

REGISTERED CHILD CARE HOME GUIDELINES



The Environmental Quality Division issues permits to all child care facilities that fulfill the requirements under the Minimum Standard Rules for Registered and Licensed Child-Care Homes.

In order to apply for a permit, the following information is required:

- 1) Permit requirements for all registered child care homes in Grand Prairie are:
 - A. All registered child care homes caring for any number of unrelated children must have a City of Grand Prairie permit.
 - B. All registered family homes caring for more than 3 unrelated children must also register with the Texas Department of Protective & Regulatory Services, 214-583-4253 or 817-321-8000.
 - C. All homes caring for 3 or less unrelated children must be listed with Texas Department of Protective & Regulatory Services, 214-583-4253 or 1-817-321-8000.
 - D. Written permission from apartment complex or mobile home communities must be submitted with application. Only ground floor apartments will be permitted.
- 2) Registered Child Care Home providers must have high school diploma or G. E. D.
- 3) Caregiver and substitute must have current CPR and First Aid certifications on file.
- 4) TB tests for caregivers as well as substitute caregivers must have negative results on file.
- 5) Texas Department of Protective & Regulatory Services criminal history check for caregivers and substitute caregivers on file.
- 6) Camera on the premises. (must have film if not digital)

- 7) Annual fire inspection required. 972-237-8300.
- 8) Gas test every two years by a Texas licensed plumber. Caregiver must have results on file.
- 9) No open flame space heater
- 10) 5# ABC fire extinguisher, smoke alarms and carbon monoxide detectors as required by Fire Marshall, and a fire/severe weather exit plan.
- 11) Toxic items, including medicines must be in locked storage or kept out of reach. All medicines need to be labeled with child's name and date.
- 12) First aid kit and guide must be available.



- 13) Emergency phone numbers posted by the phone (i.e. Police, Fire, and Ambulance). North Texas Poison Center at 1-800-764-7661; Child Abuse Hotline 1-800-252-5400; local RFH licensing; caregiver's address & phone number.
- 14) Fenced-in yard at least 4 ft. high. Mobile home or apartment communities must have a fenced play area on site. Those that do not meet the fencing requirement will be limited to infant care only.
- 15) Pools must be fenced, have self-closing devices and locked when pool is not in use.
- 16) Proof of current rabies shots for all pets, as required by law, and administered by a licensed veterinarian.

ENROLLMENT

- 1) Each child in care must have a completed enrollment form on file. This includes caregivers own children.
 - 2) The enrollment form found under documents contains all of the information required by State and City regulatory authorities. If you wish to utilize your own form, please include the following items:
 - A. Photos of all authorized persons who come to pick up children including parents, grandparents, aunts, uncles, siblings, friends, etc. These persons must be 18 years and older.
 - B. A four (4) digit security code on file for each family.
 - C. Current immunization records for each child, including caregiver's children, if they are pre-school. If children are school age, simply state what school has their immunization record. If immunization has been deferred for medical reasons, a physician's statement must be on file. This may be a photocopy, an original record signed by the physician or a transcribed copy of the original initialed by caregiver.
 - E. Include hours of care for each child.
 - F. Emergency medical authorization for each child. **Forms must be notarized.**
 - G. Permission for water activities and transportation, to come and go for extra curricular activities (dance, cub scouts, etc.), if applicable.
 - H. Home and work address and phone numbers of parents.
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