



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 helping you start your business.

Step 1:

In order to obtain an application to be a licensed or registered child care provider, you will first need to complete the **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 interested in pursuing this career path? If so, upon completion of the New York State Child Day Care Orientation, you will find the link to request the Child Care Application.

Step 2:

Family Day Care applicants, please **call** our office to schedule an appointment to meet with our **Registration Coordinator, Andrea Bedette at 315-568-0945, x2403** upon receiving your application. Andrea will provide you with a **Threshold Checklist** that **must be completed** with your application in order to be **acknowledged**. She will also provide you with the **OCFS-6000 Comprehensive Background Clearance Packet**. At this time, you will also be assigned a Registrar, who will work you through the registration process.

For Group Family Day Care applicants, please connect with a Rochester Regional Office, Division of Child Care Services, licensing representative at 585-238-8531.

My Registrar or Licensor's Name is: _____

Your Facility ID# is listed at the top (Left) corner in FAMS.

My Facility ID# is: _____

Step 3:

Health and Safety Training and CPR/First Aid Certification. Contact **Amanda Hines at 315-536-1134, x2310** to discuss class availability and payment process for the required 15- hour **Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider** and **CPR/First Aid Certification**.

There is a **\$40 non-refundable** registration fee required **before** attending the **Health and Safety Training**. Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider **Class Cost is \$250**.

CPR/FA Certification **Class Cost is \$95** (blended class; online learning and in-person skills session).

See Step 6 if you need assistance to cover the cost of these trainings.

See Step 7 to register for the 15-hour Healthy and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider after contacting **Amanda Hines**.

Step 4:

Complete Family/Group Day Care application documents listed on the **Threshold Checklist and Criminal Background Clearance** documents then submit all documents to your assigned Registrar or Licensor.

Fingerprinting: Refer to form OCFS-4930 from your **OCFS-6000 Comprehensive Background Clearance Packet** for scheduling fingerprinting. Fingerprinting may only occur **after the acknowledgement** of your Family/Group Day Care application.

Step 5:

You will receive a letter of acknowledgement from your Registrar or Licensor upon submission of your application documents. The letter will be mailed to you within 10 days of receipt. If you have not received this acknowledgement, please contact your Registrar or Licensor.

Step 6:

Contact Business Specialist, **Tracy Travis at 315-536-1134, x2313** to discuss options for assistance. Provider may be eligible for a Health and Safety Start-Up Grant, up to \$750, if program has guaranteed 25% of their slots available to families receiving child care assistance. You may use \$250 towards Health and Safety Training and \$95 towards the CPR/FA Certification class. Remaining funds can be spent towards items you will need for your program (non-consumable only). Limited Availability per county.

Submit Health and Safety Start-Up Grant Application (Blue Form) to Tracy Travis at 263 Lake Street, Penn Yan, NY 14527.

Grant Application Submitted on: _____

Health and Safety Training received prior to the issuance of the registration or license may be applied to the initial fifteen (15) hours of training received within twelve (12) months of registration or licensing. If you do not become registered or licensed within two years of successfully completing the Health and Safety Training, **the training must be repeated.**

Step 7:

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 at 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 and 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: _____ **Class fees submitted:** _____

Step 8:

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

REMEMBER you must submit all outstanding application documents within 90 days after the submission of the required Threshold documents have been acknowledged. The application may include required inspections for radon, water and fuel burning systems, and meeting building requirements.

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 within a form, ask for assistance from your registrar/licensor.

Work on completing your Mandated Reporter Training

- Register for your training at <http://www.ecetp.pdp.albany.edu/findtraining.aspx?Prog=EL>

Work on completing your Identifying and Responding to Anaphylaxis Training

- Register for your training at <http://www.ecetp.pdp.albany.edu/findtraining.aspx?Prog=EL>

Submit a copy of your Health and Safety Competency certificate, CPR/First Aid certification. Mandated Reporter certificate, and your Identifying and Responding to Anaphylaxis certificate to your **Registrar or Licensor** 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/licensing inspections**. If you need any additional items or repairs for your home as a result of these inspections, and you would like the Start-Up Grant to cover these additional items, you must contact the Business Specialist.

My Initial Registration inspection date is: _____

My Initial Fire & Safety Inspection date is: _____

Work on completing your selection of grant items needed with the Business Specialist. 315-536-1134, x2313.

Step 10:

Once you have submitted all required application documents and have taken care of any safety issues as a result of your registration/licensing 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 at 315-568-0945** so that you may be entered into our referral database and connected to other support services.