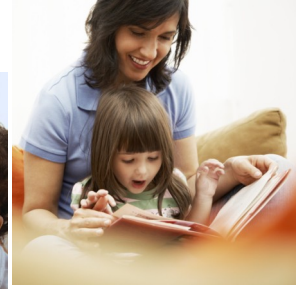


Family of Woodstock's Child Care Council

Serving Columbia, Greene & Ulster Counties



Welcome to the Professional World of Child Care!

Dear Prospective Childcare Provider,

Thank you for your interest in providing quality, legal child care 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 child care in NYS, requirements for providing legal child care in your home, application timelines, advantages of becoming a child care provider, basic business operations and developmentally appropriate programming.

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

Family of Woodstock's Child Care Council Staff

Types of Legal Childcare in New York State

Legally Exempt is care that is non-regulated while caring for 2 or less non-relative children in his/her own home full time or more than 2 non-relative children for less than 3 hours per day.

Family Day Care is care for 3-6 children, 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.

Group Family Day Care is care for a maximum of 12 children, plus an additional 4 school age children in his/her own home.

A *license* from NYS/OCFS is required to care for this number of children.

Websites to checkout:

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



Mission Statement:

To promote the development of high quality, affordable, accessible, available early care and learning opportunities in Columbia, Greene & Ulster Counties; supporting the growth and development of young children by developing state and local collaborations and partnerships and by providing leadership which increases the awareness and addresses the needs of families and children birth through 12 years of age.

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
- Carbon monoxide detector
- 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, including radon gas
- 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
- Criminal background check for all individuals 18 years and older
- Child Abuse History background check for all individuals 18 years or older (\$25)
- Personal and employment references

Training Requirements (for NYS OCFS Applicants):

- Health & Safety Competencies for Becoming a Family or Group Family Day Care Provider (approximately \$250)
- CPR (infant/child/adult) and First Aid certification (\$ fee varies)

Inspection Requirements:

- Inspection of home to check compliance with NYS/OCFS requirements



You have 90 days to complete the application process.



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

SSL-Social Service Law

CACFP-Child and Adult Food Program

MAT- Medication Administration Training

FOWCCC- Family of Woodstock's Child Care Council

Family Day Care Application Timeline

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 FOWCCC 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 on site provider will need a TB test conducted)
- Complete fingerprints and State Central Register Clearance (SCR)
- Register for the Health & Safety Competencies class (call FOWCCC for schedule)
- Review inspection checklist (available at www.familyofwoodstockinc.org)
- Keep in contact with FOWCCC staff at 845-331-7080 (Ulster) or 518-822-1944 (Columbia & Greene) or by email at ccouncil@familyofwoodstockinc.org



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 FOWCCC.

-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 FOWCCC 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. 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. 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 educational toys.



Grants may be available to gain or maintain compliance of the NYS/OCFS regulations.



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



FOWCCC 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 and legally exempt providers caring for children in the providers home. 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 FOWCCC. Our trainings are low cost, convenient to your program hours, informative, and fun! Call or check our website 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 serving 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

Child Care Council serving Columbia & Greene

Location: 160 Fairview Plaza Suite 207
Hudson, NY 12534

Phone: 518-822-1944

Fax: 518-822-8233

Email: cccouncil@familyofwoodstockinc.org

Web: www.familyofwoodstockinc.org

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

