



## IN-HOME CHILD CARE PROVIDER DOCUMENTATION OF TRIBAL APPROVAL

Name of Caregiver (Last, First, Middle Initial)		Social Security Number ____/____/____		Date of Birth ____/____/____	
Physical Location of Residence					
Mailing Address			City		State      Zip
Telephone Number (____)____-____		Approval Type Family Home <input type="checkbox"/> Group Home <input type="checkbox"/>		Effective Start Date	
Sign Up type <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> MOVED- New Location			Non Resident Capacity Family Home <input type="checkbox"/> 6      Group Home <input type="checkbox"/> 12		Expiration Date
Sponsoring Organization			Days & Hours of Child Care Days: M T W Th F S S From:                      To:		Second Caregiver
					EPICS Provider Number

I now comply, and agree to maintain compliance with:

- \*All the requirements regarding **Background Checks** as outlined in the Tribal Standards
- \*All the requirements regarding **Group Composition** as outlined in the Tribal Standards.
- \*All the requirements regarding **Health & Safety** as the Tribal Standards.
- \*All the requirements regarding **Meal & Record-Keeping** as outlined in the Tribal Standards.
- \*All the requirements regarding **Care giving Responsibilities** as outlined in the Tribal Standards.

I, \_\_\_\_\_, certify that I have read this form and the Tribal Standards governing the approval of child care homes included on the back of this form and agree to maintain compliance will all provisions and standards stated without exception.

I consent to permit visits by authorized personnel of the New Mexico Children, Youth & Families Department, USDA and my sponsoring organization at any time during normal hours of operation of my Tribally Approved Family Child Care Home.

\_\_\_\_\_  
Caregiver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor's Representative Signature

\_\_\_\_\_  
Date

### TRIBAL APPROVAL

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## TRIBAL STANDARDS

The tribal standards herein shall apply to any family child care home on tribal land that participates in the Child and Adult Care Food Program (CACFP) administered by the Family Nutrition Bureau, under the authority of the Children, Youth and Families Department (CYFD) and the United States Department of Agriculture (USDA). Participation in CACFP is through a Home Sponsoring Organization.

### **BACKGROUND CHECKS:**

- All registered providers and second caregivers must undergo a criminal records check, as required and administered by the tribal authority in order to be cleared to provide care for children.
- All adult members of the registered provider's household, the registered provider and all secondary caregivers must undergo child abuse and neglect screening as required by the tribe. Any adult who is present in the registered provider's home for significant periods while children are in care may also be required to obtain a child abuse and neglect screen.

### **GROUP COMPOSITION:**

- Maximum attendance cannot exceed 12 children, including both resident and non-resident children, under 13 provided the following:
  - If capacity exceeds six children of any age, or more than six children under six years of age are present including both resident and nonresident children, a second caregiver must be present.
  - Even when a second care giver is present, there can never be more than four children under two years of age, including both resident and nonresident children.
  - If capacity is six or less, there can never be more than two children under two years of age, including both resident and nonresident children.
- The caregiver will be physically present and actively involved in the care of children during the designated hours of child care, except for short absences when another approved caregiver is present, or in emergencies. Regular outside employment is not considered a short absence.

### **HEALTH AND SAFETY:**

- The caregiver will maintain the home, grounds and equipment in safe condition. The home and grounds must be clean and free of potentially dangerous hazards. All equipment must be in good repair.
- All electrical outlets within the reach of children will have safety outlets or protective covers.
- Ventilation, temperature, and lighting must be adequate for children's safety and comfort.
- The caregiver must provide safe playing areas inside and outside the home.
- All poisons, toxic materials, cleaning substances, alcohol, sharp and pointed objects, firearms and other potentially dangerous hazards will be stored in an inaccessible area.
- The caregiver will install at least one working smoke detector in an appropriate area in the home.
- The caregiver will prohibit consumption or use of alcoholic beverages, tobacco, or illegal drugs on the property anytime children are in care.
- The home will have at least one operable 2A-10BC fire extinguisher near the exit of the kitchen.
- All combustible and flammable materials will be stored in a safe area away from water heaters, furnaces, or laundry rooms.
- The caregiver will have an evacuation plan in place to facilitate her first responsibility of evacuating the children to safety in case of a fire.
- There must be two major exits readily accessible to children.
- Toys and objects (including high chairs) must be safe, durable, easy to clean and non-toxic.
- All toilet rooms used by children will have toilet paper, soap and disposable towels. Children will not use a common towel.
- The home will have a first aid kit which contains, band-aids, gauze, adhesive tape, scissors, soap, latex gloves and a thermometer. The first aid kit should be stored in a convenient location, inaccessible to children.
- The caregiver will change wet and soiled diapers and clothing promptly. The caregiver will not change a diaper in a food preparation area and will disinfect the diaper-changing surface and wash their hands after every diaper change.

### **MEAL REQUIREMENTS:**

- Children will not use common eating or drinking utensils.
- Drinking water must be readily available to all children from sanitary cups or glasses.
- The caregiver must abide by the CACFP meal requirements.

### **RECORD-KEEPING:**

- The caregiver must keep an information sheet or card for each child with the following information:
  - Child's full name and date of birth
  - Name, telephone number and location of a parent or other adult to be contacted in an emergency
  - Any known food or drug allergies or medical conditions the child may have
  - Name and telephone number of the child's physician
  - Parent/Guardian authorization for the caregiver to seek professional emergency medical care if needed.
  - Parent/Guardian written permission for the caregiver to administer medication as prescribed or requested
  - Current immunization record or waiver of immunizations

### **CAREGIVING RESPONSIBILITIES:**

- The caregiver is responsible for reporting to the appropriate authorities any symptoms of child abuse and/or neglect, a lost/missing child, or the death of a child.
- The caregiver must be at least 18 years of age and must be mentally, physically and emotionally able to provide appropriate care to children.
- The caregiver will complete six hours of training on child care related topics annually.
- The caregiver will use discipline that is positive, consistent and age-appropriate and will not use: physical punishment, withdrawal of food, restriction of rest or bathroom opportunities, public or private humiliation such as threats or yelling, isolation or unsupervised separation, or any other type of punishment that is hazardous to the physical, mental or emotional state of the child.
- The caregiver will offer developmentally age-appropriate activities and experiences to children. Television, videos, and video games should be limited to two hours a day.