

Dear _____,

Thank you for your interest in starting your own family child care business! Quality child care is still greatly needed as parents continue to work and support their families. We have enclosed a packet of information that will be helpful as you make steps towards registration.

An application will be mailed to your address given directly from the Office of Children and Family Services after completing your **Child Day Care Orientation**. A flyer is enclosed with the steps to complete the family child care registration process. You will have an opportunity to ask questions specific to your application as well as the family child care business with a one on one meeting with the **Registration Coordinator**.

We have included a list of **frequently asked questions** that will help guide you as you complete your registration. Please feel free to contact our agency if you have questions. We are available Monday-Friday, from 9:00am-4:30pm.

Good luck and welcome to the Child Care Profession!

Sincerely,

Feel free to checkout our website for other information,
www.cfresources.org

or

Email us at our general email box, cfr.info@cfresources.org

2/19/2020



Steps to Family Child Care

Below is a checklist to assist you in becoming a Registered or Licensed Provider. These steps progress in the most natural order, however, some things may be taking place at the same time. Use this as a guide in starting your business.

Step 1:

☐ In order to obtain an application to apply for a child care program license or registration, you will first need to complete the **New York State Child Day Care Orientation** located on the Office of Children and Family Services website @ www.ocfs.ny.gov/main/childcare/infoforproviders.asp.

Are you going to pursue this career path? If so, upon completion of the New York State Child Day Care Orientation you will find the link to request the Child Care Application which you should receive within 2-3 weeks.

Step 2:

☐ Family Day Care Applicants, please **call** our office to schedule an appointment to meet with our **Registration Coordinator, Andrea Bedette @ 315-568-0945, x2403** upon receiving your application booklet. Andrea will provide you with a **Threshold Checklist** which **must be completed** with your application. She will also provide you with **OCFS-6000 Packet-Comprehensive Background Clearance** documents. At this time, you will also be assigned a Registrar, who will work you through the registration process.

For Group Family Day Care Contact: Rochester Regional Office, Division of Child Care Services, Licensing Representative at 585-238-8531.

My Registrar or Licensors Name is: _____

Your Facility ID# is listed at the bottom of each page of your application booklet.

My Application Booklet or Facility ID# is: _____

Step 3:

☐ Complete Family/Group Day Care Application documents listed on the **Threshold Checklist and Criminal Background Clearance** documents then submit all documents to your assigned Registrar or Licensors.

☐ **Fingerprinting:** Refer to form OCFS-4930 from your **OCFS-6000 Packet-Comprehensive Background Clearance** for scheduling fingerprinting. Fingerprinting may only occur **after the submission** of your Family/Group Day Care Application to your Registrar or Licensors.

STEP 4:

☐ You will receive a letter of **acknowledgement** from your Registrar or Licensors upon submission of your application documents. The letter will be mailed to you within 5 to 10 days of receipt. If you have not received this acknowledgement, please contact your Registrar or Licensors.

Step 5:

☐ **Family Child Care 101. Contact Director of Operations, Heather Fiero @ 315-536-1134, x2306** to discuss class availability and payment process for Family Child Care 101 (FCC 101). FCC 101 (30 hours of training) includes the required 15-hour **Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider**, and an additional 15 hours including the required CPR & First Aid Certification and remaining topic areas you will need.

There is a **\$40** registration fee required **before** attending **Family Child Care 101**.

\$525 class costs for Family Child Care 101 includes:

Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider (Sessions 1-6) \$250

CPR/FA Certification (Sessions 7-8) \$125

Topic Areas (Sessions 9-11) \$150

See Step 7 to register for the 15-hour Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider.

See Step 6 if you need assistance to cover the cost of this training.

Step 6:

☐ **Contact Grant Manager, Tracy Travis at 315-536-1134, x2314** to discuss options for assistance. You may be eligible for a **Health and Safety Start-Up Grant** in the amount of **\$500. \$250** towards Health & Safety Training Sessions 1-6. **\$250** towards items you will need for your program. **Limited Availability.**

You may also be eligible for the **Potential Provider Package** to help cover the **\$125** for Sessions 7-8 and **\$150** for Sessions 9-11. **Limited Availability.**

☐ **Submit** Health and Safety Start-Up Grant Application (Blue Form) to Tracy Travis @ 263 Lake Street, Penn Yan, NY 14527. Grant Application Submitted on: _____.

Health and Safety Training received prior to the issuance of the registration or license, may be applied to the initial fifteen (15) hours of training received within twelve (12) months of registration or licensing. If you do not become registered or licensed within two years of successfully completing the Health and Safety Training, **the training must be repeated.**

Step 7:

NY State requires an online registration process for the Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider.

☐ **Create** an Early Childhood Education Training Program (ECETP) Account @ www.ecetp.pdp.albany.edu
You will receive a verification link to complete your account set-up and will need to enter personal contact information.

My User ID is: _____ Password: _____

- ☐ Click on 'My Registration' to log-in using ID and password
- ☐ Click on purple box 'Apply Health & Safety or MAT Training'
- ☐ Select 'Health & Safety'
- ☐ Select 'Rochester Region'
- ☐ Select your desired class (Will show Child & Family Resources, Trainer's Name and Training Dates). All organizations offering the training will be listed. Be sure you have selected the correct date AND organization
- ☐ Click 'Apply' to request a seat in that class

After applying for a seat in our training, you will be contacted by Heather Fiero to discuss confirmation of registration, payment arrangements and due dates.

My Training Dates: _____ Time: _____ Place: _____

☐ Registration Fees submitted on: _____ Class fees submitted on: _____.

STEP: 8

☐ **Work** on completing the rest of your Family or Group Family Child Care Application.

REMEMBER you must submit all application documents within 90-days after the submission of required Threshold documents. The application may include required inspections for radon, water and fuel burning systems, and meeting building requirements. These take time to complete and therefore should be addressed within the first 30-days your application is in process.

If you need longer than 90-days to complete your application, you must communicate this **immediately** to your Registrar, (Ontario, Seneca, Yates FDC) or your licensing representative at the Rochester Regional Office (Ontario, Seneca, Yates GFDC). If you have difficulty with a form, ask for assistance from your registrar/licensor.

☐ Work on completing your selection of grant items needed with the Grant Manager, 315-536-1134, ext.2314

☐ Work on completing your Family Child Care 101 Training

When you have completed the Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider (sessions 1-6) you will be able to print a copy of the **"Health & Safety Competency" Certificate** on the ECEPT website using your User ID and password.

☐ Submit a **copy of the Health & Safety Competency certificate to your Registrar/Licensing Rep** in order to complete your registration and keep a copy for your on-site business file. If you completed training with Child & Family Resources and do not have access to a printer please contact our office for assistance.

STEP 9:

☐ Your registrar/licensing representative and fire & safety representative will also contact you about your **registration/licensing inspections**. If you need any additional items or repairs for your home as a result of these inspections, and you would like the Start-Up Grant to cover these additional items, you must contact the Grant Manager.

My Initial Registration inspection date is: _____

My Initial Fire & Safety inspection date is: _____

STEP 10:

☐ Once you have submitted all required application documents and have taken care of any safety issues as a result of your registration/licensing inspections, you will be notified by the Regional Office of approval or denial of your application.

STEP 11:

☐ When you receive your official signed registration/license certificate, please **notify Child and Family Resources at 315-568-0945** so that you may be entered into our referral database and connected to other support services.

FREQUENTLY ASKED QUESTIONS...

Where do I mail my Family Child Care Application?

Group Family Homes & Centers

REGIONAL MANAGER
NYS OCFS – Division of Child Care Services
259 MONROE AVENUE - 3RD FL. RM. 301
ROCHESTER, NY 14607

Ontario, Seneca and Yates Counties – Family Homes, School Age Child Care Center

Registration Coordinator
Child & Family Resources, Inc.
115 Fall Street
Seneca Falls, NY 13148



Who Regulates and Enforces Child Care Programs?

The NYS Office of Children & Family Services –
Division of Child Care Services
www.ocfs.state.ny.us

Who do I call if I need help filling out my application?

All Group Family Day Care applicants may contact the Rochester Regional Office – Division of Child Care Services at **585-238-8531**

Family Day Care and School-Age Child Care Center applicants may contact the Registrar at Child & Family Resources, Inc.

Ontario County **(315) 781-1491**
Seneca County **(315) 568-0945**
Yates County **(315) 536-1134**

Where can I go to get my fingerprinting done?

Please contact Live Scan for finger printing for both yourself, any household family members over the age of 18, substitute, assistant, or alternate provider. Individuals that need to have fingerprints taken need to schedule an appointment by going to <https://uenroll.identogo.com/workflows/15441v> or by calling 1-877-472-6915. Please be sure to take completed finger print request form, OCFS 4930 to your appointment.



What can I expect from my Registrar or Licensing Rep?

- ☒ A response to your application when it is received and if information is missing or incomplete. If you have mailed your application and have not had a response within 2 weeks, it is a good idea to call the appropriate office listed. It is also a good idea to mail your application with a return receipt. Always make copies of what you are mailing! Many of the forms are required to be kept in your home as well.
- ☒ An initial inspection before you are approved for registration. This visit is arranged by the provider, the Regional Office Rep or Registrar and the Fire & Safety Representative.
- ☒ Each Family Child Care Home is inspected once per year or as needed.
- ☒ An inspection if there has been a complaint regarding the number of children in your care, conditions of the home or environment that threaten the well-being of the children in your care, etc.
- ☒ Request for a "corrective action plan" if your child care business is found to be out of compliance.

Where do I mail my Health & Safety Grant Application?

263 Lake St., Penn Yan, NY 14527
Attn: Grant Manager



- ☒ H&S Grant Applications are accepted by Child & Family Resources before or after you turned in your Family Child Care application to the appropriate agency.
- ☒ Low income providers are given first priority
- ☒ If you have a special need as required by your inspection the grant may cover some of the costs

How much should I charge parents for my services?

Caregivers were surveyed to determine a market rate. Each county has a designated market rate for Registered Family Child Care depending on the ages of children and the number of hours you provide care. Providers are responsible for determining the rate that best meets their program needs. This is a very good tool for setting your rates. These rates are also the maximum paid by the Department of Social Services for children in their Child Care Subsidy reimbursement program. You cannot charge subsidized children higher rates than self-paying parents. Rate information is available at any of our centers or at www.cfresources.org.

How long will it take to complete my application process?

You have 90 days from the date of submission of the threshold checklist documents to turn in the remainder of your application. Applicants, who complete forms, fingerprinting, etc. in a timely manner, will complete the process more quickly. If you feel it will take longer than the 90 days to complete and turn in your application, please communicate this with your licensing representative or registrar.

I've heard that some providers use contracts. Are they required?



It's a good idea to use a contract - as all businesses should. A good contract and set of policies will create a great start to effective communication between you and the parents. Expectations determined ahead of time will decrease the number of conflicts over fees, hours, paydays, vacations, sick time, termination etc. We do have sample contracts for your review as well as offer Contract and Policy training sessions.

Where can I get the required Health & Safety Training needed before I become registered and how much does it cost?

Child & Family Resources has certified trainers for this training. Health and Safety Training is a total of 15 hours. The fee for this training is \$250 per person and can be paid in full at time of registration or can be subsidized by a Health & Safety Grant. Contact the Director of Operations at 315-536-1134, ext. 2306 for the next available dates (or see our training catalog online at www.cfresources.org).

Am I required to have Liability Insurance for my business?

Child Care regulations do not require liability insurance; however your homeowners or renters policy may require an additional attachment. In some instances, certain carriers will not cover a home that also runs as a child care business. Always contact your carrier regarding your policy to find out what is best for your needs. If you rent, be sure that you have permission from your landlord to run a business on the property as well as what may be covered under his/her policy. We do have some samples of liability insurance carriers for family child care.

Will having a pool prevent me from becoming registered? If not, can day care children use my private pool?



Alyssa's Law requires that all registered or licensed homes have barriers preventing children's access to pools and/or bodies of water. If this applies to your home it is important that you communicate with your licensing rep or registrar. Your environment will be inspected by a Fire/Safety Inspector from the Regional Office to determine compliance needs.

Family child care providers who wish to allow children to use their private pool must submit a "Pool Plan" to their rep or registrar before using with children. Use of fill and drain wading pools is prohibited.

Can I administer medications to children?

According to state law and child care regulations providers wishing to give medications, other than topical lotions, gels, ointments etc., MUST be MAT Certified. For further information, contact our Health Care Consultant, at 585-613-5783.