



AIR FORCE (AF) FAMILY CHILD CARE (FCC) PROVIDER AGREEMENT

Provider's Name _____

Consider each of the statements below carefully. It is important that you fully understand your role and commitment to the AF FCC Program. Your initial beside each statement below is your acknowledgment that you will fully support the responsibilities you are taking on to care for children in your home.

_____ I have successfully completed AF New Provider Orientation and agree to provide affordable, quality child care in a healthy, safe, and nurturing environment.

_____ I have been given the guidelines set forth to operate a FCC Home as defined by: Department of Defense Instruction (DODI) 6060.2 *Child Development Programs*; DODI 1402.5 *Criminal History Background Checks on Individuals in Child Care Services*; Air Force Policy Directive (AFPD) 34-7, *Child Development Programs*; Air Force Instruction (AFI) 34-276 *Family Child Care Programs*; AFI 48-105, *Surveillance, Prevention, and Control of Diseases and Conditions of Public Health or Military Significance*; Air Force Joint Instruction (AFJI) 48-110, *Immunizations and Chemoprophylaxis*; Air Force Policy on FCC Developmental Training Model (DTM) and Standardization; Headquarters Air Force Civil Engineering Support Agency (HQ AFCESA) Inspection Guide for AF FCC Homes; National Fire Protection Association (NFPA) 101, *Life Safety Code*; "Caring For Our Children" – 2nd edition; National Association for Family Child Care (NAFCC) *Quality Standards for NAFCC Accreditation*; and United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP) and agree to abide by these guidelines and any future guidelines as long as I am a licensed/affiliated provider.

_____ I understand I may not care for more children than what I am licensed/affiliated for and at no time can there be more than two persons incapable of self-preservation. NOTE: Persons incapable of self-preservation include children under 2 years old, certain persons with special needs regardless of age, and some elderly people. I understand my own children 8 years and younger count in my ratio when they are present.

_____ I understand during the hours in which I am open for care, my own children 8 years and younger adhere to the same guidelines as the other FCC children. This includes but is not limited to: child guidance and discipline, USDA CACFP, television viewing, and supervision.

_____ I understand my home is subject to unannounced visits/observations/inspections by base agencies and/or Air Force Agencies, and all areas of my home are subject to monitoring.

_____ I understand when I am open for care, I have the standardized AF FCC License Sign or AF FCC Affiliation Sign displayed on my door or window.

_____ I understand that I have at least \$300,000 personal liability insurance and automobile liability insurance if I transport children in my vehicle. If I accept children with special needs I will provide a letter from my insurance carrier stating that it includes coverage of children with special needs.

_____ I will only use substitute providers who have been approved by the FCC Office. I will notify the FCC Office and the parents of the children I have in care prior to using an approved substitute provider. I understand children are not left with a substitute more than 20% of the time.

_____ I will notify the FCC Office when:

- The persons living in or staying in my home changes, this includes when I have guest whom will be present in the home for more than 72 hours or when my spouse will be away from the home for any reason for more than 15 days.
- Any family events or situations; which could impact my ability to provide FCC.
- When I am not at home or operating during my normal business hours.
- When I have been selected to care for a child with special needs. I understand I need training on the specific condition of the child or children in my care.

_____ I understand that even if I do not participate in the USDA CACFP, all meals/snacks served meet AF and USDA CACFP guidelines. Meals/snacks are offered at least every 3 hours.

_____ I understand that if a move to another residence, I will not be permitted to provide care until my new residence has all the required inspections, my insurance policy reflects the new address, and the Mission Support Group Commander (MSG/CC) has signed a new license/affiliation certificate and AF FCC Approval Record.

_____ I understand my name, address, phone number(s), and information about my FCC Home will be released to potential families requesting FCC.

_____ I understand operating a licensed/affiliated FCC home is a privilege awarded to me by MSG/CC. I understand my license/affiliation may be suspended or revoked due to:

- I or a household member is under investigation for child abuse or neglect
- I or a household member have a substantiated child abuse or neglect case
- I or a household member is under investigation for a criminal act
- I or a household member have been convicted of a criminal act that impacts the ability to provide in-home child care
- I have life threatening deficiencies in my home
- I do not correct deficiencies identified during visits/observations/inspections
- I have a long-term communicable illness that could affect the health of the children
- I am experiencing extreme stress as a result of some unexpected personal or family situation
- I have exhibited a pattern of using inappropriate guidance techniques
- I have let my personal liability insurance lapse
- I have not completed the required training
 - One FCC Training Module per month until completed
 - 24 hours of annual training to include: Child Abuse, Positive Guidance, USDA CACFP, Child Development and Activity Planning
 - Current CPR – certified for ages 2 weeks – 12 years and current Pediatric First Aid

_____ I agree to report any incidents of illegal drug use, child abuse, or domestic violence in my household.

_____ I understand I will turn my FCC License/Affiliation Certificate and FCC Sign into the FCC Office immediately if I close my home on a temporary or permanent basis or my license/affiliation is suspended or revoked.

_____ I understand I am permitted to become inactive for no more than 3 months while retaining my current license/affiliation. Prior to reopening, I will have the FCC Coordinator conduct Fire, Health, Safety, and Program Inspections of my home. I understand that if I am inactive for more than 1 month, I am required to return my materials to the FCC Resource Center. I understand that if I am inactive for longer than 3 months, I will have to start the licensing/affiliation process over.

_____ I understand I am responsible for items checked out of the Resource Center. If I lose or damage items beyond normal wear and tear, I will provide a replacement item of similar value. I understand once I close my FCC Home, I will have 7 days to return all items to the Resource Center.

_____ I maintain confidentiality and respect the privacy of children and families (except in reporting suspected child abuse or neglect). I do not gossip or discuss a problem within hearing range of the children.

_____ I will provide positive guidance appropriate for the developmental abilities of each child. I understand positive guidance is used to help children gain self-control and take responsibility for their own behavior. I understand I will be the only one to guide children during open hours of operation. I will follow these additional positive guidance techniques:

- I will not be physically rough with the children or use any form of physical punishment or humiliation.
- I will not criticize, shame, tease, threaten, or yell at the children.
- I will state needed limits and consequences, clearly explaining to children what is expected of them.
- I will use strategies such as redirection and positive reinforcement.
- I will allow children to experience the logical and natural consequences of their own behavior, while ensuring their safety.
- I will avoid power struggles with children. Children ages 3 and over will have opportunities to assert their power by taking responsibility as leaders and helpers.
- I accept children's emotional needs, including their seesawing demands for both dependence and independence.
- If I use "time-outs" or "time away", I only as a last resort and only with children aged 2 years and older. I use this as a cooling off time rather than a punishment. It will last no more than 1 minute in length for each year of the child's age, or the child determines when he/she is ready to return to the group.

_____ I know how to detect signs of child abuse and neglect and understand that I am mandated to report child abuse and neglect to the FCC Coordinator both verbally and written. I have been trained on the indicators for determining child abuse and neglect and ways to prevent them. I also understand the following:

- Parents will have access to their children at all times.
- The DOD Child Abuse and Safety Violation Hotline Poster is displayed in my home where parents can see it.
- Allegations of child abuse and neglect toward my own children will be handled in the same manner,

_____ I understand if I purchase a pet, prior to having the pet in my home during child care hours, I will need a pet certificate.

Provider's Signature

Date

FCC Coordinator's Signature

Date