



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

Dear Potential Voluntary Registration Family Day Home Applicant,

Thank you for your interest in applying for a certificate to operate a Voluntarily Registered family day home in Virginia. Becoming a childcare provider is an exciting and rewarding career. The Division of Licensing - Children's Programs (DOL-CP) and the Contract Agencies offer information on training, resources, and professional development opportunities. This information will be a valuable resource for you and your childcare business.

To help you decide if you are ready to open a Voluntarily Registered family day home, consider the following:

- Do you understand the definition of a voluntarily registered family day home?
“Voluntarily Registered Family Day Home (VR-FDH): Any person who maintains a family day home serving fewer than five children, exclusive of the provider's own children or any children who reside in the home, may apply for voluntary registration.” Anyone operating a family day home for 5-12 children must be licensed. It is illegal to operate a family day home that is required to be licensed without first obtaining a license
- How do you know if providing childcare is a good fit for you? Do you have:
 - a passion for the quality care and education of children;
 - the ability to provide a safe environment;
 - good physical and emotional health;
 - an understanding of children's developmental needs;
 - patience with children and their families;
 - good communication skills with staff, children, and their families;
 - the ability to understand good business practices; and
 - good organization skills?
- Have you read the *Voluntary Registration of Family Day Homes Requirements for Providers* https://www.dss.virginia.gov/files/division/licensing/vrfdh/intro_page/code_regulations/regulations/final_vr_reg.pdf. Are you prepared to maintain compliance with these requirements?
- Have you or any household member been convicted of a barrier crime?
http://www.dss.virginia.gov/files/division/licensing/cdc/intro_page/background_investigations/guidance_procedures/barrier_crimes_for_child_day_programs.pdf
- Are you and your household members ready to welcome inspectors, contract agency representatives, children, parents, and other visitors into your home during business hours, sometimes unannounced?

- Are you and your household members ready to modify areas of your home inside and outside so that it is a safe environment for children in your care?
- Are you aware of the personal and financial costs involved to start-up and maintain a family day home?
- Are you aware of your responsibilities as a mandated reporter of child abuse and neglect?

If you are ready to take the next step in the certification process, please begin with the *Steps to Apply for an Initial Voluntary Registration Certificate*.

The Division of Licensing Programs – Children’s Programs appreciates your efforts to provide childcare and education in our state. We look forward to working with you as you strive to provide quality childcare to families in your community. Please contact the VDSS licensing office or contract agency that serves your facility’s location if you have any questions or need more information. If you are unable to determine which agency is responsible for processing applications in your area or have additional questions, please contact Cynthia Carneal Heflin at 804-726-7140.