

Family Child Care Homes Program Options

§1306.20 Program Staffing

(g) Grantee and delegate agencies offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed the limits specified in this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count. (1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age. (2) One family child care provider may care for up to four infants and toddlers, with no more than two of the four children under the age of 18 months. (3) Additional assistance or smaller group size may be necessary when serving children with special needs who require additional care.

[Provisions and Responsibilities](#)
[Rules and Regulations for Family Homes](#)

(h)(1) Grantee and delegate agencies offering the family child care program option must provide support for family child care providers through a child development specialist or other Head Start or delegate agency staff member with responsibilities related to the provision of comprehensive Head Start and Early Head Start services. (2) The grantee or delegate agency will assign responsibilities to the child development specialist and other agency staff to support and ensure the provision of quality Head Start services at each family child care home. These responsibilities must include both regular announced and unannounced visits to each home. The duration and timing of such visits will be planned in accordance with the needs of each home but shall occur not less than once every two weeks. (3) During visits to family child care homes the child development specialist will periodically verify compliance with either contract requirements or agency policy depending on the nature of the relationship; facilitate ongoing communication between grantee or delegate agency staff, family child care providers, and Head Start and Early Head Start families; provide recommendations for technical assistance; and support the family child care provider in developing collegial or mentoring relationships with other child care professionals.

[Education Manager Job Description](#)
[Observation Schedule](#)
[Monthly Health & Safety Checklist](#)

§ 1306.35 Family child care program option.

(a) Grantee and delegate agency implementation. Grantee and delegate agencies offering the family child care program option must:

- (1) Hours of operation. Ensure that the family child care option, whether provided directly or via contractual arrangement, operates sufficient hours to meet the child care needs of families.
- (2) Serving children with disabilities.

- (i) Ensure the availability of family child care homes capable of serving children and families with disabilities affecting mobility as appropriate; and
- (ii) Ensure that children with disabilities enrolled in family child care are provided services which support their participation in the early intervention, special education, and related services required by their individual family service plan (IFSP) or individual education plan (IEP) and that the child's teacher has appropriate knowledge, training, and support.

[Recruitment, Selection and Enrollment Policy](#)
[Classroom Daily Plans](#)
[Curriculum Development](#)
[Disabilities Service Plan Overview for Special Children in Head Start](#)
[Staff Calendar](#)

(3) Program Space-indoor and outdoor. Ensure that each family child care home has sufficient indoor and outdoor space which is usable and available to children. This space must be adequate to allow children to be supervised and safely participate in developmentally appropriate activities and routines that foster their cognitive, socio-emotional, and physical development, including both gross and fine motor. Family child care settings must meet State family child care regulations.

[Rules and Regulations for Family Homes](#)
[Curriculum Development](#)
[Classroom Daily Plans](#)
[Family Child Care Timeline](#)

(4) Policy Council role. The Policy Council must approve or disapprove the addition of family child care as a Head Start or Early Head Start program option. When families are enrolled in the Head Start or Early Head Start family child care program option, they must have proportionate representation on the Policy Council or policy committee.

[Shared Decision-Making-Internal Dispute Resolution](#)
[Policy Council Bylaws](#)

(b) Facilities. (1) Safety Plan. Grantees and delegate agencies offering the family child care program option must ensure the health and safety of children enrolled. The family child care home must have a written description of its health, safety, and emergency policies and procedures, and a system for routine inspection to ensure ongoing safety.

[Monthly Health & Safety Checklist](#)
[Emergency Preparedness Plan Policy](#)

(2) Injury prevention. Grantee and delegate agencies must ensure that:
(i) Children enrolled in the Head Start family child care program option are protected from potentially hazardous situations. Providers must ensure that children are safe from the potential hazards posed by appliances (stove, refrigerator, microwave, etc). Premises must be free from pests and the use of chemicals or other potentially harmful materials for controlling pests must not occur while children are on premises.

- (ii) Grantee and delegate agencies must ensure that all sites attended by children enrolled in Head Start and Early Head Start are equipped with functioning and properly located smoke and carbon monoxide detectors.
- (iii) Radon detectors are installed in family child care homes where there is a basement and such detectors are recommended by local health officials;
- (iv) Children are supervised at all times. Providers must have systems for assuring the safety of any child not within view for any period (e.g. the provider needs to use the bathroom or an infant is napping in one room while toddlers play in another room);
- (v) Providers ensure the safety of children whenever any body of water, road, or other potential hazard is present and when children are being transported;
- (vi) Unsupervised access by children to all water hazards, such as pools or other bodies of water, are prevented by a fence;
- (vii) There are no firearms or other weapons kept in areas occupied or accessible to children;
- (viii) Alcohol and other drugs are not consumed while children are present or accessible to children at any time; and
- (ix) Providers secure health certificates for pets to document up to date immunizations and freedom from any disease or condition that poses a threat to children's health. Family child care providers must ensure that pets are appropriately managed to ensure child safety at all times.

[Choosing and Maintaining Appropriate & Safe Facilities](#)

[Emergency Preparedness Plan Policy](#)

[Tobacco-Free Environment Policy](#)

[Rules and Regulations for Family Homes](#)

[Pets In the Classroom Policy](#)

[Plants in the Classroom Policy](#)

(c) Emergency plans. Grantee and delegate agencies offering the family child care option must ensure that providers have made plans to notify parents in the event of any emergency or unplanned interruption of service. The provider and parent together must develop contingency plans for emergencies. Such plans may include, but are not limited to, the use of alternate providers or the availability of substitute providers. Parents must be informed that they may need to pick the child up and arrange care if the child becomes ill or if an emergency arises.

[Emergency Preparedness Plan Policy](#)

(d) Licensing requirements. Head Start programs offering the family child care option must ensure that family child care providers meet State, Tribal, and local licensing requirements and possess a license or other document certifying that those requirements have been met. When State, Tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence.

[Rules and Regulations for Certified Group Homes](#)

[Rules and Regulations for Family Homes](#)