

Facility ID# & Name _____
 Operator: _____

Written Plan of Care

Hours of Operation: _____ to _____

Date adopted: _____

All family child care home operators are required to develop and adopt a written plan of care for completing routine tasks; such as running errands, meeting family and personal demands, and attending classes. This ensures that routine tasks do not interfere with the care of children during hours of operation. This is required by Child Care Rule 10A NCAC 09 .1701(i).

NOTE: This plan of care must be given and explained to parents of children in care on or before the first day the child attends. Parents must sign a statement acknowledging the receipt and explanation of the plan. If the operator amends the plan, the operator must give written notice of the amendment to parents at least 30 days before the amended plan is implemented.

Part 1 Check the option that applies to your FCCH:

- I do not complete routine tasks while children are in care. If this changes I will develop a plan of care and give parents at least 30 days notice prior to implementation. *If you check this option, only complete part 3.*
- I will complete routine tasks while children are in care. Below is a schedule of routine tasks and typical times they are completed while children are in care. *If you check this option, complete part 2 and 3.*

Part 2 Complete Routine Tasks Schedule:

Fill in this information to reflect the most accurate days/times routines tasks typically occur.

Example →

Task/Destination	Plan of Care for children T = Transport S = Substitute caregiver	Frequency Weekly/Monthly	Departure Time	Return Time
Bank/BB&T – HWY 70	T	Tuesday	10:30 a.m.	11:30 a.m.

Note: Routine tasks listed above must also be included on the written schedule.

- List any additional caregiver(s) and/or substitute caregiver(s) that will care for children while you, the operator, complete routine tasks. These individuals must meet requirements for staff qualifications stated in Rule .1701.

- Specify how you will maintain compliance with transportation requirements specified in Rule.1723 when children are transported off premises to accompany you while completing routine tasks:

- Indicate how parents will be notified when children accompany you off premises for routine tasks not specified on the written schedule:

- Indicate any other steps that will be taken to ensure routine tasks do not interfere with the care of children during hours of operation:

Part 3 Signatures

I, the undersigned parent or guardian of _____ (child’s full name), do hereby state that I have read and received a copy of this family child care home’s Written Plan of Care and that the operator has discussed the plan of care with me.

Date of Child’s Enrollment: _____

Signature of Parent/Guardian: _____ Date: _____
 Signature of Operator: _____ Date: _____

Distribution: one signed copy to parent/guardian; signed copy in child’s facility record.