



Guide to Choosing Child Care

**Helping You Choose the Best Child
Care Option for Your Family**

Childcare Resources
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About Childcare Resources

Childcare Resources is central Alabama's child care resource and referral agency. The agency:

- Helps families locate child care
- Trains child care providers
- Provides financial assistance to low income working families
- Supports parents in understanding healthy child development

A 501(c)(3) nonprofit United Way partner agency since 1984, Childcare Resources makes quality and affordable child care happen in central Alabama, and we expect our agency to aspire to the same standards of quality that we promote. In 2012, Childcare Resources became the first and only child care resource and referral agency in the south to achieve National Quality Assurance for best practices from Child Care Aware of America, a designation which was recently extended to 2017. By providing quality customer service, professional programs and services that are delivered a low to no cost, Childcare Resources is committed to strengthening our community by supporting families with children, preparing them to succeed in school and life. The agency serves Blount, Jefferson, Shelby and Walker counties.



Childcare Resources' mission is to make quality care and education of children happen by providing information, education and assistance to families, providers of child care and the community.

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Finding Child Care

Childcare Resources' Resource and Referral is a free service that guides families through the process of locating quality child care. Finding such child care can be difficult especially in central Alabama, where there are more than 700 child care programs. Our trained and dedicated staff understands that this is an important decision for families. We help parents narrow down their child care choices based on their specific needs, location, kind of care, etc., and provide educational materials so they'll know how to recognize quality child care when they visit potential providers.

Enrolling a child in a quality program means that they are receiving care from a trained professional in a safe, healthy, nurturing and stimulating environment. Parents want to know that their child is receiving the kind of care they need to be healthy, happy and ready for school. Quality child care is an important step to school success. A child's experience in child care helps shape the foundation of learning that will last a lifetime!

How to Find Child Care Over the Phone

- Call 205-945-0018, ext. 317 or 800-822-2734, ext. 317
- Speak to a consultant who will ask you specific questions about your child care needs
- Receive by mail, email or fax a customized listing of child care providers along with educational materials

How to Find Child Care Over the Internet

- Visit Childcare Resources' website at www.ccr-bhm.org
- Click on Online Child Care Search
- Receive a customized listing of child care providers

Disclaimer: Please be advised that the list of child care providers offered by Childcare Resources is only intended as a resource. Childcare Resources does not warrant the information concerning any provider nor do we license, endorse, rate or recommend any particular providers. Only you can determine whether the quality of care is appropriate for your child.

Steps to Locating Child Care

- **Start Early!** Finding the right child care option for your family can take time
- **Contact Childcare Resources.** Call 205-945-0018, ext. 317 or go online to www.ccr-bhm.org for a FREE customized listing of child care options
- Visit child care programs and ask questions about . . .
 - Staff to child ratio**
 - Group or classroom size**
 - Caregiver education and turnover**
 - Health and Safety**
 - Accreditation**
 - Family involvement**
- **Make an Informed Choice.** Visit and tour the program
- **Stay Involved!** Your child care provider and you are partners. Participate in your program regularly.



Overview of Licensing in Alabama

Child care programs that are legally operating in Alabama are classified as licensed or exempt from licensure. Being licensed means that the child care center, family day care home or family day care group home has been inspected to assure that minimum standards are met as required by the Alabama Department of Human Resources and the State Fire Marshall's Office. Some programs are also inspected by the state or local Department of Public Health. All programs that require a license must have the license renewed every two years. In Alabama, programs that are exempt from licensure include child care centers operated by the following: religious or faith-based organizations, state agencies, local governments, military facilities and programs that operate less than four hours a day.

Overview of Licensing in Alabama (continued)

Minimum standards for licensing include, but are not limited to, the following:

- Safety requirements for facility and equipment as prescribed by the State Fire Marshall
- Records on children and staff, including immunization and health records
- Minimum education or training requirements
- Nutritional requirements for children in accordance with the USDA Food and Nutrition Service
- Requirements for basic program operations and educational programming
- Disciplinary procedures
- Maintain the following required staff to child ratio:

Staff to Child Ratios in Child Care Centers

0 up to 18 months	1 to 5
18 months up to 2 ½ years	1 to 7
24 months up to 36 months	1 to 8
2 ½ years up to 4 years	1 to 11
4 years up to school age*	1 to 18
School age* up to 8 years	1 to 21
8 years and older	1 to 22

Required Staff to Child Ratios during Napping/Resting

0 up to 18 months	1 to 5
18 months up to 2 ½ years	1 to 14
24 months up to 36 months	1 to 36
2 ½ years up to 4 years	1 to 11

Required Staff to Child Ratios for Sleeping Children in Nighttime Child Care

0 up to 18 months	1 to 5
18 months up to 2 ½ years	1 to 14
24 months up to 36 months	1 to 36
2 ½ years up to 4 years	1 to 11
4 years up to school age*	1 to 25

*The term school age in this context refers to children of lawful school age who are enrolled in public or private school.

Child Care Options

Child Care Centers provide care for children in various buildings, community centers, places of worship or other facilities. Centers may provide care for infants through school-age children usually separated into same or similar age groups. In Alabama, legally operating child care centers can be licensed or exempt from licensure.

A **Family Day Care Home** provides care for no more than 6 unrelated children in the caregiver's home with two or more caregivers present and must be licensed.

A **Day Care Group Home** provides care for no more than 12 unrelated children in the caregiver's home with two or more caregivers present and must be licensed.

Preschool Programs (Mother's Day Out) can be located in community centers or places of worship. Preschool programs usually operate three to four hours a day, a few days a week for children ranging in age from infants through four-year olds.

School-Age Child Care generally takes place in child care centers, schools, community centers, YMCA/YWCA's or in conjunction with civic park and recreation programs. Care is typically available before and after school, on school holidays and during the summer. School-age child care programs offer care for children in kindergarten through typically 13 years of age.

Relative Child Care arrangements occur when a family relative--grandparent, aunt, uncle or an adult sibling cares for a related child usually in a residential setting.

In-Home Child Care is care provided for a child in his or her home by an individual nanny. As a nanny's employer, parents may be responsible for withholding and remitting payroll taxes; contributing to Social Security; and paying for worker's compensation, insurance and vacation time.

Child Care Options (continued)

Head Start and Early Head Start are federal programs that promote the growth and development of children from low-income families. Parent involvement, health screenings and family support are included in the programs. Children ages three to five attend Head Start. Early Head Start serves families with children pre-birth to three years of age. Head Start and Early Head Start may be provided in centers or home-based settings. Parents must meet eligibility requirements to enroll. For more information on Head Start and Early Head Start, please contact the Alabama Head Start Collaboration Office at 334-353-2711.

First Class, Alabama's Voluntary State Pre-K Program is managed by the Alabama Office of School Readiness, a division of the Alabama Department of Children's Affairs. The Office of School Readiness funds programs that provide quality preschool experiences to four-year old children to prepare them for school. Pre-K sites are located throughout the state. Visit www.children.alabama.gov for more information.



Child Care Concerns and Complaints

If you need to report a licensing concern or want to know if a child care center or family day care home you are considering has had a substantiated (confirmed) complaint, please contact DHR.

For child care centers, call the Child Care Services Division at 334-242-1425 or 1-866-525-1694.

For family day care or group home providers, call the local county DHR office in which the home is located:

Blount County	205-274-5200
Jefferson County	866-528-1694
Shelby County	205-669-3000
Walker County	205-387-5400

For questions about licensing standards, call DHR or to review the full DHR Minimum Standards document, visit www.dhr.state.al.us (click on services and child care).

Reporting Child Abuse and Neglect

Alabama law is clear on reporting abuse and neglect of children under the age of 18. If you are someone who comes in regular contact with children--physician, teacher, social work, nurse, child care worker--you should be aware of your legal obligation to report such incidents of suspected or obvious child abuse or neglect. If you are a concerned citizen, neighbor, friend or family member who is aware of such incidents, you should make a report to those who can take action. To report suspected child abuse and neglect please call:

Blount County	205-274-5200
Jefferson County	205-918-5100
Shelby County	205-669-3000
Walker County	205-387-5400

Financial Assistance

Child Care Subsidy

The Office of Child Care Subsidy, a division of the Alabama Department of Human Resources, administers the subsidized child care program funded through the Child Care and Development Fund. The program provides Alabama's low-income families with equal access to child care as they participate in work, educational or training activities. For information and an application, visit www.dhr.state.al.us (click on services, child care, subsidized child care).

Supplemental Child Care Program (SCCP)

Childcare Resources administers a financial aid program for low-to-moderate income working families who meet all five of the following eligibility requirements:

- Live in Blount, Jefferson, Shelby or Walker county
- Work at least 35 hours a week (parent and spouse/partner)
- Not eligible for child care assistance from DHR
- Children are five or under and have not entered kindergarten
- Qualify according to the Annual Income Eligibility Scale

For more information and an application, visit www.ccr-bhm.org or call 205-945-0018, ext. 307.

Military Child Care Assistance

Child Care Aware of America through a partnership with the Department of Defense offers military families child care assistance. The program subsidizes active duty and/or deployed service member's child care fees if they are unable to access child care on a military base. The program pays a portion of the family's child care fees directly to the child care provider. For eligibility information, call Child Care Aware of America at 1-800-424-2246 or visit www.childcareaware.org.

Tax Credits

Child and Dependent Care Credit is available to people who, in order to work or look for work, must pay child care for dependents under the age of 13. The credit is also available to those who pay for the care of a spouse or a dependent of any age who is physically or mentally incapable of self care. The credit is a percentage, based on your adjusted gross income, of the amount of work-related child and dependent care expenses you paid to a care provider.

Earned Income Tax Credit is a refundable federal income tax credit for low-income working individuals and families. To qualify, taxpayers must meet certain requirements and file a tax return, even if they did not earn enough money to be obligated to file a tax return.

Child Tax Credit may help to reduce the federal income tax owed by up to \$1,000 for each qualifying child under the age of 17. A qualifying child is one who is claimed as your dependent; was under the age of 17 at the end of the year; is your son, daughter, adopted child, grandchild, stepchild or eligible foster child, your sibling, stepsibling or their descendant and is a U.S. citizen, a U.S. national or a U.S. resident alien. The credit is limited if your modified adjusted gross income is above a certain amount. The amount at which the phase-out begins depends on your filing status.

For more information about tax credits, visit www.irs.gov.

Free Tax Preparation Service is available through United Way of Central Alabama. Call 1-888-421-1266 or 2-1-1 for more information.

Pre-tax Accounts for child and dependent care may be available through your employer. This option requires you to estimate your annual expenses (up to \$5,000 a year) and draw those funds throughout the year from an account that has been set up using pre-tax dollars from your payroll deductions. Ask your employer if this is available where you work.

Quality Indicators

Staff to Child Ratio

How many children are attended by each caregiver? The fewer the number of children per caregiver the better attention your child will receive.

Group Size

How many children will be in your child's group? Smaller groups promote calmer and safer environments.

Caregiver Education and Turnover

Ask about the caregivers' training and education. Do teachers attend classes and workshops? How long have the teachers been teaching in the program? Young children do better when they have a knowledgeable, consistent caregiver.

Health and Safety

Is the environment clean and organized? Are there appropriate discipline and medicine policies? Are teachers certified in CPR and first aid for infants and children?

Family Involvement

Are parents invited to participate and share ideas with the program? How will the teacher share information with you about your child's day?

Accreditation

Nationally accredited programs are measured by standards of quality that have been established by national child care organizations.

For more information about national accreditation visit:

National Association for the Education of Young Children www.naeyc.org

Association for Early Learning Leaders www.earlylearningleaders.org

National Early Childhood Program Accreditation www.necpa.net

National Association for Family Child Care www.nafcc.org

National After School Association www.naaweb.org

Checklist and Questions to Ask

Documents you should see posted

- _____ Most recent DHR license, if licensed
- _____ Most recent licensing evaluation form, if licensed
- _____ Most recent deficiency report, if applicable
- _____ Corrective or adverse action notices, if applicable
- _____ Most recent fire inspection report
- _____ Most recent health department inspection report and food permit or written permission from health department to cater food
- _____ Menu for meals and snacks
- _____ Emergency names and numbers for fire department, law enforcement, medical assistance, poison control center and substitute help
- _____ Emergency procedures

General

- _____ Are you licensed or exempt from licensure? Nationally accredited?
- _____ Are background checks required for all staff members?
- _____ How long has the program been in operation?
- _____ What is the staff to child ratio?
- _____ How many children will be in my child's group?
- _____ What is your discipline policy?
- _____ How do you handle medical, fire and weather emergencies?
- _____ May I drop in and visit at any time?

Caregivers/Teachers

- _____ Do the caregivers seem to really like children?
- _____ Do the caregivers get down on each child's level to speak with the child?
- _____ Are children's needs quickly met even when things are busy?
- _____ Are caregivers trained in CPR, first aid and early childhood development?
- _____ Are parents' ideas welcomed? Are there ways for you to get involved?
- _____ Are caregivers trained and experienced?

Environment

- _____ Is the atmosphere bright and pleasant?
- _____ Is the outside play area fenced and does it have safe and age-appropriate equipment?
- _____ Is the environment clean and orderly?

Activities

- _____ Are children involved in a variety of activities with a balance of quiet and busy time?
- _____ Is a daily schedule or a lesson plan posted?
- _____ Are there plenty of age-appropriate, clean, safe toys, books and materials?
- _____ Are toys within reach of the children?

Program Comparison Chart

Childcare Resources encourages you to visit several programs before making a child care selection.

	Program #1	Program #2	Program #3
Program Name			
Contact Person			
Address			
Phone Number			
Licensed or Exempt from Licensure			
Staff to Child Ratio			
Group Size			
Tuition and Fees			
Observation of Classroom/ Playground			

Notes

Stay connected with Childcare Resources
through social media!

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Links are available at our website
www.ccr-bhm.org



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United Way
of Central Alabama, Inc.

