Army Family Child Care

9-10 September 2015

Installation Management Command
Child, Youth and School Services

IMCOM's mission is to synchronize, integrate, and deliver installation services and sustain facilities in support of Senior Commanders in order to enable a ready and resilient Army

We are the Army's Home

Demographics

- 489 Army Family Child care providers
- Serving 2024 Army children
- Approximately 36% of current providers have an extended hours endorsement

Applicant Criteria

- Must be at least 18 years of age.
- Hold a high school diploma or equivalent.
- Read, speak and write English.
- Successfully pass a pre-employment physical, maintain current immunizations and be physically and behaviorally capable of performing the duties of the job.
- Have no conviction of, admission to, or evidence of family violence, child neglect, alcohol abuse or use of illegal drugs by any person living in the home.
- Must not hold another job during the hours the home is in operation.

Certification Process

- Provider attends orientation session and is interviewed by FCC personnel
- Provider submits application to include background check paperwork
- Application and background checks are processed
- Provider attends mandatory training prior to opening to include:
  - Regulations and SOP's
  - Child Growth and Development
  - Developmentally Appropriate Practices
  - Parent and Public Relations
  - Health, Safety and Nutrition
  - Safety and Emergency Procedures
  - Child Abuse Identification, Reporting and Prevention
  - Special Needs Awareness
  - Business Practices
  - First Aid/Sudden Infant Death Syndrome (SIDS)
  - Infant/Child/ Adult CPR
  - Communicable Diseases/Administering Medications
- Home is inspected by fire, health and safety components and cleared to open

Army Family Child Care

Timeline

	Minimum time	Maximum time
Attend orientation	1 day	30 days
Provider interview	1 week	2 weeks
Local background checks completed	3 days	15 calendar days
Training	1 week	5 weeks
CNACI	75 days	120 days
PRB (if required)	1 week	90 days
Home inspections	1 week	5 weeks
Total time	90 days	135 days

Certification Types

- Registered Status
  - Family members who have applied for entry to the FCC System
- Provisional Status
  - Lasts a minimum of 6 months but no longer than 12 months
- Full Certification Status
  - Extended to providers who meet provisional requirements as well as additional training requirements, home visits and minimum standards
- Inactive Status
  - Providers that have completed all the requirements for full or provisional certification, but who choose not to provide care
- Waiting Status
  - When the caseload for an FCC Director is at a maximum level, potential providers are wait listed

Training and Resources

- Training
  - Orientation
  - Entry
  - Skill
  - Target
  - Annual

- Lending Library
  - Child size tables and chairs
  - Equipment that encourages self-help such as step stools at sinks, coat storage and low shelves
  - Individual sleep mats
  - Small Manipulative items such as puzzles, shape sorters, small building sets and games
  - Creative materials such as play dough, crayons, and dress-up items
  - Books, sensory materials and blocks appropriate for each age group
  - Device to play music

- Home Observations and Inspections

- On-going support and peer mentoring

Provider Transfer/Reciprocity

- Reciprocal across the Army and other Services

- Update Paperwork
  - Complete an updated 2 page application
  - Complete local background checks
  - Complete a new contingency and back-up plan

- Inspections
  - Fire, health, and safety inspections must be done at the new housing unit
  - Environmental Rating Scale updated
  - Child Abuse Risk Assessment Tool reviewed for the new home

- Training
  - Minimum of 8 hours of orientation training to learn local requirements
  - All other training transfers

Recommendations

• Allow providers to obtain larger housing units with an additional bedroom to provide space for their business and allow for a separation between their home and business.

•Expedited placement on housing wait list to allow them to open their home at their new duty station quickly.

END OF BRIEF

INSTALLATION MANAGEMENT COMMAND

"Sustain, Support and Defend"

Back-ups

Provider Training Plan

ARMY CHILD AND YOUTH SERVICES (CYS)

FOUNDATION TRAINING RECORD

INDIVIDUAL DEVELOPMENT PLAN (IDP)

FAMILY CHILD CARE (FCC) PROVIDERS

PROVIDER NAME:	ADDRESS:	HOME PHONE:	E MAIL ADDRESS:
DATE INITIAL FCC TRAINING BEGAN:	DATE FCC PROVISIONAL CERTIFICATION AWARDED:	DATE FCC FULL CERTIFICATION AWARDED:	
HOME CATEGORY:	SPECIAL ENDORSEMENT (SPECIFY): DATE TRAINING COMPLETED:	SPECIAL ENDORSEMENT (SPECIFY): DATE TRAINING COMPLETED:	
TRAINER: TRAINER PHONE (COMM & DSN): TRAINER E MAIL:	SIGNATURE OF PROVIDER/DATE: *I understand successful completion of training in the prescribed time period is a requirement to remain a Family Child Care Provider.*		

NOTE: ACTUAL CLOCK HOURS MAY EXCEED TRAINING UNITS

FCC ORIENTATION BRIEFING *Prior to Acceptance in FCC Program*	DATE:

FCC ORIENTATION TRAINING *(Complete prior to Provisional Certification)* *MINIMUM 12 TRAINING UNITS*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:
Regulations and SOPS				
Child Growth and Development				
Child Development: Implications for Developmentally Appropriate Practices: * Planning Appropriate Activities * Designing Learning Environments * Guidance Techniques				
Parent and Public Relations				
Child Health, Sanitation and Nutrition				
Safety and Emergency Procedures				
Child Abuse Identification, Reporting and Prevention				
Special Needs Awareness				

PROVIDER NAME:	DATE ENTRY LEVEL TRAINING BEGAN:	PROJECTED DATE OF COMPLETION (6 MO. FROM DATE OF PROVISIONAL CERTIFICATION):	DATE ENTRY LEVEL TRAINING COMPLETED:

PART I FCC ENTRY LEVEL TRAINING *(Complete prior to Provisional Certification)* *MINIMUM 8 TRAINING UNITS*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:
Business Practices **2 Units**				
First Aid/SIDS **2 Units**				
Infant/Child/Adult CPR **2 Units**				
Communicable Diseases/Administering Medications **2 Units**				

PART II FCC ENTRY LEVEL TRAINING *(Complete within first 6 months of Prov Cert)* *MINIMUM 8 TRAINING UNITS*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:
FCC Identifying and Reporting Child Abuse Module **2 Units**				
Module 3: Environments 2 Units INF / TOD / PS / SAS / MST / FCC READ / SPEC NEEDS K.A. / SCORE / C.A.				
Module 10: Guidance 2 Units INF / TOD / PS / SAS / MST / FCC READ / SPEC NEEDS K.A. / SCORE / C.A.				
Module 12: Prog Mgmt 2 Units INF / TOD / PS / SAS / MST / FCC READ K.A. / SCORE / C.A.				

INSTALLATION REQUIREMENTS *(Optional)*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:

NOTE: K.A. = KNOWLEDGE ASSESSMENT C.A. = COMPETENCY ASSESSMENT

Provider Training Plan

PROVIDER NAME:	DATE SKILL LEVEL TRAINING BEGAN:	PROJECTED DATE OF COMPLETION (12 MO. FROM DATE OF PROVISIONAL CERTIFICATION):	DATE SKILL LEVEL TRAINING COMPLETED:

FCC SKILL LEVEL TRAINING *(Complete within first 12 months of Prov Cert) MINIMUM 22 Training Units*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:
NOTE: Providers are eligible for full certification at 6 MONTHS after providing satisfactory service AND completing at least 10 of the 22 Skill Level Training Units including the Preventing and Responding to Child Abuse Module and the Families Module. For Providers needing additional time, two more units per month are required i.e., 7 mo. = 12 Units; 8 mo. = 14 Units; 9 mo. = 16 Units; 10 mo = 18 Units; 11 Mo. = 20 Units ; 12 mo. = 22 Units .				
FCC Preventing and Responding to Child Abuse Module *complete in 6 mo.* Special Needs: _____ **2 Units**				
Family Style Dining **1 Unit**				
Home Environment Rating Scale * Workshop/Initial Assessment * Evaluation & Improvement Plan * Follow-up Assessment * Follow-up Eval & Improve Plan **3 Units**				
Special Project **2 Units**				
Basic Computer Skills **2 Units**				
Conducting Observations **1 Unit**				
FCC Home Observation **1 Unit**				
Module 1: Safe 2 Units INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 2: Healthy 2 Units INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 6: Communication 2 Units INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 11: Families 2 Units *complete within in 6 months* INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 7: Creative 2 Units INF TOD PS SAS MST FCC READ: K.A.: SCORE: C.A.:				
DATE FIRST 10 TRAINING UNITS COMPLETED:		**DATE FCC FULL CERTIFICATION AWARDED:**		

Module sequence may be varied in Skill Level Training to accommodate individual trainee progression.

INSTALLATION REQUIREMENTS *(Optional)*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:

NOTE: K.A. = KNOWLEDGE ASSESSMENT C.A. = COMPETENCY ASSESSMENT

PROVIDER NAME:	DATE TARGET LEVEL TRAINING BEGAN:	PROJECTED DATE OF COMPLETION (18 MO. FROM DATE OF PROVISIONAL CERTIFICATION):	DATE TARGET LEVEL TRAINING COMPLETED:

FCC TARGET LEVEL TRAINING *(Complete within first 18 months of Prov Cert) MINIMUM 16 Training Units*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:
Module 4: Physical 2 Units INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 5: Cognitive 2 Units INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 8: Self 2 Units INF TOD PS SAS MST FCC READ: K.A.: SCORE: C.A.:				
Module 9: Social 2 Units INF TOD PS SAS MST FCC READ: SPEC NEEDS: K.A.: SCORE: C.A.:				
Module 13: Professionalism 2 Units INF TOD PS SAS MST FCC READ: K.A.: SCORE:				
CDC or SAS Observation **1 Unit**				
Child Abuse Update **1 Unit**				
CPR Update **2 Units**				
Measuring Quality **2 Units**				

Module sequence may be varied in Target Level Training to accommodate individual trainee progression.

INSTALLATION REQUIREMENTS *(Optional)*	DATE:	TRAINING UNITS:	TRAINER'S INITIALS:	PROVIDER'S INITIALS:

VERIFICATION OF COMPLETION OF FOUNDATION LEVEL TRAINING		
SIGNATURE OF PROVIDER:	DATE:	UNITS REQUIRED: 66
SIGNATURE OF TRAINER:	DATE:	TOTAL UNITS COMPLETED:

NOTE: K.A. = KNOWLEDGE ASSESSMENT C.A. = COMPETENCY ASSESSMENT