



CHILD CARE COUNCIL

Serving Columbia, Greene and Ulster Counties

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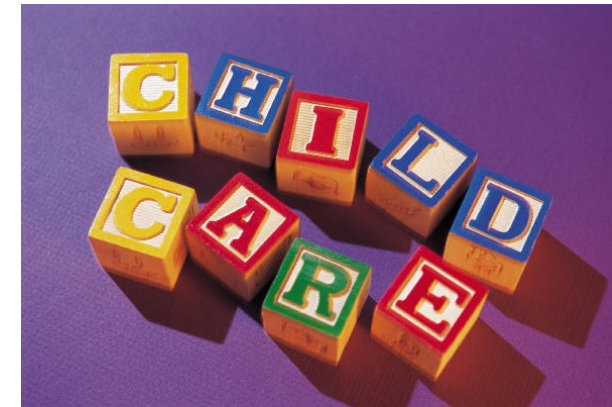


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SUZANNE HOLDRIDGE

Administration and Business Management of Your Child Care Program



ESTABLISHING POLICIES, PAPERWORK AND ADHERING
TO REGULATIONS IN A CHILD CARE SETTING

Publish Date: 2013/2014

What's inside:

- *Regulations: Ensuring Compliance*
- *Preparing for the Inspection*
- *Systems for Record-Keeping*
- *Contracts, Policies, and Procedures*

Welcome to the wonderful world of child care!

You have embarked on a rewarding, yet occasionally challenging profession of providing quality child care and programming to the children and families in your community. As a child care provider, it's not just about interacting with the children—it's also about seeing yourself as a small business owner. You have all the responsibilities of business record management and adhering to the regulatory requirements, as well as establishing contracts and policies that go along with running your own business. This tip sheet will assist you in thinking of things to include in contracts and policies that will be shared with the parents of the children you're caring for, as well as ensuring you are following the NYS Office of Children and Family Services Child Care Regulations.

The NYS OCFS Child Care Regulations were put in place to protect you and the children in your care. These regulations are designed to promote the health, safety, and development of children enrolled in your child care program, as well as assist you in establishing the foundation of your child care program.

Remember, it is your responsibility to maintain compliance with the day care regulations, and also to establish policies, procedures, and practices that will

engage children in developmentally appropriate practices while maintaining the health and safety of all children in your care. Once you establish the practices that you want to engage in, you can set up your parent and/or staff handbook and enrollment policies. By reviewing the day care regulations, you can incorporate them into your programming so you can ensure compliance and offer a high-quality program.

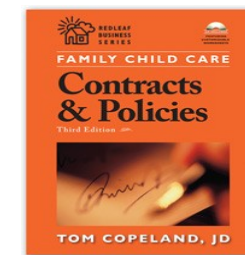


Regulations

The NYS Child Care Regulations put NYS Social Services Law 390 into practice. Regulated child care programs in NYS have regulations specific to the modality of care. All modalities, including Day Care Centers (DCC), School Age Child Care (SACC), Family Child Care (FDC), and Group Family Child Care (GFDC), are subject to Part 413 Definitions. Each individual modality has its own regulation part: Part 418 DCC, Part 414 SACC, Part 417 FDC, and Part 416 GFDC. All parts have 15 sections that are required to be followed. Section 15 is Management and Administration, and is a good section to review when preparing for an inspection. This section describes the conditions that need to be followed, and what paperwork is expected to be onsite for review by the registrar/licensor. When the registrar/licensor performs an inspection, a citation is issued if any of these requirements are not met.



Family Day Care Provider Handbook
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Family Child Care Contracts & Policies
Tom Copeland, JD



www.familyofwoodstockinc.org



<http://ocfs.ny.gov/main/>

New York State
Legislature

<http://public.leginfo.state.ny.us/LAWSSEAF.cgi?QUERYTYPE=LAWS+&QUERYDATA=%%SOS390%%@TXSOS0390+&LIST=LAW+&BROWSER=EXPLORER+&TOKEN=34016782+&TARGET=VIEW>

Mission Statement:

To support the community by expanding and promoting high quality Child Care that meets the needs of children & their families.

Visit our website www.familyofwoodstockinc.org

Conclusion

Child care providers have a challenging, yet rewarding task of providing high quality child care to the children of our communities. There is more to this profession than simply playing with children. The child care provider is a small business owner, and as such, is tasked with business management duties as well as providing safe, fun, quality programming to our children. The provider responsibilities may run the gamut from documentation of various required paperwork, to observing children in their surroundings to assist with program planning, to developing fun, playful activities while maintaining the health and safety of all children in care. All this in addition to ensuring compliance with NYS Child Care regulations! It can be daunting, but with some assistance from your licensor or registrar, and support from your local Child Care Resource and Referral office, you can develop the high quality program you strive to provide our communities with.



Activities that foster creativity



Play that encourages large motor skills



Responsive care giving



The perfect balance
between home business
and care giving



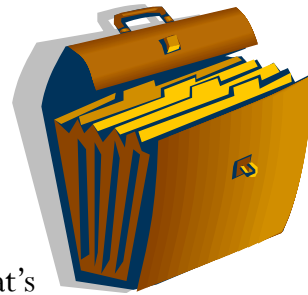
Paperwork and Preparing for the Inspection

Registrars will have access to records that you can not share with anyone else without parental permission. Here is a list of what you need to have on file, readily accessible when they come to your home:

- copy of the evacuation plan
- approved health care plan
- list of the names, addresses, gender and birth date of each child enrolled in your program (blue cards)
- list of parents' names, addresses, telephone numbers and places where they can be reached in an emergency (blue cards)
- list of the names and addresses of the people authorized to take the child from your home (on the blue cards)
- daily attendance records
- children's health records (medical statement for children not yet enrolled in kindergarten or higher grade and immunization records for all enrolled children)
- parental consent for emergency medical treatment
- record of illness, injuries and any indications of child abuse or maltreatment
- If MAT Certified, the name and dosage of any medication used by a child and the frequency of administration of such medication
- health statements for yourself and any alternate provider completed within the 12 months before the renewal is due and any household members
- plan of program activities
- list of alternate providers and substitutes who are available to care for the children when you must be absent
- documentation of completed training during the current registration/licensing period
- copy of the environmental hazards form and radon test results (if applicable)
- copy of your fuel burning inspection form (if applicable)
- private water supply test results form (if applicable)
- copy of the local police and fire departments or the county sheriff notification form
- FDC registration or GFDC license
- monthly fire drill record
- shelter-in-place drill record
- daily schedule (documenting arrival and departure times of each caregiver, employee or volunteer)
- visitor's log and policy
- transportation policy
- napping agreement for each child in care
- current CPR/1st Aid certification for each caregiver, substitute, assistant, alternate provider
- school age parental permission to be outside the provider's direct supervision for 15 minutes
- provider's policy book

Systems for Record Keeping

We all know how important record-keeping is for staying organized in all aspects of our lives. It is important as a child care provider to institute some system for keeping track of your business. There are several systems out there that are available, but you need to choose the best one for your specific needs. How do you figure out what's going to work for you? First of all, look at the set up of your program: are you in a home-based program, where you need to have access to these files upon request from your registrar/licensor, or are you in a center-based program that may have a separate area for files, such as the director's office? Keep in mind that the children need to be under direct supervision at all times, so if you are an on-site provider with no approved substitute, assistant or alternate provider available, your files need to be readily accessible, while still maintaining supervision of the children.



There are certain items that need to be on site that you also use every day, so you should think of a location to keep these items so they are handy and readily accessible. These items include daily attendance sheets, daily health checks, fire drills, observations of children, medication administration logs, visitor logs, menu plans, and daily activities. Keep in mind that these items should be available for parents to review, so perhaps having a parent board or welcome center established would be helpful in meeting this need. If you have a message board or an area specified as a message center established, parents would know to go to this area at drop-off and pick-up times to review the program plan and meal plan for the day. You could also use this area to post information about day care hours, vacations, upcoming field trips, and any other pertinent information parents need to know. This space could also be used to post children's crafts and activities they did for the day, that can be sent home with the child at the end of the day. Perhaps you could set up individual children's cubbies where information could be stored for parents to review.

Whatever form of storage or system for record-keeping you choose to adopt in your program, make sure it works for your individual program set up. What works for one program may not work for yours, so look at what option will be the easiest for you to maintain, while still maintaining oversight of the children and compliance with the regulations. You can also set up a system that's not only functional, but fun as well! Parent message centers or boards can be a great place to showcase some of your programming by allowing the children to decorate the area with their artwork! It can be a fun area that children can be proud of, as well as an informative area for parents.

Establishing Contracts, Policies, and Procedures

As a small business owner, it is important to have a signed contract with the parent of each child in your care. It is best practice, and now regulatory, to have program policies that are required to be shared with parents. To make the regulatory portion of this requirement easier, it is a recommendation to formulate a policy book, where you describe the type of program you are offering and the procedures that you follow in order to provide a quality child care program. There should be a separate contract that is signed by the provider and parent, as well as a separate policy book. The contract is defined as the service you are providing in exchange for payment from the parent for that service. A contract is something that both parties agree to follow and can be negotiable; a policy book is a description of the policies and procedures you follow that are non-negotiable. These are the things you do during the day, much of which is regulatory in nature, and are required to be followed. The following items to include in your policy book are required by the NYS regulations to be shared with parents:



- Program and parent responsibilities
- Admission and disenrollment policies
- Notification of accidents, serious injuries and incidents
- Behavior management plan
- Evacuation plan
- Program activities
- Health policies
- Actions taken in the event a child isn't picked up as scheduled
- Meal arrangements
- Materials available on the child abuse and maltreatment procedures
- How to access the NYS Child Care Regulations
- Contact information for the Office, including the Child Care Complaint Line
- Transportation policy
- Written notification that there is a firearm, shotgun, rifle, or ammunition on the premises



There is much information to review when establishing your policies and procedures, and what to include in your contract. Please refer to the separate tip sheet on contracts and policies for more information.