



NAFCC
National Association for Family Child Care

So, You Want to Host a Site Visit: A Guide for Family Child Care Educators

www.nafcc.org



Introduction

Hosting a congressional member in your family child care home is a powerful way to advocate for your community's needs. This guide will help you prepare for a successful visit, from making initial contact with a local, state, or congressional office to ensuring a positive experience during the visit.

1. Making Contact

How to Contact Local, State, and Congressional Offices:

- **Research Contacts:** Start by visiting the official websites of your local, state, and federal representatives. These sites usually have a “Contact” or “Schedule a Meeting” section.
- **Email for Scheduling:** Look for the specific email address or online form dedicated to scheduling requests. If this information isn’t available online, call the office directly to inquire.
- **Building Relationships:** Begin by establishing a relationship with staffers. Often, a visit from a staff member can be the first step toward securing a visit from the elected official.

Sample Invitation Email:

- **Subject:** Inviting You to a Site Visit – Home-based Family Child Care Program

Include in Your Email:

- Your program’s logo
- The number of years you have been in the field
- Any involvement in state associations or other groups with their constituents
- The number of children and families you have impacted
- A brief description of what the visit would entail and the importance of their support



2. Optics and Environment

First Impressions:

- Ensure your home is clean, organized, and welcoming. The environment should reflect the professionalism and quality of care you provide.

Safety and Comfort:

- Double-check that all safety protocols are in place. Ensure children are comfortable and familiar with the idea of a visitor.

3. Storytelling

Personal Narrative:

- Be ready to share your journey as a family child care educator. Focus on why you started, the challenges you've faced, and your successes.

Impact Stories:

- Highlight specific stories that demonstrate the positive impact your care has had on children and families.



4. Legal Considerations

Parent Permissions:

- Obtain written consent from parents or guardians for the congressional member's presence and any associated media coverage.

Privacy:

- Be mindful of privacy concerns; avoid sharing children's full names or personal details without explicit permission.

5. Materials and Presentation

Printed Materials:

- Prepare a folder with key information, including:
- A 1-page overview of your family child care program
- The NAFCC Impact Report, highlighting the broader impact of family child care
- Information about the Child and Adult Care Food Program (CACFP)
- Your legislative asks, clearly outlining the support you need from the congressional member

Visual Aids:

- Consider displaying photos or charts that visually represent your program's successes.



6. During the Visit

Introduce the Children:

- If appropriate and with parental consent, allow the congressional member to interact with the children.

Tour of the Facility:

- Give a guided tour of your home and explain how each area supports the children's learning and development.

Q&A:

- Be prepared to answer questions about your program, your challenges, and the needs of your community.

7. Post-Visit Follow-Up

Thank-You Note:

- Send a personalized thank-you note to the congressional member, reiterating your key points and providing any additional information they may have requested.

Follow-Up Materials:

- Provide any additional materials or information that was discussed during the visit.

Conclusion

Hosting a site visit is an excellent opportunity to make a lasting impression and advocate for the needs of family child care providers. Proper preparation is key to ensuring your story is heard and that the visit has a meaningful impact.