

Family Child Care Home

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have read and understand all policies relating to the operation of family child care home. *DSS Regulation No. 114-532.D(4)*

WRITTEN POLICIES SHOULD INCLUDE THE FOLLOWING

- **RELEASE OF CHILDREN.** *DSS Regulation No. 114-532D (2).* This policy must include security procedures to prevent the inappropriate release of a child to an unauthorized person and should be communicated with parents.
- **ADMINISTRATION OF MEDICATION.** *DSS Regulation No. 114-532D (3)(e).* Policy must include signed and dated parental consent before any medication to any child. Reference DSS Regulations 114-532E to ensure completion of policy.
- **DISCIPLINE AND BEHAVIOR MANAGEMENT.** *DSS Regulation No. 114-533D (3)(f).* A **CLEARLY DEFINED** procedure must specify that corporal punishment will **NOT** be used according to *DSS Regulation No. 114-533G (2).* This policy must be re-signed by parents and staff if any discipline policy changes are made. Parents and staff must sign a facility agreement acknowledging their understanding and acceptance in order to implement the discipline and behavior management policy.
- **EMERGENCY MEDICAL PLAN.** *DSS Regulation No. 114-534G (1).* This plan must address conditions under which emergency medical care or treatment is warranted, steps to be followed in a medical emergency, the hospital/medical entity to be used, the method of transportation to be used and staffing plan to include who will accompany the child with records to the emergency location and will stay with the child until parents arrive.
- **EVACUATION PLAN/EMERGENCY PREPAREDNESS.** *DSS Regulation No. 114-534F (1).* The facility must have an up-to-date written plan for removing children from the home in case of fire, a natural disaster, or threatening situation that may pose a health or safety hazard. The plan should include procedures for staff training in this emergency plan.
- **CARE OF MILDLY ILL CHILDREN (FOR LICENSED FCCH ONLY).** *Standard I.A.1(e).* Policy Concerning illnesses of children, non-admission, and readmission. Things to keep in mind when preparing policy for mildly ill children:
 - whether or not you choose to provide care to children who are mildly ill
 - written policies and procedures specifying inclusion and exclusion from others
 - a plan for communicating with parents, recording of illnesses, and type of care provided
 - specific illnesses and symptoms which prohibit care from being provided (refer to DPH Exclusion List)
 - a plan to train staff on care of mildly ill children
- **LIABILITY INSURANCE.** *SC Statute 63-13-210 (A)(B).* All Family Child Care Homes will be asked to show proof of liability insurance. If the Family Child Care Home does not have insurance coverage a written notice must be provided to parents of enrolled children. Notice must be signed and dated by parents.
- **PROVISIONAL EMPLOYMENT.** *SC Statute 63-13-45 (A).* If a Family Child Care Home chooses to provisionally employ persons to provide care to enrolled children, written statements must be provided to parents indicating that the Family Child Care Home may provisionally employ a person.
- **FREE AND FULL ACCESS.** *DSS Regulation No. 114-532D (1).* Free and Full Access must be granted to parents of children enrolled unless a court order stipulates otherwise. The visit must not disrupt instructional activities or classroom routines.

FCCH Staff File Checklist

The operator shall maintain files on themselves, household members, staff, and emergency persons.

▶ Refer to May 2024 Regulation Booklet 1145-532 G ◀

- ▶ **Education** - Record of high school diploma/GED for operator, if licensed or registered on or after the May 2024 Regulations.
 - ▶ **Health Assessment (DSS Form 2926)** – Operator, staff, emergency persons, and household members 18 and older, shall complete a health assessment from a health care provider within three months prior to licensure, registration, or employment or within the first month of licensure, registration or employment, and every 4 years thereafter.
 - ▶ **Medical Statement (DSS Form 2901)** – operator, staff, emergency persons, and household members 18 and older, must complete a medical statement. The medical statement shall be updated as needed.
 - ▶ **TUBERCULOSIS (TB) Screening** – operator, staff, emergency persons, and household members 18 and older, must have written certification that they are free from communicable tuberculosis on file on the appropriate form.
 - ▶ **State and Federal Criminal Background Check RESULTS** – Operator, staff, emergency persons, and household members 15 and older, must complete fingerprint background checks, and the results must be kept on file. These background checks must be repeated every 5 years or after a break in service for more than 6 months.
 - ▶ **Abuse and Neglect Background Check RESULTS** – Operator, staff, emergency persons, and household members 18 and older, must complete sex offender registry, child abuse and neglect registry, and child abuse and neglect database checks in each state where they have lived in the previous 5 years. This must be completed prior to employment and at each renewal, and the results must be kept on file.
 - ▶ **Non-Criminal Justice Applicant Privacy Right Notification (DSS Form 1081) and Privacy Act Statement (DSS Form 1083)** – operator, staff, emergency persons, and household members 15 and older must sign these forms when obtaining their criminal background checks. These forms must be kept on file and a copy must be sent to the Regional Office.
 - ▶ **Signed Policies** – Operator, staff, and emergency persons must sign a facility agreement that acknowledges their acceptance and understanding of ALL policies, including the discipline and behavior management policy, which shall be CLEARLY DEFINED, and shall state corporal punishment will NOT be used.
 - ▶ **Training Record** – Operator, staff, and emergency persons must have a training record on file showing that required trainings have been completed, including the required SAFE SLEEP training, if the Family Child Care Home cares for infants under 12 months of age.
 - ▶ **Infant/Child CPR and First Aid Card (FOR LICENSED FCCH ONLY)** – Copy of current CPR/First Aid cards, to cover all operating hours.
- ▶ **Director/Staff Evidence of Non-Conviction and Statement of Compliance (DSS Form 2925)** must be completed and notarized for the OPERATOR and **provisional** employees. This form is only completed once and maintained on file. Provisional employees must be directly supervised, and in the presence of qualified staff, when providing direct care to children.

FCCH Child File Checklist

The operator shall maintain a separate file on each enrolled child and available to the Department upon request.

▶ Refer to May 2024 Regulation Booklet 114-532 F ◀

GENERAL RECORDS ON THE CHILD

- ▶ Child's full name, address, date of birth, date of enrollment, date of discharge, if applicable*
- ▶ Full name of both parents/guardians, the family's home address, parents' work address and telephone numbers where they can be contacted during the time that the child is in the family child care home*
- ▶ Instruction for contacting parents or relatives*
- ▶ Names, addresses and telephone numbers of persons who can assume responsibility for the child in an emergency if the parent/guardian is unavailable*
- ▶ Name, address, and telephone number of a physician and/or health care resource preferred by the parent/guardian*

HEALTH RECORDS ON THE CHILD

- ▶ Parent's statement of the child's physical and mental condition at the time of his/her admission to the family child care home *
- ▶ Copy of immunization card (SC Certificate of Immunization) of the child indicating required immunizations are completed, in process, or that the child is exempt
- ▶ Written authorization from parent/guardian to administer medication, if applicable
- ▶ Authorization from parent/guardian to transport child either to/from school, on field trips, and for emergency treatment
- ▶ Authorization from parent/guardian for child to participate in swimming activities, if applicable
- ▶ Completed Consumer Parent Statement, DSS Form 2909, signed by the parent attesting to the days and times child is enrolled in the family child care home
- ▶ Other health information if deemed necessary by the operator and/or by the parent/guardian*

• *indicates the DSS Form 2900 can be used to capture requested information