

## REGISTERED CHILD CARE HOME GUIDELINES

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The Public Health and Environmental Quality Department 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 Health and Human Services Child Care Regulation Division, 214-583-4253 or 817-321-8604.
  - C. All homes caring for 3 or less unrelated children must be listed with Texas Health and Human Services Child Care Regulation Division, 214-583-4253 or 817-321-8604.
  - 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 Health and Human Services Child Care Regulation Division, criminal history check for caregivers and substitute caregivers on file.

- 6) Annual fire inspection required. 972-237-8300.
- 7) Gas test every two years by a Texas licensed plumber. Caregiver must have results on file.
- 8) No open flame space heater
- 9) 5# ABC fire extinguisher, smoke alarms and carbon monoxide detectors as required by Fire Marshall, and a fire/severe weather exit plan.
- 10) 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.
- 11) First aid kit and guide must be available.



- 12) 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.
- 13) 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.
- 14) Pools must be fenced, have self-closing devices and locked when pool is not in use.
- 15) 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 forms must contain all of the information required by State and City regulatory authorities. 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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