



National Association for Family Child Care

Your Home. Your Profession. Our Commitment.

September 4, 2012

Dear Family Child Care Provider,

This letter serves as your official notice of changes to the NAFCC Accreditation system. It also reiterates important information regarding the accreditation annual updates. Please take time to thoroughly read this letter and both attachments. The information in this letter will affect you as a candidate in process or as an accredited provider.

Through a continuous effort to ensure the quality, integrity, and accountability of the NAFCC Accreditation system, the Accreditation Council has announced a number of changes which will take place January 1, 2013.

The changes include;

1. Quality Standards Update
2. Revised Accreditation Timeline
3. Name Change for Annual Renewals
4. Revised Criminal Background Check Requirements

Each of these changes is addressed in Attachment A of this letter. If you have a Provider Guide to Achieving NAFCC Accreditation, include these updates in the *Update* section in the back of the binder.

Attachment B of this letter is the NAFCC Accreditation Annual Updates At-A-Glance. It has come to my attention that there is a need to emphasize the importance of completing annual updates in a timely manner. The attachment will give you basic information.

Annual updates are required in order to keep your accreditation valid for a three year period. When you achieve accreditation, your accreditation is valid for one year. When you complete your 1st annual update, it extends your accreditation for another year. When you complete your 2nd annual update, it extends your accreditation for yet another year. After the third year, your accreditation expires requiring you to submit a re-accreditation application.

NAFCC has implemented an annual update reminder schedule. However, I ask you to set up a reminder of your own. Do not depend solely on the NAFCC reminder. Your receipt of these reminders is dependent upon accurate contact information. Please make sure to keep NAFCC informed of any changes.

- Reminders will be sent via email and mail 3 months prior to your accreditation anniversary date.
- A letter will be mailed to you the month of your accreditation anniversary. The letter will emphasize the need for you to submit your annual update or call your accreditation specialist. A two month extension including a \$50 fee may be authorized for extenuating circumstances.
- If you fail to submit your annual update or call your specialist before 30 days after your anniversary date, you will be dropped as an accredited provider.

For additional information regarding the changes to the process or annual updates, visit our website. If you have questions please address them by email to accreditation@nafcc.org, or call your accreditation specialist.

Sincerely,

Eva Daniels

Director of Accreditation

1743 W. Alexander Street, Salt Lake City, Utah 84119

Phone: 801-886-2322 • Fax 801-886-2325 • Web Site: www.nafcc.org

2013 NAFCC Accreditation Updates

1. Quality Standards Update
2. Revised Accreditation Timeline
3. Name Change for Annual Renewals
4. Revised Criminal Background Check Requirements

1. Quality Standards for NAFCC Accreditation Update

In 2010, a Quality Standards Review Team was appointed by the NAFCC Accreditation Council to conduct a thorough examination of the Quality Standards, to review current research and best practices in the field, and to make recommendations for changes and additions to the Quality Standards. In 2011 an expert panel convened and suggested specific standards on childhood obesity prevention. The Quality Standards Review Team recommended the addition of seven new standards, as well as modifications to 12 currently existing standards. These changes will become effective January 1, 2013. Many of the changes, including the new standards, address childhood obesity prevention. Others are directly related to the safety and well-being of young children, including a standard specifically related to the new crib safety regulation recommended by the Consumer Product Safety Commission (CPSC).

As you review each of the following standards, think about what it will look like when you as a provider meet that standard, or how the providers you work with practice *many right ways*. Keep in mind that these standards have been written specifically to allow providers to meet needs in a variety of ways in a high quality family child care program.

Standard #	Standard	Benchmark Level
Updated 3.21	The provider takes the children outdoors for a total of at least 60 minutes per day, weather permitting (wind chill not below 20 degrees F or heat index not above 90 degrees F and not stormy) unless the neighborhood is not safe. During extreme temperatures children may go outside if dressed appropriately and for as long as they are comfortable. Whenever possible, children go outside 2 or more times per day.	3
Updated *3.52	Children are engaged in large motor activities for at least 30 minutes in each half day either indoors or outdoors. These activities may occur at one time or may be accumulated during each half day.	1
New *D1	Non-crawling babies spend short periods (three to five minutes) of supervised time on their tummies each half day when they are awake. Time may be increased as the baby shows that the activity is enjoyed.	2
Updated 3.79	If screen media is used, the provider assures the content is appropriate for the ages of the children. Screen media is free from violent, sexually explicit, stereotyped content (including cartoons) and advertising.	2

Standard #	Standard	Benchmark Level
Updated 3.80	If children use screen media, the provider limits their time of use to no more than 2 hours per week and for educational use or physical activities. Engaging alternative activities are offered to all children when screen media is offered.	2
New D2	Children under the age of 2 are discouraged from using screen media. Engaging alternative activities are offered when screen media is offered to older children.	3
Updated 3.81	If a computer is used by the children, the provider limits each child's computer time to no more than fifteen minutes at a time for a total of no more than the 2 hour-per-week screen media limit. When school-agers are engaged in an educational project or when children require the use of assistive technology, time using the computer may be extended.	4
New *S1	Children under the age of 3 are in the provider's line of sight at all times, except when she attends to her personal needs for up to 5 minutes. The provider assures the safety of all children while attending to her personal needs.	1
New *S2	Children age 3 and older may be out of the provider's line of sight for short periods of time, as long as the provider is close by and listens carefully to assure all children are safe.	1
New *S3	Children under the age of 6 are never inside or outside by themselves. When children are inside, the provider is inside. When children are outside, the provider is outside.	1
Updated *4.2	When children are sleeping <ul style="list-style-type: none"> • The provider can hear them (monitors are permitted) • The provider visually checks on babies under the age of 8 months every 15 minutes (visual monitors are not permitted as a substitute for a visual check) • The provider's own children may sleep in their own bed regardless of age. 	1
Updated *4.57	Cribs and portable cribs (full size and non-full size) used for babies have a date of manufacture label after June 28, 2011 or a Certificate of Compliance from the manufacturer. This does not apply to mesh/net/screen cribs, non-rigidly constructed cribs, cradles (both rocker and pendulum types), car beds, baby baskets, and bassinets which may be used.	1
Updated *4.74	Food, including breast milk is stored, prepared, and served to children in a safe and sanitary manner.	1
New S4	The provider supports the parent's choice to breastfeed by offering a place for on-site breastfeeding if needed.	3
Updated 4.79	Children are encouraged to drink water and it is available at all times. Cold-water faucets that are used for drinking or cooking are flushed for 30-60 seconds every morning before use or filtered water is used. Hot tap water is never used for cooking or for mixing infant formula.	3
Updated *4.81	Children always sit down to eat meals. Meals and snacks are not rushed nor are children forced to stay at the table for more than a few minutes after they have finished eating. There is no use of screen media during meal time.	4

Standard #	Standard	Benchmark Level
Updated 5.12	The provider has information about community resources that offer services to parents and children. These resources may include but are not limited to health, mental health, nutrition/fitness, child care resource and referral, special needs, care for infants including breast feeding supports, and child care subsidies.	4
Updated 5.19	The provider gives written policies to parents. Areas covered in written policies may include but are not limited to: Substitute care arrangement, persons authorized to pick up child, illness, medication administration, emergencies, guidance and discipline, developmentally appropriate learning activities, the use of screen media, parent participation and conference. If relevant, transportation, field trips, and religious activities and teaching are also included in written policies.	2
New *B1	If an assistant is left in charge of children in the provider's absence, she or he meets all the requirements of a substitute.	2

Updated Accreditation Terms

Age Groups – Age groups in NAFCC accreditation are defined in the following ways:

Babies – under the age of 1

Toddlers – age 1 and older and under the age of 3

Preschoolers – age 3 and older and under the age of 5

School-Agers – age 5 and older and under the age of 12

Ages - Ages in the standards are stated as either “age__and older,” or “under the age of__.”

Ex. Children age 3 and older. This applies beginning on the 3rd birthday.

Ex. Children under the age of 3. This applies until the 3rd birthday.

Screen media- any electronic device which has a screen for viewing TV, videos, DVD's, internet, or for playing games.

How Does This Affect You?

If you will be submitting an accreditation application after December 31, 2012, you will need to demonstrate that you are meeting the updated standards during your observation visit.

2. Revised Accreditation Timeline

A provider in the process of accreditation can now receive an accreditation decision as soon as 8 weeks earlier than is currently expected. The time from application submission to an accreditation decision has been reduced. Please see the following revised timeline to calculate when to submit an application, expect an observation visit, and receive accreditation.

NAFCC Receives Application by	Observation Takes Place (Candidate's Choice)	NAFCC Makes Accreditation Decision
January 31st	April or May	Typically within 8 weeks of receiving the observation materials from both the candidate and the observer.
February 28th	May or June	
March 31st	June or July	
April 30th	July or August	
May 31st	August or September	
June 30th	September or October	
July 31st	October or November	
August 31st	November or December	
September 30th	December or January	
October 31st	January or February	
November 30th	February or March	
December 31st	March or April	

How Does This Affect You?

If you will be submitting an accreditation application after December 31, 2012, you will have your observation visit and receive your accreditation decision according to the revised timeline.

3. Name Change for Annual Renewals

When providers become accredited, they agree to abide by the Quality Standards and to be measured against them with an annual integrity and compliance review. In 2009 NAFCC implemented the restructured accreditation process which included a new component - annual renewals. Annual renewals allow providers to demonstrate their ongoing commitment to high quality care by maintaining the eligibility requirements and meeting the standards through the quality improvement and professional development goals they have accomplished.

We have heard very positive comments about annual renewals since they were implemented. Providers report that annual renewals keep the Quality Standards fresh on their minds. Annual renewals drive them to continually improve. Annual renewals make preparing for re-accreditation a less complicated process because they keep current on eligibility requirements.

We have also heard many providers and accreditation facilitation project (AFP) staff suggest changing the name “annual renewal” to annual update. It is often confused with re-accreditation. It is believed that “update” is much clearer and is easier to understand.

We have listened to the overwhelming number of comments and after four years it is time to make a change. Annual renewals will now be known as **annual updates!**

We appreciate comments and suggestions which help to make the accreditation process clearer and easier to understand. Your voice can be heard by going to the accreditation drop down box on our website and clicking on “Ideas, Concerns, and Accolades”.

4. Accreditation Criminal Background Check Policy

Current NAFCC Policy

NAFCC currently requires family child care providers and co-providers seeking accreditation to obtain and submit to NAFCC a state criminal background check for the state they live in and an FBI Fingerprint background check. The intent is to ensure anyone having contact with children be screened for a prior history of criminal acts which could leave children enrolled in the family child care home at risk.

New Additional NAFCC Policy

In addition to the current policy, NAFCC is implementing additional criminal background check requirements.

1. Family child care providers are required to obtain and submit to NAFCC a state criminal background check and an FBI Fingerprint Identification Record every 3 years for ***assistants and substitutes***.
2. Family child care providers are required to obtain and submit to NAFCC a state criminal background check and an FBI Fingerprint Identification Record every 3 years for ***adults over age 18 years living in the family child care home***.

If the regulatory agency completes a state and an FBI Fingerprint criminal background check every three years or less for the provider, co-provider, assistants, substitutes, and adults over age 18 years living in the family child care home, a copy of the current family child care license verified by NAFCC to be in good standing, satisfies the criminal background check requirement.

If the regulatory agency does not complete one or more of these background checks within the 3 year timeframe, it is the provider’s responsibility to obtain them and submit them to NAFCC.

Instructions for Obtaining Criminal Background Checks

It is the family child care provider's responsibility to be informed of their state regulatory requirements regarding both state and FBI fingerprint criminal background checks.

- **State**

To find out how to obtain a state criminal background check, contact the local regulatory agency, law enforcement agency, or courthouse.

Once the provider receives the results, a copy must be submitted to NAFCC with the accreditation application or annual update.

- **FBI Fingerprint**

For information on obtaining an FBI Identification Record

- Call the FBI Criminal Justice Information Service Division at 304-625-3878 to request an information packet.
- Go to the FBI website at www.fbi.gov
 - Do a search for "Record Request"
 - It will pull up a page titled "Identification Record Request/Criminal Background Check"
 - Follow the instructions

Once the provider receives the results directly from the FBI, a copy must be submitted with the accreditation application or annual renewal.

How Does This Affect You?

If you will be submitting an accreditation application in 2013, you will have until your 1st year annual update (renewal) to meet the new additional criminal background check requirements.

If you will be submitting an application or annual update after December 31, 2013, you will need to meet the new additional criminal background check requirements at the time you submit your application or annual update.

MARK YOUR CALENDAR!!!



Annual Updates are due within 30 days before or after your accreditation anniversary date.

NAFCC Accreditation Annual Updates *At-a-Glance*

Annual updates are designed to strengthen commitment to maintaining the quality standards, encourage on-going professional development, and promote



Timely annual updates are required to maintain your accreditation status through the 3-year award period.

1st Annual Update

Due 1 year after you become accredited.

- ☒ Form
- ☐ Fees
- ☐ Membership
- ☐ Licensing Report
- ☐ Expired Docs
- ☐ QI & PD Reports
- ☐ Training

2nd Annual Update

Due 2 years after you become accredited.

- ☐ Form
- ☒ No Fees Due
- ☐ Membership
- ☐ Licensing Report
- ☐ Expired Docs
- ☐ QI & PD Reports
- ☐ Training

Anatomy of an Annual Update

Form

Reviewing the annual update form will help answer many of the questions you may have about the annual update requirement. The most current form is available at nafcc.org or by calling us at 801-886-2322. A complete form must be received with your annual update.

Fees

Members \$150
Non-Member \$225

Annual Renewal fees are due with the 1st year annual update.

If you originally paid the package fee your fees are already covered. If you are not sure call NAFCC.

Membership

NAFCC members receive discounted accreditation fees. Providers utilizing discounted fees are required to maintain a current membership status.

You can renew your membership on your annual update form in the payment section or online at nafcc.org.

Licensing Report

When providers become accredited NAFCC contacts their regulatory agency to ensure they are in good standing.

For annual updates NAFCC requests the provider to submit the report of their regulatory agency's most recent visit to ensure they remain in good standing.

QI & PD Reports

NAFCC Accreditation is designed to be a continuum of quality. One of the most rewarding aspects of annual updates is the opportunity to report your continued quality improvement (QI) and professional development (PD). The reports are due with each update. Review the annual update form for specific QI & PD Report requirements.

Expired Docs

You receive a list of the eligibility documentation with expiration dates for each document NAFCC has on file when you become accredited or complete an annual update. Refer to that checklist to determine what documents you will need to submit with your annual update. **TIP:** If your background checks will be expiring soon get started early to avoid delays in submitting a complete annual update.

Refer to Chapter 13 in the *Provider Guide* for more Annual Update information!

Training –Submit training taken since you became accredited with your 1st annual update. Submit training taken since you submitted you 1st annual update with your 2nd annual update. Then when it is time to re-accredit, submit training taken since you submitted your 2nd annual update. Refer to the training policy and include the NAFCC Training Record, which is available at nafcc.org or by calling NAFCC.

accreditation@nafcc.org • 801-886-2322 • www.nafcc.org