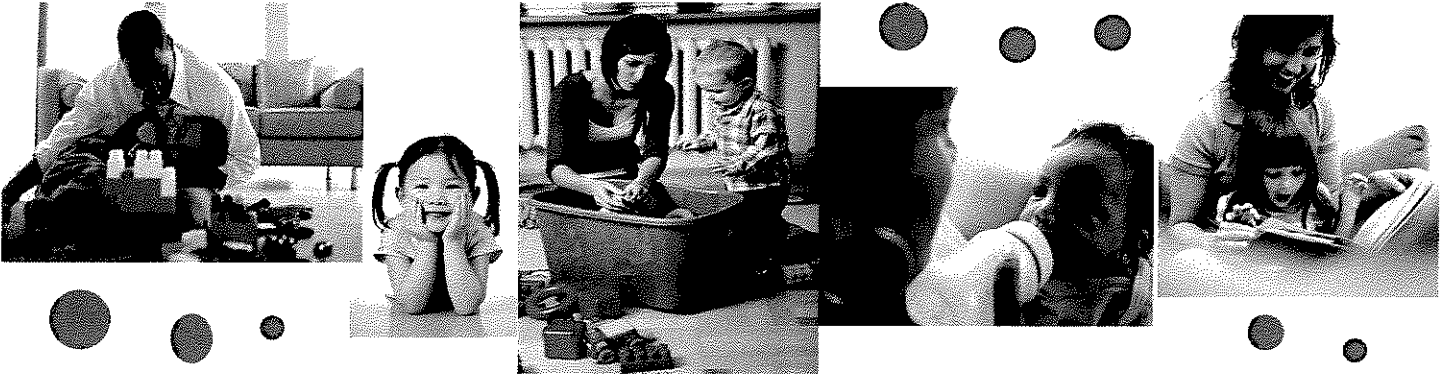


Child Care Council of Ulster County



Welcome to the Professional World of Child Care!

Dear Prospective Childcare Provider,

Thank you for your interest in providing quality, legal childcare in your home. There are several options you may consider depending on the number of children you wish to care for in your home. Please review the information within this packet. It includes information on types of legal childcare in NYS, requirements for providing legal childcare in your home, application timelines, advantages of becoming a childcare provider, basic business operations and developmentally appropriate programming.

We look forward to working with you and helping you provide quality childcare to the children of our community.

The Child Care Council Staff

Types of Legal Childcare in New York State

A Legally Exempt provider is a non-regulated provider caring for no more than 2 non-relative children in his/her own home full time or more than 2 non-relative children for less than 3 hours per day.

A Registered Family Day Care provider may care for 3-5 children (if any are under 2 yrs of age), or 3-6 children (if all children are over 2 yrs of age), plus an additional 2 school-age children in his/her own home. A *registration* from NYS/OCFS is required to care for more than 2 non-related children.

A Group Family Day Care provider may care for a maximum of 10 children (if any are under 2 yrs of age) or a maximum of 12 children (if all are over 2 yrs of age), plus an additional 2 school age children in his/her own home. A *license* from NYS/OCFS is required to care for this number of children.

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Websites to check out:

- www.ocfs.state.ny.us
- www.familyofwoodstockinc.org
- www.naeyc.org
- www.tsg.suny.edu
- www.voicelsea.org
- www.irs.gov
- www.tax.state.ny.us

Requirements to become a Family Day Care Provider

Home Safety Requirements:

- Two exits
- Adequate space for children in care
- A working telephone
- Fire extinguishers
- Smoke detectors
- Two sinks
- Proof of inspection of any fireplace, gas space heater, or wood/coal stove
- Test of private water source
- Test of any environmental hazards
- Outside play area
- Floor plans of entire home

Personal Information that may need to be submitted:

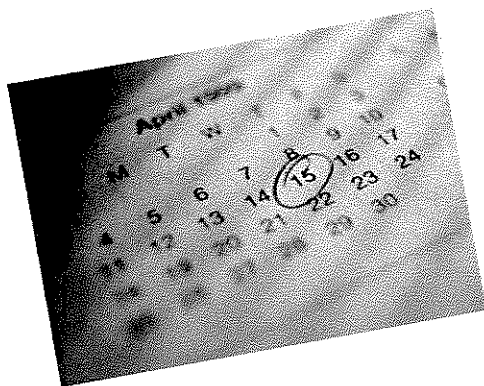
- Be 18 years of age or older
- NYS OCFS Family Day Care Initial Application
- Medical statement of good health for you and all household members
- SCR clearance for all individuals 18 years and older
- Criminal History Background check for all individuals 18 years and older
- Personal and employment references

Training Requirements (for NYS OCFS Applicants):

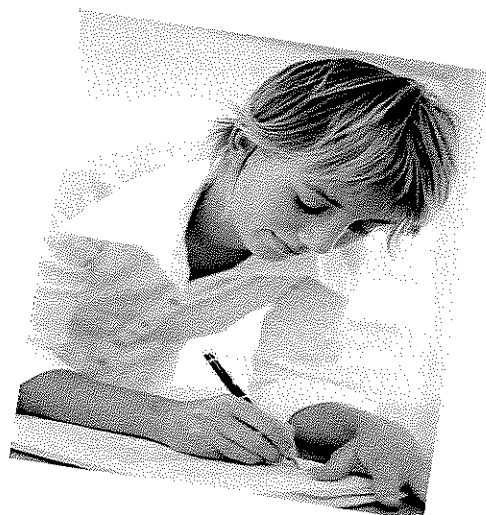
- Health & Safety Competencies for Becoming a Family or Group Family Day Care Provider (15 hr. course \$250.00-reimbursement of \$235.00 available to those that qualify)

Inspection Requirements:

- Pre-inspection of home to check home compliance with NYS/OCFS requirements



You have 90 days to complete the application process.



Family Day Care Application Timeline

Abbreviations to become familiar with:

NYS-New York State

OCFS-Office of Children and Family Services

FDC-Family Day Care

GFDC-Group Family Day Care

SCR-State Central Register

CCCU-Child Care Council of Ulster

SSL-Social Service Law

CACFP-Child and Adult Food Program

MAT- Medication Administration Training

You have 90 days to submit all required paperwork, complete training, and to be in compliance of all NYS regulations. A timeline has been developed to help you keep on track.

- Contact the Child Care Council of Ulster for an NYS/OCFS Family Day Care Application.
- Read the NYS/OCFS Family Day Care Regulations (available at www.ocfs.state.ny.us)
- Start completing application
- Make appointments for you and all household members for a physical (the primary care provider will need a TB test conducted)
- Complete fingerprints and State Central Register Clearance (SCR) (call CCCU for fingerprint appointment)
- Register for the Health & Safety Competencies class (call CCCU for schedule)
- Review inspection checklist (available at www.familyofwoodstockinc.org)
- Keep in contact with the CCCU staff at 845-331-7080 or cccouncil@familyofwoodstockinc.org

Call the Child Care Council of Ulster for an Information Session being held near you.

Advantages to providing family day care in your home

- You are your own boss and can make your own decisions.
- You have direct contact with your clients.
- You have a small start up investment in comparison to many other types of businesses.
- You provide a service which is greatly needed.
- You grow professionally as an early childhood educator, caregiver, and business professional.
- You avoid clothing, food, and transportation expenses related to a job outside of the home.

- You are able to care for your own children, participate in their early care education, and supervise their after school activities.
- You have the opportunity to create job security and an income for yourself.
- You may select the hours and days you wish to work.
- You have the choice as to what ages of children you serve.
- You have the opportunity to be creative, develop your own ideas, and to do something you really enjoy.

- You have the personal satisfaction and sense of achievement that comes with doing a good job in a business you have developed yourself.



“You provide a service which is greatly needed.”

Basic Business Practices

Successful FDC providers run their enterprises on a business-like basis. With children, they are empathetic and caring. In running their businesses, they are efficient and organized. This information is to be used as a reference, not as legal or financial advice. We suggest you discuss all your business practices with an attorney an/or accountant.

-A person starting a business should be aware of local laws. Fortunately, there are no zoning laws that pertain to in-home family day care businesses (SSL section 390). To receive more information call the CCCU.

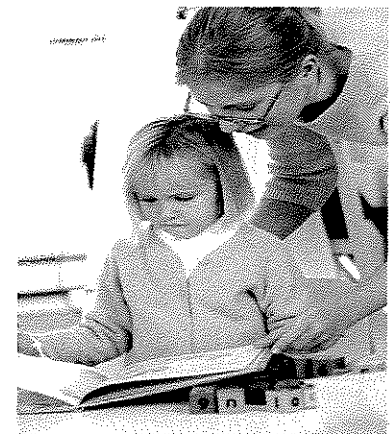
- If you plan to conduct business under a name other than your own, you must register the name with the County Clerk Office (845-340-3288).
- For Tax Information contact 1-800-462-8100 or www.tax.state.ny.us
- To receive a Federal Employer Identification Number (EIN) call 1-800-829-1040 or to apply online: www.irs.gov/businesses/small
- FDC Liability Insurance is not required, but is recommended.
- Memberships to professional organizations are available and recommended to expand your professional image.



Planning Your Program

Part of your planning is to think about your program and activities that will be provided. Your program needs to have a daily plan of activities. To have a successful program you will need various materials, toys, equipment, projects, and open space available for the children in care. Planning is essential to avoid boredom and to increase learning opportunities. Your daily program will be essential to your professional success and pleasure. If children are bored, not

only are they missing developmental opportunities, but also they have more discipline problems and are fussier. With a focused age appropriate program, you and your children in care will look forward to the time spent together and enjoy the learning they will experience each and every day with you! For assistance with your program planning contact the CCCU staff for program samples, information and literature.



Provider Perks



As a registered or licensed FDC/GFDC provider you may be eligible for many business and programming perks.



A **Lending Library** is available at the CCCU. It has many books, DVD/VHS tapes, music cassettes for borrowing. The books include business practices, curriculum ideas, and nutrition to enhance your business and program.



Loan Closet items are available to borrow at the CCCU. We have many items your FDC/GFDC business may need for a short time. Items may include nap mats, cribs, strollers, highchairs, booster seats, water tables, and various toys.



Small **grants** are available on a limited basis to gain or maintain compliance of the NYS/OCFS regulations.



CCCU will add your business and program information to the childcare **referral list** for parents looking for childcare in your area.



CCCU has **Health Care Consultants** available free of charge to assist you in the process to obtain certification to administer medication. Classes and grant applications are available for those providers interested in administering medication to childcare children. You must successfully complete a MAT class, CPR, First Aid and have a home visit from a Health Care Consultant to administer medication.



Child and Adult Food Program (CACFP) is available to all registered or licensed FDC/GFDC providers. This program enables providers to serve nutritious meals without passing on the cost to working parents. CACFP nutrition trainings are free to CACFP participants.



Training opportunities are available at CCCU. Our trainings are low cost, convenient to your program hours, informative, and fun! Call for a current training schedule and newsletter.



Our **friendly staff** is available for assistance during office hours or by appointment, over the phone, by email, or in person.

Child Care Council of Ulster County

Location: 39 John Street
Kingston, NY 12401

Mailing: PO Box 3718
Kingston, NY 12402

Phone: 845-331-7080

Fax: 845-331-0526

Email: cccouncil@familyofwoodstockinc.org

Web: www.familyofwoodstockinc.org

Office hours: Monday-Thursday 8 am-5 pm
Friday 8 am- 4 pm
or by appointment

Mission statement: To expand the supply of affordable, quality child care. We believe that developmentally appropriate child care provided in a center or family day care setting strengthens and enriches family life, gives children opportunities to develop their full potential, and enables parents to be more efficient and productive knowing their children are well cared for.

The Child Care Council of Ulster County is a program of Family of Woodstock, Inc. A United Way Agency.

