

## Information to Parents about Family Child Care Registration

Under the provisions of the Manual of Requirements for Family Child Care Registration (N.J.A.C. 3A:54), every family child care provider in New Jersey is required to supply each parent of an enrolled child with this *Information to Parents Statement* that has been supplied to a provider by the sponsoring organization in this area. (See last page for the name, address, and telephone number of your sponsoring organization). In keeping with this requirement the provider must secure every parent's signature attesting to his/her receipt of this information.

- A registered family child care provider has received a Certificate of Registration. The provider's Certificate of Registration must be posted in a prominent location within the family child care home during operating hours.
  - To be registered, a provider must comply with the Manual of Requirements for Family Child Care Registration, the official registration regulations. The regulations cover such areas as physical environment, safety, provider qualifications, health, program, food and nutrition, supervision, rest and sleep requirements and others.
  - Parents may receive a copy of the N.J.A.C. 3A:54 Manual of Requirements for Family Child Care Registration by contacting the sponsoring organization.
  - Parents may report alleged violations of the Manual of Requirements for Family Child Care Registration to the sponsoring organization or to the Office of Licensing.
  - Any person who has reasonable cause to believe that a child enrolled in the family child care home has been or is being subjected to any kind of child abuse/neglect by any person, whether in the family child care home or not, is required by State law to report such allegations to the DCF Child Abuse/Neglect Hotline: Toll-Free at 1-877-NJABUSE or 1-877-652-2873.
  - Parents of enrolled children shall be permitted to visit the family child care home at any time when enrolled children are present without having to secure the prior approval of the provider. Parents may be restricted to visit only those areas of the home designed for family child care.
- The operation of the family child care home is subject to monitoring by the sponsoring organization at least once every two years and by the Department of Children and Families.
  - The provider is required to comply with the inspection/ investigation functions of the sponsoring organization and the Department, including the interviewing of adults and children in the family child care home.
  - Parents may request that the sponsoring organization provide technical assistance to the parent or the provider, and referrals, to appropriate community resources.
  - The provider is required to notify parents in writing when a substitute or alternate provider will be caring for the children, unless there is an emergency on a particular day, in which case the provider is required to verbally notify the parent.
  - The provider shall notify parents if weapons are present and explain precautions taken to ensure that they are inaccessible to the children.
  - When an enrolled child has been identified as or is suspected of having a developmental delay or disability, the sponsoring organization shall:
    1. Inform the parent of the child's right to early intervention and special education services, if eligible;
    2. For preschool special education services, refer the parent to the New Jersey Department of Education Project Child Find at **1-800-322-8174** (toll-free) in order to refer a child for an evaluation to determine eligibility, and if eligible, the development of an Individualized Education Plan to address the child's need for preschool education services; and
    3. Refer the parent of a child under 13 years of age with special health care needs to the New Jersey Department of Health and Senior Services, Special Child Health and Early Intervention Services Program at **(609) 777-7778** for information about programs and services.

## REPORT YOUR CONCERNS

If you have any concerns that your family child care provider is not operating according to State regulations, do something about your concern immediately. If possible, try to resolve your concern directly with your provider. If this is not possible, or if after you have talked to your provider, your concerns remain, call your sponsoring organization or the Office of Licensing. Your name will remain confidential upon request.

## IMPORTANT CONTACTS

Parents may contact their local sponsoring organization for information regarding referrals for child care, information on other community resources available for parents and children and any questions regarding family child care.

### YOUR LOCAL SPONSORING ORGANIZATION IS:

**CHILD CARE CONNECTION**  
1001 SPRUCE STREET, SUITE 201  
TRENTON, NJ 08638  
609-989-7770 EXT 132 OR 154

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- To report child/abuse neglect, call the DCF Child Abuse/Neglect Hotline: toll-free at **1-877-NJABUSE** or **1-877-652-2873**.
  - Parents may secure information about child abuse and neglect by contacting the Department of Children and Families, Office of Communications and Legislation at 609-292-0422. Requests are accepted by e-mail at [dcf.publications@dcf.state.nj.us](mailto:dcf.publications@dcf.state.nj.us), or by fax to 609-984-2123. Some publications may be downloaded at <http://www.nj.gov/dcf/news/publications>.
  - To secure a copy of the Manual of Requirements for Family Child Care Registration, write or telephone your local sponsoring agency at (609-989-7770 ext.132 )
  - To report alleged violations of the Manual of Requirements for Family Child Care Registration, call your local sponsoring agency at (609-989-7770 ext. 132) or call the Office of Licensing toll -free at **1-877-667-9845**.

## INFORMATION TO PARENTS

### ABOUT

## FAMILY CHILD CARE REGISTRATION



