



# Choosing Child Care

I am a parent certified for the **CDE Case Management Program**. I have been informed that I have the following childcare choices. I may choose a different kind of care for each child in my family.

**LICENSED CHILD CARE CENTER, NURSERY SCHOOL OR PRESCHOOL.** State laws determine the staff size and the educational requirements. The State also has health and safety standards for the protection of children. The Department of Social Services (DSS) regulates these centers. DSS does site visits at centers to make sure they meet the licensing rules. All staff must be certified to be free of any serious criminal history. Public or private agencies, churches, or other groups can manage childcare centers. All licensed centers or schools must have a license for your child's age group in order for you to use their services. If the provider already has a contract with Crystal Stairs, a new contract is not needed.\*\*

**LICENSED EXEMPT CHILD CARE CENTER:** These centers are exempt from licensure because they are regulated by Parks and Recreation. They must still have rates listed for your child's age group in order for CSI to pay this provider. If the provider already has a contract with Crystal Stairs, a new contract is not needed.\*\*

**LICENSED FAMILY CHILD CARE HOME.** Childcare takes place in the provider's home. The provider is licensed to care for no more than 14 children. Part-time or full-time childcare may be offered. Some family child care homes offer night and weekend care. The Department of Social Services (DSS) regulates these homes. DSS does site visits at the homes to make sure they meet the licensing rules. If the provider already has a contract with Crystal Stairs, a new contract is not needed.\*\*

**LICENSE-EXEMPT CHILD CARE.** The parent chooses a friend or relative to provide childcare. This provider can care for the children of one family in addition to a relative's and/or his/her own. Care must take place at the provider's home and parent and provider cannot live at the same address\*\*. There are no State health and safety regulations for this type of care. All exempt providers and parents must complete the contracting process before care can start. *The provider is responsible for all legal and tax reporting requirements. Crystal Stairs, Inc. does not take out taxes from the provider's checks. However, it does report earnings to the IRS. A new contract is needed each time for each family that uses one of these providers.*  
**\*\*In-home care (care in parent 's home or care where parent and provider live together) is not offered under this program.**

Non-contracted providers will have up to 30 days to complete the contract process. If the process is not completed and the requirements are not met by the deadline, there will be no payment for any childcare services. If this process takes more than 90 days, children who have not used care may be terminated from the program.

I understand that I need approval:

- Before starting childcare with any provider.
- To change my childcare provider.

I understand that my program specialist can:

- Give me more detailed information about all types of childcare.
- Tell me what I need to do to use these different types of care.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date