

## What is a Family Child Care Home?

A Family Child Care Home (FCCH) is a child care arrangement located in a resident where, at any one time, more than two children, but less than nine children, receive child care. A family child care home is licensed by the Division of Child Development and Early Education (DCDEE).

## How do I know if I need to be licensed?

To determine whether you are required to be licensed to operate a family child care home, answer these two questions:



1. Will I be caring for more than two children who are not related to me?
2. Will the children be present for more than four hours a day?

**If the answer to both questions is yes, you need to be licensed.**

### **KEEP IN MIND**

Until you have completed the application process and you are licensed, you may legally care for **no more than two children** who are unrelated to you. As of December 1, 2003, it is a Class I felony to willfully operate a family child care home without being licensed.

**A Family Child Care Home Pre-Licensing Workshop** is available for potential and new FCCH providers. This training is an introduction to the NC standards for owning and operating a licensed Family Child Care Home. For more information contact your local Child Care Resource and Referral Agency (CCR&R).

### **To become licensed:**

The steps outlined below will assist you in becoming a licensed Family Child Care Home (FCCH) provider. Please read all of the information carefully and mail in the appropriate paperwork to the appropriate Unit. Once DCDEE processes your information, a child care consultant will contact you to begin the licensure process.

- ❖ Contact your local CCR&R to attend the one day FCCH Pre- Licensing workshop.
- ❖ Contact your local zoning and planning office to find out if your residence meets child care zoning requirements for a family child care home.
- ❖ If you are renting or are a part of a Home Owners Association (HOA), you will need to have their permission in writing before DCDEE can work with you to establish your child care facility.
- ❖ You must meet the new criminal record requirements listed on the DCDEE website at [www.ncchildcare.nc.gov/general/dhhsrsc\\_childcare.asp](http://www.ncchildcare.nc.gov/general/dhhsrsc_childcare.asp)
- ❖ Click on the link below to download the family child care home application packet and other content materials at [www.ncchildcare.nc.gov/PDF\\_forms/FCCH\\_Application\\_Packet.pdf](http://www.ncchildcare.nc.gov/PDF_forms/FCCH_Application_Packet.pdf)

## Requirements for Family Child Care Homes

### Qualifications for being a FCCH Provider (should this list be here or can we add a link)

- ❖ Must not habitually use alcohol to excess or illegally use narcotics or other impairing drugs.
- ❖ Must not be mentally or emotionally impaired to the extent that you are likely to injure children.
- ❖ Must be at least 21 years old, have a high school diploma or GED.
- ❖ Must be able to recognize symptoms of common childhood illnesses.
- ❖ Complete ITS-SIDS training within the first four months of being licensed, if you care for children 12 months of age and younger.
  
- ❖ Your home must comply with all current building code requirements for family child care homes.
- ❖ Your home must have an electrically operated smoke alarm with a battery back-up
- ❖ Your home must have at least a 5lb 2-A: 10-B: C type fire extinguisher.
- ❖ You must prepare for emergency situations and take steps to provide a safe, healthy environment both indoors and outdoors.
- ❖ You must serve nutritious meals and snacks
- ❖ You must follow sanitary procedures in preparing and serving food and in diapering children.
- ❖ You must offer one hour of outdoor time a day, if weather conditions permit.
- ❖ You must provide an adequate resting space with clean linens for each child.
- ❖ You are not allowed to use corporal punishment unless you are operating under the provisions of G.S. 110-106.1 for religious-sponsored homes.
- ❖ You must develop and adopt a Safe Sleep Policy, if you are licensed to care for infants 12 months of age and younger.
- ❖ Smoking and use of tobacco products are prohibited from being used in the home while children are in care.
- ❖ You must complete 12 hours of in-service training annually.
- ❖ An **annual** License Fee of \$52.00 is required.

### Star Rated License

Once you complete the application process and you become licensed. A one star rating indicates your facility meets minimum licensing standards. You may voluntarily choose to apply for a 2-5 star rated license after you have been licensed for six months, which indicates you meet higher program and education standards. Keep in mind that in order to receive child care subsidy payments you are required to obtain at least a 3 Star Rated License. Information on how you can receive a 2- 5 Star Rated License will be discussed during your initial visit with your child care consultant.

### How Many Children May I Have in Care?

- ❖ You will be allowed to care for a total of eight children at one time, but no more than five of these children may be younger than school-age, unless your local zoning ordinance has a more stringent requirement.
- ❖ If you will be providing care in a single-wide manufactured home, you will be allowed to care for a total of five children, of whom no more than three may be preschoolers. In addition, no more than two of these preschoolers may be less than three years old.
- ❖ Once licensed, you must count all of the children present who are younger than school-age, even if they are related to you. You must also count all school-age children except your own, or other school-age children who live in the home. For these purposes, a school-age child is one who: 1) is attending or has attended a public or private grade school or kindergarten, and 2) meets the age requirements set in public school law, G.S. 115C-364.