

SWORN STATEMENT BY THE REGISTERED FAMILY CHILD CARE (FCC) PROVIDER

Print Name: _____

Former name(s) used (*Maiden, Prior Married, etc*): _____

Social Security Number: _____ Date of birth: _____

Address (*No., Street*): _____

City: _____ State: _____ ZIP Code: _____ Phone Number: _____

**Please read the following statement and sign in the presence of a Notary Public.
Please note: A sworn statement must be completed for each person providing care.**

- I do not, and will not, provide child care services for more than four children at any given time for payment or compensation;
- I have never had a child care license or certificate revoked, dropped for cause, or removed in this state or any other state or jurisdiction;
- I will maintain and provide verification of current training and certification in first aid and infant/child cardiopulmonary resuscitation (CPR);
- No one living in the home where care is provided who is 18 years of age or older, nor any of my employees, is awaiting trial, been convicted of committing or attempting to commit, or has committed any of the criminal offenses listed in A.R.S. §41-1758.03 and A.R.S § 41-1758.07 (see enclosed Certification Statement, CC-201) in this state or similar criminal offenses in any other state or jurisdiction;
- If firearms are located on my premises, they are stored separately from ammunition under key or combination lock;
- If a pool is located on my premises, it is enclosed as defined in A.R.S. §36-1681, sections A, B, and C. (*A handout is available to further explain pool safety requirements*);
- I have not, nor has any person living in the home where care is provided who is 18 years of age or older, nor any employee, had a child abuse/neglect investigation which:
 - a) has been substantiated by Department of Child Safety (DCS) or a law enforcement agency in this or any other state or jurisdiction;
 - b) would disqualify me from being certified as a family child care provider by the Arizona Department of Economic Security as defined in A.R.S. § 46-807. (*A handout is available to further explain certification and fingerprinting standards*).

I, _____ hereby certify under penalty of perjury, that the information above is true and correct to the best of my knowledge and belief, and if any of this information changes, I will immediately contact Child Care Resource and Referral (CCR&R) at 1-800-308-9000 to report the changes and amend this sworn statement.

FCC Provider Signature: _____ Date: _____

Please note: *The date signed by the Provider must match the date of the Notary's signature.*

State of Arizona

County of _____

Subscribed and sworn or affirmed and acknowledged before me this _____ day of _____, _____.

Commission expiration date

Notary Public

If you have any questions about this statement, please call: (520) 325-5778 or 1 (800) 308-9000

Please return completed statement to:

Child & Family Resources, Inc.
Child Care Resource & Referral
2800 E Broadway BLVD
Tucson, AZ 85716

COMPLAINT POLICIES

The Child Care Resource & Referral Program (CCR&R) has a procedure for handling complaints about child care providers. When CCR&R receives a complaint, it will be handled as follows:

CHILD ABUSE OR NEGLECT

All callers to CCR&R to report suspected child abuse or neglect will be referred immediately to the Central Intake Unit of the Arizona Department of Child Safety by calling the Arizona Child Abuse Hotline at 1-888-SOS-CHILD (1-888-767-2445) or the local Police or Sheriff's Department in your area.

REGISTERED PROVIDERS WITH CCR&R

If someone calls CCR&R to submit a complaint about a child care provider who is registered with CCR&R, CCR&R will take the complaint in writing. CCR&R does not investigate complaints. CCR&R will mail the provider a written copy of the complaint, although in certain situations complaints are forwarded to DES for resolution. The complaint form has a space for the provider to respond to the complaint. If the response is mailed back to CCR&R, it will be filed with the original complaint. Both the complaint and response will be available at the CCR&R office for public review. Copies of complaints may also be mailed to consumers.

DES, DHS, and CACFP PROVIDERS

If someone calls CCR&R to submit a complaint about a child care provider who is regulated by the Department of Economic Security (DES) or the Department of Health Services (DHS), CCR&R will refer the caller to the appropriate agency who will handle the complaint. DHS child care facility inspection reports can be found at <http://www.azdhs.gov/als/childcare/index.htm> Complaints on Child and Adult Care Food Program (CACFP) homes will be forwarded to the Arizona Department of Education for resolution by its sponsoring agencies.

CCR&R SERVICE

Complaints or concerns regarding service received from CCR&R staff will be forwarded to the Program Director or the Regional Director. The concern will be documented and include the complainant's name, address, telephone number and nature of the complaint. The Program Director will review the complaint and complete a plan of action or response. The complaint and response will be filed in the Program Director's office.