



CHILD CARE COUNCIL

Serving Columbia, Greene and Ulster Counties

Child Care Council Staff:

Team Leader - Carroll Sisco, (845) 331-7080, ext. 131

Ulster Physical Location: 39 John Street, Kingston, NY 12401

Ulster Mailing Address: PO Box 3718 Kingston, NY 12402

Phone: 845-331-7080 Fax: 845-331-0526

cccouncil@familyofwoodstockinc.org

Ulster County Staff: (845) 331-7080

Hours: Monday-Thursday, 8am–5pm & Fridays, 8am - 4pm

Program Directors - Kerry Wolfeil, ext. 133

Assistant Program Director - Penny Dombrowski, ext. 132

Registrars - Bonnie Kudlacik, ext. 138 and Diann Keyser, ext. 135

Parent Counselor - Jessica Markle, ext. 126

Food Program - Cindy Eggers, ext.130 and Tamar Reed ext. 137

Legally Exempt Enrollment - Penny Dombrowski, ext. 132 and Tamar Reed, ext. 137

Trainings - Diann Keyser, ext. 135

Reception - Margie Knox

Columbia & Greene County Staff (518) 822-1944

HOURS: Monday-Thursday, 8am–4pm & Fridays, 8am - 3pm

Columbia/Greene Location: 160 Fairview Ave. Suite 207 Hudson, NY 12534

Phone: 518-822-1944 Fax: 518-822-8233

ccccg@familyofwoodstockinc.org

Program Director - Cheryl Brush-Elsinger, ext. 105

Assistant Program Director - Suzanne Holdridge, ext. 101

Registrars - Suzanne Holdridge, ext. 101 and Carey Braidt, ext. 103

Parent Counselor - Kristin Scafe, ext. 104

Food Program - Carey Braidt, ext. 103

Trainings - Carey Braidt, ext. 103

Legally Exempt Enrollment - Laurie Vogel, ext. 102



Funded by :

NYS Office of Children & Family Services , USDA Child and Adult Care Food Program , The United Way, National Assoc. of Child Care Resource & Referral

KERRY WOLFEIL

Becoming a Legally Exempt Child Care Provider



TURN YOUR LOVE OF CHILDREN INTO A CAREER

2013/2014

What's inside:

- *Subsidy Tips*
- *Activities Corner*
- *Training Opportunities*
- *Advantages of becoming a Registered/ Licensed Provider*

Types of Legal In-Home Child Care in New York State

Legally Exempt Care:

Is a non-regulated program caring for 2 or less non-relative children in his/her 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 this number of 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.

DSS Day Care Subsidy Unit Tips

- Be sure you have approval letters for each child in your care receiving subsidy funds.
- Be sure you are providing care for only the approved days/hours listed.
- Send in your billing packet, complete and on time. If sending through the mail be sure you have the appropriate postage.
- Stay within your legal capacity. (refer to the front cover Legally Exempt Care)
- Keep an open communication with the parents. Set up a meeting to discuss any issues with parents after care hours.
- Keep records of parent fees that have been received. You must give a record of all payments to parents at the end of the year for tax purposes.
- Be sure parents complete their renewal application when due.
- Be sure parents have the work verification forms completed by employer.

Day Care Subsidy Unit

Ulster County:
845-334-5489

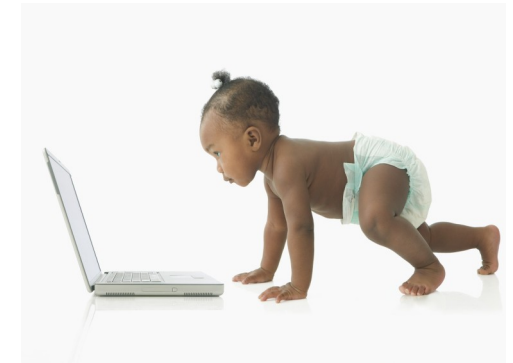
Columbia County:
518-822-0087

Greene County:
518-719-3700

Resources

Websites to checkout:

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



Office of Children and Family Services

<http://www.ocfs.state.ny.us/main/publications/Pub4623.pdf>

Nation Association for the Education of Young Children

<http://www.naeyc.org/files/academy/file/SupervisionResource.pdf>



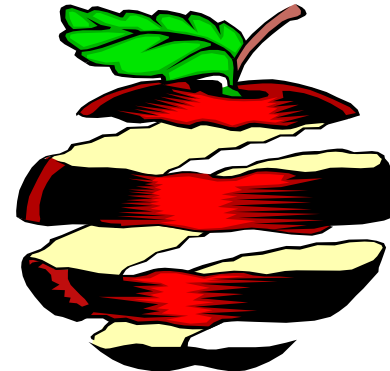
Mission Statement:

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

Child and Adult Food Program

Child and Adult Food Program (CACFP) may be available to all Legally Exempt providers caring for children in the providers home. This program enables you to serve nutritious meals without passing on the cost to working parents. You could, while serving breakfast, snack & a lunch for just 2 children could receive up to \$175.00 a month. (Rates valid during 2013)



Training Resources

Your income may be increased with at least 10 hours of training related to child care.

Topics related to child care may include child development, program development, safety, health & nutrition.

Call our office for more information.

- Child Care Council
- American Red Cross
- OCFS
- Cornell Cooperative Extension
- SUNY PDP
- Community Colleges
- Mid Hudson Infant Toddler Coalition
- Community Agency Partnerships



Business Practices

Successful child care providers of any type run their programs on a business-like basis. With children, they are empathetic and caring. In running their businesses, they are efficient and organized.

We suggest you discuss all your business practices with an attorney and/or accountant. If you would like some ideas or techniques to help your business run smoothly, call Family's Child Care Council. We are available to meet with you at your convenience to assist you with any issues, which may also qualify for training hours towards an enhanced rate.



Safety First

Making Your Home Safe:

- Smoke/carbon monoxide detector located on each floor
- Fire extinguishers are in kitchen
- Two exits are accessible
- Working telephone is available
- Keep emergency numbers available, including Poison Control 1-800-222-1222
- Clean and Sanitize everyday
- Check toys daily for any hazards
- Keep hazardous materials out of reach (cleaning supplies, poisonous plants, broken toys, unsafe art supplies)
- Electrical outlets are covered
- Windows have protective barriers
- Peeling paint/damaged plaster is not present
- Adequate space is available
- Smoking is not permitted in any area children have access
- Keep a First Aid Kit handy & stocked

Making Your Outdoor Space Safe:

- Adequate space is available
- Garbage is inaccessible
- Porches, decks & stairs have means to prevent falling
- Barriers are installed to prevent access to pools, ponds, any other water hazard.
- Outdoor play equipment is sturdy, installed & used according to manufacturers instructions
- Fencing is installed when necessary
- Hazardous/poisonous plants are inaccessible

FOR A MORE COMPLETE LIST & INSTRUCTIONS PLEASE CONTACT FAMILY'S CHILD CARE COUNCIL & ASK FOR YOUR LEGALLY EXEMPT COORDINATOR AT 845-331-7080 or 518-822-1944

Importance of Daily Planning

You need to have a daily plan of activities. Planning is essential to avoid boredom and increase learning opportunities.

If children are bored, not only are they missing developmental opportunities, but they also have more discipline problems and are fussier. With focused age appropriate activities, consistent meals and rest times, you and the children in care will look forward to the time spent together and enjoy the learning they will experience each and everyday!



Activities Corner

Your program is a naturally occurring multi-age setting. While caring for children of different ages can be a challenge because of the wide range of abilities and skill levels, research tells us that mixed age groups may help children develop intellectually, academically & socially. You can easily include all areas of development in just a few activities for each age group.

Some examples of developmentally appropriate play could include:

Language & Reading Readiness: “Imitating Sounds of Familiar Objects” -collect pictures of familiar animals & sound making objects: show the picture and ask children to identify the picture and make the sound (1-4 years)

Math & Science Knowledge: “Gak”-mix in a bowl 1 cup water, 1 cup white glue, 6 drops of any color food coloring. Mix in a separate bowl 1 1/2 cups warm water, 4tsp Borax. Combine both mixtures, stir, remove excess water. Have children explore. (4-7 years)

Small Motor Development: “Finger-Paint”-mix flour and a bit of salt with water until there is thick, gravy-like base: divide and add food coloring. Allow children to use fingers instead of brushes to paint on paper (2years & up)

Large Motor Development: “Nice Shiny Pans”-get 2 aluminum pie pans: have baby become aware of their reflection in the pan, encourage the baby to reach, pat or bang the pan, as well as banging the pie pans together for a new sound. (3-12 months)

Social/Emotional Development: “Phone Home”-teach children their home phone numbers and allow children to use play phone to practice their phone numbers and talking to Mom or Dad. (4-5 years)

Cultural Awareness-Anti-Bias: “Thumb Prints”-encourage each child to make prints of their thumbs by pressing their thumb onto an ink pad and then on paper. Allow each child to look at their print with a magnifying glass and discuss differences. (3-6 years)

For more activity ideas check out these websites, or contact your Legally Exempt Coordinator at Family's Child Care Council:

- www.naeyc.org
- www.childhood.org
- www.familyofwoodstockinc.org
- www.nafcc.net
- www.winningbeginningny.org
- www.tsg.suny.edu
- www.nysaeyc.org
- www.ers.fpg.unc.edu
- www.nccic.acf.hhs.gov
- www.preschoolexpress.com
- Follow us on facebook©



*Planning a
daily program is
essential to your
professional success.*

Discipline

Children can be challenging at times with their behavior. Through your guidance, you can help children learn to manage their behavior and support their social development. Keep in mind that how you guide children's behavior is based on the child's age and development stage. The techniques that you use with a 2 year old are very different then those you would use with a 6 year old child. Effective and caring discipline helps children learn limits and self-control. You need to understand the children's individual temperaments, play and social skills, likes and dislikes and developmental stages.

Here are some strategies for guiding children's behavior:

- Focus on “DO” not “DON'T”
 - Offer choices that you are willing to give
 - Change the physical environment to change behavior
 - Work with children instead of against them
 - Set age appropriate expectations and consequences
 - Set a good example to protect and nurture children's self-esteem
 - Work with families
 - Offer engaging activities
 - Support children's conflict resolution skills
- (<http://ocfs.ny.gov/main/publications/Pub4623.pdf>)

Keeping the Pieces Together

Your enrollment agency, Family's Child Care Council, has many resources available to help you provide the best care for the families you serve. If you have questions, concerns, or need specific information or just need some support, call our office. Our staff can offer you assistance with child development, safety issues, behavior problem solutions or business practices. We have a lending library with various books relating to child care. We also have educational materials/toys in our loan closet for you to borrow.

To keep your business running smoothly be sure to contact our office if your child care situation changes. Some reasons to contact us are:

- *you are moving or the location of care has changed
- *your phone number changes
- *the number of children you care
- *someone moves into your child care home
- *you are no longer providing child care
- *you or your household members have been convicted of a crime

A note about “TIME-OUT”

Time-out is a technique that is frequently used and misused with children. When used effectively, time-out gives a child time to calm down and regain self control before rejoining the other children or activity.

If using Time-out:

- Help the child move to a quiet area
- Explain why the child left the group/activity
- Don't use a specific chair or area, as it reinforces a punishment
- Limit the time to no more than 1 minute for each year of the child's age or as long as it takes for the child to calm down
- Use time-out for children over toddler age (2 years)
- Redirect younger children gently to another area/activity