Family Child Care in Iowa

 Orientation guidebook to

www.iowaccrr.org

Iowa Child Care Resource & Referral
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Dear Early Childhood Educator:

Welcome to Iowa Child Care Resource & Referral!

Iowa Child Care Resource & Referral (CCR&R) agencies are community-based organizations that lend a helping hand to the people who care for and about children. By providing resources, education and advocacy, CCR&R helps meet community needs for affordable and accessible early care and education.

CCR&R provides a wide variety of services for:
- Early care and education professionals like you, who are caring for infants through school aged children in a variety of programs including homes, preschools, and child care centers
- Employers
- Community groups
- Policymakers
- Parents and families

We all know how important a child’s early experiences are to his or her development. Children who are provided with quality early experiences by caring and responsive adults begin school ready to learn. School readiness is a significant factor in a child’s success in school and then later in life as a productive citizen.

Our goal at CCR&R is to support you as a child care and early education professional so that you can provide every child you care for with the quality experiences he or she needs. Because your needs as an early care and education professional are unique, we can provide guidance and technical assistance through education and training, by phone, in person, on the internet, and in other ways that are tailored to your needs, rather than a one-size-fits-all solution.

Together we will learn more about how to provide quality early care and education so that Iowa’s vision will be kept...

Every child, beginning at birth, will be healthy and successful.
There are four basic types of family child care in the state of Iowa. Some types require you to complete training, make changes to your home, and have inspections from DHS. Other types have fewer requirements. Use the table below to help you decide what type of child care you will provide. Your CCR&R Child Care Consultant can then help you learn more about the specific requirements for the type of care you believe most fits your situation.

<table>
<thead>
<tr>
<th>Child Development Home: all categories (also called “registered”)</th>
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<tbody>
<tr>
<td>You must care for children in your own home.</td>
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<tr>
<td>You have to make many changes to your home before you start.</td>
</tr>
<tr>
<td>You get paid by families. You can also get paid by the state. You will get more pay from the state.</td>
</tr>
<tr>
<td>Before you apply, you need to take training: CPR, First Aid, Mandatory Reporter, and Essentials. Then you take more classes each year.</td>
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<tr>
<td>Before you get approved, DHS will come to your house to make sure it is safe for children. Then DHS will come every year.</td>
</tr>
<tr>
<td>You can have more children. See your Registration Category status for how many.</td>
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<thead>
<tr>
<th>Child Care Home Accepting Child Care Assistance (also called “non-registered”)</th>
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<tbody>
<tr>
<td>You must care for children in your own home.</td>
</tr>
<tr>
<td>You have to make some changes to your home.</td>
</tr>
<tr>
<td>You get paid by families. You can also get paid by the state. You will get less pay from the state.</td>
</tr>
<tr>
<td>Before you apply, you need to take training: CPR, First Aid, Mandatory Reporter, and Essentials.</td>
</tr>
<tr>
<td>DHS will come to your house every year to make sure it is safe for children.</td>
</tr>
<tr>
<td>You can have up to five children.</td>
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<thead>
<tr>
<th>Child Care Home WITHOUT a Child Care Assistance Agreement (also called “un-registered”)</th>
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<tbody>
<tr>
<td>You must care for children in your own home.</td>
</tr>
<tr>
<td>You may have to make a few changes to your home.</td>
</tr>
<tr>
<td>You get paid by families. You cannot get paid by the state.</td>
</tr>
<tr>
<td>No training is required.</td>
</tr>
<tr>
<td>No one checks your home for safety.</td>
</tr>
<tr>
<td>You can have up to five children.</td>
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</tbody>
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<tr>
<th>In-Home Provider</th>
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<tbody>
<tr>
<td>You must care for the children in the family's home.</td>
</tr>
<tr>
<td>No changes need to be made to the home.</td>
</tr>
<tr>
<td>You get paid by the state.</td>
</tr>
<tr>
<td>Before you apply, you need to take training: CPR, First Aid, Mandatory Reporter, and Essentials.</td>
</tr>
<tr>
<td>No one checks the home for safety.</td>
</tr>
<tr>
<td>The family must have at least 3 children. You can care for only one family’s children.</td>
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</tbody>
</table>
If you have decided you would like to accept payments from the state, care for more than five children, or become registered with the state, the table below will give you the basic minimum requirements for you, your home, and the number of children you are allowed to care for. There may be limits on the number of infants you may care for, or you may be required to have an assistant help you. Additional information about the requirements for each type, refer to pages 5-13 of this guidebook. Complete information about the requirements can be found in the DHS rule documents: Comm. 143 and Comm. 95.

<table>
<thead>
<tr>
<th>Requirements for YOU:</th>
<th>Requirements for your HOME:</th>
<th>Number of CHILDREN:</th>
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<tbody>
<tr>
<td><strong>Child Care Home Accepting Child Care Assistance (&quot;Non-Registered&quot;)</strong></td>
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<tr>
<td>☐ At least 18 years old</td>
<td>☐ No smoking allowed</td>
<td>☐ 5 children, any age</td>
</tr>
<tr>
<td>☐ Smoke detectors</td>
<td>☐ Fire extinguisher (2A10BC)</td>
<td></td>
</tr>
<tr>
<td><strong>Child Development Home: CATEGORY A</strong></td>
<td></td>
<td></td>
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<tr>
<td>☐ At least 18 years old</td>
<td>☐ No smoking allowed</td>
<td>☐ 6 preschool-age children</td>
</tr>
<tr>
<td>☐ 3 reference letters (non-relatives)</td>
<td>☐ Smoke detectors</td>
<td>☐ 2 school-age children</td>
</tr>
<tr>
<td>☐ Fire extinguisher (2A10BC)</td>
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<td></td>
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<tr>
<td><strong>Child Development Home: CATEGORY B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ At least 20 years old</td>
<td>☐ No smoking allowed</td>
<td>☐ 6 preschool-age children</td>
</tr>
<tr>
<td>☐ High school diploma or GED</td>
<td>☐ Smoke detectors</td>
<td>☐ 2 part-time children</td>
</tr>
<tr>
<td>☐ Two years of child care experience OR</td>
<td>☐ Fire extinguisher (2A10BC)</td>
<td>☐ 4 school-age children</td>
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<tr>
<td>☐ CDA or degree in a child-related field AND one year of child care experience</td>
<td>☐ Two direct exits to the outside</td>
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<tr>
<td>☐ 35 square feet per child indoors</td>
<td>☐ 50 square feet per child outdoors</td>
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<tr>
<td>☐ Quiet area for sick children</td>
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<tr>
<td><strong>Child Development Home: CATEGORY C1 (1 provider)</strong></td>
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<tr>
<td>☐ At least 21 years old</td>
<td>☐ No smoking allowed</td>
<td>☐ 8 children, preschool-age and/or school-age</td>
</tr>
<tr>
<td>☐ High school diploma or GED</td>
<td>☐ Smoke detectors</td>
<td></td>
</tr>
<tr>
<td>☐ Five years of child care experience OR</td>
<td>☐ Fire extinguisher (2A10BC)</td>
<td></td>
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<tr>
<td>☐ CDA or degree in a child-related field AND four years of child care experience</td>
<td>☐ Two direct exits to the outside</td>
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<tr>
<td>☐ 35 square feet per child indoors</td>
<td>☐ 50 square feet per child outdoors</td>
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<tr>
<td>☐ Quiet area for sick children</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Child Development Home: CATEGORY C (2 providers)</strong></td>
<td></td>
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<tr>
<td>☐ At least 21 years old</td>
<td>☐ No smoking allowed</td>
<td>☐ 12 preschool-age children</td>
</tr>
<tr>
<td>☐ High School Diploma or GED</td>
<td>☐ Smoke detectors</td>
<td>☐ 2 part-time children</td>
</tr>
<tr>
<td>☐ Five years of child care experience OR</td>
<td>☐ Fire extinguisher (2A10BC)</td>
<td>☐ 2 school-age children</td>
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<tr>
<td>☐ CDA or degree in a child-related field AND four years of child care experience</td>
<td>☐ Two direct exits to the outside</td>
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<tr>
<td>☐ Co-provider who meets requirements for a Category B provider (see above)</td>
<td>☐ 35 square feet per child indoors</td>
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<tr>
<td>☐ 50 square feet per child outdoors</td>
<td>☐ Quiet area for sick children</td>
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REQUIREMENTS FOR YOU:
- At least 18 years old

REQUIREMENTS FOR YOUR HOME:
- No smoking allowed at any time inside your home or in any vehicle used to transport child care children
- No smoking allowed in your outdoor play area during child care hours
- Smoke detectors in every room that you use for child care and at the top of every stairway. You must test these smoke detectors monthly and keep a record of these tests.
- At least one fire extinguisher (2A10BC) on each level of your home that you use for child care. The fire extinguisher must be visible and in readily accessible place.

TOTAL NUMBER OF CHILDREN ALLOWED AT THE SAME TIME:
- 5 children of any age

ADDITIONAL INFORMATION:
- Your own preschool-age or younger children are included in the total number of children allowed.
- Your own children attending kindergarten or higher grade level are not included in the total number of children allowed.
- Your own home-schooled children are counted in the total capacity described above, until they turn 13 years of age.

To read more on the requirements, please refer to the DHS rule document Comm. 95.

Use the chart below to help ensure you stay within your required number of children:

<table>
<thead>
<tr>
<th>CHILD'S NAME</th>
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Child Care Home Accepting CCA

(5) children any age
REQUIREMENTS FOR YOU:
- At least 18 years old
- 3 reference letters. These letters must be from nonrelatives and attest to your character and ability to care for children

REQUIREMENTS FOR YOUR HOME:
- No smoking allowed at any time inside your home or in any vehicle used to transport child care children
- No smoking allowed in your outdoor play area during child care hours
- Smoke detectors in every room that you use for child care and at the top of every stairway. You must test these smoke detectors monthly and keep a record of these tests.
- At least one fire extinguisher (2A10BC) on each level of your home that you use for child care. The fire extinguisher must be visible and in a readily accessible place.

TOTAL NUMBER OF CHILDREN ALLOWED AT THE SAME TIME:
- 6 preschool-age children
  - No more than four children may be 24 months of age or younger
  - Of those four, only three children may be 18 months of age or younger
- 2 school-age children
  - For up to two hours at a time

ADDITIONAL INFORMATION:
- Your own preschool-age or younger children are included in the total number of children allowed.
- Your own children attending kindergarten or higher grade level are not included in the total number of children allowed.
- Your own home-schooled children are counted in the total capacity described above, until they turn 13 years of age.

DEFINITION OF AGE GROUPS:
- Preschool-age child: birth until the first day of kindergarten
- School-age child: attending kindergarten or higher grade level

EMERGENCY SCHOOL CLOSING EXCEPTION:
When schools are closed due to emergencies such as inclement weather or physical plant failure, you may care for a maximum of eight children. This exception does not apply on nonemergency no-school days, such as winter/spring/summer breaks, conferences, or in-service days.

To read more on the requirements, please refer to the DHS rule document Comm. 143.
Use the chart below to help ensure you stay within your required number of children.

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**CATEGORY A**
Child Development Home

- (3) children 18mos. & younger
- (4) children 24mos. & younger
- (6) preschool-age children
- (2) school-age children
REQUIREMENTS FOR YOU:
- At least 20 years old
- High school diploma or GED/HISET
- 2 years of child care experience OR CDA or two- or four-year degree in a child-related field AND one year of child care experience

REQUIREMENTS FOR YOUR HOME:
- No smoking allowed at any time inside your home or in any vehicle used to transport child care children
- No smoking allowed in your outdoor play area during child care hours
- Smoke detectors in every room that you use for child care and at the top of every stairway. You must test these smoke detectors monthly and keep a record of these tests.
- At least one fire extinguisher (2A10BC) on each level of your home that you use for child care. The fire extinguisher must be visible and in a readily accessible place.
- Two direct exits to the outside from the main floor
- If you use your basement or second floor for child care, there must be at least one direct exit to the outside from that level, such as an egress window or exterior staircase, in addition to your inside stairway.
- 35 square feet of space per child indoors
- 50 square feet of space per child outdoors
- Quiet area for sick children

TOTAL NUMBER OF CHILDREN ALLOWED AT THE SAME TIME:
- 6 preschool-age children
  - No more than four children may be 24 months of age or younger
  - Of those four, only three children may be 18 months of age or younger
- 2 part-time children
  - Limited to 180 hours (combined) per month
- 4 school-age children

ADDITIONAL INFORMATION:
- Whenever you have more than 8 children for more than two hours, you must have a DHS-approved assistant present.
  (See page 14 for information about the requirements for an assistant.)
- Your own preschool-age or younger children are included in the total number of children allowed.
- Your own children attending kindergarten or higher grade level are not included in the total number of children allowed.
- Your own home-schooled children are counted in the total capacity described above, until they turn 13 years of age.

DEFINITION OF AGE GROUPS:
- Preschool-age child: birth until the first day of kindergarten
- School-age child: attending kindergarten or higher grade level

EMERGENCY SCHOOL CLOSING EXCEPTION:
When schools are closed due to emergencies such as inclement weather or physical plant failure, you may care for a maximum of 12 children. A DHS-approved assistant must be present if you exceed 8 children for more than 2 hours. This exception does not apply on nonemergency no-school days, such as winter/spring/summer breaks, conferences, or in-service days.

DEFINITION OF PART-TIME HOURS:
You must use part-time hours only when the number of children in your care exceeds your maximum capacity. The part-time children can be any age, but you can NEVER exceed the maximum number of children 24 months of age or younger. Part-time children are limited to a total of 180 hours per month, and you must keep a record of the part-time hours used per month (including the date, hours attended, and name of child).

To read more on the requirements, please refer to the DHS rule document Comm. 143.
Use the chart below to help ensure you stay within your required number of children.

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**CATEGORY B**
Child Development Home

- (3) children 18mos. & younger
- (4) children 24mos. & younger
- (6) preschool-age children

**REMEMBER:**
An assistant is required whenever you have more than 8 children for more than two hours. See page 14 for more information about the requirements for an assistant.
REQUIREMENTS FOR YOU:
- At least 21 years old
- High school diploma or GED/HiSET
- 5 years of child care experience OR
- CDA or two- or four-year degree in a child-related field AND four years of child care experience

REQUIREMENTS FOR YOUR HOME:
- No smoking allowed at any time inside your home or in any vehicle used to transport child care children
- No smoking allowed in your outdoor play area during child care hours
- Smoke detectors in every room that you use for child care and at the top of every stairway. You must test these smoke detectors monthly and keep a record of these tests.
- At least one fire extinguisher (2A10BC) on each level of your home that you use for child care. The fire extinguisher must be visible and in a readily accessible place.
- Two direct exits to the outside from the main floor
- If you use your basement or second floor for child care, there must be at least one direct exit to the outside from that level, such as an egress window or exterior staircase, in addition to your inside stairway.
- 35 square feet of space per child indoors
- 50 square feet of space per child outdoors
- Quiet area for sick children

TOTAL NUMBER OF CHILDREN ALLOWED AT THE SAME TIME:
- 8 children, preschool-age and/or school-age
  - No more than four children may be 24 months of age or younger
  - Of those four, only three children may be 18 months of age or younger

ADDITIONAL INFORMATION:
- Your own preschool-age or younger children are included in the total number of children allowed.
- Your own children attending kindergarten or higher grade level are not included in the total number of children allowed.
- Your own home-schooled children are counted in the total capacity described above, until they turn 13 years of age.

DEFINITION OF AGE GROUPS:
- Preschool-age child: birth until the first day of kindergarten
- School-age child: attending kindergarten or higher grade level

To read more on the requirements, please refer to the DHS rule document Comm. 143.
Use the chart below to help ensure you stay within your required number of children.

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<thead>
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<th>CHILD'S NAME</th>
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**CATEGORY C1**
Child Development Home

- (3) children 18mos. & younger
- (4) children 24mos. & younger
- (8) children
REQUIREMENTS FOR YOU:
- At least 21 years old
- High school diploma or GED/HiSET
- 5 years of child care experience OR
- CDA or 2–4 year degree in a child-related field
  AND four years of child care experience

REQUIREMENTS FOR CO-PROVIDER:
- At least 20 years old
- High school diploma or GED/HiSET
- 2 years of child care experience OR
- CDA or 2–4 year degree in a child-related field
  AND one year of child care experience

REQUIREMENTS FOR YOUR HOME:
- No smoking allowed at any time inside your home or in any vehicle used to transport child care children
- No smoking allowed in your outdoor play area during child care hours
- Smoke detectors in every room that you use for child care and at the top of every stairway. You must test these smoke detectors monthly and keep a record of these tests.
- At least one fire extinguisher (2A10BC) on each level of your home that you use for child care. The fire extinguisher must be visible and in a readily accessible place.
- Two direct exits to the outside from the main floor
- If you use your basement or second floor for child care, there must be at least one direct exit to the outside from that level, such as an egress window or exterior staircase, in addition to your inside stairway.
- 35 square feet of space per child indoors
- 50 square feet of space per child outdoors
- Quiet area for sick children

TOTAL NUMBER OF CHILDREN ALLOWED AT THE SAME TIME:
- 12 preschool-age children
  - No more than four children may be 24 months of age or younger
  - If all four children of these children are 18 months or younger, both providers must be present
- 2 part-time children
  - Limited to 180 hours (combined) per month
- 2 school-age children
  - For two hours at a time

ADDITIONAL INFORMATION:
- Whenever more than 8 children are present, both providers must be present.
- Your own preschool-age or younger children are included in the total number of children allowed.
- Your own children attending kindergarten or higher grade level are not included in the total number of children allowed.
- Your own home-schooled children are counted in the total capacity described above, until they turn 13 years of age.

DEFINITION OF AGE GROUPS:
- Preschool-age child: birth until the first day of kindergarten
- School-age child: attending kindergarten or higher grade level

EMERGENCY SCHOOL CLOSING EXCEPTION:
When schools are closed due to emergencies such as inclement weather or physical plant failure, you may care for a maximum of 16 children. Whenever more than 8 children are present at any one time during an emergency school closing, either both providers must be present, or one provider must be assisted by a DHS-approved assistant. This exception does not apply on nonemergency no-school days, such as winter/spring/summer breaks, conferences, or in-service days.

DEFINITION OF PART-TIME HOURS:
You must use part-time hours only when the number of children in your care exceeds your maximum capacity. The part-time children can be any age, but you can NEVER exceed the maximum number of children 24 months of age or younger. Part-time children are limited to a total of 180 hours per month, and you must keep a record of the part-time hours used per month (including the date, hours attended, and name of child).

To read more on the requirements, please refer to the DHS rule document Comm. 143.
Use the chart below to help ensure you stay within your required number of children.

<table>
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**CATEGORY C**
Child Development Home

- (4) children 24mos. & younger
- (12) preschool-age children
- (2) school-age children
- (2) part-time children

**REMEMBER:**
Both providers must be present whenever there are more than 8 children, and whenever there are four children 18 months of age or younger.
ASSISTANTS
An assistant is someone who helps you care for the children in your care, under your direct supervision. An assistant may never be left alone with children. Any type of family child care home may have an assistant.

For Child Development Home Category A and C1, and for Child Care Homes with a CCA Agreement, an assistant does not increase the maximum number of children you may care for.

In some situations, two types of Child Development Homes may be required to have an assistant. A Category B home must have an assistant when caring for more than 8 children for more than 2 hours at a time. A Category C home must have an assistant on emergency school closing days when more than 8 children are in care and the co-provider is not present. The requirements for assistants are as follows:

- Must be at least 14 years old (Category B assistants)
- Must be at least 18 years old (Category C assistants used for emergency school closings)
- Must be approved by DHS before providing child care
  - Requires an application, Iowa background check, and national criminal history (fingerprint) check
  - **NOTE:** national criminal history (fingerprint) check is required if assistant is 18 years of age or older
- Complete required training (Mandatory Child Abuse Reporter Training) before providing child care
- Must have a Child Care Provider Physical Examination Report on file and updated every three years
- Must have documentation on file from DHS that background checks have been completed

SUBSTITUTES
A substitute is someone who provides care in your absence. Any type of family child care home may have a substitute. All standards for supervision and care that apply to you, also apply to any substitute that you may employ. However, ultimate responsibility for supervision is with you. Whenever possible, you must give parents at least 24 hours of notice when you will use a substitute. Additionally, there are certain requirements and limitations for substitutes:

- Must be at least 18 years old
- Must be approved by DHS before providing child care
  - Requires an application, Iowa background check, and national criminal history (fingerprint) check
- Complete required training (Mandatory Child Abuse Reporter Training, First Aid and CPR, and Essentials Child Care Preservice Series) before providing child care
- Must have a Child Care Provider Physical Examination Report on file and updated every three years
- Must have documentation on file from DHS that background checks have been completed
- Limited to 25 hours per month and an additional period of up to two weeks in a 12 month period

For assistance with adding an assistant or substitute, contact your CCR&R Child Care Consultant.
Emergency School Closing Exceptions

Additional school-age children may be cared for only when school is canceled due to an emergency, such as inclement weather. This exception does not apply to in-service days, vacations, conferences, etc. You must still follow the requirements for maximum capacity for your registration category, even during an emergency school closing. You must also follow any requirements for the presence of an assistant or co-provider during an emergency school closing.

Maintain a record of dates of emergency closings, reason for the closing, and total number of kids in care for that date.

While you may never go over the overall maximum capacity for your category, you may provide care to additional school-age children or for longer periods of time than is usually allowed if BOTH the following conditions are met:

- Each parent or guardian of children normally in attendance gives written prior approval to have the extra school-age children in care if there is an emergency school closing
- Each extra school-aged child either:
  - is normally enrolled in your home for periods of less than two hours, or
  - would be unattended if not in your home, or
  - is a brother or sister of a child you regularly care for

For specific information about the requirements for emergency school closings for your registration category, please refer to the applicable page in this guide.
If you have decided that you would like to become a Child Development Home (CDH) or Child Care Home Accepting Child Care Assistance, your CCR&R Child Care Consultant is available to assist you with the application process. The following is an overview of the initial steps to become a Child Development Home or Child Care Home Accepting Child Care Assistance. Additional information about these steps is found throughout this guide.

- Request application paperwork from your local CCR&R office
- Complete required training
  - Mandatory Child Abuse Reporter Training
  - First Aid and CPR (infant and child)
  - Essentials for Child Care Preservice Series
- Complete fingerprinting at an approved location
  - You may not roll your own fingerprints. Most police or sheriff departments have this service available, in addition to some CCR&R offices. Your CCR&R Child Care Consultant can help you locate resources.
  - Everyone in your household who is at least 18 years old, and anyone you wish to have as an assistant and/or substitute must be fingerprinted
- For Child Development Homes: review the “Pre-Inspection Checklist for Child Development Home Registration” and the “Comm. 143: Child Development Home Registration Guidelines”
  - Your CCR&R Child Care Consultant can supply you with information about how to obtain these documents. Your Consultant can also review these documents with you, to ensure you are 100% compliant with the DHS requirements.
- For Child Care Homes Accepting Child Care Assistance: review the “Comm. 95: Guidelines for Child Care Homes with a Child Care Assistance Agreement”
- Complete application packet
- Submit application, background check forms, and copies of training certificates to your local CCR&R office
  - Your Consultant will review your application to make sure it is complete before submitting it to the regional office for processing. Once processed in the regional CCR&R office, your application will be mailed to the Iowa Department of Human Services for final approval.
- For Child Development Homes: Once your application is processed and background checks completed, a pre-inspection visit will be scheduled by your DHS Compliance Worker
- Once approved, you will begin receiving annual compliance visits to ensure you are following all of the DHS regulations
- Continue working with your CCR&R Child Care Consultant!
Research indicates that formal education or training which increases the knowledge of providers has been shown to be the greatest determinant of safe and quality programming for children. Additionally, ongoing training helps to keep you motivated, advances your professional skills, and increases your knowledge about current research on child development, learning strategies, developmentally appropriate practices, and health and safety practices.

The training requirements for Child Development Homes and Child Care Homes with a CCA Agreement are described below:

### Child Development Homes (all categories)

<table>
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<tr>
<th>Before you submit application paperwork you must first complete the following:</th>
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<tr>
<td>☐ Mandatory Child Abuse Reporter Training</td>
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<tr>
<td>☐ Infant and child CPR and First Aid</td>
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<tr>
<td>☐ Essentials Child Care Preservice Series (or approved equivalent)</td>
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<th>After you have been approved, you must complete the following:</th>
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<tr>
<td>☐ 24 hours of approved training every two years</td>
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<tr>
<td>☐ Maintain current certification for the following:</td>
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<tr>
<td>☐ Mandatory Child Abuse Reporter Training (expires every 5 years)</td>
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<tr>
<td>☐ Essentials Child Care Preservice Series (expires every 5 years)</td>
</tr>
<tr>
<td>☐ Infant and child CPR and First Aid (verify expiration dates on card/certificate)</td>
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### Child Care Homes Accepting Child Care Assistance

<table>
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<th>Before you submit application paperwork you must first complete the following:</th>
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<tr>
<td>☐ Mandatory Child Abuse Reporter Training</td>
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<tr>
<td>☐ Infant and child CPR and First Aid</td>
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<tr>
<td>☐ Essentials Child Care Preservice Series (or approved equivalent)</td>
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<th>After you have been approved, you must complete the following:</th>
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<tr>
<td>☐ 6 hours of approved training every two years</td>
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<tr>
<td>☐ Maintain current certification for the following:</td>
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<tr>
<td>☐ Mandatory Child Abuse Reporter Training (expires every 5 years)</td>
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<tr>
<td>☐ Essentials Child Care Preservice Series (expires every 5 years)</td>
</tr>
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<td>☐ Infant and child CPR and First Aid (verify expiration dates on card/certificate)</td>
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### ADDITIONAL NOTES:

- You must keep all original training certificates in your personal records. Never submit an original copy to any agency unless specifically asked to do so. You may submit copies of your training certificates for most purposes.
- Training received for Mandatory Child Abuse Reporter Training, CPR, and First Aid does not count toward your number of required training hours.
- Essentials Child Care Preservice Series will count toward your number of required training hours the first time you take it; when you take the training a subsequent time, as required, it will not count toward your number of required training hours.
- Training hours cannot be saved or carried over from one approval period to another. For example, if you take 36 hours of training during your two-year registration period, you must still complete 24 hours the following two-year registration period.
- You may take the same training for credit only once every five years.
- Training must be received from an approved training organization. For a list of approved training classes and training organizations, visit: [http://dhs.iowa.gov/licensure-and-registration/tools-trainings-and-resources](http://dhs.iowa.gov/licensure-and-registration/tools-trainings-and-resources)
You will use a website called the Iowa Child Care Provider Training Registry to sign-up for trainings. All classes that appear on the Training Registry are approved for training credit by DHS.

- **IOWA CHILD CARE PROVIDER TRAINING REGISTRY**
  - Before completing any training, you will need to create your account on the Iowa Child Care Provider Training Registry: [https://ccmis.dhs.state.ia.us/trainingregistry/](https://ccmis.dhs.state.ia.us/trainingregistry/). Be sure to record your Account ID and Password in a safe, secure location. Your CCR&R Child Care Consultant can help you with finding answers to Training Registry questions.
  - To search for training in your area, use the links on the left-hand side of the webpage. You can search by county/city, class title, delivery method (i.e., online or face-to-face), etc. If you are having difficulty locating a particular class, contact your Child Care Consultant for assistance.

- **MANDATORY CHILD ABUSE REPORTER AND UNIVERSAL PRECAUTIONS TRAINING**
  - May be completed online for free at: [https://moodle.extension.iastate.edu/](https://moodle.extension.iastate.edu/). When creating your account on the Moodle website, you must enter your Iowa Child Care Provider Training Registry Account ID on your profile page.
  - CCR&R also offers free webinars and live classes.

- **ESSENTIALS CHILD CARE PRESERVICE SERIES**
  - May be completed online for free at: [https://moodle.extension.iastate.edu/](https://moodle.extension.iastate.edu/). When creating your account on the Moodle website, you must enter your Iowa Child Care Provider Training Registry Account ID on your profile page.
  - CCR&R also offers free live classes. You can find upcoming classes using the Iowa Child Care Provider Training Registry, or contact your Child Care Consultant for assistance.

- **FIRST AID AND CPR**
  - Online (or “blended”) courses are accepted only if they are also accompanied by a “live” or in-person skills test. Contact your Child Care Consultant for questions or assistance with locating an accepted online class.
  - Live (or “in person”) classes may also be listed on the Iowa Child Care Provider Training Registry. You may contact your Child Care Consultant for information about other live classes.

- **CCR&R TRAINING CLASSES**
  - CCR&R offers several hundreds of hours of live training classes across the state each year. All classes sponsored by CCR&R are approved by DHS for training credit. To find CCR&R classes in your area, search the Training Registry or speak with your Child Care Consultant.

- **ONLINE TRAINING**
  - Various approved online training opportunities are available, some of which can be completed on-demand. Others require you to log-in at the appointed date and time.
  - Learn more about and register for many online training classes via the Iowa Child Care Provider Training Registry.
  - You can also visit the websites of the organizations listed below to learn more about the online classes they offer.

  - Better Kid Care: [http://extension.psu.edu/youth/betterkidcare](http://extension.psu.edu/youth/betterkidcare)
  - Care Courses: [https://www.carecourses.com/](https://www.carecourses.com/)
  - ChildCare Education Institute: [http://www.cceionline.com/](http://www.cceionline.com/)
  - Eager-to-Learn: [https://www.eagertolearn.org/](https://www.eagertolearn.org/)
  - Iowa State Extension & Outreach: [http://www.extension.iastate.edu/humansciences/el-online](http://www.extension.iastate.edu/humansciences/el-online)
Child Care Consultants can assist you with your child care business in a number of ways!

- **MARKETING** | We can help you enroll new families by becoming a part of our parent referral system, as well as provide ideas for additional ways to advertise your business.

- **ACTIVITY PLANNING** | We can discuss learning activities and toys for all ages you care for.

- **ROOM ARRANGEMENT** | We work with you, brainstorming different places shelving and toys could go to meet the needs of you and the children you care for.

- **WORKING WITH FAMILIES** | If you are looking to have more parent involvement in your program or want ideas on ways you can communicate with parents, we can help.

- **POLICIES** | If the policies you have aren’t working for you or you are struggling to have parents follow your policies, we can help you modify the policies you have, help you create new ones, or suggest strategies for getting parents to follow them. We can also help you write the policies that DHS requires you to have.

- **TRAINING** | We are available to answer questions about training you have taken in the past, and also help you figure out what trainings you would like to take in the future. While you are taking a training, we can meet with you to ensure you get the most out of the class.

- **CHALLENGING BEHAVIORS** | If a child’s behavior has you puzzled, we can offer support to help you find ways to help the child be successful in your care.

- **DHS REGULATIONS** | We can help you maintain compliance with all state registration standards and requirements, get ready for an inspection, or if you have question about any of the DHS requirements, we can help.

- **REGISTRATION & RENEWAL** | When it comes time for you to apply or renew your registration or Child Care Assistance Agreement, we can help you with assembling all of the paperwork that is required.

- **CACFP** | The food program is something that any registered family child care provider can participate in and we can give you information on getting started.

- **QUALITY IMPROVEMENT** | We can help you figure out your strengths and areas for improvement—then help you figure out what to do to improve your program.

- **CHILDNET CERTIFICATION** | We can share information about how certification is beneficial to you and the children you serve, and help you through each step of the process.

- **QUALITY RATING SYSTEM** | If you are interested in participating in Iowa’s QRIS, we can help you get started and set goals for ways to move up the levels.

- **GRANTS** | Some counties offer financial support to help family child care providers get started or to improve their business. We can help you figure out whether your county has one of these programs, and whether you qualify.

- **HEALTH** | We can share ways to keep the children healthy, such as: hand washing techniques, diaper changing information, sanitizing and disinfecting procedures, and when to exclude children because of illness.

- **SAFETY** | If you have questions about keeping your home safe or need help writing an emergency preparedness plan, we can answer your questions and help you find the information you need.

The best part is - consultation and assistance from a CCR&R Child Care Consultant is 100% FREE!
ChildNet is a 25-hour training series created by CCR&R, specifically for family child care providers. ChildNet will introduce you to the ins and outs of operating a family child care business, while offering you the opportunity to network and share ideas with other family child care providers from your area.

If you are interested in achieving a level of quality beyond the minimum DHS requirements, the ChildNet training series will help you provide the best possible child care. By completing the entire series, you will also be eligible for ChildNet Certification - a great tool for marketing your business to families looking for child care!

ChildNet consists of ten, 2.5 hour lessons, each with a different topic. Topics include:

- **Professionalism** | Learn why your role as a child care provider is so important and explore how professionalism and best practice can affect your business.
- **Business Policies and Practices** | Learn about effective contracts and policies, how to track income and expenses, liability insurance, and recordkeeping.
- **Child Development** | Learn about ages and stages of child development in order to become more aware and responsive to the needs of the individual child, and identify how this knowledge can help shape the activities and environment.
- **Learning Environments** | Learn how to arrange your materials and space to create a safe, secure and enjoyable learning environment. You will also gain an understanding of the importance of appropriate schedules and routines.
- **Activities for Children** | Explore the importance of planning activities that provide developmentally appropriate experiences based on the needs of each child.
- **Discipline and Guidance** | Discuss the difference between discipline and guidance as well as learn effective and appropriate guidance techniques. You will also learn about the relationship between planning, the environment, child development, and guidance.
- **Preventing Illness** | Learn how to minimize the spread of illness and disease by implementing health policies about handwashing, sanitizing, and disinfecting. You will also learn about appropriate gloving, diapering, and safe sleep practices.
- **Nutrition** | Learn the basics of the Child and Adult Care Food Program (CACFP), the importance of serving nutritious meals and snacks, family style meals, and how to incorporate nutrition activities.
- **Diversity** | Increase your awareness of how young children develop identity and attitudes about diversity and inclusion. Learn how to promote respect and acceptance for all people and celebrate diversity
- **Self-Care & Preventing Burn-Out** | Explore the importance of self-care, stress management, marketing, and growth – on a personal and professional level.

Your CCR&R Child Care Consultant is available throughout the series to answer your questions.
ChildNet Certification is one of the first steps to identifying your program as one of quality to yourself and to the parents that you serve. Caring for Iowa’s greatest resource - the children - is a professional choice worthy of noting and celebrating!

ChildNet Certification is awarded by CCR&R and it is our mission to provide resources, education, and advocacy to support quality child care. Your CCR&R Child Care Consultant will help you through each step the ChildNet Certification process.

HOW DO I GET CERTIFIED?

In order to earn your ChildNet Certification, you must first meet all of the eligibility requirements described below:

- Completion of all 10 ChildNet modules within a 12 month period
- Valid registration certificate as a Child Development Home
- Active participation in CACFP
- Business liability insurance
- Currently care for children other than your own
- 100% compliance with DHS Registration Guidelines (Comm. 143)
- Current certification in First Aid, Child and Infant CPR, and Mandatory Child Abuse Reporter Training
- Certification visit with designated CCR&R Child Care Consultant

The ChildNet training series and your CCR&R Child Care Consultant will help you prepare for the certification visit.
PROGRAM FOR INFANT TODDLER CARE (PITC) OF IOWA
The Program for Infant Toddler Care (PITC) of Iowa strives to raise the quality of child care for infants and toddlers. IA PITC is a training program designed for anyone caring for and about infants and toddlers. The PITC training series includes four training modules, each module is 10 hours, and the modules can be completed in any order. Topics covered by this training include:

- Social-emotional growth and socialization
- Group care
- Learning and development
- Culture, family and providers
- Caring for infants and toddlers with special needs

You can find additional information about the PITC training at: https://iowaccrr.org/training/PITC/

EC-POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS FOR FAMILY CHILD CARE (EC-PBIS-FCC)
Family child care providers report that challenging behaviors continue to be an important issue for them as they perform their professional roles. The EC-PBIS-FCC training series was developed to help you handle these challenging behaviors. Over the course of two modules, you will discover how relationships and environments can eliminate most challenging behaviors, and learn a variety of social emotional teaching strategies to help children learn key skills to be successful. Topics covered by this training include:

- What is challenging behavior?
- The relationship between behavior and social emotional development
- Creating environments that promote engagement and prevent challenging behavior
- Age appropriate expectations and maintaining a positive environment
- Teaching social emotional skills
- Helping children develop empathy and manage strong emotions
- Friendship skills and problem solving skills

You can find additional information about the EC-PBIS-FCC training at: https://iowaccrr.org/training/PBIS/

QUALITY SCHOOL AGE CARE (QSAC)
School age children have a specific set of developmental needs that are different from younger children. Some family child care providers report that they have a difficult time adapting their programs to accommodate this older age group. The QSAC training will teach you the skills you need in order to successfully care for school age children. This training series includes five lessons and is a total of 10 hours. Topics covered by this training series include:

- How to build strong relationships with school age children and their families
- Health records, medication administration, special health care needs, nutritional requirements, and injury prevention
- Typical and atypical development of school age children
- Successful curriculum planning for school age children

You can find additional information about the QSAC training at: https://iowaccrr.org/training/QSAC/

Your CCR&R Child Care Consultant can answer any questions you have about these and other trainings, and can help you create a professional development plan to make sure you get the most out training. For additional high-quality, foundation professional development opportunities from CCR&R, visit our website: https://iowaccrr.org/training/.
Every year, CCR&R provides several hundred hours of free or low-cost training for child care providers across the state of Iowa. To ensure each and every one of your training experiences is successful, read through the following policies that apply to all CCR&R-sponsored training events:

- You will need to have an account on the Iowa Child Care Provider Training Registry in order to register for training classes. To create an account, visit https://ccmis.dhs.state.ia.us/trainingregistry/.
- You must register for trainings and pay any fees (when applicable) in advance in order to guarantee your spot in a training class. If you do not register in advance, you will not receive training credit or a training certificate. Registrations cannot be completed by CCR&R staff, but your CC&R Child Care Consultant is available to assist you if you have any problems with the Training Registry.
- Registrations will be processed in the order they are received and a waiting list will be established when necessary. Participants will be notified via email when registration is approved and/or when placed on a waiting list.
- Classes will begin at the published start time. Plan to arrive about 10 minutes early to find a parking space, locate the classroom, check in, and find a seat.
- You must attend the entire class to receive training credit. Once class begins, late arrivals may choose to stay and attend the class if space allows, but will not receive training credit or a certificate. Anyone leaving a class early will not receive training credit or a certificate.
- Registration fees (when applicable) are non-refundable. If you are registering for a training that requires a fee, please note that your registration is not complete until CCR&R receives your registration fee. Training descriptions and any applicable registration fees can be found on the Training Registry website.
- Upon arrival to a training class, please sign-in on the attendance sheet. Your attendance cannot be verified by CCR&R if you do not sign-in.
- Participants are expected to behave in a courteous manner in class. Cell phones need to be turned off. Phone calls and text messaging are not allowed during class time. If an emergency call must be taken, please step outside of the classroom. CCR&R reserves the right to withhold a training certificate if a participant engages in unprofessional behavior that disrupts the class. Such action will be at the discretion of the instructor and/or CCR&R staff.
- Children are not allowed at CCR&R sponsored training. Children 14-18, who meet the DHS regulation definition of an employee or assistant in a child care program may attend training, but should be accompanied by an adult.
- Maintaining training certificates is your responsibility. There is a $5 processing fee (per certificate) for lost or missing training certificates.
- If a training is cancelled or rescheduled, all registered participants will be notified via email through the Iowa Child Care Provider Training Registry.
- CCR&R endorses the principle of equal opportunities for all people regardless of race, color, creed, marital status, national origin, sex, sexual orientation, religion, ancestry, age or non-job related handicap or disability in the educational programs or activities it operates. To receive more information or to request an accommodation, please contact the CCR&R Training Specialist.
WHAT ARE “PARENT REFERRALS”?  
Parent referrals are one way for you to market your business and find new clients. Parents and families who are looking for child care may contact one of our CCR&R Parent Educators, who will ask about their needs, such as how many children they have, how old the children are, whether they have any special needs, etc. The Parent Educator then prepares a list of child care programs for the family who may have openings.

WHY NOT RECOMMENDATIONS?  
During the referral process, the Parent Educator emphasizes to the parent that the search results they receive are REFERRALS and NOT RECOMMENDATIONS. It is the parent’s responsibility to contact, interview, and select the child care program that best suits their child’s needs. The Parent Educator also encourages parents to ask child care programs for the names of past and present clients in order to check references. A program that provides excellent care for one child may not meet the needs for another child.

WHAT DO PARENTS RECEIVE IN THEIR REFERRAL PACKET?  
The parent referral packet includes an introduction letter, an explanation of the different types of child care programs, and the referral list. The packet also includes assorted brochures with information on choosing quality care.

HOW DOES CCR&R DECIDE WHICH CHILD CARE PROGRAMS ARE REFERRED TO A FAMILY?  
Parent referrals are customized for each family using standard intake and processing procedures. After the database generates a list of child care programs, the Parent Educator checks the file of each provider on the list to make sure the program matches what the family needs. Only programs with a current opening and those that have updated their program information with CCR&R recently are put on the final list. Child care programs who are ChildNet Certified or have earned a rating on Iowa’s Quality Rating System will appear at the top of the referral list.

ARE THERE OTHER WAYS PARENTS CAN GET INFORMATION ABOUT MY CHILD CARE BUSINESS?  
Parents can also access the CCR&R website, https://iowaccrr.org/, to obtain a listing of child care options. Parents enter their child care needs into the database and it matches them with available programs. Information that families can access regarding your program is limited. The search results list your first name, business name (if applicable), city, and phone number. Parents can also see your hours and days of care, vacancies, your type of care, whether you are ChildNet Certified or QRS-rated, if you have training/experience with special needs, nearby elementary schools, and transportation options.

WHAT DOES THE REFERRAL SERVICE COST?  
CCR&R parent referral services are free.

HOW DO I “UPDATE MY FILE” WITH CCR&R?  
You can update your vacancies and other information for the CCR&R referral list by contacting your Child Care Consultant, the Regional Data Specialist, or by visiting: https://iowaccrr.org/providers/UYF/.

ADDITIONAL INFORMATION  
For more information about the CCR&R parent referral process, please visit our website: https://iowaccrr.org/families/
WHAT IS IOWA’S QUALITY RATING SYSTEM?
The Quality Rating System (QRS) is a voluntary program from the Iowa Department of Human Services that provides a rating of between one and five stars for providers who go the extra mile to offer exceptional care. The QRS was created to raise the quality of child care in Iowa, to increase the number of children in high-quality child care settings, and to educate parents about quality in child care.

HOW DO I APPLY?
Your CCR&R Child Care Consultant can help you understand what is required for each QRS level, help you develop a plan to achieve that level, and assist you with the application process. Application materials can be found online at: http://dhs.iowa.gov/quality-rating-system

WHAT DO THE LEVELS MEAN?
A provider who achieves Level 1 has met Iowa’s registration standards. A provider who achieves Level 2 has received ChildNet training and Certification. Providers in Levels 3-5 have made significant steps in meeting key indicators of quality in the areas of:
- Professional Development
- Health and Safety
- Environment
- Family and Community Partnerships

WHAT ARE THE BENEFITS OF QRS?
By participating in the QRS, a provider shows parents and the community that they are committed to providing quality child care and are working towards improving the quality of care. They may also be eligible for grants or support through Early Childhood Iowa. Finally, achievement bonuses - ranging from $400 to $1,000 - are awarded to providers who participate in the QRS.

Effective January 1, 2019, QRS-rated child care providers will receive a higher CCA reimbursement rate. Talk to your Child Care Consultant for more information.

WANT TO LEARN MORE
For additional information on requirements and resources, visit our website at: https://iowaccrr.org/providers/qrs/.
SECTION III: Provider Resources
Before You Begin...

Your local CCR&R Child Care Consultant will help you begin to think through your plans to provide quality child care, including:

LOCAL ORDINANCES/ZONING LAWS
Many home businesses get shut down by authorities because the owners violated zoning laws, had too many visitors, failed to get health and safety inspections, or lacked proper licenses. Ask your city or county clerk about requirements. Also, find out how to register the name of your business.

BUSINESS LIABILITY INSURANCE
When you begin caring for children in your home, you are taking on additional risks: children and parents can get injured, property can become damaged, and lawsuits can be filed. Homeowner’s insurance is personal insurance, not business insurance. The only way to protect yourself in these situations is to purchase business liability insurance.

Here are some things to consider when shopping for business liability insurance:
- Professional liability coverage for failure to adequately supervise children
- Child/sexual abuse coverage that covers you, your family members, and any employees
- Accident medical coverage for injuries suffered by children in your care
- Legal defense if you are accused of child abuse/neglect
- Coverage for accidents when you are away from your home with the children
- The number of children that are covered

RATES
To set your rates, you will need to know how much money you need to pay your bills and current living expenses. Do you have any additional income on a regular basis? How much money will it cost to run your program effectively? Training will help you make these decisions. Training will also help you develop policies on vacation time, holiday pay and whether or not to charge for days when children cannot attend your program. CCR&R can provide you with the average cost of care for your county.

CONTRACTS & POLICIES
Good communication is key to any relationship and it is particularly important when dealing with parents in your child care business. You should always have a contract and policies before you start providing care. Here are some suggestions:
- Create a written contract and policies that establish the rules you want to make and enforce those rules consistently
- Keep your contract separate from your policies. Your contract establishes payment terms and is legally enforceable; your policies are rules and expectations for your home and child care business.
- Consider including these two rules in your contract: 1) parents must pay at least a week in advance, and 2) parents must pay for the last two weeks in advance
- Put in your contract that parents are required to give you at least a two-week notice and that you may “terminate at will”
- Review your contract and policies when interviewing parents to allow for questions.
Once your business is up and running, your local CCR&R Child Care Consultant can help you maintain a successful business by providing consultation in the following areas:

**PROFESSIONALISM**
Running a business in your home requires professionalism and can be demanding. It is important to meet deadlines, not get behind on bills, not allow children to answer the phone, or fail to demand deposits and signed contracts. Confidentiality and communication is very important to the success of your business.

**RECORDKEEPING**
Every business should keep accurate records of income, inventory, and expenses. Keeping accurate business records ensures that you are meeting current laws, and that you are not paying more than necessary in income tax. Here are some examples of what you should keep track of:

- Save receipts for all expenses associated with your house (cleaning supplies, toilet paper, light bulbs, welcome mat, dishwasher detergent, etc.)
- Keep records of all meals and snacks served to children in your care.
- Track all hours you use your home for your business, particularly those hours when you are doing business activities when children are not in your home.
- Keep records of all payments that you receive from parents

**VALUE OF NETWORKING**
CCR&R offers a variety of trainings where you will have the opportunity to talk with other child care providers. The best advice often comes from other people in the field. Joining a group or association in your area is also an option to meet other child care providers. Look to see whether there are any Facebook groups for family child care providers in your area.

**ADVERTISING**
Spreading the word about your child care business doesn’t require expensive advertising. Here are some suggestions for places and ways to advertise that involve little to no cost:

- Post flyers or brochures at libraries, post offices, grocery stores, and community centers
- Print business cards and pass them out to friends, families, and acquaintances
- Advertise on social media. Look to see whether there are any Facebook groups for family child care providers in your area; other providers can be a source of referrals for your openings.
- Offer current families a finder’s fee if they refer a new family to your program

Here are some suggestions for things to include in your advertisement, whether online or in print:

- State-registered (shows that you offer a certain level of care and receive oversight from DHS)
- Names of trainings that you have taken (such as First Aid, CPR, ChildNet, etc.)
- CACFP participant (shows that you provide health meals and snacks)
- ChildNet Certified and/or QRS-rated (demonstrates your commitment to providing high quality child care)

Also include a way for interested families to contact you, such as a phone number or email address. However, it is not recommended that you provide the address of your program. For the safety of you, your family, and the children you care for, your address should be provided only to families who have indicated interest in scheduling an interview with you.
Families in your care will want to take advantage of the child care and dependent tax credit that they are entitled to claim on their personal income taxes. You may use Form W-10 found on www.irs.gov to give them your information. This form will give them your correct spelling of name, address, phone and Social Security Number (SSN) or Employer Identification Number (EIN) to be used for tax purposes.

You should not use your SSN on these documents. Giving out your SSN makes it very easy for other parties to access all of your personal information and steal your financial identity. Instead, you may apply for an Employer Identification Number (EIN), a service offered by the IRS. It is free to apply for an EIN - beware of websites that charge for this service. You will use your EIN in place of your SSN on the receipts and financial information you provide to your families. It is recommended that you let your tax preparer know that you have this number. There are a number of ways to apply for an EIN.

- **Apply ONLINE**
  The online application is the preferred method to apply for and obtain an EIN. Visit https://sa.www4.irs.gov/modiein/individual/index.jsp to apply for an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately.

- **Apply By PHONE**
  You can also obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are Monday through Friday, 7:00am to 7:00pm local time. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

- **Apply by FAX**
  You can obtain an EIN via fax. If you provide a return fax number on your EIN application, a fax will be sent back with your EIN within four (4) business days. If you do not include a return fax number, it will take about two weeks to get your EIN. Contact your local Social Security Administration to request an EIN application (Form SS-4). You can also download a copy of the EIN application from the IRS website: https://www.irs.gov/.

- **Apply by MAIL**
  It may take at least four to five weeks to receive an EIN if you apply by mail. Contact your local Social Security Administration to request an EIN application (Form SS-4). You can also download a copy of the EIN application from the IRS website: https://www.irs.gov/.

Internal Revenue Service
ATTN: EIN Operation
Cincinnati, OH 45999
WHAT IS CACFP OR THE “FOOD PROGRAM”?
The Child and Adult Care Food Program (CACFP) promotes good health and nutrition for children in child care settings by reimbursing child care providers for serving healthy meals and snacks. CACFP is available in all of Iowa’s 99 counties.

WHAT ARE THE BENEFITS OF PARTICIPATING IN CACFP?

- **INCREASED INCOME** | By following the CACFP guidelines you will be reimbursed monthly to help cover part of your food costs—one of the largest budget items in most child care programs.

- **NUTRITION EDUCATION** | Learn how to provide nutritious meals and snacks that will benefit the children in your care. CACFP requires just 2 hours of approved nutrition training each program year, which counts toward your required 24 hours of training.

- **RECORDKEEPING** | Because you must keep accurate attendance and meal records, participating with the CACFP helps you to be more organized in your child care business.

- **HELPFUL MONITORING VISITS** | A representative from this program will help you get started and then visit your site at least three times each year to offer suggestions and guidance on nutrition, menu planning and health and safety. They will also provide you with fun activities that you can use with the children in your care.

HOW DOES CACFP WORK?
Only registered Child Development Home providers are able to receive reimbursement from CACFP. Once you’re registered, you can set up a meeting with your local CACFP sponsor to go through an orientation process. You will receive monthly reimbursement for the meals and/or snacks that meet the CACFP guidelines. You will need to attend one food and nutrition class per year, and a CACFP staff person will visit your home three times per year.

WHAT FOODS CAN I SERVE?
You will choose and plan your own meals and the CACFP has simple guidelines to follow. These guidelines are explained fully by your CACFP worker.

WANT TO LEARN MORE?
For additional information on guidelines, how to contact your CACFP sponsor, or to view current reimbursement rates, visit our website at: [https://iowaccrr.org/providers/cacfp/](https://iowaccrr.org/providers/cacfp/).
WHAT IS CHILD CARE ASSISTANCE (CCA)?
Child Care Assistance is financial assistance available to the parents of income-eligible families who are absent for a portion of the day due to attending school or employment.

WHO QUALIFIES FOR CCA?
To be eligible for child care assistance families need to meet specific income guidelines and either be employed an average of 28 hours a week, be a full-time student and/or searching for a job.

HOW CAN I RECEIVE CCA PAYMENTS?
In order to receive Child Care Assistance (CCA) payments, you must first be approved by the Department of Human Services.

You do not need to be a registered Child Development Home in order to receive CCA payments, but approval as a Child Development Home does not automatically mean that you are approved to accept CCA payments. There is a separate application for CCA. You can find this application on the DHS website: https://ccmis.dhs.state.ia.us/providerportal/DocumentsandForms.aspx. Your CCR&R Child Care Consultant can also provide you with a copy.

WHAT ARE THE BENEFITS TO RECEIVING CCA?
One of the major benefits to receiving child care assistance from the state is that you are guaranteed an automatic payment every month for the child care services you provide. You don’t have to worry about the families not paying on time. You are also providing quality early care and education for children that might not have that opportunity elsewhere.

Child Development Homes also receive a higher reimbursement rate than non-registered, Child Care Homes Accepting Child Care Assistance.

WHAT INFORMATION DO I NEED TO ACCEPT A CHILD ON CCA?
The most important document that you need to see before accepting a family that receives child care assistance is the Notice of Decision (NOD) from the Department of Human Services office. The Notice of Decision will state if a family has been approved or not for child care assistance. It can take up to 30 days for a family to receive the NOD upon applying for the assistance.

If you do decide to accept a family before seeing the NOD, you may get paid back to the date of application (if they are approved) - but that is not guaranteed. If the family is not approved, you will not be paid by DHS for the care you provided.
Health and Safety is the basic foundation on which a good child care program is built. A Child Care Nurse Consultant (or “CCNC”) is a registered nurse with additional training and expertise in child health & development who is available to answer your questions. The CCNC is a health professional who is knowledgeable about:

- Infectious diseases and immunizations
- Hygiene and sanitation
- Injury prevention
- Children with special health care needs
- Nutrition
- Oral health
- Mental health
- Environmental health
- Emergency management
- Playground safety

The CCNC is up to date on best practice standards, DHS regulations, and can assist you with the QRS. You can call or send questions to your CCNC about health and safety policies, health programs, health of personnel, and specific child health or safety issues. S/he is the nurse for your child care business! Services provided by your CCNC are also FREE! Your CCR&R Child Care Consultant can put you in touch with your CCNC.

You can also visit the Healthy Child Care Iowa webpage - https://idph.iowa.gov/hcci. Healthy Child Care Iowa (HCCI) offers a variety of resources to assist you in offering quality child care. You can download posters, brochures, and forms to print yourself or you can contact your local Child Care Nurse Consultant for copies. Some examples of the resources available from HCCI include:

- **Asthma Action Plan**: a form that you may use when care planning for a child with asthma.
- **Breastfeeding Support**: a fact sheet on the importance of supporting breastfeeding; includes information on storage and handling guidelines.
- **Child Care Weather Watch**: a poster that provides information on weather and when it is safe for children to play outside
- **Child Health Exam**: form meets Iowa's child care regulations that require an annual physical exam for the young child.
- **Child Injury/Incident Report**: form that you can use to record an injury incident and the type of treatment given.
- **Common Child Care Illnesses and Exclusion Criteria**: a fact sheet that provides guidance for exclusion of children with signs and symptoms of illness or disease
- **Diapering Poster**: a full-color, illustrated procedure for diapering in child care; complies with Caring for Our Children National Health and Safety Performance Standards (3rd edition)
- **Food Allergy Action Plan**: a form that you can use for care planning for a child who has a food allergy.
- **Head Lice**: a brochure that provides tips and treatment information about head lice, as recommended by the Iowa Department of Public Health
- **Monthly Medicine Report**: a form that you can use to document medication given to children while at care.
CAREERS AND PATHWAYS FROM IOWA AEYC

Early care, health, and education professionals are required to complete training and/or formal education to work with young children. Continuous professional development and support are also necessary to develop and to provide quality early childhood experiences. As partners, Iowa AEYC and Early Childhood Iowa (ECI) Professional Development Leadership Teams, continue to define career pathways, competencies, and certification processes.

Why is a career pathway important? The pathway creates a career plan (not just a job). Each occupation requires different levels of training, education, and continuous professional development. Using a career pathway, every early childhood professional can plan the personal sequence of training and qualifications, and can understand professional responsibilities for each specific job.

The Navigate Your Pathway website, through Iowa Association for the Education of Young Children (Iowa AEYC) is a hands-on, interactive tool that allows early childhood professionals to make decisions about the training and education needed to develop a dynamic, fulfilling career. Visit http://ecieducationpathway.org/ to begin planning your career pathway!

CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

The Child Development Associate (CDA) Credential is a nationally recognized credential earned by those working in the early care and education field. The CDA credential is based on a core set of competency standards and includes an assessment process by the Council for Professional Recognition. The CDA credential, a recognized part of child care regulations in Iowa and across the country, is a way to earn points on Iowa’s Quality Rating System (QRS) and is part of achieving some accreditation standards. CDA credentials have been awarded around the country since 1971 and over 300,000 credentials have been granted. All CCR&R trainings correspond with the eight CDA content areas. More information about the CDA credential can be found at: http://www.cdacouncil.org/

T.E.A.C.H. EARLY CHILDHOOD IOWA

T.E.A.C.H. (Teacher Education and Compensation Helps) is a comprehensive scholarship program that provides the early childhood workforce access to educational opportunities and is helping establish a well-qualified, fairly compensated and stable workforce for our children. T.E.A.C.H. supports CDA assessments, CDA renewals, and early childhood associate degrees, bachelors degrees, endorsements to teaching licenses, and teacher licensure renewal.

Early child care and education providers who may be eligible include those who:

- Work in a regulated preschool, child care center, or home program for at least 30 hours per week (or all the hours your preschool offers programming with a 20 hour minimum)
- Have worked with children birth to age 5 in current program for at least 3 months (6 months for bachelor scholarships)
- Are working toward an early childhood degree, CDA credential (or renewal), endorsement, or teacher licensure renewal at an Iowa college
- Have the support of your employer (if applicable).
- Demonstrate participation in or progress towards a quality initiative such as QRS, QPPS, Head Start, or NAEYC/NAFCC accreditation.

For more information on the T.E.A.C.H. Early Childhood Iowa Program or to apply, visit: http://www.iowaaeyc.org/teach.cfm
There are approximately 2,000 days between birth and the first day of kindergarten. These first 2,000 days have a profound impact on a child’s future wellbeing, ability to learn, and overall life success. That is because children’s earliest experiences literally determine how their brains are wired; lay the groundwork for future health; and form the foundation of the social and emotional skills needed for academic and workplace success. Therefore, it is very important that Iowa invest in high quality early care and education. To help ensure that Iowa’s children have a successful first 2,000 days, Early Childhood Iowa (ECI) was formed.

ECI was founded on the idea that communities and state government can work together to improve the well being of our youngest children. The purpose of ECI is to unite agencies, organizations, and community partners to speak with a shared voice to support, strengthen, and meet the needs of all young children and families.

The State of Iowa provides funding to local ECI boards, which use the funding to: expand home visitation and parent education; create quality improvement activities for child care and preschool providers, including professional development and training; increase the availability of infant, shift care and inclusive child care; and increase access to child care and preschools for children living in low income families. ECI accomplishes these goals by providing funding to local agencies, like CCR&R, to support child care providers, like you! To learn more about Early Childhood Iowa, visit: http://www.earlychildhoodiowa.org

Iowa’s Vision: Every child, beginning at birth, will be healthy and successful.
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