No	Not Sure
Will there be enough parking for parents to drop off and pick up their children?			
Have you talked with your neighbors about running a child care program in your home?			
Will your neighbors mind:			
extra cars on your street at certain times?			
parking spaces taken by parents?			
the noise of children playing outside?			
seeing extra children in the neighborhood?			
if you run a business in your home?			

Look at your answers to the questions above to decide if caring for children in your home is a good job for you.



Writing Child Care Policies

As a family child care provider, you are the boss. You make the rules! It's important to have these policies written down so you can share them with parents when you begin caring for their child. Most child care providers write a "Parent Handbook" listing all of their rules and give it to parents when their children enroll in child care. Written rules help parents to understand that you are running a child care business. You're not just a drop-in babysitter.

Make sure your policies include information about:

- Your schedule and activities you will do with the children each day.
- The hours when you will provide care for children.
- Your fees for caring for children.
- How you plan to supervise and discipline children.
- How a child will be dismissed if you need to stop offering care.

Sharing written rules with parents from the start helps both you and the parents to avoid problems later.

Here are some more things to consider as you write your list of rules. Place a check by the things you want to put in your own set of written rules.

Will you:	Notes:
make breakfast for children who arrive early in the morning?	
make lunch for children?	
expect children to bring lunches from home?	
provide part of a lunch (for example, you provide soup or a sandwich and milk)? parents will need to send extra foods, such as fruit.	
provide morning and afternoon snacks, or will children bring them from home?	
provide food for children on special diets?	
provide formula for infants?	
provide diapers for infants and toddlers?	
provide blankets and pillow for naptime?	
provide toothbrushes and toothpaste for the children in care?	



Will you:	Notes:
provide care for a sick child?	
give children, other than those with special needs, medicine as needed?	
pick up children from a school bus stop?	
transport a child who needs to go for lessons or an appointment during hours of care?	
require payment when a child is sick and doesn't come for care?	
require payment when a child goes on vacation?	
require payment when you are sick or take a vacation?	
requirement payment for holidays when your child care will be closed?	
require the same fees if a family has more than one child needing care	
charge an extra fee if parents don't pay on time?	
charge a late fee for parents who do not arrive on time to pick up their child?	
want time off for some holiday?	
take a vacation?	
find a substitute caregiver if you are sick or on vacation?	
offer part-time care?	
offer night-time or overnight care?	
ask parents to bring extra clothes in care children have accidents or get dirty?	

For more information: do a computer internet search on Child Care Policies and Handbooks.



Choosing Great Toys for Children

Look for toys that:

- Can be used in many ways
- Allow children to play with them in ways they choose
- Let children use their imaginations to create the play
- Children of different ages will like to play with
- Are not linked to TV, video games or movies
- Can be used with other toys for greater play (such as blocks with animals or people)
- Will be sturdy and hold up over time
- Don't encourage children to be violent or hurt others
- Help children or learn about solving problems and working with others

Look at the list of toys below. Put an X in the box beside toys that you think would be good choices for children.

<input type="checkbox"/>	Large wooden blocks	<input type="checkbox"/>	People and animal figures	<input type="checkbox"/>	Sidewalk chalk
<input type="checkbox"/>	Baby dolls	<input type="checkbox"/>	Dolls that walk, talk and eat	<input type="checkbox"/>	Doctor kit
<input type="checkbox"/>	Dresses, shirts, hats, capes, shoes and purses for dress up	<input type="checkbox"/>	Clean, empty food boxes	<input type="checkbox"/>	Doll stroller
<input type="checkbox"/>	Video games	<input type="checkbox"/>	Electric train set	<input type="checkbox"/>	Super hero dolls
<input type="checkbox"/>	Children's books	<input type="checkbox"/>	Puzzles	<input type="checkbox"/>	Riding toys
<input type="checkbox"/>	Simple board games	<input type="checkbox"/>	Toy cars and trucks	<input type="checkbox"/>	Large appliance box
<input type="checkbox"/>	Keyboard and book to teach numbers and letters	<input type="checkbox"/>	Crayons and paper	<input type="checkbox"/>	Jump rope
<input type="checkbox"/>	Plastic cups, bowls and spoons	<input type="checkbox"/>	Play-dough	<input type="checkbox"/>	Gun that shoots suction cups
<input type="checkbox"/>	Balls of different sizes	<input type="checkbox"/>	Dollhouse	<input type="checkbox"/>	Plastic food
<input type="checkbox"/>	Teen music star dolls	<input type="checkbox"/>	Children's videos and DVDs	<input type="checkbox"/>	Toy shopping cart
<input type="checkbox"/>	Push and Pull toys	<input type="checkbox"/>	Tool set	<input type="checkbox"/>	Bean bags
<input type="checkbox"/>	Toy telephone	<input type="checkbox"/>	Battery operated cars	<input type="checkbox"/>	Sandbox
<input type="checkbox"/>	Taking toy telephone	<input type="checkbox"/>		<input type="checkbox"/>	



How Many Children in a Family Child Care Home?

	Related to You	Not Related to You
Infants (birth to 1 year of age)		
Toddlers (1 year to 3 years of age)		
Preschool (3 years to the date the child enters kindergarten)		
School-age (Attends kindergarten and older)		
Total Children		

Family Child Care Rules to Remember

You may care for:

- Up to 6 children who are not related to you, at one time
- Up to 5 infants and toddlers at one time
- Up to 2 infants at one time
- Up to 5 toddlers, if there are no infants
- Up to 4 toddlers, with 1 infant
- Up to 3 toddlers, with 2 infants



Regulations Search for Family Child Care Homes

Find the answers to the following questions by looking in the regulation for family child care homes.

Question	Answer	Where did you find the answer?
<p>1. You need to take a package to the post office. It's near the end of the day and you're waiting for three parents to pick up their children. Your 15-year-old daughter just came home from school. Can she stay with the children while you go to the post office?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>2. What is the maximum number of children that can be in care at any one time in a registered family child care home?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>3. Would the kitchen be a good place to store toxic cleaning supplies since children won't be in the kitchen a lot?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>4. You care for children from 6:30 a.m. to 6:00 p.m. Your spouse comes home from work at 5:00 and likes to sit down to read the newspaper and smoke a cigarette before starting chores around the house. Will he be able to continue doing this?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>5. Do you need to cover electrical outlets?</p>	<hr/> <hr/>	<hr/> <hr/>



Question	Answer	Where did you find the answer?
<p>6. To save on heating bills, your family likes to keep the temperature in your home turned down in the winter. What's the lowest temperature you can set when children are in care?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>7. Where should emergency telephone numbers be kept in a family child care home?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>8. What are the requirements for guns and other weapons if you open a family child care home?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>9. Is natural grass a good outdoor surface for under large play equipment like swing sets, sliding boards and climbing bars?</p>	<hr/> <hr/>	<hr/> <hr/>
<p>10. You're thinking about laying a sheet on the floor for children to lie on for naptime. Will this be OK?</p>	<hr/> <hr/>	<hr/> <hr/>



Question	Answer	Where did you find the answer?
11. Do family child care providers need to plan activities for the children each day?	<hr/> <hr/>	<hr/> <hr/>
12. Can you send the children outside to play while you are making lunch in the kitchen?	<hr/> <hr/>	<hr/> <hr/>
13. Are you allowed to spank children in child care?	<hr/> <hr/>	<hr/> <hr/>
14. You have an above ground swimming pool in your back yard. Can the pool be used by the children in your care?	<hr/> <hr/>	<hr/> <hr/>
15. Will your family's dog or cat be allowed in the house and around the children in care?	<hr/> <hr/>	<hr/> <hr/>
16. Can you just talk things over with parents and decide when a child will come and what you'll be paid?	<hr/> <hr/>	<hr/> <hr/>
17. Can you require parents to bring lunches and snacks for their children in child care?	<hr/> <hr/>	<hr/> <hr/>