

# Informal Child Care Power Point Presentation



## *Section 1:*

### *Requirements and qualifications to become an Informal Child Care provider*

Step ONE: Please note that this option is available only for parents who have a child care voucher or who are eligible to obtain one.

Step TWO: In order to become an ICC provider you must complete the online PowerPoint UPIS (Unlicensed Provider Informational Session) Orientation.

## *Section 1:*

### *Requirements and qualifications to become an Informal Child Care provider*

Step THREE: After completing the orientation, please send the information to Child Care Circuit att: Ruth Hidalgo. EEC will now require Sex Offender Registry Information (Sori) check to unlicensed providers. Once the list has been approved, we will notify you to book an appointment.

Step FOUR: Non relative providers will be required to print and complete the CORI application which you can find at the end of this presentation. Once you receive your approved CORI and SORI results by mail complete step three.

# AGREEMENT

- This agreement is conditional upon the completion and results of CORI, SORI, DCF and Fingerprint results.
- Fingerprints will be mandated. It will be available sometime during 2014.
- You will be notified when this process will be available and the procedures to follow.

## *Section 1:*

### *Requirements and qualifications to become an Informal Child Care provider*

You must prove you are 18 years of age or older.  
Acceptable forms to prove age, include:

State or Government issued identification

Birth Certificate

Hospital Birth Record

Baptismal Certificate

Passport

Marriage Certificate

## *Section 1:*

# *Requirements and qualifications to become an Informal Child Care provider*

## Relative Providers



Providers may be a grandparent, aunt, uncle or sibling of the child.

## *Section 1:*

### *Requirements and qualifications to become an Informal Child Care provider*

Care must be in the child's home or your home. If caring for more than one child they must all be related to you and care must be conducted in your home only. You must also prove your relationship to the child you will be caring for. There are no exceptions to this rule and reimbursement will be denied. Acceptable forms of documentation include:

Birth Certificates for yourself, baptismal certificates, marriage certificates or other documents which prove relationship to the child in care

## *Section 1:*

### *How to become an Informal Child Care provider*

## Requirement for a non relative provider



You will be required to complete the application at the end of this presentation for a CORI, SORI and DCF background check. Please note that CORI/DCF approvals take 3-4 weeks.



## *Section 1:*

### *Requirements and qualifications to become an Informal Child Care provider*

# Non Relative Providers

A non relative provider may be a neighbor, friend, or non biological relative.

Care must be conducted in the child's home only and in this case you may only care for one families children.

## *Section 2*

### *Information on reimbursement*

You will receive payment as follows:

\$16.07 for family members and 15.35 for non family members per day per child – For Full Time care (a minimum of 6 hours and a maximum of 10 hours per day per child)

\$9.64 for family members and 9.21 for non family members per day per child – For Part Time care (up to 6 hours per day per child)

## *Section 2*

### *Information on reimbursement*

You will not be reimbursed for:

Children who are enrolled without a current Child Care Application and Fee Agreement or a current voucher

Children who are beyond their 13<sup>th</sup> birthday

Unreported, unexplained or excessive absences

Parents on maternity leave

Parents who's voucher authorized days are other than the billed days

Vouchers will not be back-dated or issued retroactively

## *Section 2*

### *Information on reimbursement*

Maximum Capacity, a limit exist on the maximum amount of children you may care for at any given time:

If you are caring for children in your home the total number of your own children under the age of 13 and any other children under the age of 13 present in the home while providing care cannot exceed six.

If you are caring for children in the families home, the total number of your own children under the age of 13 and all of the children under the age of 13 who reside in the families home cannot exceed six.

Note: Children under the age of 16 with special needs shall be included in determining maximum capacity.

## *Section 2*

### *Information on reimbursement*

A form will be mailed to you around the 28<sup>th</sup> of each month. Once you receive this form you must complete and return it to Child Care Circuit by the return date located on the lower right hand corner of the form which is by the 10<sup>th</sup> of the following month. Payments are issued at the end of the following month, and on a monthly basis thereafter.

## *Section 2*

### *Information on reimbursement*

The form must be signed by the parent and yourself in order to receive validated payment. At the end of this presentation you will find a blank example of what the form looks like and step by step instructions on how to complete the form.

## *Section 2*

### *Information on reimbursement*

## 1099 Statement of earnings:

Taxes will not be withheld.

You will receive a summary with your earned income for the previous year. Note, if your wages are less than \$600 for the year, you will not receive the 1099 statement. However, all income is taxable please consult with your tax preparer.

## *Section 2*

### *Information on reimbursement*

If you need additional assistance please feel free to email or call:

Ruth Hidalgo – ICC Specialist

Phone : 978-722-2594

Email : [rhidaldo@childcarecircuit.org](mailto:rhidaldo@childcarecircuit.org)

Fax: 978-685-5165



## *Section 3*

### *Tips and Suggestions for caring for your related or non-related child*

Please ensure that you view and read the following links for safety, a child's well being, nutrition, parent and provider relationship, activities, caring for infants and toddlers, car seat safety, separation and adjustment, electronic devices, guidance on behavior and child abuse and neglect. There will be a test at the end regarding the information on the links.

## *Section 3*

*Tips and Suggestions for caring for your related or non-related child*

### **Safety Links:**

<http://www.mass.gov/eohhs/docs/dph/com-health/early-childhood/keep-safe.pdf>

## *Section 3*

*Tips and Suggestions for caring for your related or non-related child*

Child's well being links:

<http://www.mass.gov/eohhs/docs/dph/com-health/early-childhood/keep-healthy.pdf>

## Section 3

*Tips and Suggestions for caring for your related or non-related child*

### Child's Nutrition links:

<http://www.mass.gov/eohhs/docs/dph/comm-health/early-childhood/healthy-eating.pdf>

<http://www.mass.gov/eohhs/docs/dmr/nutrition-one-step-at-a-time.pdf>

<http://www.mass.gov/edu/birth-grade-12/early-education-and-care/parent-and-family-support/>

## Section 3

*Tips and Suggestions for caring for your related or non-related child*

Relationship with parents links:

<http://www.mass.gov/eohhs/docs/dph/com-health/early-childhood/healthy-families.pdf>

<http://www.mass.gov/eohhs/docs/dph/com-health/early-childhood/resources.pdf>

## *Section 3*

*Tips and Suggestions for caring for your related or non-related child*

Learning activity links:

<http://www.mass.gov/edu/docs/eec/resources-for-families/eec-parent-guide-eng.pdf>

## Section 3

*Tips and Suggestions for caring for your related or non-related child*

### Car safety links:

<http://www.onetoughjob.org/safety/safety/buckle-them-up-child-passenger-safety-information->

[http://www.eec.state.ma.us/docs1/forms\\_techasst/health\\_safety/carseat\\_seatbelts.pdf](http://www.eec.state.ma.us/docs1/forms_techasst/health_safety/carseat_seatbelts.pdf)

## Section 3

*Tips and Suggestions for caring for your related or non-related child*

### SIDS and SBS links:

[http://www.eec.state.ma.us/docs1/forms\\_techasst/health\\_safety/shaken\\_baby.pdf](http://www.eec.state.ma.us/docs1/forms_techasst/health_safety/shaken_baby.pdf)

[http://www.eec.state.ma.us/docs1/forms\\_techasst/health\\_safety/sleepsafe\\_par\\_eng.pdf](http://www.eec.state.ma.us/docs1/forms_techasst/health_safety/sleepsafe_par_eng.pdf)

[http://www.eec.state.ma.us/docs1/forms\\_techasst/health\\_safety/sids\\_bedsharing.pdf](http://www.eec.state.ma.us/docs1/forms_techasst/health_safety/sids_bedsharing.pdf)



## Section 3

*Tips and Suggestions for caring for your related or non-related child*

### Child abuse and neglect links:

As an ICC provider you are mandated to report any and all incidents of abuse and neglect.

<http://www.rainn.org/files/reportingdatabase/Massachusetts/MassachusettsChildrenMandatoryReporting.pdf>

## *Section 3*

*Tips and Suggestions for caring for your related or non-related child*

### Technology links:

[http://www.eec.state.ma.us/docs1/forms\\_techasst/technical\\_assistance/take\\_control\\_tv.pdf](http://www.eec.state.ma.us/docs1/forms_techasst/technical_assistance/take_control_tv.pdf)

## *Section 4*

### *Final Steps*

1. Please print and complete the test
2. You can either email ([rhidaldo@chidcarecircuit.org](mailto:rhidaldo@chidcarecircuit.org)), fax (978) 685-5165 or drop off your completed test answers at 190 Hampshire St. Lawrence, Ma 01841.
3. Once graded with a passing grade of 80% or higher. Ruth will enter information into our system.
4. Please be aware you may take this test as many times as you would like

*Please print these forms and complete before arriving to the appointment*

## Health Safety Checklist

CORI

TEST

*Please bring to the appointment:*

Your Social Security Card

A Valid State or Government issued identification

Certificate of completion



- Information may not be reproduced without written permission of Community Day Care of Lawrence, Inc., Child Care Circuit. Copyright © 1994 All rights Reserved. Created on 10/01/2012
- Links hyperlinked retrieved from [www.mass.gov](http://www.mass.gov); [www.onetoughjob.org](http://www.onetoughjob.org), [www.eec.us.state.ma.us](http://www.eec.us.state.ma.us); [www.rainn.org](http://www.rainn.org)
- Pictures provided by Microsoft Outlook Clip Art
- (n.d.). *Grandparent reading a book to grandchildren*. [Web Photo]. Retrieved on October 10, 2012 from <http://www.google.com/imghp?hl=en&tab=ii>
- (n.d.). *Woman interacting with child*. [Web Photo]. Retrieved on October 10, 2012 from <http://www.google.com/imghp?hl=en&tab=ii>