



# Montgomery County Child Care Resource & Referral Center



## OUR MISSION

We want all children in Montgomery County to have equal access to high-quality early care and education, and after-school programming. Our mission is to build a successful and knowledgeable child care workforce through professional development and individualized support.

## OUR TEAM

The State of Maryland requires people who care for children in their own home to be registered by the Office of Child Care. Our free service will help you build your knowledge of child development while meeting Maryland State regulations. Staff will connect you to resources that will help your business grow and be successful. Our experienced team is committed to supporting you each step of the way.



*"Staff were so helpful and nice. I completed all my training at the R&R and received so many resources! They even connected me to the Family Child Care Association. The whole process was incredibly easy!"*

Family Child Care Provider

## IS FAMILY CHILD CARE RIGHT FOR YOU?

- Do you want to earn income while at home?
- Do you want to build your own business?
- Do you want to fill an important community need?
- Do you want to have a positive impact on children?

If you answered "yes", read on...

## STARTING A FAMILY CHILD CARE BUSINESS

High quality child care programs in Montgomery County are needed. The start-up process and ongoing work are full of complexities and challenges, but also extremely rewarding work and offers an opportunity to make a real difference. Following the right steps will lead you to success!

MCCCRRC is here to help you realize your dream!

## DID YOU KNOW...?

Once you have completed the registration process, the State will reimburse those who meet eligibility requirements up to \$500 for expenditures related to compliance with regulations. For more information, go to [http://www.marylandpublicschools.org/MSDE/divisions/child\\_care/licensing\\_branch/FCCPGP.html](http://www.marylandpublicschools.org/MSDE/divisions/child_care/licensing_branch/FCCPGP.html)

## Montgomery County Child Care Resource & Referral Center

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[www.montgomerycountymd.gov/mcccrcc](http://www.montgomerycountymd.gov/mcccrcc)

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# Your Future in Family Child Care:

# Steps to starting a Family Child Care Business

*Se habla español*



MARYLAND FAMILY NETWORK  
Leading Maryland's Child Care Resource Centers



MCCCRRC is a program within Montgomery County Department of Health & Human Services, ensuring all children enter school ready to learn!  
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# BECOMING A FAMILY CHILD CARE PROVIDER

## IMPORTANT CONTACTS

**Montgomery County Child Care Resource & Referral Center (MCCCRRC)** 240-777-3110

[www.montgomerycountymd.gov/mcccrcc](http://www.montgomerycountymd.gov/mcccrcc)

Provides free support, resources and solutions to child care programs and professionals.

**Maryland State Department of Education/Division of Early Childhood-Office of Child Care (OCC)** 240-314-1400

[www.marylandpublicschools.org](http://www.marylandpublicschools.org)

Inspects, licenses and monitors family child care homes. *Language interpretation available upon request.*

**ChildLink** 240-777-GROW

Connect parents, providers and pediatricians to resources on topics related to children birth to age five.

**Family Child Care Association of Montgomery County (FCCAMC)** 301-942-5771

[www.fccamc.org](http://www.fccamc.org)

Local professional organization for family child care.

**American Red Cross** 301-588-2515

[www.redcross.org/en/takeaclass](http://www.redcross.org/en/takeaclass)

Approved skills-based CPR and First Aid training for infant, children, and adult certification.

**Maryland Women's Business Center** 301-315-8096

[www.marylandwbc.org](http://www.marylandwbc.org)

Offers tools, information and training to family child care providers on business-related topics.

**1 Orientation:** Your first step begins by enrolling in a free OCC orientation to learn about the process. Application forms can be found on-line and should be mailed to: MSDE/Office of Child Care, 51 Monroe St., Suite 200, Rockville, MD 20850.

**2 Business Plan:** Setting up your business is an crucial step for future success. Important elements include developing a marketing plan, setting up your record keeping files, creating contracts, and making a budget. Contact the Maryland Women's Business Center for counseling on getting your business started.

**3 Schedule Appointments:** OCC requires all adults over the age of 18 living in the home to have a criminal background check. Montgomery County Department of Police provides this service; however, you must schedule your appointment (<http://www.mymcpnews.com/resources/how-to/fingerprinting/>). There is a cash fee. In addition, OCC requires everyone living in the home to have an updated medical evaluation. Once you have attended orientation, applicants will receive the information necessary to schedule both appointments.

**4 Training:** Call us to complete **all** your MSDE required training:

- ❖ 24-Hour Pre-service Course for Family Child Care
- ❖ Sudden Infant Death Syndrome Course
- ❖ Emergency Disaster Preparedness Course
- ❖ Skills-based CPR and First Aid Certification

**5 Prepare Your Home:** Creating a safe and nurturing environment for children to thrive takes time and planning. When setting up your child care environment, consider the following:

Child proof your home:

- Use protective barriers to restrict areas
- Cover electric sockets with child-proof covers
- Place chemicals, medicines, and other harmful items out of reach
- Install hard wired (with battery back-up) smoke detectors in each room where children will sleep
- Set up a first aid kit based on OCC regulations

Create your environment:

- Provide cribs, mats/cots for each child to nap and rest on
- Offer a variety of developmentally appropriate toys, learning materials and books for all ages you plan to care for
- Create interest areas
- Set up outdoor play equipment and toys

Our staff are available to help assess your environment, review your record keeping system or provide guidance with any aspect of the registration process.

**6 Inspections:** Once you have set up your child care space, request an inspection on-line with the Montgomery County Fire & Rescue Service by completing the form: [http://www.montgomerycountymd.gov/mcfrs-code/form\\_inspection\\_other.html](http://www.montgomerycountymd.gov/mcfrs-code/form_inspection_other.html). There is a \$55 fee for this inspection. The Office of Child Care will schedule a home inspection once approval from the Fire Marshal's office is obtained, training has been fulfilled, your background check has been completed, and the application is completed.

## HELPFUL HINTS

💡 Make copies of all documents before submitting to the Office of Child Care.

💡 To avoid paying for multiple visits from the fire code inspector, schedule the inspection once your space is set up and ready to operate. You can review the Fire Marshal's guide and inspection requirements online: <http://www.montgomerycountymd.gov/mcfrs-code/daycare.html>

💡 You have one year from the date of orientation to apply. However, once you submit your application, you have six months to complete the process.



## SUCCESS!

Once OCC determines you and your home meet all requirements, a certificate of registration is mailed and you can operate your family child care business!

You are not alone....our staff is available to talk, visit, or meet!

Email: [earlychildhoodservices@montgomerycountymd.gov](mailto:earlychildhoodservices@montgomerycountymd.gov)

Visit: [www.montgomerycountymd.gov/mcccrcc](http://www.montgomerycountymd.gov/mcccrcc)

Provider Help Line:  
240-777-1457



@MCCCRRC

