



Department of Early Education and Care

THE COMMONWEALTH OF MASSACHUSETTS

Family Child Care Licensing

POLICY STATEMENT: Child Care Records Required of Substitute FCC Licensee

Substitute care occurs when a child is placed in a different family child care (FCC) home for a temporary period of time due to the absence of the child's regular provider.

FCC licensees offering substitute care must obtain copies of all child care records required by 606 CMR 7.04(7)(a), except the child's date of admission and the records of medical examinations and immunizations required by 7.04(7)(a)13.

In accordance with 7.04(7)(b)5 a FCC substitute licensee must obtain a copy of the child's individual health care plan if applicable.

The substitute care licensee must obtain from the parents of children in care signed copies of all permissions or consents required by the regulations that authorize the substitute care provider (by name) and any EEC approved assistants in her family child care home to take the appropriate actions as specified on the consent form.