



Children First

Toll Free: 1-877-468-8931

Cell: 1-928-978-2151

daycarechildrenfirst@hotmail.com

childrenfirstcacfp.org

Becoming a Private Home Based Child Care Provider Check List

Starting a home based Child Care business can be fun and rewarding. Be your own boss, work from home, make money all while making a difference in the lives of children in the community.

1. Contact Children First for a welcome packet and set appointment to meet the staff member in your area. The staff member will bring all necessary paperwork directly to you to complete the sign-up process. Children First pays for meals served to children in care, we provide all menus and training needed to be reimbursed for meals.

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2. Prepare for fire and health inspections. Private home based child care providers are those who are not DES or DHS licensed. Private home based child care providers are Alternately Approved (AA) and require a home fire and health inspection along with meeting Child Care Standards outlined by the state. Approved inspectors will be requested by Children First to complete the inspection process on your home. General guidelines include, but are not limited to:

Preview training slides on Children First web page for more guidance.

- Home and Yard in Safe Condition
 - CPR and First Aid Certified
 - Parents/Guardian Sign In-Out Children (*forms provided*)
 - Maintain Records of Meals and Children in Care (*forms provided*)
 - Fingerprint Clearance Card (*we help set up this process and also honor current clearance card*)
 - Space and Arrangement Adequate for Child Play and Rest
 - Firearms Locked and Ammo Separate
 - First Aid Kit or Supplies
 - Hold Fire Drills Regularly and Fire Escape Plan Posted (*forms provided*)
 - Working Fire Extinguisher most cases 2A10BC or larger
 - Outlets Covered
 - Paper Towels in *bathroom-warm water-liquid soap -proper hand washing*
 - Food in Refrigerator and Freezer Covered (*thermometer in both, can be purchased at most local general stores*)
 - House # on Home easily seen from Road
 - Smoke Detector/s
 - Electrical Box Labeled
 - Medications, Knives, Chemicals, *etc.* Safely Stored
 - Lid on Trash
- (Actual fire and health inspection forms used in most area's can be found online under Staff icon)*

3. Once the above paperwork and inspections are completed, Children First will forward the forms to the state for final approval. During this process Children First may ask for supporting documents that shows the state you have met all necessary requirements. **Completing this process qualifies you for the CACFP.**

Finally, from start to finish this process can take a few weeks to a few months depending on inspections and approvals. It is very important you take charge and remember this is like any start up business and can take some time, BUT is so worth it! The sooner you get started the sooner you can receive CACFP reimbursement.

Get started become a Child Care professional today!