**Welcome to Family Child Care (FCC)**

The **Family Child Care Program (FCC)** at Ft. Bliss is the certifying official of FCC homes located in the Ft. Bliss housing areas.

Homes become certified when the FCC Provider completes required training along with completing and clearing background checks. Background checks required are the same as center staff and include checking background of spouse, any teens living in the household or anyone in the household 18 years of age or older.

Each home must pass a fire, safety, environmental, and health inspection with no deficiencies in order to be certified. Inspections and visits from proponents, director, and trainer, to include Army Headquarters, are completed on a regular basis. Spaces to be used for childcare in the home must be identified. All off limit areas made inaccessible to the children in care will be identified. Schedules, activity plans and menus are inspected regularly and must be posted by the provider for parents and inspectors to view. Initial training, monthly training, home visits and home inspections help maintain quality child care in each home.

FCC Provider’s training includes all requirements on the Army Individual Development plan (IDP). The training modules cover areas of Safety, Health, Guidance, Creativity, Physical, Cognitive, Social, Professionalism, Program Management, Environments, Prevention and Identification of Child Abuse, Families, Self, Special Needs and other installation requirements.

Once a provider completes the IDP and modules, the provider is eligible to obtain a Child Development Associate (CDA). The Army pays for the Provider to earn a Child Development Associate (CDA) and then a provider can become accredited by the National Association for Family Child Care (NAFCC) if the provider chooses.

FCC Providers develop lesson plans and activities for each age group and the individual developmental needs of each child.

You can select FCC providers if you are registered with MCC or by calling 568-4198 for a provider list. You can visit the home by calling the provider and setting up a date and time to come visit, or you can take a virtual tour of the home through MCC. The profile includes a brief description of the home, a photo of the provider and her family as well as environment set up. You will see photos of the indoor space, outdoor space, dining area, and the quiet area.

Phone numbers are given to parents by the FCC Office. When your interviews are complete and you have decided which FCC home you will use, you will sign contracts with the FCC provider and commence care. All payments are taken by the provider.

**Drop-off & Pick-up**

Children must be physically signed in and out every day by a parent. Children who are picked up late from the provider’s home will be assessed a late fee, please see the CYSS Parent Policies for detailed information. That fee must be paid at the time of pick up unless provider allows it to be paid with the next payment. Children may only be released to siblings 13 years of age or older. The only people who are allowed to pick up your child are one you have entered on your registration contract.

**Fees**

Fees are determined by total family income during enrollment at Parent Central. FCC fees are generally 15% less than the fees at the CDC. Our categories are 1-9. Fee categories 1-5 are subsidized for affordability. A monthly fee of $50.00 per month is charged to hold an FCC space (negotiable by provider). The $50.00, for the month your child starts care, will be applied to the monthly payment. The $50.00 holding fee is non-refundable if your child doesn’t show up to fill the space on arranged date.

Payments for services are due in advance of the service. You may choose to pay monthly or semi-monthly. Monthly payments are due on the 1st of the month, semi-monthly payments are due on the 1st and 15th of each month. Late payment fees are charged after the 5th business day. Late payments are charged at $2.00 per child, per day, per payment cycle (semi-monthly or monthly).

If your payment for child care has not been paid by the mid-month review, you will receive a written notification of past due amount. If payment is not made a written notice of termination will be issued. Services will be terminated. If a full payment is not received by last working day of the month, means to collect will be pursued. We will honor command approved financial hardship waivers to work out a plan with you.

An initial two week trial period is contracted to allow your child to adjust with provider. During this time either party may terminate. All fees that were paid will be returned patron except holding fees.

**Hourly Rates**

**Hourly Care Rate**: $4.00 per child per hour.

**Non-Duty Related Late Night Care Fee**: $4.00 per child per hour during the hours of 0600-2400 hrs. A rate of $5.00 per child per hour during the hours of 0001-0600 hrs.

**Late Pick-Up Fees:** $1.00 per minute up to 15 minutes per Family per site regardless of the number of children in care in the FCC Home. After 15 minutes, the charge is $5.00 per child/per site for the next 45 minutes and $5.00 per child/per site for each hour thereafter.

**Late Pick-Up Fees are not charged for verified mission related duty if verified by command**, pre-scheduled arrangements are made to extend child care, or late pick-up due to extenuating circumstances.

**HARDSHIP**

Families must demonstrate a need for a child care fee reduction due to financial hardship based on a review by an ACS financial counselor or a certified financial professional external to CYSS. The counselor will provide a recommendation for a fee reduction to the Garrison Commander. Fee Adjustments for Financial Hardships must be re-evaluated at least every six months by the counselor or Garrison Commander. **Families whose child care fees are 25% or more of their Total Family Income (TFI) may request a hardship review.** You can contact the Outreach Services director, 915-568-4374 for assistance in filing a hardship. Some families may be eligible for financial assistance from Child Care Services (CCS). You can contact CCS at 533-7528

**Extended Care**

Subsidized Extended care is available to single and dual military families only. Subsidized care is only for qualified field, TDY, or other duty that requires soldier/s to be away from children for an extended period of time. If families qualify they are given 15 days of care covered by Subsidy. After the 15 days have expired the rate is $4.00 an hour. The service member must fill out an extended care form that is available from the FCC office or provider. It is important that the service member provide two phone numbers for the director to verify duty.

**Vacation Policy**

FCC Fees and contracts are set up to provide for a two week Vacation at no cost to patron.

If you take more than a two week vacation you will be required to pay the FCC Provider your regular tuition fee in order to hold your child’s space. Family vacation must be taken in weekly increments. A written notice is required to reduce fees and charges for vacation. This will notify staff of your child’s/youth’s dates of absence and ensure space is saved. It is very important that you complete the vacation request if you want to be exempt from paying for those two weeks.

**Parent Conferences**

Parent Conferences are held four times a year for full-day children in FCC homes. More frequent conferences can be held upon parent or FCC Provider request.

**Field Trips**

FCC Providers may schedule field trips. You, the parent, will be required to give written permission in order for your child (ren) to attend. Permission over the phone will not be honored. Providers will inform the FCC office of destination, date and time of field trip. Parents are encouraged to volunteer and accompany the children.

**Disclaimer (DOES THIS HAVE TO DO WITH THE SUBSIDY???)**

Parents and Providers are required to complete accurate reports of services received and provided. Providers must maintain parent information of services rendered and submit reports to FCC Office. This information can be verified at any time during your participation in the Family Child Care program.

False Claims or reports of services received or provided could result in a delay or denial of subsidy dollars or Parent’s or Provider’s termination from the program.