

The Home

Space (cont.)

- There are places for babies to crawl and explore and for toddlers to move around.
- School-age children have places to play, do homework, or work on projects.
- There is space for eating, napping, reading books, and being alone.

Materials

- The FCC program lends providers a wide range of developmentally appropriate educational material and supplies for infants through school-age children.
- Materials are arranged and available so children can use them throughout the day.
- Your child will enjoy (and be challenged by) a wide selection of books, games, and toys.

Health and Safety

- FCC program lends providers important child safety items such as safety gates, scald guards, first-aid kits, doorknob covers, fire extinguishers, outlet covers, etc.
- Monthly home visits are conducted to ensure that every provider is consistently maintaining all Health/Safety standards.
- Menus are approved and posted. Nutritious meals and snacks are served according to USDA guidelines.
- Provider has parent phone numbers as well as 2 emergency contact numbers posted near the phone.

Who is eligible to participate in the Family Child Care Program?

- Children age 2 weeks through 12 years of any active duty military member, contractor, or DoD civilian employee supported by Maxwell Air Force Base and Gunter Annex.
- Care is provided on an equal opportunity basis in all family child care homes.
- Children are required to have current immunizations.
- Parents must complete all forms related to the family child care business. Children whose parents do not complete the necessary forms will not be allowed to remain in the family child care home and enrollment will be terminated.
- The FCC program accepts children with chronic health problems, including HIV-positive children, for care and employs persons and approves as family child care providers individuals with chronic health problems, including HIV-positive individuals.

Paying for child care

- All providers are issued a standard license which qualifies them to set aside spaces to participate from the AF Subsidy program. Parents using these spaces will pay the provider the amount that they would pay to an AF CDC or SAP based on their total family income as defined in DoDI 6060.2, Child Development Programs, and DoDI 6060.3, School Age Care Program. The contractor will reimburse the licensed provider the difference between the fees paid by the parents and the subsidy level established by AF/ILVY. The provider will establish his/her own fees for cases where the parents do not qualify for the subsidy program and for hourly and part time care. Fees are paid on Monday prior to the week's care.
- Additional fees may be assessed for late pickup and care for over 10 hours.
- All parents can claim the Dependent Care Tax Credit on their federal tax form. You will need proof of payment and your provider's social security number to get this tax credit.

Business Practices

Family child care is a small business. It works best when both the provider and the parent share their expectations in a signed contract. The contract should include hours of operation, your fees and policies about payment schedule, holidays, vacations, and illnesses for both children and provider, field trips, responsibility for alternate care, and termination policy.

Parents are required to provide an emergency care plan for their child (AF Form 357-for single and dual military) **and two emergency contacts.**

Making it work

Ideally, parents and providers are partners, working together for the best interest of the children. Take time to talk to the parents to keep them well informed about their child. As a licensed professional, your caring for children in a warm, nurturing environment will create a special bond between you and the parents. This will build a trusting, consistent team to help each child grow and develop in his or her own special way.

Family Child Care Office

953-2585



Becoming a Family Child Care Provider



The Maxwell-Gunter AFB Family Child Care Program recruits providers to provide care for swings and evening shifts and to care for children with Special Needs.



What is Family Child Care (FCC)?

- Family child care is defined as a home where care is provided for a small group of children on a regular basis, usually 3 to 10 hours per day.
- A family child care provider can provide care for children ages 2 weeks to 12 years. They may have up to 6 children with no more than 2 of them under the age of 2 (including their own).
- A family child care home is family housing unit on or off base in which care is provided for 1 or more unrelated children for more than 10 hours per week.
- Licensed professional providers provide programs for children that enhance their development in all areas-socially, intellectually, emotionally, and physically.

Do you live off base? Military dependants that live off base can become FCC providers by receiving an affiliated license. You will be required to meet the same standards in safety, developmentally appropriate equipment and individualized attention as on-base settings. Affiliated providers receive the same rights and privileges, such as checking out items from the lending library and advertising of your openings. Off base homes are affiliated with the Air Force and are required to meet all Air Force standards as well as be licensed by the state.

What are the requirements for becoming a licensed provider?

Applicants must:

- Undergo a prescreening interview, in which only the most qualified persons are accepted.
- Undergo background checks on applicant and family members. This includes an Installation Records Check (IRC) through Security Police, housing office and mental health on all family members over the age of 12 years, a Defense Criminal Investigation Index (DCII) check and a Central Services Registry (CSR) check on all family members over 18.
- Attend an orientation training program, which is at least 24 hours in length.
- Undergo inspections of the home by public health, fire department, safety, and the family child care staff.
- Undergo a physical exam and immunization update. All family members' immunization records are also screened. All family members over the age of 12 months must have a negative TB skin test every 3 years.

- Secure a back-up provider in the event of emergencies.
- Purchase liability insurance for the family child care home.
- Affiliated providers must also hold a state license.

Only licensed providers are authorized by the support group commander to offer child care services in family housing. Failure to comply with licensing requirements is a violation of base regulations, and individuals providing 10 hours of regular care on a weekly basis without a license will be required to comply with base regulations, cease providing child care services or face losing housing privileges.

What are the benefits of becoming a licensed provider?

- Stay at home with your child, while providing quality childcare for others.
- Participate from the AF Subsidy initiative.
- Set your own hours.
- Access to a lending program that provides you with various items from safety to furniture to toys to conduct your business.
- USDA reimbursement for meals served in the home.

What are the requirements to remain licensed?

- Providers are monitored throughout the year to ensure quality care is being offered. These visits offer an opportunity for training and assist the provider in becoming accredited with the National Association for Family Child Care. Providers receive yearly unannounced inspections as well as inspections for recertification.
- Providers are required to have 2 hours of training monthly. Providers are also required to complete the Air Force Family Child Care Module Training Program (a self-paced study program) within 18 months of licensing-equating to approximately 60 hours of training.
- The Family Child Care Panel must review providers initially, as license status changes, and upon recertification. The FCC Panel consists of the Deputy Support Group Commander (chairperson), Services Division Chief, Family Member Program Flight Chief, and FCC staff.

Traits of a Family Child Care Provider

Personality:

- Warm
- Enjoys working with children
- Energetic
- Relaxed
- Friendly
- Shows good common sense

Relationships with children:

- Affectionate
- Responsive
- Respects each child as an individual
- Children like and come to the provider for help and comfort
- Offers individualized attention
- Helps children feel good about themselves
- Talks respectfully to children
- Listens carefully to children

Expertise:

- Has lots of ideas for playful activities
- Knows how to make children feel good about themselves and their abilities
- Understands that children learn best through play and exploration.

Program Activities

- Time is well spent in play that involves exploring, making choices, experimenting and creating.
- Children are learning everyday life skills such as dressing themselves and preparing food.
- There is a smooth and easy pace, with enough time for each child not to feel rushed.
- Television programming is limited to no more than 1 hour per day and is developmentally appropriate.
- Both boys and girls are encouraged to participate in all activities.
- There are plenty of chances for physical activity, including outside play each day.
- The provider takes children on walks and/or field trips.

The Home

Space

- There are safe, inviting, comfortable places to play.
- The environment is arranged to promote independence and enhance children's development.

(cont.)