



PROVIDER RESOURCES

It is not always easy to find the child care resources you need. We have compiled a list of resources that you may find useful. This list provides you with the answers to the frequently asked questions:

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What is quality child care?

Types of Child Care

Licensed Child Care

- **Child day centers** are child day programs offered to (1) two or more children under the age of 13 years in a facility that is not the residence of the provider or of any of the children in care or (2) 13 or more children at any location. During the absence of a parent

or guardian, the operator of the child day center has agreed to assume responsibility for the supervision, protection and well-being of children under the age of 13 years for less than a 24-hour period. By law, a child day center may be granted a six-month conditional license, a six-month provisional license, or a two-year license.

- **Family day homes** provide care for six to 12 children (exclusive of the provider's own children and any children who reside in the home). The care may be offered for less than 24 hours in the home of the provider or in the home of any of the children in care. Licensure (or voluntary registration) also is required when care is provided to more than four children less than two years of age, including the provider's own children and children who live in the home.
- **System licensed providers** are screened, trained, and monitored by a state licensed system.
- **Short-term child day centers** are child day centers that operate for part of the year only.

Unlicensed Child Care

- **Religious exempt child day centers** are child day centers operated by religious institutions that are exempt from licensure if the facility is sponsored by an institution that is exempt from federal taxes for religious purposes or is exempt from paying local real estate taxes on the property owned by the sponsoring religious institution.
- **Voluntary registration** is a form of regulation offered to family day homes that are not required to be licensed. These homes have fewer than six children in care, not including provider's own children and any children who reside in the home. Voluntary registration is not available in areas where local ordinances regulate unlicensed providers (Arlington, Fairfax and Alexandria).
- **Certified preschools** are those operated by private schools that are accredited by any statewide accrediting organization recognized by the Board of Education or a private school or preschool that offers to preschool-aged children a program accredited by organizations as listed in the Code and recognized by the Board of Education to be exempt from licensure. They must meet certain requirements specified in the Code of Virginia.

Forms and Checklists

[Choosing Quality Child Care: Building Virginia's Future, Child by Child, Day by Day](#) from the Virginia Department of Social Services was designed for parents searching for high quality child care. The guide is available online at <http://www.dss.virginia.gov/family/cc/guidelines.cgi>. It includes information about child care settings, provider characteristics, touring child care facilities, and questions to ask when interviewing and rating providers.

[Is This the Right Place for My Child?: 38 Research-Based Indicators of High-Quality Child Care](#) was developed by the National Association of Child Care Resource and Referral Agencies (NACCRRRA) to help parents in their search for child care. The booklet is available online at http://naccrra.org/parent/quality_indicators.php. A [checklist](#) for parents is included. It

discusses the importance and relevance of each research-based question used to evaluate child care programs.

Special Education Resources

Special Education Parent Resource Centers offer workshops and training sessions, parent support groups, and in-person and telephone support and information. Parents learn how special education works; how to work with the school system effectively and how to solve problems; meet other parents of children with special needs; borrow materials from the lending library; use the resource file to find information about different disabilities and special needs, inclusion, accommodations, adaptations, and writing IEPs; learn what having a child with special needs means to a family; and learn about the many different ways, from self-contained to inclusive classrooms, special education services can be provided.

City of Alexandria Parent Resource Center
Jefferson-Houston School for Arts and Academics
1501 Cameron Street
Alexandria, VA 22314-2702
Phone: 703-706-4552
Website: <http://alexandriava.gov/link/redir.pxe?www.acps.k12.va.us/kelly/index.html>

Arlington Public Schools Special Education Parent Resource Center
Clarendon Education Center
2801 Clarendon Boulevard, Suite 312
Arlington, VA 22201-2868
Phone: 703-228-7239
Website: http://www.arlington.k12.va.us/stud_serv/special_ed/prc/index.shtml

Loudoun Parent Resource Center
Douglass Support Facility
55 Plaza Street
Leesburg, VA 20175
Phone: 703-771-6765
Website: <http://cmsweb1.loudoun.k12.va.us/50911551916465/site/default.asp>

Manassas City Public Schools
Department of Special Education
9000 Tudor Lane
Manassas, VA 20110
Phone: 703-257-8800
Website: <http://www.manassas.k12.va.us/instruct/speced/SPED1.htm>

Manassas Park
Administrative Offices
One Park Center Court, Suite A
Manassas Park, VA 20111
Phone: 703-335-8850

Prince William Parent Resource Center
Independent Hill School Board Complex
Special Education Modular 2
14800 Joplin Road
Manassas, VA 20112-3909
Phone: 703-791-8846
Website: http://www.pwcs.edu/departments/SPED/?PRC/PRC_opener.html

Where can I find licensing information?

Local Licensing Regulations

Local social service departments regulate the licensing of child care.

City of Alexandria
Office for Early Childhood Development
2525 Mount Vernon Ave.
Alexandria, VA 22301
Phone: 703-838-0750
Website:
http://alexandriava.gov/dhs/children_and_youth_services/oecd_childcare_provider.html

In the City of Alexandria, all persons providing child care for pay in their homes for one through five children are subject to local regulation. Registration packets can be obtained by calling the OECD at 703-838-0750.

Providers who care for six or more children are required to be licensed by the state and must also have a special use permit from the city. Contact the Northern Region licensing office at 703-934-1505 or visit the [state website](#) for more information. Information on the Special Use Permit is available through the Alexandria Planning and Zoning Office at 703-838-4666.

Arlington County
Child and Family Services Division
Department of Human Services
3033 Wilson Blvd., Suite 600A
Arlington, VA 22201
Phone: 703-228-1685
TTY: 703-228-1598
Website:
<http://www.arlingtonva.us/departments/HumanServices/services/family/HumanServicesServiceFamilyChildrenFamily.aspx#childcare>

The Child Care Office licenses day care facilities; monitors their compliance with local child care ordinances, state standards, and regulations; and provides education and training for providers of child care.

Loudoun County
Family Services Unit
Department of Family Services
102 Heritage Way NE, Suite 200
Leesburg, VA 20176
Phone: 703-777-0353
Website: <http://www.loudoun.gov/services/childcare/start.htm>

The Family Services Unit offers "The Business of Family Child Care," a training course designed to give individuals the tools necessary to develop a successful family child care business. This course provides an overview of requirements for business license, zoning permits, state licensing, and voluntary registration.

Participants are introduced to the Food Reimbursement Program for meals and snacks offered through the United States Department of Agriculture for children in family child care homes. A resource manual is provided which assist individuals in establishing the day-to-day operations of a family child care business.

City of Manassas
Department of Family Services
8955 Center Street
Manassas, VA 20110
Phone: 703-361-8277
Website: <http://www.manassascity.org/index.asp?SID=619#Childcare>

The Department of Family Services provides additional information about child care regulations in the City of Manassas.

City of Manassas Park
Department of Social Services
1 Park Center Court
Manassas Park, VA 20111
Phone: 703-335-8898
Website:
http://www.cityofmanassaspark.us/Public_Documents/ManassasParkVA_SocialSvc/about

The Department of Social Services provides additional information about child care regulations in the City of Manassas Park.

Prince William County
Department of Social Services
7987 Ashton Avenue, Suite 200
Manassas, VA 20109
Phone: 703-792-7500
Website: <http://www.pwcgov.org/docLibrary/PDF/003617.pdf>

“Steps to Becoming a Family Child Care Provider” from the Prince William Department of Social Services includes occupancy/zoning permit and licensing information.

State and Regional Licensing Offices

The Virginia Department of Social Services Division of Licensing Programs is responsible for licensure and inspections of child day centers, short-term child day centers, and family day homes.

For information on training or filing complaints, call **800-KIDS-LIL** (800-543-7545), visit <http://www.dss.virginia.gov/division/license/district.html>, or contact your local licensing office:

Home Office

Virginia Department of Social Services
Division of Licensing Programs
7 North Eighth Street
Richmond, VA 23219-3301
Phone: 804- 726-7143

Fairfax Office

11320 Random Hills Road, Suite 200
Fairfax, VA 22030
Phone: 703-934-1505
Counties Served: Arlington, Loudoun, Fairfax
Cities Served: Alexandria, Fairfax, Falls Church, Leesburg

Warrenton Office

170 West Shirley Avenue, Suite 200
Warrenton, VA 20186
Phone: 540-347-6345
Counties Served: Caroline, Culpeper, Fauquier, King George, Prince William, Rappahannock, Spotsylvania, Stafford
Cities Served: Fredericksburg, Manassas, Manassas Park, Woodbridge

If the provider is Voluntarily Registered, call the Virginia Department of Social Services Voluntary Registration at 804-692-1795.

Where can I find information about the USDA Child Care Food Program?

Infant/Toddler Family Day Care sponsors the USDA Child Care Food Program for children in family child care homes. The United States Department of Agriculture funds USDA Child Care Food Program that follows nutrition guidelines similar to the National School Lunch Program.

Benefits

Family child care providers who participate in the USDA Child Care Food Program receive reimbursements for meals and snacks served to children in care and receive training on nutrition, menu planning and shopping, budgeting, food safety, and children’s nutrition activities.

Program Requirements

Family child care providers must follow several requirements to participate in the USDA Child Care Food Program:

- Hold a current Fairfax County child care permit or state license;
- Follow USDA meal patterns;
- Serve healthy and nutritious foods;
- Submit monthly menus and attendance records to receive reimbursement;
- Record meals and snacks at the time when they are served;
- Allow a minimum of three home visits per year; and
- Attend a yearly training.

Claim Submission

USDA forms are easy to follow and submit. Infant/Toddler Family Day Care will train you how to fill out the enrollment forms and how to complete the menus. Claims can also be submitted online using Minute Menu Web HX from any computer with Internet access. Infant/Toddler Family Day Care also provides Minute Menu Web HX training.

Enrollment

Contact Infant/Toddler Family Day Care at 703-352-3449 to enroll in the USDA Child Care Program today.

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Where can I find important health and safety information?

Child Abuse and Neglect

The Virginia Department of Social Services operates a statewide Child Protective Services (CPS)

hotline 24 hours a day, seven days per week to receive reports of child abuse and neglect and refer them to the appropriate local department of social services for investigation.

Hotline (in state): 800-552-7096
Hotline (out-of-state): 804-786-8536
Hotline (hearing-impaired): 800-828-1120

Additional information from Prevent Child Abuse Virginia is available online at <http://www.preventchildabuseva.org/emergency.htm>.

Poison Control Centers

Currently there are 61 Poison Centers in the United States. You can reach the Poison Centers closest to you by dialing 800-222-1222. When you dial this number, your call is routed to the Poison Center that serves your area. The call is toll free, and works from anywhere in the United States. Additional information is available from the National Capital Poison Center at <http://www.poison.org/home.asp>.

Healthy Kids, Healthy Care

The [Healthy Kids, Healthy Care](http://www.healthykids.us) website at <http://www.healthykids.us> was developed by the [National Resource Center for Health and Child Care and Early Education](http://www.healthykids.us). The Healthy Kids, Healthy Care website targets parents of children in child care programs and offers answers to questions about health and safety issues.

Where can I find advocacy information?

Fairfax Futures

12011 Government Center Pkwy., Suite 920
Fairfax, VA 22035
Phone: 703-324-8126
Fax: 703-803-0116
Website: <http://www.fairfaxfutures.org/>

Fairfax Futures is dedicated to ensuring that our county's youngest children are well prepared to succeed in school and in life. In collaboration with partners across the county, we invest in early childhood education and school readiness by bringing attention and financial resources to sustain our region's future.

Parent Central

NACCRRRA
3101 Wilson Boulevard, Suite 350
Arlington, VA 22201
Phone: 703-341-4100
Fax: 703-341-4101
Website: <http://highqualitychildcare.org/naccrra/join.html>

Parent Central is dedicated to helping parents access current information on children's issues as well as the most recent parenting resources. The Parent Central website offers information on

child development, tips related to raising children, finding quality child care and more. You can sign up to receive Parent Central Express, the monthly e-newsletter chock full of tips for parents, activities, and ways to get connected in your community.

Voices for Virginia's Children

P.O. Box 64
Fairfax Station, VA 22039

Voices for Virginia's Children

4031 University Drive, Suite 111
Fairfax, VA 22030
Phone: 703-955-6325
Website: <http://www.vakids.org>

Voices for Virginia's Children is a statewide, privately funded, non-partisan awareness and advocacy organization that builds support for practical public policies to improve the lives of

children. A recognized leader in child advocacy, Voices mobilizes support for initiatives by conducting research, developing policies, building coalitions, and helping people articulate their support for children. Currently, key issues include: early care and education; foster care and adoption; health, including mental health; and family economic success.

ZERO TO THREE: National Center for Infants, Toddlers and Families

Policy Center
2000 M Street, NW, Suite 200
Washington, DC 20036
Phone: 202-638-1144
E-mail: policycenter@zerotothree.org
Website: <http://www.zerotothree.org/policy>

The Policy Center at ZERO TO THREE is a research-based, non-partisan program that brings the voice of babies and toddlers to public policy to promote good health, strong families, and positive early learning experiences. The Policy Center:

- translates scientific research into language that is more accessible and tools that policymakers can use to inform more effective policies;
- partners with states and communities to build effective early childhood systems;
- cultivates leadership in states and communities; and
- studies and shares promising state and community strategies.