



## Becoming a Family Child Care Provider

Help support the Air Force mission by providing quality in-home child care for our military and civilian community while establishing a rewarding professional career for yourself. Operate your own home-based business, set your own hours and be a part of our Child and Youth Programs Family!

### Licensing Requirements:

- Reside on Kadena AB, Chibana Housing or Camp Shields
- Must be at least 18 years old
- Have a High School diploma or equivalent
- Able to speak, read and write English
- Are physically and mentally capable of caring for children
- The applicant and any family members over the age of 12 living in the home must pass comprehensive background checks
- Obtain required liability coverage insurance

### Providers Receive:

- Pre-licensing and required training
- Assistance with preparing curriculum and developmentally appropriate activities
- Training on how to use appropriate guidance techniques
- Assistance in earning a Child Development Associate credential
- Assistance in becoming a NAFCC Accredited Provider
- Free equipment and supply resource center to help you get started
- Monetary incentives for initial and renewal certifications

### Certification:

The military equivalent of state licensing, Department of Defense (DoD) Certification, represents verified compliance with standards in fire, health, safety, developmental programming, child abuse prevention, funding, and staff training. Our Child and Youth Programs are certified by DoD each year. As a result of the strict oversight and adherence to standards, along with the trained

staff/providers and quality curriculum, our programs have been recognized as a model for the nation.

### **Unlicensed Home Care:**

In accordance with AFI 134-144, Child and Youth Programs, any individual caring for another family's children in their own home for more than 10 hours a week on a regular basis must be licensed to provide care in on-base quarters. Unlicensed care on Kadena AB is a violation of base policy and may result in the loss of base housing privileges.

This does not include:

- Individuals who occasionally provide care for a friend or neighbor
- Individuals providing babysitting on an occasional basis for other families
- Teenagers doing evening or weekend babysitting for families
- Child care provided in the parent's own home
- Parent cooperatives where one parent provides supervision for other parent's children on an exchange basis and no fees are involved.
- Temporary full-time care of child during parent's absence for temporary duty (TDY) or deployment by the person listed on the AF Form 357, Family Care Plan.

### **Licensing Procedures:**

1. Complete an application packet and return it to the FCC office.
2. Start background check process with Human Resource Office.
3. Complete an in-home interview with all members of your family.
4. Obtain a letter of recommendation from your Sponsor's Commander/First Sergeant.
5. Complete New Provider Orientation Training.
6. Check out items from FCC Resource Center and set up your home environment.
7. Complete final inspections by Fire, Public Health, Safety, and FCC Office.
8. Present license at FCC Panel. The FCC panel will make licensing recommendations to the Mission Support Group (MSG) Commander. Only the MSG Commander can approve, disapprove, suspend or revoke a license.

For more information, please contact the Family Child Care Office at DSN: 634-0514, Building 1850.