

Child Care Group Home Parent Handbook Outline

Statement of Services Checklist

R9-3-301.F.1.a-j

This checklist is designed to assist you in the development of your statement of services (parent handbook).

- a. **The name and contact telephone number of the provider**
- b. **The hours of operation of the child care group home**
- c. **Charges, fees, and payment requirements for child care services**
- d. **Whether medications are administered at the child care group home and, if so, a description of what the parent is required to give to the child care group home**
- e. **Whether enrolled children go on field trips under the supervision of a staff member**
- f. **Whether the child care group home provides transportation for enrolled children to or from school, a school bus stop, or other locations**
- g. **The mechanism by which a staff member will verify that an individual contacting the child care group home by telephone claiming to be the parent of an enrolled child is the enrolled child's parent**
- h. **A statement that a parent has access to the areas on the premises where the parent's enrolled child is receiving child care services**
- i. **A statement that inspection reports for the child care group home are available for review at the child care group home**
- j. **The local address and contact telephone number for the Department.**