

Applying for a DHS Family Child Care Home Registration

- Applicable Hawaii Administrative Rule: Chapter 891.1 Rules Governing Registration of Family Child Care Homes.
- Applicants must be in compliance with the zoning and building codes of their county.
- Applicants must complete the following:
 - A signed department application form;
 - Evidence of a satisfactory physical examination for all household members and children and TB clearance for all household members and children;
 - If applicable, written verification that family child care operations are known and allowed by landlords and properties that are governed by town association requirements;
 - Two letters of reference;
 - Satisfactory background checks for home caregivers, staff, and household members, including:
 - Adult abuse/neglect history check,
 - Child abuse/neglect history check, and
 - Criminal history check, including a federal fingerprint check.
- Upon receipt of the completed application and documents indicated above, a Child Care Licensing Worker will conduct a home visit to inspect the entire home in accordance with Chapter 891.1:
 - Children's files, including registration, emergency contact information, health records, and daily attendance records;
 - Disaster plan for emergencies;
 - Nutrition review for homes providing food service who are not participating in the federal USDA Child and Adult Care Food program;
 - Written operational policies that ensure the health and safety of children in care (e.g. transportation provisions, program provisions, daily activities, accident prevention policies and practices, emergency care provisions, provisions for administering medication, admissions of sick or special needs children, health consultation provisions);
 - Review personal health habits of the provider;
 - At least one caregiver on site with a current certificate in first aid and child CPR at all times during operational hours and a first-aid kit;
 - No environmental hazards that jeopardize the health and safety of children in care
 - Meets building codes and space requirements.
- Any deficiencies cited during the application and licensing process must be corrected prior to issuance of a certificate of registration.
- Once it is determined that the applicant is in full compliance with all of the registration rules, the Child Care Licensing Unit will issue a certificate of registration to operate a Family Child Care Home.

On-going registration:

- Once registered, any significant changes that occur in the Family Child Care Home must be reported to the Child Care Licensing Worker.
- Registration is valid for 1 year for those providers operating for less than 4 years, and then may be valid for 2 years if been operating longer than 4 years.
- During the 2-year registration period, at least two visits would be conducted per period, one announced “biennial” visit and one unannounced “off-year” visit.

Complaints:

- Any concerns about a child care home may be reported to the appropriate DHS child care licensing unit [here](#).
- The DHS child care licensing unit will determine whether there is a child care law or licensing rule violation that needs to be investigated.
- If an investigation is warranted, the child care licensing unit shall conduct an unannounced visit to the provider’s home or child care facility.
- If a complaint allegation concerns the abuse or neglect of a child, please contact the Department’s Child Abuse/Neglect Hotline at (808) 832-5300 for Oahu and Toll Free number from neighbor islands: 1-800-494-3991.
 - The Department’s child care licensing staff will conduct a joint investigation with the Child Welfare Services staff, if appropriate.