



GETTING STARTED

Child and Family Connection is here to assist you in becoming a professional family child care provider. We have prepared this packet of information to guide you through the initial steps to establishing your business. Please call us at 757-229-7940 with any questions.

EVERYONE IN THE HOME OVER THE AGE OF 18 MUST COMPLETE THE FOLLOWING INFORMATION:

CHILD PROTECTIVE SERVICES CENTRAL REGISTRY RELEASE OF INFORMATION CRIMINAL HISTORY RECORD SEARCH FORM SWORN STATEMENT TB TEST

1. **Complete the Child Protective Services Central Registry Release of Information** for each family member over 18. Mail the completed form with a payment to the address listed on the form. The form is also available to be printed using the following link: http://www.dss.virginia.gov/files/division/obi/childrens_facility_index/founded_cps_complaints/032-02-0151-07-eng.pdf When completing the form online, please include the following information in the MAIL REPLY TO: Child and Family Connection 312 Waller Mill Road Williamsburg, VA 23185 Contact Person: Amy Stutt 757-229-7940.
2. **Complete the Criminal History Record Search Form** for each family member over 18. Mail the completed form with payment to the address listed on the form. Please send the Release of Information Form for each person being searched to Child and Family Connection. The form (SP-230) is also available on the internet using the following link: <http://www.vsp.state.va.us/FormsPublications.shtm#CriminalHistory> Click on "Click here to create your request to be printed for mailing to the Virginia State Police (must mail in one form per request)." Click on SP-230 Criminal History and/or Sex Offender and Crimes Against Minors Name Search. Complete the form online and include the following information in the MAIL REPLY TO (AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST): Child and Family Connection Attention: Amy Stutt 312 Waller Mill Road Williamsburg, VA 23185.
3. **Complete the Sworn Statement form** for each family member over 18 and send to Child and Family Connection.
4. **Schedule a TB test** for each family member over 18 and have a doctor complete the enclosed form. Submit the form to Child and Family Connection.
5. **Call your local fire department for a home inspection.** Submit the completed form to Child and Family Connection.
6. When background checks are returned, a Child and Family Connection staff member will call you to schedule a health and safety home visit.
7. Contact your local Commissioner of Revenue to apply for a business license.
8. Virginia Department of Social Services requires all family child care providers to have **Infant/Child CPR and 4 hours of training** on child development or child health and safety **before you can receive subsidy payments.**
9. Child and Family Connection offers regular training to help you meet the necessary training requirements. Please contact the office to receive a current schedule.
10. Good Luck! Family Child Care is a service to the community and work that you can love doing in your home. Please call Child and Family Connection at 757-229-7940 if you have any questions.