

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care
FAMILY CHILD CARE PROVIDER GRANT PROGRAM
PROGRAM INFORMATION AND APPLICATION INSTRUCTIONS

What is the program's goal? The Maryland State Department of Education (MSDE) wishes to increase the number of registered family day care homes in Maryland. Therefore, the MSDE Office of Child Care (OCC) has received authorization to award grant funds to ease the financial burden of registration.

Who can apply? All registered child care providers can apply.

How much is a grant, and how can you use the funds? Grants are available for reimbursement of allowable expenses. The amount may not exceed \$500. An individual may receive only one grant.

How do I apply? You may get grant applications from the OCC Central Office by calling (410) 767-8959, or by contacting the OCC regional office in your area.

You must complete the following steps:

- 1) Fill out the grant application form. All expenses must be itemized on the application or a separate sheet of paper. Attach sales slips or other receipts (legible copies are preferred). Sales slips or receipts must match the expenses that are being requested for reimbursement.
- 2) Get the signature of your OCC regional office Licensing Specialist on the verification form.
- 3) Mail both forms and your receipts to the following address:

Office of Child Care
ATTN: Family Child Care Provider Grant Reimbursement Program
Maryland State Department of Education
200 W. Baltimore Street, 10th Floor
Baltimore, MD 21201

- 4) Incomplete applications will be returned. **Do I have to have approval?** Yes. The Office of Child Care will review your application. The following may be included among the factors considered in approving or disapproving your application:
 - Your compliance with registration requirements under Family Child Care Regulations,
 - The need for child care in your area,
 - Family income (priority will be given to low income applicants),
 - Your commitment to provide care, for a minimum of one year, to at least one child from one of the following priority groups:
 - children with special needs,
 - children subsidized by Maryland's Purchase-of-Care Program,
 - infants,
 - school age children.

Because of the heavy volume of requests, there may be some delay before you hear from us. We appreciate your patience during any waiting period that might occur. When your application has been approved or disapproved, we will notify you at once.

If you have any questions, please call the Office of Child Care at (410) 767-8959.

EXAMPLE OF APPROVED ITEMS FOR REIMBURSEMENT

CJIS criminal background check/fingerprinting
Inspections—such as fire, water, sewage, environmental, zoning

First Aid supplies—see attached list

Flashlight—only one necessary for first aid/fire inspection

Soap—only one required for first aid; fragrance free soap is considered a business expense

Disposal washcloths—may be a variety of items such as Handi-wipes or similar products (not baby wipes)

Triangle bandage 40" x 40"x64" – can be bandana, head scarf, muslin, regular slings, triangular

Medical/physicals including chest x-rays

Training—up to six hours for health and six for non-health

Cribs/playpens

Note: Contingent on Infant/Toddler capacity

Toys and shelving/containers to organize toys; outdoor toys such as balls, jump ropes, riding toys; Minor Home repair required by the Licensing Specialist (materials and labor)—such as gates; fences; hand railing; paint if the Licensing Specialist is concerned about peeling, chipping paint; door locks if had to replace key controlled dead bolts; light bulbs for refrigerator; etc. But not the equipment to do the repair—such as post-hole diggers, hammers, etc.

Baby safety gates

Safety latches, covers, hook & eyes, mini-blind latches, etc.

Arts and craft items for the children to use—such as crayons (not pencils), magic markers, coloring books, drawing paper, scissors, not coloring books.

Fire extinguisher and smoke detectors and batteries (carbon monoxide detectors are not required)

Strollers and car seats only if the provider is transporting children.

Fireproofing paint to pass fire inspection

Rabies shots for dogs/cats, but not other exam expenses

Sleeping Bags (up to eight)

Will pay for installation of smoke detectors

Bleach and spray container for sanitizing

Note: Check with Licensing Specialist for items not covered above that may be reimbursable.

FIRST AID SUPPLIES

	ITEM	USE
	Hype-allergenic Tape	To hold gauze bandages in place.
	Band-Aids (assorted sizes)	To cover and protect cuts and abrasions.
	Flexible Roller Gauze (2 rolls)	To hold gauze bandages in place.
	Disposable Gloves (latex or vinyl)	To protect person administering aide.
	Gauze pads (2" x 2" or 4" x 4")	To clean, cover and protect cuts and abrasions.
	Gauze Pad (large, thick size) or sanitary napkin	To control bleeding or cover large wounds.
	Ice Bag or Chemical Ice Pack	To control swelling when filled or activated.
	Soap (fragrance free)	To clean injured area.
	Operating Flashlight (may be small)	To check eyes, inside nose, throat and ears.
	Safety Pins	To secure sling in place.
	Scissors (blunt tip)	To cut gauze and bandages to size.
	Triangle bandage – pre-made or 40"x40"x64" piece of clean cotton cloth	To immobilize body parts as a sling or a tie for a splint, to hold dressings on large wounds.
	Thermometer or Fever Strip	To take body temperature. Do not take rectally.
	Tweezers	To remove splinters.
	Washcloths (disposable)	To clean injured area.
	Syrup of Ipecac (check expiration date for currency)	To be used <u>ONLY</u> at the direction of poison control.
	POISON CONTROL: (410) 528-7701 (Metropolitan Baltimore) or (800) 492-2414 (Maryland only, toll-free)	

First aid supplies are to be kept in a location which is convenient and easily accessible. All first aid items are to be maintained in a sufficient quantity for the size of the child care program. First aid supplies are to be available at the child care facility and on all field trips. It is recommended that coins for emergency phone calls and a pen/pencil and note pad for recording emergency events be available for use on field trips. Syrup of Ipecac is to be kept in a location inaccessible to children and is to be administered ONLY at the direction of poison control.

Family Day Care Provider Direct Grant Awards

Examples of Non-Approved Expenses

5/8/2001

Paper towels, toilet paper, bathroom soap
Cleaning supplies (mops, cleansers, etc.) and services
Linens, towels, wash cloths, etc.
Pillows (all types)
Rugs/carpets, including installation and cleaning
Furniture, except small furniture for children such as childrens tables or chairs, etc.
Lamps, lights and light bulbs (unless the bulb is for a refrigerator)
Shades, venetian blinds, draperies, curtians and their fixtures
Business expenses - folders for childrens records, staplers, paper clips, advertising, filing cabinets, wastebaskets, postage, money order/check fees, stationary (paper, letterhead, business cards, envelopes, etc.), pens, pencils, etc.
Insurance
Electronic devices - TV's, radios, VCR's, DVD players, stereos, Karaoke machines, PC's, printers, scanners, faxes, etc.
Videos, CD's and software, even if produced for children
Appliances (refrigerator, stove/range, microwave, vacuum cleaners, etc.)
Construction repairs/renovations not required by Licensing, Fire Prevention or the local building inspector
Garden material (mulch, wood chips, repairs to the lawn)
Large outdoor items such as swings, play centers, play houses, etc.

Children's clothing
Diapers, diaper bags and baby wipes
Disposable plates, bowls and utensils and children's dinnerware
Baby walkers and shoe stackers
Food items, including baby food and processors and food storage containers
Consumable goods (candy, canned foods, drinks, etc.)
Ace bandages
Frames to display registration certificates