



Karen B. Salmon, Ph.D.
State Superintendent of Schools

December 2, 2020

Dear Parent and Provider,

The Maryland Child Care Scholarship (CCS) Program has revised the Informal Child Care Procedures to ensure the health and safety of children in this care type. These changes are effective beginning January 1, 2021. There are requirements you need to prepare now to be in compliance for informal care.

In accordance with COMAR 13A.16.10, all care types shall:

“ . . . (a) Establish procedures for: (i) Evacuating the center/care location, including an evacuation route; (ii) Relocating staff and children to a designated safe site; (iii) Sheltering in place in the event that evacuation is not feasible; (iv) Notifying parents of children in care; and (v) Addressing the individual needs of children, including children with special needs . . . ”

Changes to the Informal Provider Procedures include:

A. Revision of Forms

New and revised forms to submit:

- New – [Emergency Preparedness Plan \(EPP\) Form](#)
- New – [Emergency Care & Medication Authorization \(ECMA\) Form](#)
- Revised – [Health & Safety Standards & Child Care Provider Agreement](#)

When to complete and submit:

- Must be completed **now (see below)** for all currently active informal providers;
- Must be completed as part of the Informal Provider Child Care Application, before any Informal Provider can be approved;
- Must be completed with each Informal Provider Renewal Application (relative care and non-relative care), before an Informal Provider’s renewal can be approved.

Please complete and return these forms now.

B. An Emergency Preparedness Plan (EPP)

Every Informal Provider is required to develop an Emergency Preparedness Plan with the parent. This includes completion and submission of the EPP Form and the creation and maintenance of an Emergency Ready-to-Go Pack.

The EPP Plan includes areas such as:

- **Shelter in Place, Lockdown, & Evacuation**
- **Emergency Ready-to-Go Pack**
 - Includes a **Disaster Supply Kit**
 - Includes all **Emergency Documents**

When to prepare your [Emergency Preparedness Plan](#) and [Emergency Ready-to-Go Pack](#):

- Must be prepared **now (see below)** for all currently active informal providers;
- Reviewed before approval of any Informal Provider Application (new and renewal applications);
- Fully stock and maintain the Disaster Supply Kit with enough supplies for each child in care. Include any needed medications. See the EPP Form for details.

Please create your EPP Plan and Emergency Ready-to-Go Pack now.

C. Virtual Inspections

Starting December 1, 2020, MSDE will conduct Virtual Inspections of the informal care location. Inspections, virtual or onsite, will occur prior to Provider approval, at renewals, and through unannounced inspections. MSDE will also provide virtual technical assistance by appointment, if needed.

Scheduling your first Virtual Inspection:

- Note – All currently active informal providers are required to have and pass their first Virtual Inspection no later than February 28, 2021.
- Once your forms noted above are received by MSDE, you will be contacted to schedule a virtual inspection;
- The Emergency Ready-to-Go Pack is included in this inspection.

All Criminal Background Check and Child Protective Services clearances, and a completed Informal Provider Application Packet must be received and approved by MSDE before the scheduling of a Virtual Inspection.

Please prepare now for your Virtual Inspection.

D. CPR Training

Cardiopulmonary resuscitation (CPR) training through the American Heart Association, or a program with equivalent standards, which is appropriate to all child age groups is required of all informal providers. All currently active informal providers are required to be **CPR certified by June 30, 2021.**

Parents and providers are required to meet these expectations to continue using the informal child care option. The Child Care Scholarship Program will only accept completed and signed forms. Please complete and submit the forms enclosed to informalcare.msde@maryland.gov by February 30, 2021 to prevent termination of your informal child care payments.

Register today!

Need Help?
Join us for an online training on the new Informal Provider approval requirements.
Register at:
<https://earlychildhood.marylandpublicschools.org/informal-provider-new-procedures-training>

Wednesday, December 16 3:00 pm – 5:00 pm	choose one session	Thursday, December 17 12:00 pm – 2:00 pm
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Forms to participate in the Child Care Scholarship Program are available at Money4ChildCare.com. Informal Provider forms can be requested from CCS Central at 1-866-243-8796 or at ccscentral@conduent.com.

Visit Money4ChildCare.com to view an instructional presentation on the Emergency Preparedness Plan Form and the new regulations.

Thank you in advance for your cooperation,

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