



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

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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

PROSPECTIVE CHILD CARE PROVIDERS



GETTING STARTED IN THE WORLD OF CHILD CARE PROFESSIONALS

2013/2014

What's inside:

- *Types of legal child care in NYS*
- *Advantages to becoming a child care provider*
- *Planning your program*
- *Basic business practices*
- *Provider Perks*

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

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.

You have 90 days to complete the application process.



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 keep you on track.
- Complete the OCFS orientation session. To complete the orientation visit <http://ocfs.ny.gov/main/childcare/becomeaprovider.asp> or call 845-331-7080 or 518-822-1944 for more information.
- Read the NYS/OCFS Family Day Care Regulations (available at www.ocfs.state.ny.us)
- Start completing application (after completion of the orientation).
- Make appointments for you and all household members for a physical (the on site provider, substitutes and assistants will need a TB test)
- Have inspections conducted for private water, fuel burning, and radon by an approved company.
- Complete fingerprints, Justice Center and State Central Register Clearance (SCR) forms
- Register for the Health & Safety Competencies class. Call 845-331-7080 (Ulster) or 518-822-1944 (Columbia & Greene) for a schedule.
- -Keep in contact with your assigned registrar at 845-331-7080 (Ulster), 518-822-1944 (Columbia & Greene) or assigned licensor at 845-708-2400 (Ulster) or 518-402-3038 (Columbia & Greene)

Websites to checkout:

- Office of Children and Family Services Child Care information for providers and parents <http://ocfs.ny.gov/main/>
- Office of Children and Family Services FDC Provider Handbook <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>
- Family of Woodstock, Inc. www.familyofwoodstockinc.org/chilidcare
- National Association for the Education of Young Children <http://www.naeyc.org/>
- The Professional Development www.tsg.suny.edu
- CSEA Union for FDC/GFDC providers www.voicecsea.org
- Internal Revenue Service www.irs.gov [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- New York State Tax <http://www.tax.ny.gov/>

Other contacts:

Chamber of Commerce
Small Business Resource Center
County Clerk
Other child care providers in your area for a mentor



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

As a FDC registered or licensed 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, child development, 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.



FOWCCC will add your business and program information to the childcare **referral list** for parents who are 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 FDC registered or GFDC licensed 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 always 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 hour, by appointment, over the phone, by email, or in person.

Requirements to Become a Family Day Care

Home Safety Requirements:

- Proof of residency
- Two exits
- Adequate space for children in care
- A working telephone
- Fire extinguishers
- Smoke detectors
- Carbon monoxide detector
- Two sinks (Food Prep and Hand washing)
- Proof of inspection of fireplace, gas space heater, or pellet/wood/coal stove
- Test of private water source
- Test of any environmental hazards, including radon gas
- Outside play area that is accessible
- Floor plans of entire home



Personal Information that may need to be submitted:

- Must be 18 years of age or older
- Appropriate experience or qualifications
- Medical statement of good health
- Criminal and Justice Center 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:

- Health & Safety Competencies for Becoming a Family or Group Family Day Care Provider (≈\$260)
- CPR (infant/child/adult) and First Aid certification (\$ fee varies)

Inspection Requirements:

- Registrar/Licenser Inspections of entire home to check compliance with all NYS/OCFS regulation requirements
- Fire Safety Rep OCFS Building Code inspection

Advantages to Providing Family Day Care in Your

- 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 owner
- 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.”

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’s Child Care Council



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 vital developmental opportunities, but also they tend to 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.



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.
- Liability Insurance is not required, but is recommended.
- Memberships to professional organizations are available and recommended to
- If you plan to conduct business under a name other than your own, you must register the name with the County Clerk Office.
- 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 apply online: www.irs.gov/businesses/small.

