

Family Child Care Home Requirements

General Requirement:

- High School Diploma or GED
- At least 21 years of age
- Only care for children on the first floor or ground level
- Must have a working telephone

Before the consultant visits you must complete:

1. Home Occupations Permit: If you live in the Jacksonville City limits or the ETJ (1 mile radius around the city) you may obtain a permit at City for a one-time fee of \$25.00. Call Gary Ouellette at 938-5236. If you are a county resident contact Jim Jarman at 455-3661 Ext. 313. If you are required to obtain a County Zoning permit there will be a one-time fee of \$50.00. All permits must be posted by your license.
2. A signed letter of permission from your landlord if you are renting your home.
3. Fire Inspection (THIS IS AN ANNUAL REQUIREMENT):
 - City of Jacksonville Residents: Free for 1st visit, \$35.00 for each additional visit. Call the Fire Marshall at 938-5242 or 938-5215.
 - County Resident: \$40.00-Call the Code enforcement office at 347-6782 Ext. 310.

Prior to the inspection you will need to insure that the following is met:

1. You must have a working, mounted fire extinguisher rated 2-A: 10-B:C, 5lbs or larger, readily available.
 2. Unused outlets are covered and only listed extension cords are used for portable appliances and not as a substitute for permanent wiring.
 3. Smoke detectors are electric with battery back up and are interconnected, with a **minimum** of one installed in each bedroom and one in the primary childcare room.
 4. A fire evacuation route with exits marked is posted in a prominent place.
 5. You have a working telephone not dependent of electricity to function with emergency phone numbers posted nearby.
 6. Doors and windows in rooms used for sleeping open properly with little effort.
 7. All hallways, doorways, entrances, ramps, steps, and corridors are unobstructed, free of storage, and readily accessible.
 8. The interior finish of rooms used for daycare is restricted. Wood paneling may not be allowed unless it is rated.
 9. Electrical panels must have a clear space maintained in front of them.
 10. When you call to schedule your inspection ask about anything else that may be expected based on your specific home.
4. Proof of negative TB test: Must have been completed within the 12 months prior to receiving your license. You may obtain this from primary doctor or from the Health Department. The charge at the Health Department if \$10.00.
 5. CPR/First Aid course: Must have been completed within the 12 months prior to receiving your license. The following is a list of organizations who provide the courses:
 - American Red Cross 347-3581
 - NC Cooperative Extension 455-5873
 - Coastal Carolina Community College 938-6189