

Dear _____,

Thank you for your interest in starting your own family child care business! Quality child care is still greatly needed as parents continue to work and support their families. We have enclosed a packet of information that will be helpful as you make steps towards registration.

An application will be mailed to your address given directly from the Office of Children and Family Services after completing your **Child Day Care Orientation**. A flyer is enclosed with the steps to complete the family child care registration process. You will have an opportunity to ask questions specific to your application as well as the family child care business with a one on one meeting with the **Registration Coordinator**.

We have included a list of **frequently asked questions** that will help guide you as you complete your registration. Please feel free to contact our agency if you have questions. We are available Monday-Friday, from 9:00am-4:30pm.

Good luck and welcome to the Child Care Profession!

Sincerely,

Feel free to checkout our website for other information,
www.cfresources.org

or

Email us at our general email box, cfr.info@cfresources.org

8/10/2017



Steps to Family Child Care

Below is a checklist to assist you in becoming a Registered or Licensed Provider. These steps progress in the most natural order, however, some things may be taking place at the same time. Use this as a guide in starting your business.

Step 1:

In order to obtain an application to apply for a child care program license or registration you will first need to take **New York State Child Day Care Orientation** located on the Office of Children and Family Services website @ www.ocfs.ny.gov/main/childcare/infoforproviders.asp .

Are you going to pursue this career path? If so, upon completion of the Child Day Care Orientation you will find the link to request the Child Care Application which you should receive in 2-3 weeks.

Step 2:

Please **call** our office to schedule an appointment to meet with our **Registration Coordinator, Mary Jepsen @ 315-536-1134 x2313** upon receiving your application booklet. It will include your Facility ID# at the bottom of each page.

My Application booklet or Facility ID# is: _____

- **You will need this number in order to complete step 3. If you have not received your booklet but want to complete step 3, please contact Registration Coordinator @ 315-536-1134, x2313 who can assist.**

Step 3:

Contact Director of Operations, Heather Fiero @ 315-536-1134, x2306 to discuss class availability and payment process for Family Child Care 101 (FCC 101).

FCC 101 (30 hours of training) includes the required 15 hour **Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider**, and an additional 15 hours including the required CPR & First Aid Certification and remaining topic areas you will need.

There is a **\$40** registration fee required **before** attending **Family Child Care 101**.

\$525 class costs for Family Child Care 101 includes:

- Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider (Sessions 1-6) \$250
- CPR/FA Certification (Sessions 7-8) \$125
- Topic Areas (Sessions 9-11) \$150

- See Step 4 if you need assistance to cover costs for this training.**
- See Step 5 to register for the training**

Step 4:

- Contact Grant Manager, Tracy Killigrew at 315-536-1134, x2314** to discuss options for assistance.

You may be eligible for a **Health and Safety Start-Up Grant** to help cover the **\$250** fee for Sessions 1-6. **Limited Availability.** If using grant funding to cover Sessions 1-6, you **MUST** have pre-approval before attending Session 1.

You may also be eligible for the **Potential Provider Package** to help cover the **\$125** for Sessions 7-8 and **\$150** for Sessions 9-11. **Limited Availability.**

- Submit** Health and Safety Start-Up Grant Application (Blue Form) to Tracy Killigrew @ 263 Lake Street, Penn Yan, NY 14527. Grant Application Submitted on: _____.

Step 5:

NY State requires an online registration process for the Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider.

- Create** an Early Childhood Education Training Program (ECETP) Account @ www.ecetp.pdp.albany.edu
You will receive a verification link to complete your account set-up and will need to enter personal contact information

My User ID is: _____ Password: _____

- Click on 'My Registration' to log-in using ID and password
- Click on purple box 'Apply Health & Safety or MAT Training'
- Select 'Health & Safety'
- Select 'Rochester Region'
- Select your desired class (Will show Child & Family Resources, Trainer's Name and Training Dates). All organizations offering the training will be listed. Be sure you have selected the correct date AND organization
- Click 'Apply' to request a seat in that class

After applying for a seat in our training, you will be contacted by Heather Fiero to discuss confirmation of registration, payment arrangements and due dates.

My Training Dates: _____ Time: _____ Place: _____

- Registration Fees submitted on: _____ Class fees submitted on: _____.

STEP 6:

All Health and Safety Training received **after** your family or group family application **has been submitted**, but **prior** to the issuance of the registration or license may be applied toward the initial 15 hours of required training. **Prior to attending Family Child Care 101, it is recommended you submit** the following documents:

- the **"General Information" AND**
- the **"Criminal History Review" pages AND**
- the **"SCR Form"**, required \$25 fee

If you need assistance in filling out these forms, or **do not have them** contact the following:

For FDC Contact: Registrar, 315-536-1134 x2313

For GFDC Contact: Ontario Licensing Representative, 585-238-8531

My Registrar or Licensing Representative's Name is: _____

STEP 7:

You will receive a letter of **acknowledgement** from your Registrar or Licensor for the first set of application documents submitted for processing. The letter will be mailed to you within 5 to 10 days of receipt. If you have not received this acknowledgement, then contact the appropriate person listed in Step 6.

STEP 8:

Work on completing the rest of your Family or Group Family Child Care Application.

REMEMBER you must submit all application documents within 90-days after the submission of the first documents. Criminal history clearances, required inspections for radon, water and fuel burning systems (if applicable), and meeting building requirements take time to complete and therefore should be addressed within the first 30-days your application is in process.

If you need longer than 90-days to complete your application, you must communicate this **immediately** to your Registrar, (Ontario, Seneca, Yates FDC) or your licensing representative at the Rochester Regional Office (Ontario, Seneca Yates GFDC). If you have difficulty with a form, ask for assistance from your registrar/licensor.

Work on completing your selection of grant items needed with the Grant Manager, 315-536-1134, ext.2314

Work on completing your Family Child Care 101 Training.

When you have completed the Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider (sessions 1-6) you will be able to print a copy of the **"Health & Safety Competency" Certificate** on the ECEPT website using your User ID and password.

Submit a **copy of the certificate to the Registrar/Licensing Rep** in order to complete your registration and keep a copy for your on-site business file. If you completed training with Child & Family Resources and do not have access to a printer please contact our office for assistance.

STEP 9:

Your registrar/licensing representative and fire & safety representative will also contact you about your **registration inspections**. If you need any additional items or repairs for your home as a result of these inspections, and would like the Start-Up Grant to cover these additional items, you must contact the Grant Manager.

My Initial registration inspection date is: _____

My Initial Fire & Safety inspection date is: _____

STEP 10:

Once you have submitted all required application documents and have taken care of any safety issues as a result of your registration inspections, you will be notified by the Regional Office of approval or denial of your application.

STEP 11:

When you receive your official signed registration/license certificate, please **notify Child and Family Resources** so that you may be entered into our referral database and connected to other support services.

Welcome to the Child Care Profession!