



Start Child Care with a **Self-Declaration Document**

Caring for 5 children or fewer in your home



Starting a Child Care with a Self-Declaration Document

This is your “one-stop guide” for starting a child care with a self-declaration document in North Dakota – from making your first connection with county social services to preparing your program. Let’s get started.

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What is a Self-Declaration Document?

A self-declaration document may be issued to an individual who wishes to care for 5 or fewer children, under the age of 12. No more than 3 of those children may be under the age of 24 months. A provider must also count their own children who are under the age of 12. See North Dakota Self-Declaration Rules http://nrckids.org/default/assets/File/StateRegs/ND/75-03-07_1.pdf for more information

Many people mistake the self-declaration designation as licensing. Although similar in requirements, a self-declaration document is not a child care license.

Take some time to compare the requirements and benefits of self-declared documentation and licensing. You will see that licensed providers must meet a few more requirements, but they also gain some valuable benefits.

Contact Child Care Aware® if you would like guidance as you start your child care or would like more information about starting a licensed child care business.

 800-997-8515

 StartChildCare@ndchildcare.org

 www.ndchildcare.org

REQUIREMENTS	SELF DECLARED	LICENSED
Home inspection at time of start-up	✓	✓
Getting Started Training	✓	✓
Safe Sleep & Reducing the Risk of SIDS Training	✓	✓
Home inspection	1/year	2/year
Annual training hours (minimum required)	3 hours	9 hours

BENEFITS

Participate in Child and Adult Care Food Program. <i>Care for children whose families qualify for Child Care Assistance subsidies.</i>	✓	✓
The opportunity to participate in child care program enhancement projects when they become available.		✓
Free listing on the Child Care Aware® Referral Service <i>This database provides families with 24/7 access to search for regulated child care openings in North Dakota.</i>	By location only	By location, features, and availability

Visit www.ndchildcare.org/start/family to learn more about licensed child care.

Steps to Obtaining a Self-Declaration Document

STEP ONE:

Contact County Social Services

Your county social service office* can help you start the application process and answer your questions.

- Does my community have additional local ordinances that regulate child care?
- Where do I go to get fingerprinted? Is there a charge? Do other people living in my home need to get fingerprinted as well?
- Do I need a fire inspection?
- What training do I need to complete?
- Where can I get CPR and first-aid training?
- Are there any requirements if I have pets?

* <http://www.nd.gov/dhs/locations/countysocialserv/>

STEP TWO:

Prepare Documents

- Application for Self-Declaration Document (SFN 865)
- Authorized Background Checks* (SFN 508)
- Personal Authorization for Criminal History Background Check Inquiry* (SFN 831)
- Background Check Address Disclosure/Release of Information** (SFN 377)

* Other household members, child care helpers or volunteers may need to be fingerprinted and receive background checks. Contact your county social service office to verify requirements.

STEP THREE:

Complete Required Trainings

Individuals must complete required training before they can receive a Self-Declaration Document.

- Self-Declared Required Training.
This training offered free-of-charge online. Go to <http://ndchildcare.org/training/requirement.html> to learn more.
- CPR/First-Aid Certification.
Contact your county social service office for available training options.

STEP FOUR:

Prepare for Approval

This checklist highlights the main requirements for Self-Declared Documentation.

Refer to North Dakota Self-Declared Child Care Rules for a full list of requirements. http://nrckids.org/default/assets/File/StateRegs/ND/75-03-07_1.pdf

Prepare individual files for each child that include

- Child Information Sheet (SFN 845) listing child's name, birth date, and current home address
- Parent Statement of Health (SFN 847) listing the child's medical and health information.
- Infant Sleep Permission Form
- Certification of Immunization (SFN 16038)
- Official documentation verifying the identification of the child

Prepare your child care environment

- Set up a child care environment with adequate supply of safe materials and toys for indoor/outdoor play.
- One working smoke detector in each sleeping area and one on each level
- One working fire extinguisher on each level
- Drinking water is from an approved source
- Post signage to assure a smoke-free environment
- Ensure that children do not have access to health and safety hazards.

STEP FIVE:

Schedule a Pre-Approval Visit

Contact your county social service office to schedule a pre-approval visit after you have completed all steps above.

You will need to have the following documents completed and available for the pre-approval visit.

- A copy of Self-Declared Child Care Rules
- Documentation of pet immunizations, if applicable



Documents & Forms

Find links to the state required forms referenced in this guide at <http://ndchildcare.org/start/self-declared/>

REQUIRED DOCUMENTS FOR SELF-DECLARATION DOCUMENT

- Application for Self-Declaration Document (SFN 865)
- Authorized Background Check (SFN 508)
- Personal Authorization for Criminal History Background Check Inquiry (SFN 831)
- Background Check Address Disclosure/Release of Information (SFN 377)
- Child Information Sheet (SFN 845)
- Parent Statement of Health (SFN 847)
- Infant Sleep Permission Form
- Certificate of Immunization (SFN 16038)

As you can see, opening a child care takes a bit of time and a lot of energy and commitment. However, as a child care provider you have the opportunity to be your own boss and pursue a passion for working with children.

As you continue providing care, know that Child Care Aware® can assist you with virtually every aspect of your child care business. We invite you to stay connected!

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