

FAMILY DAY CARE MANUAL (2004 Edition)

(Internet Version)

INTRODUCTION

Purpose of the Manual

The Family Day Care Manual is intended primarily to help registered family child care providers and those who apply to become registered providers understand the requirements of COMAR 07.04.01 and how compliance with those requirements is assessed. Through this understanding, providers and applicants will be better able to achieve and maintain compliance. Satisfactory compliance at all times is critical to the health and safety of the children served by the provider community.

The Manual is also intended as a central reference for CCA Office of Licensing staff in interpreting and applying COMAR 07.04.01 requirements and conducting compliance inspections. By providing a comprehensive set of interpretive guidelines, the Manual enables licensing staff to assess compliance in a consistent and equitable manner. This is important because it allows family child care providers to know what is expected of them and to operate their programs more effectively.

Family child care providers and CCA licensing staff are expected to familiarize themselves thoroughly with the material contained in this Manual.

Contents and Use of the Manual

The main text of this Manual is divided into fifty “sections,” each of which corresponds to one of the regulations under COMAR 07.04.01. Each section presents the full text of the regulation, the regulation’s purpose or meaning, and, where compliance with the regulation is assessed during inspections, the method by which that assessment is made.

The Manual's text sections are typically organized according to the following format:

- The complete text of the regulation itself, printed in boldface.
- After each regulation (and often after individual portions of the regulation), an “Intent” statement that summarizes the purpose of the regulation or its underlying principle. Essentially, this is the “Why” of the regulation.
- In most cases, “Intent” is followed by “Inspection Report Item.” This refers to the exact location on the Family Child Care Home Inspection Report form (DHR/CCA [356](#)) where compliance or noncompliance with the regulation is recorded during an inspection. This represents the “Where” of the compliance assessment.
- Next, there is a part called “Compliance Criteria.” This sets forth the specific elements that CCA licensing staff should use in determining whether or not the inspection report item is in compliance. This is the “What” of the compliance assessment.
- Finally, there is “Assessment Method.” This addresses the means by which licensing staff should evaluate the compliance criteria. This is the “How” of the compliance assessment.

There also may be one or more “Notes” after the regulation to provide further details, explanations, or examples of compliance-related issues. Some of these “Notes” have been included only to give additional information that providers may find helpful.

Throughout the Manual, references are made to a wide variety of supplemental documents. These documents include official CCA licensing [forms](#), CCA [Circular Letters](#), and a number of [resource](#) items that are related to child care practices. Family day care providers must refer to some of these items in order to comply with certain regulations. The rest of these items are referenced in the Manual only to provide additional guidance or assistance. To access the contents of any of these supplemental documents, just click on the indicated link, and the document will be displayed in .pdf format.

Note to User: The Manual presented here is the electronic version of the printed Manual published by the Child Care Administration and distributed to family day care providers. For ease of use in an Internet

environment, some portions of the print version have been slightly reformatted or reorganized. However, the text contents of this electronic version and the print version are substantially identical. In the event that a discrepancy exists between this version and the print version, the discrepancy should be resolved in favor of the print version.

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