

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630**

IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Family Child Care Home Visits

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To establish the requirements of home visits and inspections for FCC providers.
3. APPLICABILITY: This SOP is applicable to all FCC providers' home, Satellite Homes and Back-up Homes.
4. PROCEDURES:
 - a. Each FCC home will receive an FCC Director's home visit quarterly, monthly and whenever possible.
 - b. FCC provider appearing to need additional support and training must be visited more often. The FCC Director will determine frequency of visits.
 - c. A minimum of two home visits per year will be unannounced. One of these visits will be during the morning hours and one during the nap time period.
 - d. An announced fire drill will be conducting during at least one visit per year.
 - e. Written records of visits to the FCC home will be maintained in each provider file. Documentation will include the date and purpose of each visit and general impression of the FCC home. FCC personnel making the visit and the provider will jointly initial each entry. Minor discrepancies will be documented in the provider file and the provider will be instructed no later than one week after the initial inspection to ensure corrections have been made. The FCC Director will be informed within 24 hours of violations determined to be life threatening as noted on the RCYET Home Safety Checklist.
 - f. FCC Director and Training & Curriculum Specialist will visit homes on a regular basis to model appropriate child development techniques, provide program guidance and determine overall program compliance.

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- g. Child Abuse Risk Assessment Tool (CARAT) visits will be in addition to and not in lieu of regular home visits.
- h. FCC providers will be monitored at least twice per year on weekends/evenings when children are in care for extended and long-term care.
- i. Health inspections within each FCC home will be conducted by CYS Health Nurse or the Community Health Nurse prior to full certification and annually thereafter.
- j. Inspections will be conducted on the ICCET FCC Home Checklist.
- k. Provider signature is required below inspector's signature upon completion of the inspection. The inspector will discuss the results of the checklist and clarify any corrections that must be made.
- l. The original documentation of inspection will be provided to the FCC Office, where a copy will be made and submitted to the FCC Provider. The FCC Director will document on the originals the date when corrections were completed. A final score of "Re-inspection required" will require a re-visit from the inspector.
- m. A fire and safety inspection will be conducted prior to provisional certification and annually thereafter by the fire and safety inspectors or designated substitute.
- n. Inspections will be conducted on the RCYET FCC Home Checklist.
- o. CYS Coordinator will visit a minimum of three (3) FCC homes per quarter. Documentation of the visit will be filed in the FCC provider's office folder.
- p. If, during child care hours, a provider denies FCC/CYS/IMA,E personnel, Fire or Safety or Community Health Nurse personnel access to her home, she will be subject to denial or revocation of FCC certification.
- q. A provider may request for the FCC Director to accompany the Fire/Health/Safety Inspector for pre- inspections and annual inspections.



ERIC WEISEL
Coordinator, Child and Youth Services