

.41 ADMINISTRATIVE RESPONSIBILITIES OF THE PROVIDER

The provider shall:

A. Maintain the records required by these regulations for the duration of the registration period and for 2 years after the date the registration expires;

INTENT: The required records must be kept for the remainder of the registration period during which they were created or acquired, and for 2 years after the end of that registration period.

INSPECTION REPORT ITEM: "Records maintained for required period"

COMPLIANCE CRITERIA: You have kept required records that were created or acquired during your:

- Current registration period, and
- Last registration period, if you were registered previously.

ASSESSMENT METHOD: Review of documentation maintained by the provider.

B. Give the parent of each child enrolled in the home a consumer education pamphlet on family day care supplied by the Office;

INTENT: The Office supplies you with printed information about family day care regulations, parents' rights and responsibilities under those regulations, complaint procedures, and how to contact CCA Regional Offices. This information is intended to help parents become more educated consumers of child care services. You must ensure that the parent of each child in your care receives a copy of this information.

INSPECTION REPORT ITEM: "Consumer pamphlet given to each parent"

COMPLIANCE CRITERIA: You maintain documentation showing that each parent has received the consumer pamphlet (see Note below).

ASSESSMENT METHOD: Review of children's files to determine if there is evidence to show that each parent has received a copy of the consumer pamphlet.

Note:

Acceptable documentation consists of:

- The tear-off section of the pamphlet that has been completed, signed, and dated by the parent, or
- A written statement in any other form or format that indicates that the material has been received by the parent and includes the:
 - Child's name,
 - Name and signature of the parent, and
 - Date received.

C. Negotiate and maintain a written agreement with the parent concerning the fees for and provision of care;

INTENT: For each child admitted to care, you must develop and keep on file a written service agreement with the parent that, at a minimum, establishes what child care services you offer and how much you will charge the parent for those services.

INSPECTION REPORT ITEM: "Written agreement for each child"

COMPLIANCE CRITERIA: For each child in care, there is a written service agreement that :

- Addresses the services provided and the cost of those services, and
- Was signed and dated by the parent and you on or before the date of the child's admission to care.

ASSESSMENT METHOD: Review children's files to determine if written service agreements, signed and dated by both parties, are present.

Note: The following are some other topics the provider may wish to address in the service agreement:

- Child rest periods
- Bringing food, toys, supplies, and equipment from home
- Independent play outside the home by a child who are old enough to attend school
- Addressing disruptive child behavior and your child guidance/discipline policies
- Policy on transporting children in care (including to and from school, if appropriate)
- Responsibility for making sure the child is properly dressed
- Policy on administering medication
- Whether or not smoking occurs in the home
- Exclusion from care for acute illness
- Closure due to holidays, vacation, bad weather
- Notification of service termination

D. Obtain prior written permission from a child's parent to take the child on field trips away from the home;

INTENT: You may not take a child on activities away from your home without the prior written consent of the child's parent.

INSPECTION REPORT ITEM: "Field trip permission"

COMPLIANCE CRITERIA: If the child care program involves an off-site activity, you have written permission from each child's parent to take the child on the activity that was signed and dated by the parent prior to the activity.

ASSESSMENT METHOD: Review children's files to determine if written permissions, signed and dated by the parents, are present.

Note:

You may wish to use permission slips that are modeled on the sample "[Field Trip Activity Permission Slips.](#)"

E. Maintain a file for each child currently enrolled that includes:

- (1) **The name, current address, and home and work telephone numbers of the parent,**
- (2) **Records of health inventory, immunizations, and allergies, if any,**
- (3) **Acute illnesses that required excluding the child from care as required in Regulation .30 of this chapter,**
- (4) **Injuries or accidents as required to be reported in Regulation .37F and G of this chapter,**
- (5) **Medication dispensed to the child during care, and**
- (6) **A signed and dated acknowledgement that the parent has received the consumer education pamphlet on family day care supplied by the Office;**
- (7) **Written information concerning the child's individual needs which is supplied by the child's parent at or before the child's admission to care and is:**
 - (a) **Used by the provider to meet the child's individual care needs, and**
 - (b) **Reviewed by the provider and the parent at least every 12 months after the child's admission to care;**

INTENT: For each child, you must maintain a written file containing parent contact information, information about the child's health status and needs, a record of any injuries or accidents involving the child, and acknowledgement that the parent received the required consumer education material.

INSPECTION REPORT ITEM: "Complete file for each child"

COMPLIANCE CRITERIA:

- For each child, you have a file that contains the following completed items:
 - "Emergency Form" (DHR/CCA [1214](#),
 - "Health Inventory" form (DHR/CCA [1215](#),
 - "Health Inventory Addendum" form (DHR/CCA [1215-A](#)) for each child younger

INTENT: A registration is approved on the basis of a specific set of circumstances pertinent to you and your home. You must notify your Regional Office promptly if any of those circumstances changes materially or in a way that might present a risk to any child in your care.

INSPECTION REPORT ITEM: "CCA notified of changes"

COMPLIANCE CRITERIA: Each change that may affect the operation of your program or present a risk to children is reported promptly to the Regional Office.

ASSESSMENT METHOD: Observation to determine if there has been any change that has not been reported.

Note:

If you change residence during the period of registration, the registration becomes invalid. You must notify the Regional Office in advance of any change in residence. The Regional Office will work with you to expedite the processing of the new application. However, you will not be issued a new registration until there has been a health inspection (if you have private water and sewer), a fire inspection, and a home inspection of your new residence by the Office. Requirements for applying for a new registration due to change of address are set forth at Regulation .04F (see the corresponding section of this Manual).

I. Within 15 working days after notifying the Office of a new resident in the home, submit to the Office:

(1) One of the following:

(a) A medical report on the resident, on a form supplied or approved by the Office, that is based on a medical evaluation completed within the previous 12 months; or

(b) Evidence that a medical evaluation of the resident has been scheduled; and

(2) If the resident is 18 years old or older:

(a) A signed and, if required by the Office, notarized released form giving the Office permission to examine records of abuse and neglect of children and adults for information about the resident; and

(b) Evidence that the resident has applied for a federal and State criminal background check.

INTENT: For each resident, you must submit timely documentation to the Regional Office showing that the resident does not present a potential health or safety risk to children in care.

INSPECTION REPORT ITEM: "Documentation on a new resident"

COMPLIANCE CRITERIA: Within 15 days after notifying the Regional Office of a new resident, you submit the following items:

- A completed "Medical Report for Family Child Care" form (DHR/CCA [1258](#)) for the resident, or documentation that a medical evaluation has been scheduled, and
- If the new resident is 18 years old or older, a completed:
 - "Release of Information" form (DHR/CCA [1260](#)) and
 - Acknowledgement of application for a State and federal criminal background check.

ASSESSMENT CRITERIA: Review of documentation received at the Regional Office.