

**South Carolina Department of Social Services  
Child Care Licensing**

**ORIGINAL OR RENEWAL REGISTRATION OF FAMILY CHILD CARE HOME (FCCH)**

**Section A – General Information**

Name: (Last, first, middle) \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Physical Address: (Street, city, state, zip) \_\_\_\_\_

Telephone: (Must be listed and working) \_\_\_\_\_

Mailing Address: (If different from physical address) \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ County: Select County...

**Section B – Enrollment Information**

Complete the following information on each child including your own, related and foster children until they reach 12 years of age.

Child's Name	Is this child related to you?	Is this your foster child?	Age	Days in FCCH (Ex.: Mon. Wed. Fri.)	Arrival Time	Departure Time
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

**Section C – Registration Requirements**

I hereby request for my Family Child Care Home (FCCH) to be registered with the South Carolina Department of Social Services in compliance with the following provisions of Section 63-13-10 et seq., Code of Laws of South Carolina and regulations for FCCH's (DSS Regulation #114-528, April 1993).

1. I have read the regulations and Suggested Standards, Guidelines for Operators of Family Child Care Homes Subject to Registration.  Yes  No
2. I have furnished a copy or reviewed with each enrollee's parent the regulations and Suggested Standards, Guidelines for Operators of Family Child Care Homes Subject to Registration with the procedure for filing complaints.  N/A (New application)  Yes  No
3. I have provided the Department of Social Services (DSS) with a signed statement from each parent verifying the action in number 2, above, has been completed.  N/A (New application)  Yes  No
4. I agree to provide DSS with any facts or data relevant to the operation of my FCCH.  Yes  No
5. I have provided DSS with three (3) reference statements, including addresses and telephone numbers specifically from non-related sources.  N/A (Renewal)  Yes  No
6. I understand that the number of children present in my home at any given time shall not exceed the number specified on the Statement of Registration. (No more than six (6) children.)  Yes  No

(Complete back of form)

7. I understand that a change in location shall void the Statement of Registration.  Yes  No
8. My home telephone number is available to parent(s)/guardian(s) of enrolled children.  Yes  No
9. My home telephone number is either published or listed with the telephone company.  Yes  No
10. I have obtained a check of the Central Registry of Child Abuse and Neglect, a check of the Sex Offender Registry (18 years of age and older), and criminal history background on myself (operator), substitute caregivers, emergency persons, volunteers, and household members 15 years of age and older as required.  Yes  No
11. Are you a Foster Parent?  Yes  No  
 If yes, list foster children in Section B on page 1.  
 If yes, also check all that apply:  DSS  DSS-IFC  Mentor  SAFY  GAP  Other: \_\_\_\_\_
12. The current Statement of Registration for my FCCH is displayed in a prominent location in my FCCH.  N/A (New application)  Yes  No
13. I understand that it is my responsibility to report an occurrence which may affect the status of the Registration, including but not limited to the following:  Yes  No
- a. Accidents or injuries requiring professional medical treatment of any child or staff person while at the family day care home, or any death;
  - b. Major damage to the facility;
  - c. Charges or convictions of crimes against the operator, household member(s) substitute caregiver(s), emergency person(s) or volunteer (s);
  - d. Any Child Protective Services Reports involving the operator, substitute caregiver(s), emergency person(s) or volunteer(s).
14. I understand that it is my responsibility to notify the Department staff of a change in location and/or major alterations to the home prior to the occurrence.  Yes  No
15. I understand that it is my responsibility to cooperate with Department staff, law enforcement and other involved agencies during an investigation of child abuse or neglect. Cooperation shall include but not be limited to the following:  Yes  No
- a. Participate in an informational conference with Child Protective and Preventive Services staff;
  - b. Release records of children and staff as requested;
  - c. Allow access to facility premise for inspection upon request.
16. I have liability insurance.  Yes  No  
 If no, I have signed statements from parents that they have been informed.  Yes  No
17. I understand that the operator, any caregiver, emergency person(s), household member(s) who cares for the children must have 10 hours of training before the registration expires.  N/A (New application)  Yes  No

**NOTE: CRIMINAL BACKGROUND CHECKS ARE NOT REQUIRED FOR SUBSEQUENT RENEWALS.**

\_\_\_\_\_  
 Signature of Operator \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Department Representative \_\_\_\_\_ \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date