



Start Licensed Child Care **Family License**

Caring for 7 children or fewer in your home



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Child Care Aware® of North Dakota is a program of Lutheran Social Services of North Dakota.

Consider These Things Before You Start

Opening and operating a child care business in your home requires careful consideration and planning. Before you make your final decision, think about the following.

Do you fit the part?

Successful child care providers use the following words to describe themselves. Can you see yourself “fitting” the part?

- **Energetic** - Providers typically work 10 hours a day with few breaks. Do you have the physical and emotional strength to keep up with children?
- **Organized** - Child care providers inherently become experts at multi-tasking as they juggle the responsibilities of talking with parents, nurturing children, preparing nutritious meals, keeping play areas clean and organized and more.
- **Committed** - Families depend on child care providers so they can work. Children depend on providers to care and nurture them. Do you have the ability and desire to be reliable to children and families?
- **Able to communicate** - The number one reason families leave a provider stems from misunderstandings and a lack of communication. Providers must be willing to reach out to families to build strong relationships.

Will it impact your family?

Operating a child care business in your home may significantly impact your family. You may want to discuss the following items with your family.

- Will your children adapt to sharing their parent, toys, and home with other children?
- Will the morning drop-off rush interfere with your family’s morning schedule?
- Can the family pet be integrated into the child care program?




What are the professional benefits?

Operating a licensed family child care can be personally and financially rewarding. As a licensed provider, you will

- Enjoy being your own boss
- Play a key role in your community by offering a needed service
- Support families and impact the lives of children
- Offer families peace of mind by having a regulated and inspected facility
- Qualify for tax deductions
- Allow parents a higher Child Care Assistance reimbursement

We Will Assist You with the Start-Up Process

Contact a Child Care Aware® of North Dakota Start-Up Consultant for more information.

 800-997-8515 (option 3)

 StartChildCare@ndchildcare.org

 www.ndchildcare.org

Complete the Licensing Process

How many children can I care for?

A Family License* authorizes a child care provider to **care for 7 children, plus two additional school-age children** in their home.

Who will I work with to get licensed?

Your Child Care Licensing Specialist

- provides a list of specific state, county and local licensing requirements you must meet.
- performs the on-site inspection of your child care business to confirm that requirements are met
- oversees on-going compliance with regulations

Child Care Aware® of North Dakota consultants

- provide assistance and resources to help you with the licensing process plus on-going assistance after you are licensed including:
 - Setting up your child care space
 - Writing contracts and policies
 - Budgeting
 - Marketing
 - Planning daily activities
 - Emergency planning
 - Assist with registering for required training
 - Health & safety requirements.

Your local inspectors

- Fire inspector
- Health Inspector
- Building Inspector

Learn more about North Dakota child care licenses: <http://www.nd.gov/dhs/services/childcare/info/>

**NOTE: Some communities have child care licensing standards in addition to the state regulations outlined in this guide. Contact your Child Care Licensing Specialist to verify community-specific requirements.*

STEP ONE: Contact Your Child Care Licensing Specialist

Your Child Care Licensing Specialist 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?
- Where can I get CPR and first-aid training?

Connect with the Child Care Licensing Specialist for your area: <http://www.nd.gov/dhs/services/childcare/docs/nd-ecs-map.pdf>



STEP TWO: Criminal Background Checks

SFN forms highlighted in red are available at <http://www.nd.gov/eforms/?type=p&agency=3250>

- Personal Authorization for Criminal History Record Information Inquiry (SFN 829)
- Criminal History Record Check Request Form (SFN 60688)
- Fingerprint Identity Verification (SFN 836)
- Fingerprint scan*. Your Child Care Licensing Specialist can tell you where to go for fingerprinting and if there is a charge for this service.

* Other household members, child care helpers or volunteers may need to be fingerprinted and receive background checks. Contact your Child Care Licensing Specialist to verify requirements.

STEP THREE: Prepare for the Inspection

This checklist highlights the main licensing requirements.

SFN forms highlighted in red are available at <http://www.nd.gov/eforms/?type=p&agency=3250>

Complete personnel requirements

Child care provider requirements:

- Present in the home at least 60% during child care hours
- Meet staffing requirements based on the number of children present at any given time
- CPR/First Aid certified
- Complete required SIDS and Getting Started trainings
- Complete orientation (in person or online)

Child care worker/volunteer requirements:

- At least 12 years of age if an immediate family member
- Has written parental permission if between ages 14 and 16 years
- Is supervised by the provider at all times if under age 18
- Receives orientation within the first week of employment
- Has completed authorized background checks

Complete and organize required paperwork

File these documents in one central location (e.g. a file box or drawer) to expedite the licensing inspection.

- A copy of the [Early Childhood Services Rules - Family Child Care](#)
- [Century Code](#)
- Evacuation Disaster Plan (SFN 517)
- Documentation of pet immunizations, if applicable
- Written policies and procedures including, but not limited to
 - Guidance and discipline of the children
 - Accident and illness response procedures
 - Reporting procedure if parents or staff wish to file a complaint, suspected licensing violation, or suspected child abuse or neglect
 - Hiring practices
 - Daily reports for their child upon request
 - Accountability procedure if a child fails to arrive
 - Transportation procedures if applicable
 - Aquatic activities policy
- Written contract notifying parents of fees and time of payment

[Prepare for the Inspection continued on page 5](#)

Prepare individual files

If a child is enrolled prior to licensing, each child must have an individual file that includes

- Child Information Sheet (SFN 845)
- Parent Statement of Health (SFN 847)
- Infant Sleep Permission Form
- Health Care Plans for individuals diagnosed with special needs
- Certification of Immunization SFN16038
<http://www.ndhealth.gov/Immunize/Documents/Providers/Forms/COI05-2018.pdf>
- Official documentation verifying the identification of the child - birth certificate or passport
- Water Activity Permission Form

Prepare your child care environment

- Plan and post meal plans
- Design a written daily schedule
- Set up a child care environment providing adequate supply of safe materials and toys for indoor/outdoor play.
- Minimum 35 sq. ft. per child of usable play space indoors

- Minimum 75 sq. ft. per child of usable play space outdoors OR 75 sq. ft. usable indoor recreational space
- One working smoke detector in each sleeping area and one on each level
- One working fire extinguisher on each level
- Hand soap and paper towels/individual towels available at each sink
- Hot water is 120 degrees Fahrenheit or less
- Drinking water is from an approved source
- Approved first-aid kit
- Railings or gates in places where necessary to prevent falls
- Establish napping areas
- Post signage to assure a smoke-free environment

Schedule inspection

If you have completed all items you are ready to schedule your licensing inspection. Call your Child Care Licensing Specialist to schedule an inspection and complete the licensing process.

Contact a Child Care Aware® Start-Up Consultant if you have questions or need assistance.

Establish Your New Business

These steps will help you launch your new child care business.

- Obtain an Employer Identification Number (EIN) to identify a business entity: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>
- Register your business with the ND Secretary of State: <http://www.nd.gov/businessreg/>
- Inform a tax accountant about your new business
- Consult your insurance agent about specific insurance coverage for child care
- Establish a budget and a financial record keeping system.
- Establish a business checking account
- Apply for Child Care Assistance Self-Service Payment Portal
<http://www.nd.gov/dhs/services/financialhelp/childcare.html>
- Apply for the Child Care Food Program
<https://www.nd.gov/dpi/districtschools/child-nutrition-and-food-distribution/child-adult-care-food-program>

Marketing Your Business Through Child Care Aware

Once licensed, complete your Business Profile form to participate in this no-charge service: <https://ndchildcare.org/providers/business/business-profile.html>

Licensed child care providers can market their business through this service by completing a Business Profile. The information you provide about

your child care services and vacancies is entered into the Child Care Aware® referral database.

Families in turn, can enter their criteria for care and the system will refer them to a list of child care providers that match their needs.