

**DEPARTMENT OF HUMAN RESOURCES
CHILD CARE ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201**

DATE: August 1, 1999

CIRCULAR LETTER #: 99-01

TO: Regional Managers, Licensing Supervisors, Licensing Specialists, Family Child Care Providers

FROM: Linda Heisner, Executive Director
Child Care Administration

RE: Home Instruction

PROGRAMS AFFECTED: Family child care homes

ORIGINATING OFFICE: Child Care Administration
Office of Licensing

PURPOSE: Provide factors to be considered in setting the capacity of family child care homes when child care providers are home schooling their own children.

AUTHORITY: Family Day Care Regulations
COMAR 07.04.01.23

ACTION REQUIRED OF: Regional Licensing Staff

REQUIRED ACTION: Obtain and evaluate the required information from currently registered and prospective family child care providers who are home schooling their own children.

EFFECTIVE DATE: September 1, 1999

TECHNICAL ASSISTANCE: Child Care Administration
Office of Licensing
410-767-7805

Circular Letter CCA # 99-01
Page 2 of 2

BACKGROUND

There are approximately 13,000 children currently receiving home instruction in Maryland. Home instruction may be provided by the following methods:

- Directly by parents/guardians;
- Through correspondence courses under the supervision of a non-public school, i.e. the Calvert School, Home Study Institute; and
- By a bona fide church organization.

REQUIREMENTS

Prospective family child care providers who home instruct their children are required to provide the following information at the time of application for registration:

- Type of instruction provided, i.e. direct or under the supervision of a bona fide church or nonpublic school;
- Numbers and ages of children being instructed at home;
- Instruction schedule; and
- Area of home used for instruction.

Registered providers who begin home instruction for their children following registration must submit a change of operation form including the above information.

PROCEDURES

1. At the time of inspection, the licensing specialist will determine, through discussion and observation, the level of provider involvement in home instruction and the impact, or potential impact, on the care of children. The capacity of a home will be determined through this assessment.

2. The registered capacity of a home where any child is receiving direct instruction from the provider during the hours approved for child care will be less than the maximum of eight if the licensing specialist determines that the maximum is unsuitable for the home. If home instruction does not take place during approved child care hours, then the home may be approved for the maximum registered capacity of eight children.