



Family Child Care Provider Handbook
Updated 01/2026

Dear Provider,

Welcome to Yolo Family Child Care Network Inc, a woman-owned small business located in Northern California. We are thrilled to have you join our network of dedicated family child care providers who are committed to providing high-quality care for children in our community.

At Yolo Family, we believe in fostering an environment of inclusion, equity, collaboration, and growth to enhance exceptional early care and education programs. Our philosophy centers around providing funding for eligible children in individual licensed family child care homes so that all children receive the best possible child care services.

As a provider with Yolo Family, you play a crucial role in shaping the lives of the children in your care. Your dedication, passion, and commitment to early childhood education are truly valued and appreciated. We are here to support you every step of the way as you provide a nurturing and enriching environment for children to learn and grow.

Thank you for choosing to be a part of Yolo Family Child Care Network Inc. We look forward to working together to create positive and meaningful experiences for the children and families in our community.

Sincerely,

Casey Johnson, M.A.
Executive Director
Yolo Family Child Care Network Inc.
info@YoloFamilyChildCareNetwork.com

Yolo Family Child Care Network Inc. (Yolo Family) is committed to ensuring that every child receives the best possible child care services. Our mission is to provide funding for eligible children in licensed family child care homes. We believe in respecting the uniqueness of each child, nurturing relationships, and providing holistic human development. Our guiding principles prioritize family culture and language, and integrate learning into every aspect of our work.

Yolo Family takes a two-pronged approach, supporting children and the providers who care for them. Yolo Family's goals for providers include the following:

1. Providers reflect the culture and languages of the children served.
2. Providers offer services during non-traditional hours.
3. Providers support the educational objectives of the children in their care.

Getting Started

1. Obtain a family child care home license from the California Department of Social Services. We can assist you in this process.
2. Our team will complete a health and safety checklist with you to ensure that your environment meets all necessary requirements.
3. We will help you with enrolling children and provide ongoing support in this area.
4. Our team will also assist you with meeting educational requirements, such as conducting DRDP observations, parent conferences, and improving the quality of your environment.

Throughout the year, we offer ongoing training, stipend opportunities, and material allocations to support your growth and development as a provider.

At the end of the year, we will conduct parent and provider surveys to gather feedback and set goals for continuous quality improvement.

Health and Safety

Refer to the health and safety guide below as a resource:

<https://cchp.ucsf.edu/sites/g/files/tkssra181/f/Preventive%20Health%20and%20Safety%20Curriculum%206th%20Edition%20Trainer%20May%2031%202024.pdf>

A health and safety checklist will be completed by a Yolo Family staff member early on to support safe and healthy learning environments.

Policies for Provider Participation (eligible providers)

Ages of Children Served: 0-13 years

Religious instruction or worship are not provided.

Families must complete all required forms and documentation prior to their child being enrolled.

Open Door Policy-families have access to the care environment when their children are in attendance.

Diaper Policy-each provider has their own policy for families to provide diapers.

Field Trip Policy- each provider maintains their own field trip policy.

Education Program

Each provider provides a licensed, safe, culturally, linguistically and developmentally appropriate environment for the children in their care. The Creative Curriculum for Family Child Care is available to providers along with support materials and training.

The Creative Curriculum for Family Child Care provides a family child care program like yours with exceptional resources that honor the unique nature of the learners in your program. Caregivers will have access to resources that instill a love of learning in children of all ages and strategies that will help them

- set up nurturing learning environments in their home;
- find a work-life balance; and
- honor the individual needs, strengths, and interests of the children in their care at various ages.

Receive guidance for setting up an engaging physical environment; establishing positive relationships with families; and integrating learning into routines such as meal time, rest time, going outdoors, reading aloud, hellos and goodbyes, and more.

Desired Results Developmental Profile (DRDP)

The Desired Results (DR) system is designed to improve the quality of programs and services provided to all children, birth through 12 years of age, who are enrolled in early care and education programs and before- and after-school programs, and their families. Desired Results are defined as conditions of well-being for children and families. Each desired result represents an overall outcome. The DR system was developed based on six Desired Results—four for children and two for their families.

DR1: Children are personally and socially competent

DR2: Children are effective learners

DR3: Children show physical and motor competence

DR4: Children are safe and healthy

DR5: Families support their child's learning and development

DR6: Families achieve their goals

The DR system implemented by the CDSS is a comprehensive approach that facilitates the achievement of the Desired Results identified for children and families. California is one of the few states in the nation that has developed a system designed specifically for measuring child progress toward desired outcomes. The system is aligned with the state's learning and development of The DRDP assessment instruments are designed for teachers to observe, document, and reflect on the learning, development, and progress of children, birth through 12 years of age, who are enrolled in early care and education programs and before-and after-school programs. The assessment results are intended to be used by the teacher to plan curriculum for individual children and groups of children and to guide continuous program improvement. Foundations for early care and education programs and the content standards for kindergarten.

Providers, in consultation with Yolo Family, use the DRDP to look at children's growth and development. The DRDP informs providers of a child's progress and provides information to plan for the child's learning activities with support from Yolo Family. Learning Genie is available to assist in the DRDP completion. Yolo Family will work closely with providers to complete the DRDP as outlined in the CHILD CARE BULLETIN (CCB) NO. 25-34. Please reach out to the Program Director for guidance on DRDP's including training needs, quality improvement and other educational components.

Parent Conferences

Providers, in collaboration with Yolo Family, must offer families two parent conferences annually. Yolo Family will work closely with providers to ensure support and timeliness are maintained. Parent Conferences take place twice a year. Providers meet with families in person or virtually to share DRDP results with families. Providers and families plan together on how to best meet the needs of the child.

The Parent Survey is designed to assist programs in gathering information from families about (1) the family members' satisfaction with their child's program and how it supports the child's learning and development; and (2) family members' perceptions of their progress toward reaching the two Desired Results identified for families. Families in the program are asked to complete the Parent Survey once a year and return it to their classroom. Families complete this survey anonymously to ensure that their opinions and concerns are kept confidential.

Screening: is designed to identify developmental delays during normal childhood

development.

Yolo Family provides the Ages and Stages Questionnaire (ASQ) to providers and families. The ASQ is the most accurate, family-friendly tool for screening children for developmental delays between one month and 5 1/2 years. It is scientifically valid and reliable and helps to elicit parent concerns which may point to autism. These screenings are available for enrolled families.

Ages and stages questionnaire screening is available online at no cost to enrolled families in your (provider) care. Yolo Family will facilitate this process.

The Family Childcare Environment Rating Scale is designed to assess family child care programs conducted in a provider's home for children from infancy through school-age.

Scale consists of 38 items organized into 7 subscales:

- Space and Furnishings
- Personal Care Routines
- Listening and Talking
- Activities
- Interaction
- Program Structure
- Parents and Provider

The Family Childcare Environment Rating Scale is required for yearly program self-evaluation.

Parent Involvement and Education includes:

- Communication is encouraged through direct email, text messages and phone calls.
- Ages and Stages Questionnaire developmental screeners available to families
- Open Door policy-parents are welcome anytime their children are in attendance
- Yolo Family Parent Advisory Committee

The Parent Orientation includes:

- Program Philosophy
- Program goals and objectives
- Program Activities
- Eligibility Criteria
- Enrollment Priority
- Family Fee requirements
- Due Process procedures

Yolo Family provides the Learning Genie App to support assessment and attendance needs.

Nutrition

Participating providers must be continuously enrolled in the CACFP program to ensure that children have nutritious meals and snacks during the time they are in the program. The meals and snacks are culturally and developmentally appropriate for the children being served and meet the nutritional requirements of the CACFP.

Professional Development

Yolo Family will provide and share professional development and training opportunities with providers through email, fliers and www.yolofamilychildcarenetwork.com.

The Yolo Family Community Support Center is located at 203 Court St. Woodland, CA 95695, by appointment.

Admission Procedure/Waitlist for Families

Families must complete a waitlist form on the Yolo Family website to begin the enrollment process.

Families must complete all required Yolo Family enrollment forms prior to receiving subsidized services.

Providers will receive a copy of the Notice of Action (NOA) once the subsidized enrollment is complete.

The provider is responsible for completion of all Community Child Care Licensing forms and maintaining a complete licensing file for each child.

Provider Agreement

Attendance

The adult must sign the child in and out each day by recording the time and full legal signature on the child's designated sign in/out sheet.

ABSENCE POLICY

Absences must be documented on the sign in/out sheet with the reason for absence and adult signature each day.

Excused Absences:

- *Illness of child*
- *Illness of parent*

- *Parenting time* (court order must be on file)
- *Betterment* (“In the best interest of the child”; time spent with visiting relatives, etc.) limited to 10 days per year (July-June)
- *Family Emergency* (scheduling conflict, transportation event, cultural/religious responsibility, natural disaster or event, mental health event, lack of resources (fuel, clothing, etc), unable to attend due to licensing requirements, confidential reason)

Unexcused Absences:

- Reason other than excused, No reason for absence
- No signature of parent or staff

Each day absent must have the reason and parent or provider signature.

Providers must report to Yolo Family Child Care Inc. by email when a child is absent for 7 consecutive days without notification from the parent.

Attendance Records

Yolo Family will supply the provider with a monthly sign in sheet for each child receiving subsidized care.

The provider must submit the original sign in sheets to Yolo Family Child Care Network Inc. by the 7th of each month. Late submissions may result in late processing which will result in late payments.

Attendance Records are reviewed by Yolo Family each month to ensure compliance with state regulations and Yolo Family Child Care Inc. policies. This includes, but is not limited to:

- A full signature of the parent/guardian or authorized adult must be provided daily, including exact in and out times. If a child is signed in and out for appointments or split shifts, the parent or designee's full signature is required each time.
- Children attending school must be signed in and out with the provider's initials and time.
- Attendance Records are not submitted for reimbursement until care is completed.
- Only pen in blue or black ink may be used to complete the Attendance Record. No pencil or whiteout is allowed.
- It is a violation of state regulations for providers to request pre- or post-signing of Attendance Records by parents.

Provider Payments

Yolo Family uses the Gusto payroll service to pay providers by direct deposit as independent contractors. Providers will receive an email from Gusto to complete their

account online. Providers will have full access to their payments, history and IRS forms through the Gusto portal.

The provider is an independent contractor and not an employee, agent, joint venture or partner of Yolo Family Child Care Network Inc. or the CDSS. The provider is not an employee for state or federal tax purposes and shall receive a 1099 tax form from Yolo Family Child Care Inc.

If Yolo Family Child Care Network Inc. is unable to process payment within 21 calendar days due to extenuating circumstances, the affected provider will be informed within 5 business days of Yolo Family Child Care Network Inc. learning about the situation causing the delay in reimbursement. Examples of extenuating circumstances comprise emergencies or malfunctions in the payment system.

Verification of monthly attendance: A complete and accurate record shall contain: the name of the child receiving services; the specific dates services were provided; the actual times the child entered and the times the child left care for each day services were provided and recorded daily; and signatures of both the provider and the parent at the end of each month, attesting under penalty of perjury that the information provided on the attendance record or invoice is accurate.

Provider Rates

INFANT: Under 2 years

PRESCHOOL: 3-5 years

SCHOOL AGE: 5+ years

Full-time care is defined as 25 or more hours per week.

Part-time care is defined as less than 25 hours per week.

The "Certified need for childcare" is defined as the number of days and hours of childcare and development services approved by Yolo Family on the NOA.

In the event of an overpayment, the provider agrees to the recovery of the overpayment. In the event of an underpayment, Yolo Family agrees to process the funds to the provider.

Yolo Family processes payments for care on a monthly basis. Direct deposits may take up to 5 days to process and may be delayed due to federal holidays. Adjustments based on the previous month's sign in sheets may be reconciled in subsequent months.

Independent Contractor

You are not an employee of Yolo Family Child Care Network Inc. You are an Independent Contractor or business owner who works for the parent who has chosen you to be his/her child care provider. Providers who participate in the Yolo Family Child Care Network Inc.'s program are not and will not become employees, partners, agents,

or principals of Yolo Family Child Care Network Inc. Providers are not entitled to the rights or benefits afforded to Yolo Family Child Care Network Inc. employees, including disability or unemployment insurance, worker's compensation, medical insurance, sick leave, or any other employee benefit. Yolo Family Child Care Network Inc. cannot function in any way as the provider's employer. For example, we cannot: Verify the provider's employment for anyone, Pay unemployment benefits, Be a reference for loans, housing, etc. Reimbursements to providers are made using state funds. These funds do not belong to Yolo Family Child Care Network Inc. Yolo Family Child Care Network Inc. is a contractor for the state and must follow the regulations and guidelines issued by the state in the distribution of these funds.

Tax Reporting Requirements

Yolo Family Child Care Network Inc. reports payments to providers who have been paid \$600 or more during the calendar year to both the Federal and State governments. By January 31st of each year, the providers will be sent a Form 1099 (statement of non-employee earnings) stating the total money received from Yolo Family Child Care Network Inc. during the calendar year. Copies of the Form 1099 are sent to the IRS (Federal government) and to the Franchise Tax Board (State government). The Form 1099 will be completed and mailed based on the information provided on the Form W-9 submitted by providers. Providers must ensure an updated W-9 is on file if any change is made in address, name, ownership, or tax identification number. Additionally, Yolo Family Child Care Network Inc. is required to report all independent contractors to the State Employment Development Department (EDD) for the purpose of child support enforcement.

Informing Providers of Changes

Yolo Family will notify providers with a copy of the NOA by email of any change in a family's schedule, reimbursement or eligibility.

Family Fees

Yolo Family is responsible for assessing and collecting required Family Fees from families. See the Family Fee Procedures and Delinquent Payments policies in the Yolo Family Parent Handbook for more information.

Reasons for Possible Termination of Provider Agreement

- Failure to maintain participation in the CACFP
- Repeated late, incomplete or delinquent sign in sheets and required documentation
- Violations from Community Care Licensing
- Unresolved Health and Safety concerns
- Other issues deemed to be inconsistent with the program

Grievance and Complaint Procedures

1. If the provider disagrees with an action, the provider may file a request for a hearing with Yolo Family within 14 calendar days of the date the action was received.
2. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the provider abandons the appeal process.
3. Within 10 calendar days following the receipt of the request for a hearing, the Yolo Family shall notify the provider of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the provider.
4. The hearing shall be conducted by an administrative staff person who shall be referred to as "the hearing officer." The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.
5. The provider or parent's authorized representative is required to attend the hearing. If the provider or the provider's authorized representative fails to appear at the hearing, the provider will be deemed to have abandoned his or her appeal.
6. Only persons directly affected by the hearing shall be allowed to attend.
7. Yolo Family shall arrange for the presence of an interpreter at the hearing, if one is requested by the provider.
8. The hearing officer shall explain to the provider the policy basis for the intended action.
9. During the hearing, the provider shall have an opportunity to explain the reason(s) they believe the Yolo Family's decision was incorrect. Yolo Family staff shall present any material facts omitted by the provider.

10. The hearing officer shall mail or deliver to the provider a written decision within 10 calendar days after the hearing.

Fraud Policy

The primary goal of this policy is to prevent, detect, and address instances of fraud related to subsidized childcare services, ensuring that resources are allocated fairly and efficiently to eligible families.

Reporting Responsibilities:

Providers must promptly report any changes in their circumstances that may affect their participation in the Yolo Family Child Care network,

Failure to report accurately may result in immediate suspension of participation.

Examples include, but not limited to. Hours and days of operation and licensing changes.

Any attempt to defraud or provide false information may result in immediate termination of participation in the Yolo Family Child Care Network.



Provider Health and Safety Policy

Updated 01/2026

Policy Statement:

At Yolo Family Child Care Network Inc., we are committed to ensuring that all children enrolled in our programs are provided with a safe and healthy environment. This reflects through California state licensing rules and regulations specific to Title 22, Division 12, Chapter 3. We prioritize the well-being of every child through our standards and dedication to maintaining the highest levels of health and safety in our services.

Policy Guidelines:

1. Health and Safety Standards:

- All providers must adhere to state and federal health and safety regulations, as well as any additional standards set forth by Yolo Family Child Care Network Inc.
- Regular training and updates on health and safety practices will be provided to all providers to ensure compliance and awareness of best practices.

2. Risk Assessment:

- Any provider that poses an immediate risk to the health, safety, and/or personal rights of children will be withdrawn.
- A risk may include, but is not limited to, unsafe physical environments, inadequate hygiene practices, or behaviors that threaten the emotional or physical well-being of children.

3. Enrollment Restrictions:

- Providers found to pose an immediate risk to the health and safety of children will not receive new enrollment by Yolo Family Child Care Network Inc. and currently enrolled children may be removed and placed with a different provider.
- This restriction applies to any individual who may directly interact with children or influence their care within the network.

4. Reporting and Investigation:

- Any concerns regarding health and safety risks must be reported immediately to the Yolo Family administration.
- All reports will be taken seriously and investigated thoroughly to ensure the safety of all children in our programs.

5. Continuous Improvement:

- Yolo Family Child Care Network Inc. is committed to continuously improving our health and safety practices. Feedback from providers, staff, and families is encouraged and will be used to enhance our policies and procedures.

Children's Rights:

Each child receiving services from a family child care home shall have certain rights that shall not be waived or abridged by the licensee regardless of consent or authorization from the child's authorized representative.

These rights include, but are not limited to, the following:

- To be treated with dignity in his/her personal relationship with staff and other persons.
- To receive safe, healthful, and comfortable accommodations, furnishings, and equipment.
- To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to: interference with eating, sleeping or toileting; or withholding shelter, clothing, medication or aids to physical functioning.

Providers who receive violations from Community Care Licensing may be immediately terminated from Yolo Family Child Care Network.

Overview Division of Responsibility

Agency: Yolo Family Child Care Network Inc.

Compliance with Title 5
CCTR FT&C's Contract
Financial/Audit Guidelines & Policies
Family Enrollment data files for program Eligibility
Child Development Permits

[California Code of Regulations - California Code of Regulations](#)
[Funding Terms and Conditions FY 2025-26.docx](#)
[Contractor Resources](#)

Direct Service Provider: Family Child Care Home Provider

Compliance with Title 22 CA Licensing
Family Enrollment data files for Licensing Requirements (Title 22 Section 102421)
Employee Files
Ratios and Capacity
Safety & Supervision
Indoor/Outdoor Environment
Policy and Procedures
Examples of Policy Types:
(1) Late Drop Off, (2) Transportation, and (3) Parent Volunteers

[Title 22 Regulations](#)

The Agency and Direct Service Provider shall collaborate on the following:

Positive Child Outcomes
Includes but not limited to:
DRDP implementation, ASQ's, and Parent Involvement
Provider Trainings and Resources

Approved by:

Casey Johnson, MA

9/24/2025

