



sierra nevada children's services

# Family Child Care Home Education Network Guide



Investing in our community,  
one family at a time

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# SNCS NETWORK PROGRAM

## California Family Child Care (CFCC) Family Child Care Home Education Network (FCCHEN)

CFCC serves families eligible for subsidized care. CFCC are a consortia of licensed family child care homes in a community that provide child care and development services, parenting education, social and health services referrals. Family Child Care Home Education Networks also provide training for child care providers and their staff as well as quality assessments of participating licensed family child care homes, development profiles for the children enrolled in the program and support parent involvement.

Sierra Nevada Children's Services offers an educational child care subsidy program known as the Family Child Care Home Education Network (FCCHEN). Services are provided by a select group of licensed family child care providers who are self-employed, independent contractors, offering a high quality early care and enhanced education program. Although each provider determines the various aspects of their own program, each provider adheres to specific guidelines and regulations as defined by the California Department of Social Services (CDSS) Child Care and Development Division (CCDD) and meets program requirements above and beyond basic licensing.

This guide provides information specific to families and providers who participate in the Network program, and is in addition to all other subsidized family and provider requirements.

## Network Mission

Sierra Nevada Children's Services' Network program supports eligible families by providing subsidized child care in high quality family child care homes.

## Network Goals and Benefits

The Network program is funded by CDSS and designed as an alternative to center-based care, with the goal of achieving educational and developmental outcomes and desired results for families and children.

## Some of the key benefits to participating in the program include:

- **Subsidized funding** through the California Department of Social Services (CDSS) Child Care and Development Division for eligible families
- **Providers belong to a network** of licensed family child care home providers whose focus is to prepare children for school
- **Stable reimbursements** for Providers
- **Personalized support** and activity planning to meet each child's developmental needs
- Providers receive monthly **hands-on support** from the Program Director and Provider Services Manager
- **Ongoing professional growth** and education opportunities
- Providers receive **free resources and materials** to support children's development
- Support for activity and lesson planning to ensure **high-quality services**

## Parent Involvement & Education

Our Network program recognizes that parents are the primary caregivers and educators of their children. Our goal is to provide a welcoming environment for families and invite them to participate as equal partners in the education of their children. We work to empower children, promote individuality and develop strong partnerships with families while creating an environment that helps young children attain physical, cognitive, social, language and emotional achievements to be prepared for school.

Each family brings a history of life experience and cultural heritage that must be respected and valued within the participating Network provider homes. Partnerships between families, providers and program staff are essential to the growth and development of each individual child.

Opportunities to participate include, but are not limited to:

- Parent conferences, held twice per year. Conferences provide an opportunity for parents to collaborate with program staff and their provider to develop goals for their child
- Parent survey, workshops, and trainings provide an opportunity to learn about child development, network with program staff and other parents and share topics identified in the parent survey
- Parent Advisory Committee meetings provide an opportunity for parents to provide input on the nature and operation of the program
- Participating in activities or helping at the family child care home

## Health & Social Services:

Our goal is for families to know where to access community health and social services to meet their unique family needs. A Resource & Referral Assessment form is completed at the time of enrollment and at each recertification thereafter. This form helps to identify the needs of both the child & family, so that the child may be successful in care and school. Based on the results, staff provide parents with referrals to other agencies in the community. In addition, staff follow-up with parents to ensure their needs have been met.

## Education Program-Desired Results Developmental Profile:

Our goal is to ensure all children are making progress in the domains of physical, cognitive, language, and social - emotional development, and to provide a program approach that is developmentally, linguistically and culturally appropriate. A program that is inclusive of children with special needs.

In partnership with your provider, we use a tool called the Desired Results Developmental Profile (DRDP) to assess the development of children:

- Assessed within 60 days of enrollment & every 6 months
- Parent's input is a necessary component of this assessment
- Assessment outcomes are used to plan and conduct age and developmentally appropriate activities for children

**Physical** development is supported by:

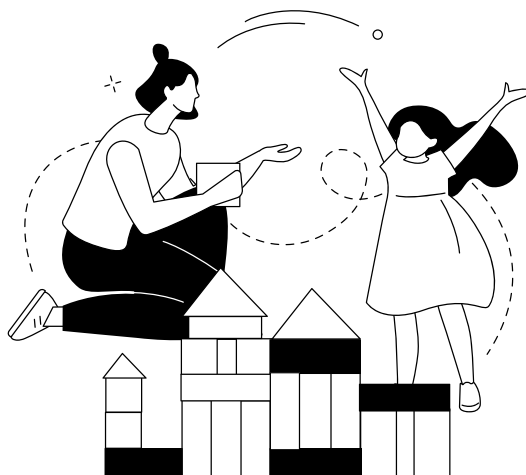
- Promoting physical activity
- Providing sufficient time to move within the indoor and outdoor spaces
- Providing equipment, materials and guidelines for active play and movement

**Social/Emotional development** is supported by:

- Building trust
- Planning routines and transitions so they can occur in a predictable and unhurried manner
- Help children develop emotional security and facility in social relationships

**Cognitive & Language skills** are supported by:

- Various strategies, including experimentation, inquiry, observation, play and exploration
- Providing opportunities for creative self-expression through activities such as art, music, movement and dialogue
- Promoting interaction and language use among children and between children and adults
- Supporting emerging literacy and numeracy development



## Family Child Care Home Environment:

Our goal is for each of the Network providers to provide a safe, healthy and welcoming environment that supports the broad development needs of children.

- The Family Child Care Environment Rating Scale (FCCERS) is completed on each home annually by SNCS program staff. SNCS staff and the provider collaboratively develop and take action steps for continuous quality improvement.
- In addition, home environments are set-up using the provider's adopted curriculum. Providers are encouraged to adopt a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

## Nutrition Services:

Our goal is to ensure children have nutritious meals and snacks during their time in the program. Meals and snacks served in the provider's home must be culturally and developmentally appropriate and meet the federal Child Care Food Program nutritional requirements. Monthly menus are posted at the provider's home.

Mealtime is a learning experience for our children. It's a time for talking about color, taste, texture and the name of foods. It is an opportunity for practicing manners by watching adults and socializing with other children.

If your child has any food allergies, or cannot eat certain foods for religious or personal reasons, please notify the provider immediately.



### Diapers and Field Trips:

Parents may be required to provide diapers or pay for field trips as an additional fee, however, no state or federal money shall be used to reimburse parents for the cost of field trips. Providers who charge an additional fee for field trips must inform the parent, prior to enrolling, that a fee may be charged and no reimbursement will be available.

### Professional Development:

Our goal is to implement a professional development program that adequately equips each individual with the information necessary to carry out his or her assigned duties. Our program makes professional development of individuals working with children and families a priority by offering ongoing trainings related to child development, hands-on coaching and provider network meetings.

### Program Self-Evaluation:

Our goal is to implement an effective annual program self-evaluation process to support continuous improvement.

The process includes:

- Assessment of the program by parents using the Desired Results Parent Survey
- Assessment of the program by program staff, board members and providers

Based on the results goals, action steps are developed and implemented.



# REQUIREMENTS FOR PARTICIPATION

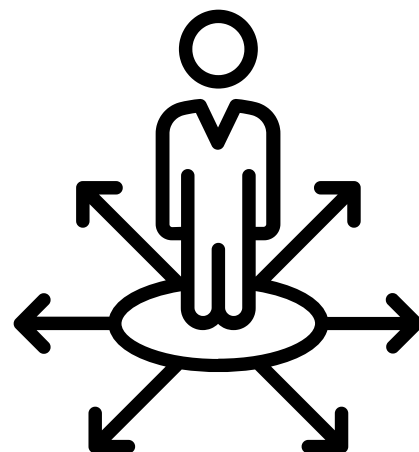
## Family Requirements and Agreements

Families enrolled in the Network program must meet eligibility and need criteria as specified by California Department of Social Services (CDSS) Title 5 Regulations, and must adhere to the policies as described in the SNCS Subsidy Parent Guide.

Families enrolled in the Network program must use a Network provider for child care services.

As a participant in the Network, each parent agrees to the following requirements:

- Allow a Network Representative to conduct informal developmental assessments of my child(ren)
- Allow a Network Representative to photograph or video tape my child(ren) for their developmental profile
- Participate in a minimum of two (2) parent conferences every year (in-person or by phone)
- Share information, concerns, and goals for my child(ren) with the Network Representative
- Complete and return a yearly Parent Survey for each child care program in which my child(ren) participate(s)
- Adhere to all requirements for the receipt of child care subsidy funding from the CDSS



As a participant in the Network, each parent understands they have the following opportunities:

- Participate in parent meetings/play groups
- Participate in parent education and training
- Participate in the Parent Advisory Committee

As a participant in the Network, each parent makes the following acknowledgements:

- While in the Network, the parent must choose a Network provider for child care services
- The parent must notify SNCS prior to changing child care providers
- If the child care provider is removed from the Network, the parent will be given referrals to other Network providers who are still in the Network
- The Network child care provider is required to maintain an open door policy allowing the enrolled parent and authorized adults access to the child(ren) at all times
- The Network child care provider must refrain from religious instruction
- The parent has received and read the SNCS Parent Subsidy Guide (separate from the Network Guide)



## Attendance Expectations/Policy

Regular and consistent attendance is important, and allows the family to maximize the benefits of the child's early learning and care experiences.

**Attend today, achieve tomorrow**  
Your child's regular attendance matters...



### **Infant/Toddler**

Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.



### **Preschooler**

Time for building the social, emotional, cognitive & language skills necessary for school readiness.



### **Elementary**

Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



### **Middle or High Schooler**

Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



### **Adult**

Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

Absent 2 days per month = Absent 24 days per year  
= Your child's learning is 1 month behind their peers!

**Don't let your child miss-out on the skills needed to be successful in school & life**

As a participant in the Network, each parent understands that children are expected to attend child care based on their certified schedule determined at certification, recertification, and when a parent voluntarily requests to change their service level. By making your child's attendance a priority, you will be taking an important step in supporting your child's school success and setting a good example.

Unnecessary disruptions in services can stunt or delay social-emotional & cognitive development while safe, stable environments allow young children the opportunity to develop the relationships & trust necessary to comfortably explore & learn from their surroundings.

### **Absences and Abandonment of Care**

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success and setting a good example.

Families must notify their childcare provider of the reason for any absence. When a child is absent from regularly scheduled care at any time during the month, the parent or provider must record the absence on the attendance record. The provider shall promptly notify Sierra Nevada Children's Services (SNCS) when the family has not been in communication with the provider for seven (7) consecutive calendar days and has not notified the provider of the reason the family is not using services. A family may be disenrolled from the program for abandonment of care when there has been no communication with the provider and/or SNCS staff for 30 consecutive calendar days.

### **Provider Requirements and Agreements**

Network providers must meet additional requirements above and beyond basic licensing requirements, and must meet all other requirements as outlined in the general SNCS subsidy Provider Agreement and Provider Guide. Network providers participate in ongoing training, professional development, and technical assistance to enhance and maintain professional care in a quality home environment.

A Network provider is dedicated to providing comprehensive, developmentally, and culturally appropriate child learning opportunities. Families enrolled under Network funding receive information on the developmental progress of their child, and are supported through a partnership between the family, the provider, and the SNCS staff.

All licensed family child care providers interested in joining the Network must complete and submit a Network Provider application, however, completion of an application does not guarantee acceptance into the Network.

As a participant in the Network, each provider agrees to the following:

- It is the parent's right and responsibility to choose the child care provider most appropriate for their needs from eligible Network providers.
- All Network providers must sign a general subsidy SNCS Provider Agreement, renewed annually, and submit a completed W-9 prior to submitting an application to join the Network.
- All Network providers must sign a Network Provider Agreement, renewed annually, in addition to and separate from the general subsidy provider agreement.
- All Network providers must submit a copy of their license and license fee receipt.
- All Network providers must maintain an Open Door policy, allowing parents unlimited access to their child(ren) in that parents have the right to visit their child's program anytime during operating hours, and are encouraged to participate in activities whenever possible.

- All Network providers must refrain from religious instruction or worship.
- All Network providers must serve meals and snacks that are culturally and developmentally appropriate for the children being served and must meet the nutritional requirements specified by the federal Child and Adult Care Food Program.
- All Network providers are independent contractors and assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the provider's employees.

Network providers must meet the following additional requirements and qualifications in order to receive reimbursement for families served by the Network program:

- Family Child Care Environment Rating Scale (FCCERS): As required by the California Department of Social Services (CDSS), all Network providers must provide a nurturing environment that fosters healthy developmental growth for each child: physically, cognitively, socially, and emotionally. Providers must achieve and maintain a minimum overall rating of “5” on each of the subscales of the FCCERS. If any subscale falls below a 5, the SNCS staff and the provider will establish an action plan, and the provider will have 3 months to increase the score.

- [Desired Results Developmental Profile \(DRDP\)](#): All Network providers shall work closely with SNCS staff in completing each child's DRDP and must be willing to participate in parent conferences for the purpose of developing individual child goals, in addition to completing and implementing education and activity planning.
- [Quality Counts California \(QCC\)](#): All Network providers are strongly encouraged to participate in the local QCC program, administered by the Nevada County Child Care Coordinating Council. Please contact SNCS staff for details on how to apply for the QCC program or you may visit [4cnevco.org](http://4cnevco.org) for more information.



## Early Quality Matters in Nevada County

Please visit [4cnevco.org](http://4cnevco.org) for details on the QCC program or scan the QR code for a direct link.





- Annual Network Provider Orientation: All Network providers must attend an annual program orientation each fiscal year.
- Professional Development: All Network providers shall participate in a minimum of eight (8) hours of professional development training activities each fiscal year. Training calendars and opportunities may be found on the California Early Care & Education Workforce Registry: [www.careregistry.org](http://www.careregistry.org), the SNCS website [www.sncs.org](http://www.sncs.org), or on California Early Childhood Online (CECO) [www.caearlychildhoodonline.org](http://www.caearlychildhoodonline.org)
- Network Program Meetings: All Network providers must attend a minimum of two (2) Network provider meetings each fiscal year.
- Site Visits: All Network providers must allow SNCS program staff to make both scheduled and unscheduled site visits.
- Activity Plans: All Network providers must develop monthly program activity plans and submit a copy to the Provider Services Manager.
- SNCS program staff: Program activity plans shall also be available for review during site visits.
- Other requirements as outlined in the Network Provider Agreement.



## Provider Conditional Status and Disenrollment

While participating as a Network Provider, there are additional requirements and expectations beyond basic licensing requirements and those for participation in the child care subsidy programs available through SNCS. SNCS may place a Network Provider on Conditional Status for a set period of time if it is determined that there are breaches of the Network Provider Agreement and/or concerns regarding the provider's compliance with the agreement, which SNCS feels do not warrant termination of the Agreement and disenrollment from participation. The purposes of the conditional period are:

- To formally inform the provider that SNCS has serious concerns regarding some aspect(s) of the provider's compliance with the Agreement or participation in the program.
- To assist the provider in remediating identified deficiencies or areas of concern.
- To provide technical assistance and/or clarification of SNCS' expectations and provisions.
- To identify a clear time frame in which the overall agreement is re-assessed. The length of the conditional period will be between two weeks and six months, and will be determined by SNCS.

During the conditional period, no referrals will be given to families enrolling under the Network funding. SNCS may terminate the agreement if the provider is disagreeable, fails to demonstrate remediation, or if new and/or continuing concerns arise during the conditional period.

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Deciding to join the Network has been like starting my family child care home inside a village where I don't have to do anything alone--not only receiving prime care for all my SNCS families but also receiving incredibly generous support for myself during my care hours. It has brought my stress levels way down and I am endlessly grateful and would recommend joining the Network 1000%. The Provider Services Manager's availability to come visit and help out when needed has been a dream come true for me while I look for a long-term assistant...what a gift to be so held in a community dedicated to making child care providers and their children thrive. Thank you so so much, with all my heart! ~ Network Provider

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sierra nevada children's services

SERVING YOU AT THREE LOCATIONS:



sierra nevada children's services

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