

# FAMILY CHILD CARE NEWS

## Home Based Child Care

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### **WELCOME TO THE FAMILY CHILD CARE PROGRAM**

What is Family Child Care?  
A wonderful atmosphere of quality child care offered in a home environment. Typically, this child care is provided by a non-relative.

Here at MCAS Yuma, Family Child Care is quality, certified child care provided in homes, by trained and certified Providers, to the Air Station's military and civilian workers. The safety and well being of children is our number one priority.

### **FCC PROVIDERS**

Our Providers are self-employed, yet work within the guidelines of the Marine Corps and the Child and Adult Care Food Program. Each provider completes medical and background checks, orientation training, and home inspections before receiving a certificate to open from the base commander. After opening, Providers continue their training with Family Child Care Modules, and are monitored monthly by the Family Child Care Director at Child Youth and Teen Program.

### **FCC HOMES**

Our Family Child Care homes are quality child care businesses. In addition to trainings and reviews by the CYTP program, homes are also monitored by base health, safety, and fire departments.

Children enrolled in the FCC program experience a close family atmosphere that includes a small ratio, a curriculum similar to that of the Child Development Center, and nutritious meals that are approved by the Food Program. Care offered often meets family and individual children's needs better than large group or center based care.

Typically these homes can provide hours of operation that are more flexible than those at a child care center. Hours can include early morning, evening, weekend, and/or overnight care.

### **CONTRACTS AND POLICIES**

Each Provider has a written contract that must be signed by the provider and the parents. This contract describes procedures for payment to include when and how much to pay, late payment requirements, and additional fees. Contracts also include policies on vacations, holidays and

withdrawal procedures. Other policies included will be meal and nap schedules, an illness policy, emergency procedures, permission slips, and discipline and guidance techniques.

Parents will have the chance to read over and discuss the contract with the Provider, and once it is signed, it is legally binding.

### **REGISTRATION AND ADMISSION PROCEDURES**

Patrons of the FCC program are required to register with the CYTP's Resource and Referral Office, as directed by the Marine Corps and the Child Youth and Teen Program. The enrollment packet is due in the R&R office before the child's start date in the home. In the case of temporary emergency care, a parent can complete a drop in packet at the Provider's house. In addition to the enrollment packet, the Provider must have a copy of the child's immunization records and a medical power of attorney before the child may stay in the home.

The FCC Program is prohibited from discriminating on the basis of race, rank, color, national origin, sex, age, or disability. Children identified with

special needs will register with the Exceptional Family Member Program. A Special Needs Evaluation Review Team may meet to make an assessment and report to the Commanding Officer on the FCC's ability to accommodate the child's special needs. Parents must attend a parent orientation prior to receiving care.

### **FEES & CHARGES**

Fees and charges are determined by the individual Provider, and will be stated in the contract. Some Providers accept subsidy programs, such as the Department of Economic Security (DES) or the Direct Cash Program (DCP). In such cases, it is the parent's responsibility to apply for the subsidy, either through the DES office or the FCC office.

Most Providers do not prorate weeks in which holidays occur, such as New Year's Day, Martin Luther King Jr's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Also, fees are not normally reimbursed for the days that your child is ill, or otherwise does not attend.

Again, these facts will be listed in the Provider's contract. Also, listed in the contract will be any policies regarding vacation times, for the Provider and for the

parent, and withdrawal notices.

### **ENHANCED EXTENDED CHILD CARE (EECC)**

The Marine Corps sponsors this program to offer child care to eligible sponsors when they can not use their regularly scheduled child care program. Reasons include local unexpected duty assignments, extended duty hours, family illness, and family emergencies. EECC can also be used in unique emergency situations, and be determined on a case-by-case basis. Parents on TAD orders do not qualify for this service. Eligible sponsors include military families with employed spouses, single parents, and dual military families. Children must be 14 years of age or under to use the EECC program. Although the USMC pays for the EECC program services, the parents must continue paying their regular child care fees. Extended overnight stays are not authorized. Parents on TAD orders do not qualify for this service. The FCC Director can provide additional information and may decide if a family qualifies for this service.

### **DISCIPLINE POLICY**

The FCC follows the same discipline policy found in the CDC and the YC. We encourage children to become responsible, caring individuals through the development of self-control

and respect for the rights of others. Positive disciplinary techniques such as redirection, positive verbal reinforcement, choices, and temporarily removing children from stressful situations are employed. If these techniques do not deter inappropriate behavior, parents will be notified and required to be involved in guiding their child's behavior. Corporal punishment is strictly forbidden, as is any form of demeaning or embarrassing treatment of children. In addition, parents are not allowed to administer any form of physical punishment of their child while in a Family Child Care home.

Children that display recurring behavior problems will be handled on an individual basis. If behaviors persist and prevent the child from participating, interfere with other children's ability to participate, or cause providers to spend much of their time with that child, the child may be disenrolled.

### **CHILD ABUSE AND NEGLECT**

Child abuse reporting procedures are followed when any allegations against parents, family members, or providers are made. The Provider's home will be closed until an investigation is completed. The CYTP will assist parents in finding care in this situation. Any suspicion of child abuse is reported to Criminal

Investigation Division,  
Family Advocacy, and Child  
Protective Services. The  
DoD child abuse hotline  
number is  
1-888-SOS-CHILD.

Children enrolled in any of  
the services provided by the  
CYTP are closely observed  
for signs of abuse and/or  
neglect. Emotional  
symptoms, bruises, changes  
in behavior and other  
potential forms of abuse  
and/or neglect will be  
referred to the Family  
Advocacy Representative in  
the case of military  
dependents and Child  
Protective Services in the  
case of civilian dependents.  
Those families experiencing  
serious stresses are  
encouraged to contact the  
Family Advocacy Program  
to arrange for counseling  
services.

#### **DROP-IN CARE**

Family Child Care Providers  
occasionally have space  
available for hourly drop-in  
care. Parents need to call  
Providers and make  
arrangements. Parents will  
be required to fill out a drop-  
in packet, and supply a copy  
of the child's shot records.

Children who use one  
Provider on a regular,  
recurring basis will no  
longer be considered as  
drop-in, and will need to be  
enrolled with the Resource  
& Referral Office.

#### **OFF BASE FAMILY CHILD CARE HOMES (OFCC)**

An agreement has been  
established with the state of  
Arizona to register Off Base  
Family Child Care homes  
with the CYTP Resource &  
Referral office. These  
homes will be currently  
certified with the  
Department of Economic  
Security, and operated by a  
spouse of an active duty or  
retired military member. At  
least one space in these  
homes will be allocated for  
the child of an active duty  
military or civilian assigned  
to MCAS Yuma.

#### **ORIENTATION CLASSES**

Orientation classes are  
offered the third week of  
most months for those  
interested in operating a  
Family Child Care Home.  
Classes run Monday through  
Friday, and include such  
topics as CPR/First Aid,  
Child Abuse Awareness,  
Food Safety and Sanitation,  
child guidance techniques,  
and how to implement the  
Child and Adult Care Food  
Program.

#### **IMPORTANT PHONE NUMBERS**

**Resource & Referral  
269-3234**

**Family Child Care  
269-3233**

**Child Development  
Center  
269-2350**

**Youth Center  
269-5390**

**Child Youth & Teen  
Administrator  
269-3260**