



*A Child Care Resource and Referral Agency*

## **Recruitment/Listing Policy and Procedures**

The Children's Resource Center does not license, endorse, or recommend any particular form of child care or provider. As long as the provider or program is operating legally, we will recruit, list, and support them with our CRC services. These services include our family referral database service, technical assistance and training, newsletters, and our Lending Library.

The CRC is open to providers without regard to race, ethnicity, gender, handicap, and national origin. Legal child care providers include licensed child care centers, licensed family child care homes, non-regulated but legally operating child care programs, such as half day centers, unlicensed family child care homes caring for one or two children, in-home caregivers, and nannies.

Since the CRC does not license, endorse, or recommend any provider or program, families are encouraged to thoroughly investigate each possible child care arrangement. CRC staff provides checklists, brochures, and information to families to help with this screening process.

All providers and/or programs wanting to list with the CRC must complete a Child Care Provider Questionnaire which follow NCCCR&R Network data requirements. These forms are kept in our office and the information is transferred to our database and made available to families seeking child care. Child Care Provider Questionnaires are renewed annually and updated quarterly by phone. Providers are encouraged to call CRC staff any time there is a change to their program so our database and information are accurate.

New providers are visited by CRC staff and given our introduction packet which includes a welcome letter, Mission Statement, Family Referral Policy and Procedures, Recruitment/Listing Policy and Procedures, Complaint Policy, information brochures, and our Family Intake Form.

The services, programs, activities, and employment practices of The CRC are available to all people regardless of race, color, national origin, religion, age, sex, handicap, or political affiliation. A Smart Start Agency Funded through the Catawba County Partnership for Children.

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