Introduction to Licensed Family Child Care
Commonly Used TERMS

Application: A written request on forms provided by EEC to become a licensed family child care provider.

Background Record Check: Provides EEC with the criminal history of a provider, certified assistant, regular assistant, household member or any person regularly on the premises of the child care home 15 years or older. It also provides EEC with information from the Department of Social Services Central Registry and Registry of Alleged Perpetrators regarding persons named responsible for the abuse or neglect of a child in a supported 51B report.

Child Care Resource and Referral Agency (CCRR): Agencies which work with EEC to provide technical assistance, training, voucher management, services and referrals to families and providers. To locate your local CCRR click on this link: EEC: Child Care Resource and Referral Agencies

FCC Orientation: a three-hour EEC training, completed after the on-line Introduction to Licensed Family Child Care. This training prepares participants to become licensed Family Child Care providers. Attendance within one year of application is required.

Licensed Family Child Care: Family child care is when you regularly care for unrelated children up to the age of 13 in your own home. To become licensed, you must meet EEC requirements, which help you to provide a safe and educational program for children and their families.

EEC: The Department of Early Education and Care. EEC is the state agency that regulates all licensed child care providers in the state to ensure that programs are safe for children.

EEC Licensor: A staff person who inspects, monitors, licenses and provides technical assistance to the family child care provider community.

EEC Regional Office: One of five offices located around the state that performs the duties and functions of licensing, contracting and policy.
Online Introduction to Licensed Family Child Care: This document on our website introduces potential Family Child Care Providers to the indoor and outdoor aspects of the pre-licensing visit.

Pre-licensing Visit: A scheduled visit conducted by the EEC licensor at the applicant’s home prior to becoming licensed. This visit will determine whether or not all the regulations and health and safety requirements have been met.

Provider: Any person holding a license issued by EEC to operate a child care home.

Regulations: Requirements established to ensure a minimum level of health and safety requirements for the operation of family child care homes.

School Age Child: A child who attends school but is present in the home before and/or after school hours.

Basic Requirements for Becoming A Licensed Family Child Care Provider

1) To become a family child care provider you must:
   - Be at least 18 years old
   - Have at least one year of full-time experience caring for children. Training in early childhood education and parenthood are considered experience.
   - Submit evidence of current certification in both basic first aid and CPR for infants and children
   - Be in good physical and mental health and have had a physical within one year (a medical form will be provided)
   - Submit evidence of immunity to Mumps, Measles and Rubella
   - Submit a signed Consent for Background Record Check form for yourself, for each household member age 15 years or older, and for each person regularly on the premises who is 15 years of age or over. *** Failure to pass a Background Record Check by you (or any of the people named above) may prevent you from becoming licensed.
   - Submit three personal references (forms will be provided)

2) Please Note:
☐ If you live in an apartment or condominium, we suggest that you notify your landlord or condominium association of your intention to provide child care services on the premises. ***Lack of approval to provide child care in your apartment/condominium will prevent you from becoming licensed.

☐ We suggest you notify your insurance agent of your intention to provide child care services.

Creating A Safe Indoor Environment

Your home must be in good repair. Take a look around and make any needed changes. To assist you with providing a safe environment for children, please take into consideration the following:

**Carbon Monoxide Detector:** Install UL approved carbon monoxide detectors in every separate sleeping area and on the ceiling at least 15 feet from fuel burning appliances.

**Dangerous and Poisonous Items:** Must be out of reach and inaccessible to children by placing them in a locked or upper level cabinet.

**Electrical Outlets:** Must be covered with electrical outlet covers when not in use.

**Entryways and Stairs:** Barriers/gates must be installed on entryways and stairs.

**Exits:** Must have two accessible exits from your home. If you plan to use your basement as child care space, you must have at least two separate means of egress directly to the outside. ***Lack of two exits will prevent you from becoming licensed.

**Firearms and Ammunition:** Must be stored separately and out of reach in a locked cabinet or closet.

**Fossil Fuel Burning Stoves:** Must be covered or barricaded and appropriate documentation from city or town submitted.
Paint: Home must be free of peeling and flaking paint and broken plaster. If your house was built prior to 1978 you may have lead paint. For lead paint information click here [http://www.epa.gov/lead](http://www.epa.gov/lead)

Pets: Must be healthy and not pose a threat to children. Child care children cannot come into contact with reptiles.

Radiators: Must be covered or barricaded

Smoke Detectors: Must be installed on each floor level and outside separate sleeping areas.

Telephone: A working telephone must be available.

Windows: Open windows must be inaccessible to children with secure screens, window guards or be opened from the top.

Creating a Safe Outdoor Environment

Take a close look at the outside of your home and yard. Make any needed changes. To assist you with providing a safe environment for children, please take into consideration the following:

Fencing: Install 4 foot high secure fencing where necessary to protect children from hazards.

Hazards: Anything that may be a danger to children such as water hazards, poisonous plants, busy streets, land drop offs, etc. should be made inaccessible to children.

Hot Tubs: Hot tubs must be inaccessible to children with fencing or a secure cover.

Play Equipment: All play equipment must be in good repair and appropriate for the ages of the children you plan to care for.

Porches and Decks: Make sure that decks and porches are in good repair and safe for children.
Swimming Pools: All pools must be made inaccessible to children by emptying or installing fencing.

Trampolines: All trampolines must be inaccessible to children with fencing.

Daily Routine:
- Practice good hygiene methods such as; proper hand washing, diapering, and toileting.
- Maintain home in a clean and sanitary condition; free of clutter and hazards, properly store food, and cover and regularly empty garbage containers.
- Serve as a role model for the children. Be respectful, courteous, consistent, and kind.
- Build a respectful relationship with families and communicate on a regular basis through ongoing daily conversation, newsletters, and events you offer to families.

Meals:
- Serve nutritious meals and snacks. Click this link for additional information www.nal.usda.gov/childcare

Appropriate Child Guidance Methods:
- Help children to learn and practice self-control, appropriate behavior and problem solving skills. For more information click on this link: http://www.eec.state.ma.us/docs/TAChildGuidanceGCC.pdf

Supervision:
- Use good judgment and directly supervise children at all times.

Curriculum and Activities:
- Plan age-appropriate, individually, and culturally appropriate activities.
- Provide individual, small, and entire group activities.
- Practice literacy, math, science, art, music, writing, and movement materials and activities.
- Read to the children on a daily basis and provide quality children's books for children to “read”.
- Appropriate use of television is allowed.
- Observe children at play and plan activities based on interests and need.

Equipment:
• Provide an adequate supply of age-appropriate toys for children.
• Clean and sanitize toys and equipment regularly.
• Provide some child sized furniture.
• Maintain equipment and repair or discard broken items.
• No recalled materials can be used. Check the Consumer Product Safety
  Commission website CPSC Home Page to make sure all your toys and equipment
  are safe.

Parent Involvement:
• Consider families as your partners in caring for their child.
• Ask families for information regarding their children’s interests and needs.

Benefits of Becoming a Licensed Family Child Care Provider

An EEC license demonstrates that you meet Massachusetts's regulations for health,
safety and education of young children in family child care. You will be included on the
licensed provider list on the EEC website which can be accessed by potential
customers/families.
• You can choose to be included in your local Child Care Resource and Referral
  agency’s database that is utilized by customers/families seeking child care.
• You may be eligible to receive voucher payments and food program
  reimbursements.
• You will be eligible to advertise via local media resources.
• By providing quality child care services, you participate in the growth and
development of young children.
• You will have access to training opportunities and professional development.

What Happens after Application Submission?

1. Your EEC licensor will review your application for completeness and will notify you
   of any additional documents necessary to complete the process, or any issues that
   may prevent the issuance of a license.
2. Once your application is complete, a Pre-Licensing Visit will be scheduled with an
   EEC Family Child Care Licensor. During the visit, you and your licensor will:
   a. Talk about your program.
   b. Look at areas of your home where you will be providing childcare.
   c. Review the EEC Family Childcare Regulations. Click here to download a copy
      http://www.eec.state.ma.us/docs/family_child_care_regs.pdf
d. Discuss the importance of keeping good records.
e. Discuss any questions you have about providing Family Child Care
f. Talk about the next steps in obtaining your Family Child Care License.
g. If there are non-compliances (which prevent you from becoming licensed),
you will be asked to write a plan indicating how you will resolve these issues
and send this plan to your licensor.

3. Once the process is completed successfully, a three-year FCC License will be
issued.

If you will be attending your orientation at COMMUNITY CARE FOR KIDS in Quincy you MUST scroll down to continue with this presentation and learn more about being an FCC Provider.

If you will be attending your orientation at any of the other 13 Child Care Resource and Referral Agencies around the state, YOU DO NOT NEED TO CONTINUE PAST THIS POINT.

It's time to download the FCC Application from the web http://www.eec.state.ma.us/docs/FCCNewApplication.pdf. You can also obtain an application through your local EEC Regional Office or at the Orientation. Finally, don't forget to call your CCR&R to register for an Orientation session.

Information About Next Steps!

**Step 1:** - Print out Question section at the end of this document.
**Step 2:** - Complete the Questionnaire.
**Step 3:** - Send your completed questionnaire and registration fee to Community Care for Kids to register for the Orientation.
**Step 5:** - Attend the FCC Orientation training.
**Step 6:** - Review EEC requirements and regulations and make any needed changes to your home and outdoor space.
**Step 7:** - Complete the Family Child Care Application packet (which can be obtained through your local EEC Regional Office, on our website, or at the Orientation) and submit to your regional EEC office with your payment. Please ensure that your application is complete. INCOMPLETE APPLICATIONS CAUSE DELAYS IN THE LICENSING PROCESS!

Introduction to Licensed FCC Questions
We want to make sure you’re prepared for the Orientation Session you will attend, so please complete the following survey about what you have just read. This is not a test, but it will help us to know what we should review or focus on at the orientation session.

** In order to do this you will need to print both pages of questions.**

1. Which two items from the list on Create a Safe Indoor Environment might be difficult for you to fix in your home?
   a._________________________________________________________
   b._________________________________________________________

2. Which two items from the list Create a Safe Outdoor Environment might be the most difficult for you to fix?
   a._________________________________________________________
   b._________________________________________________________

3. What is the name and phone number of the CCRR (Child Care Resource and Referral Agency) closest to your home?
   __________________________________________________________________
   __________________________________________________________________

4. Please name two nutritious snacks you will serve to the children in your family child care.
   __________________________________________________________________
   __________________________________________________________________

5. Please tell us the types of toys you have available for inside play.
   __________________________________________________________________

6. Regarding the Care of Children, which two areas would you most need to learn more about from your EEC Licensor?
   a.________________________________________________________________
   b.________________________________________________________________
7. Did you find using the Internet and accessing the Early Education and Care website easy?  YES  SOMEWHAT  NO

8. Were you able to do this yourself or did you need help?  MYSELF  NEEDED HELP

9. Was the information about becoming a licensed child care provider clear and easy to understand?  YES  SOMEWHAT  NO

10. Do you still have questions about becoming a family child care provider that were not answered on this on-line presentation?  YES  NO

If yes, what are your questions?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. Do you know what you need to do next in order to get your family childcare license?  YES  NO

12. How much time did it take you to read this document and complete the questionnaire?  ________________

We appreciate your feedback and comments on this on-line introduction.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Thank You!

Thank you for considering offering licensed, quality child care for children! We wish you the best of luck with this important and valuable endeavor!