2026

Professional Development Guide

Information on CFR staff, resources, and supports for child care providers and programs

Child & Family Resources, Inc.

Table of Contents

General Information

Page 3-4- CFR Staff Directory
Page 5- CFR Health Care Consulting Services
Page 6- MAT (Medication Administration Training)
Page 7- Region 2 Infant Toddler Project - Infant & Early Childhood Mental Health Consultation
Page 8- Region 2 Infant Toddler Project -Infant/Toddler Specialist
Page 9- CFR Child Care Business Specialist
Page 10- Empire State Family Child Care Collaborative
Page 11- Pyramid Training (FREE)
Page 12- Child Development Associate (CDA)
Page 13- Health and Safety: Competencies in Child Care for Day Care Center and School-Age Child Care Program Staff
Page 14- Health & Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider
Page 15- In Service Trainings
Page 16- Child & Family Resources Training Registration Policies & Procedures
Page 17- Paying for Training
Page 18- Intensive Technical Assistance (ITA) Project
Page 19- Program Development & Improvement Package Stipend
Page 20- Quality Stars NY & Start With Stars
Page 21- Accreditation & Credentials
Page 22- Core Body of Knowledge & Early Learning Guidelines
Page 23- NYS Training Requirements & Topic Areas
Page 24- Training Registration Form
Page 25-26- Child Day Care Program Training Tracking Chart OCFS-4879
Page 27-28- Individual Training Tracking Form for Child Day Care Personnel OCFS- 4880

We Look Forward to Working With You!!

Staff Directory

How Can We Help You?
Toll Free Referral Line: 1-800-881-5786

Please give us a call if you have any questions or concerns, our phone system is agency wide

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Amanda Hines
CACFP Administrator
amanda.hines@cfresources.org
(315) 536-1134 ext. 2310

Amanda Miller
Child Care Services Specialist-IT
amanda.miller@cfresources.org
(315) 536-1134 ext. 2314

Andrea Bedette
Registration Coordinator
andrea.bedette@cfresources.org
(315) 568-0945 ext. 2403

Britteny Guzman
Child Care Services Specialist
bguzman@cfresources.org
(315) 536-1134

Candi Hart
Professional Development Coordinator
chart@cfresources.org
(315) 536-1134 ext. 2302

Courtney Ellis
Office Manager
cellis@cfresources.org
(585) 919-2476 ext. 2501

Donna Wilcox
Child Care Resource Center Coordinator
dwilcox@cfresources.org
(315) 568-0945 ext. 2405

Heather Fiero
Director of Operations
heather.fiero@cfresources.org
(315) 536-1134 ext. 2306

Child & Family Resources, Inc.

Staff Directory

How Can We Help You?
Toll Free Referral Line: 1-800-881-5786

Please give us a call if you have any questions or concerns, our phone system is agency wide

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Jennifer Unruh
Child Care Registration & Enrollment Specialist
junruh@cfresources.org
(315) 568-0945 ext. 2404

Kelli Aruck
Legally Exempt Coordinator
kelli.aruck@cfresources.org
(315) 568-0945 ext. 2408

Meghan Alexander
Child Care Registration & Enrollment Specialist
malexander@cfresources.org
(315) 568-0945 ext. 2218

Teresa Bryan
CCRR Referral Specialist
teresa.bryan@cfresources.org
(315) 568-0945 ext. 2401

Zakena Dixon-Byrd
Child Care Registration & Enrollment Specialist
zakena.dixon-byrd@cfresources.org
(585) 919-2476 ext. 2210

Julie Champion
Executive Director
julie.champion@cfresources.org
(315) 536-1134 ext. 2304

Kristen Beideman
Health Care Consultant
kbeideman@cfresources.org
(315) 956-4990

Shana Toner
Infant & Early Childhood Mental Health Consultant
stoner@cfresources.org
(315) 949-1086

Tracy Travis
FCC Services Coordinator
tracy.travis@cfresources.org
(315) 536-1134 ext. 2313

Health Care Consulting Services

Our Health Care Consultant partners with child care centers, group and family child care homes, and school-aged programs to foster healthy and safe environments for children.

The HCC acts as a resource to:

- Develop, review and approve a health care plan for the child care program that meets both regulatory requirements and best practice recommendations.
- When a Health Care Plan is required, a site visit from the HCC is required annually as well as when other plan changes need approval.
- Answer questions about common child care health related issues.
- Provide technical assistance during your creation of policies and procedures to help keep children and adults in your program safe and healthy.
- Provide training and education about health related issues (additional fees may apply)

Contact: Kristen Beideman
kbeideman@cfresources.org
Agency Cell: 315-956-4990

Health Care Plan approval visits, reviews and update service is free as the cost is covered by our CCRR contract with OCFS. Specific trainings or additional services may incur additional fees.

Medication Administration Training
"MAT" Certification

- The New York State Office of Children and Family Services (OCFS) has specific regulations about giving medication to children in child day care settings.
- The regulations require all child day care programs that choose to administer medication, other than over-the-counter topical ointments, sunscreen and topically applied insect repellent, to meet certain conditions including having staff who are approved to give medication in a childcare setting.
- The MAT course is a skill-based training to help you administer medication safely in your program. The course is eight (8) hours of training and includes a video training component as well as hands-on-demonstrations.
- To find a MAT training be sure to go to SUNY Professional Development site. Below is a screenshot of what this webpage looks like to help you find the page you are looking for.

Region 2 Infant & Early Childhood Mental Health Consultation

Shana Toner
Infant & Early Childhood Mental Health Consultant

As a consultant, I work together with caregivers, childcare providers, directors and families to support infant and toddler mental health. I recognize that you are the expert in your field! My job is to support you in creating the relationships, environment and learning activities that promote mental health in children 0-5.

I have a Masters Degree in School Psychology and worked in K-12 public/private school settings for 7 years. Throughout college, I worked in an infant/toddler childcare setting and my own two children attended the same program a few years later! I've spent the last 3 years working part-time and focusing my energy on raising my own children, which is the work I am most proud of so far!

Child & Family Resources, Inc.
Ontario, Seneca and Yates Counties

Infant & Early Childhood Mental Health Consultation
Empowering Caregivers to Support Emotional Wellbeing

Interested in Mental Health Consultation services for your infant/toddler program?

Reach out to Shana to see if this service is a good fit for you!

Email: stoner@cfresources.org
Phone: 315-949-1086

Funded by the Office of Children and Family Services

Region 2: CFR Infant/Toddler Specialists

Do you have questions and/or concerns about the children in your care between the ages of 6 weeks and 5 years old?

Infant Toddler Specialists are available for technical assistance at: 315-536-1134

Contact Amanda Miller, Britteny Guzman or Candi Hart with any infant/toddler questions you may have at:
amanda.miller@cfresources.org
chart@cfresources.org
bguzman@cfresources.org

What do Infant/Toddler Specialists do?

- Promote and teach the 10 research-based components of high-quality care for infants and toddlers
- Offer training and on-site consultation to providers that promotes warm, positive relationships between caregivers, children and families
- Share the 10 components with consumers to help create a demand for higher quality care
- Coordinate with Child Care Resource and Referral Agencies to reach parents in need of infant and toddler care
- Promote the importance of infancy and the need for funding infant and toddler initiatives

An Infant/Toddler Specialist is available to assist providers, the community, and parents.

Infant & Toddler Specialists Network
Empowering Caregivers to Promote Nurturing Environments

Funded by the Office of Children and Family Services

CFR Business Specialist

Do you have questions and/or concerns about the business aspect of your childcare business?

Do you need individual assistance with the business part of childcare?

What does a Child Care Business Specialist do?

- Offers individualized support and business mentoring to new and experienced childcare professionals
- Assists providers with policies and procedure developing or reconstruction
- Offers on-site consultation to professional providers to promote best business practices
- Assist programs with business record management required for tax and business records
- Offers business trainings for free

Tracy Travis

Donna Wilcox

Candi Hart

Contact Our Office With Any Business Questions You Have!

This initiative is funded by the New York State Office of Children and Family Services Child Care Resource and Referral funds.

NEW YORK STATE | Office of Children and Family Services

- Do you want FREE individual assistance from our Empire State Family Child Care Network CCRR Staff to help reduce time spent on administrative tasks?
- Tired of chasing payments or tracking enrollment by hand? Empire State Family Child Network members get free child care management software that helps you save time and get paid faster.
- Ready for less stress?

What you receive when you join the network:

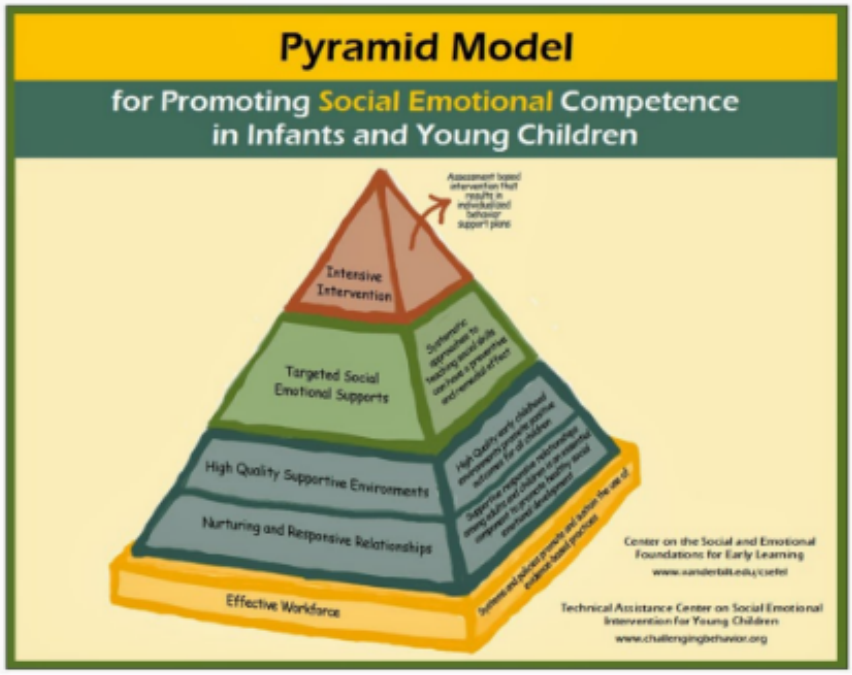
- Free child care management software (CCMS)
- Business coaching to help launch and use the CCMS, calculate time-space percentage, organize recordkeeping, create an operating budget, and more
- Assistance accessing the CCRC CACFP supports, including data transfer from CCMS to food program software. (coming soon!)
- Assistance accessing the CCRC referrals based on vacancy data in CCMS
- Monthly meetings with other providers to help build community, facilitate peer learning peer learning, and drive advocacy

Tracy Travis
Family Child Care Services Coordinator

Early Care & Learning Council
United to Promote Quality

This initiative is funded by:

NEW YORK STATE | Office of Children and Family Services



The Pyramid Model is a comprehensive, multi-tiered framework of evidence-based practices that promotes the social, emotional, and behavioral development of young children. The emphasis of this framework is to support all children at the universal level, thereby decreasing the need for more intensive intervention. In fact, when implementing the Pyramid Model framework effectively, only a very small percent of children will need intensive intervention. The guiding principles of this model include promoting skill building with enough intensity to affect change, implementing strategies in the context of naturally occurring routines and environments, and modifying strategies so they are responsive to the cultural and linguistic diversity of families and children.

The Pyramid Model can be used in any setting that serves young children. Families should be partners in all tiers. The Pyramid Model is not a curriculum, but rather a framework to promote social-emotional development.

FREE Pyramid Model Training is available virtually on Aspire

MORE INFORMATION

What is a Child Development Associate (CDA) credential? Early educators who work with children ages birth to 5 years old, may apply for a Child Development Associate (CDA) credential to demonstrate their knowledge, skills and abilities in the early childhood education field.

[Learn More About CDA here]

COUNCIL for PROFESSIONAL RECOGNITION

Child Development Associate® CDA National Credentialing Program

[Find a CDA Training Course]

Health & Safety Training: Competencies in Child Care for Day Care Center, School-Age Child Care, and Enrolled Legally Exempt Group Directors

All new directors hired since October 1, 2017 are required to take this training.

Although this class is designed for new directors, established directors will also benefit from this class. Different from the basic health and safety course, this one is designed so that directors can modify and/or create effective health and safety policies that will lead to Best Practice. All participants will receive 15 hours of training. EIP available for those who qualify. Directors will need a copy of "Caring for Our Children", Third Edition (available on Amazon), a copy of their regulations and a copy of their policies.

OCFS: 2 (NH), 4 (SS), 5 (BR)

Click Here

Professional Development Program
Rockefeller College University at Albany State University of New York

Health and Safety Training: For Center Staff

Quality programs will choose for staff to attend the 15 hour
Health & Safety: Competencies in Child Care For Daycare Center
and School-Age Child Care Program Staff

This competency-based 15-hour training provides a foundation for practices that promote and protect the health and safety of children in Day Care Center and School-Age Child Care Program staff. This course is approved by NYS OCFS and meets the federal minimum health and safety training requirements.

OCFS: 2 (NH), 4 (SS), 5 (BR), 6 (CA), 7 (SDC), 8 (SCA), 9 (SBS)

Click Here

Professional Development Program
Rockefeller College University at Albany State University of New York

Health & Safety Competencies for Becoming a Family or Group Family Day Care Provider

For all potential Family and Group Family providers.

This course covers all required components in order to become registered or licensed.

15 hours of training for new providers $340*

For class dates see the PDP website Click Here

**You may be eligible for a Health & Safety Start-Up Grant to help cover the $300 fee. Limited Availability*

Potential Providers using grant funding to cover mandated sessions 1-6 MUST have pre-approval before attending and are still required to pay the $40 non-refundable registration fee. Potential providers are not eligible to apply for EIP to cover these sessions.

Register online for this training at:
https://www.ecetp.pdp.albany.edu/findtraining.aspx
Registration must be completed 5 days prior to 1st class.
Click *H&S*, click *Rochester* and look for *Child & Family Resources* as Organization.

Participants **must bring photo ID** to first session

OCFS Topics: 2(NH), 4 (SS), 5 (BR), 6 (CA), 7 (SDC), 8 (SCA), 9 (SBS)

Existing provider attendance at these trainings: ONLY those existing providers who move, change modalities or are required to retake these classes due to OCFS cited compliance requirements may attend these trainings.

Existing Registered or Licensed providers using EIP funds to pay for above training **MUST enclose their EIP voucher, or if a voucher has not been received, a copy of their completed EIP application or fax coversheet (on-line EIP applicants only) with check payment** when registering. Child & Family Resources will refund payment to provider once EIP voucher has been submied and paid.

Grant applications and questions can be directed to:

Tracy Travis, FCC Services Coordinator at 315-536-1134, ext. 2313

Grant funding for new providers is supported by the NYS Office of Children and Family Services.

Want a topic covered for your entire Center or School Age Program? Like training during working hours or evenings?

- If “In Service” training request is to satisfy a regulatory requirement due to an enforcement status, our CCRC Contract may be able to cover the cost for your program. This is on a case by case basis
- $100/hour per trainer for up to 10 participants
- Additional fees may apply for additional materials.
- All In-service trainings are a minimum of 1.5 hours, delivered on-site and in the topic area of your choice.
- Designed to be a combination of hands-on engagement and lecture based.

Popular Requested Topics Include:

- ACEs-Effects of adverse childhood experiences
- Art-It’s the Process
- Behavior Management
- Building Your Bounce-staff well being
- Bullying in child care
- DAP- Developmentally Appropriate Practice

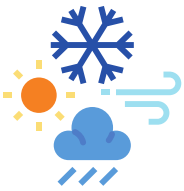
- Effective Communication Strategies
- Emergency Preparation
- Expanding Programming (math, science art, music)
- Lesson Planning-age appropriate
- Observation & Assessment of Children
- Playful Learning
- Professionalism and Ethics in Childcare
- Regulation Review-new regs.
- Safe and Healthy Environments
- Social Emotional Development
- Supervision

For more information contact:
Candi Hart,
Professional Development Coordinator
at (315) 536-1134 ext. 2302

CFR Registration & Payment Policies

- Pre-Registration is REQUIRED for all training sessions.
- Submit the SIGNED training registration form and payment to Amanda Hines 1 WEEK prior to the class date.
- Phone registrations will be accepted, however, a signed registration form and payment must be received by CFR 1 WEEK prior to the scheduled training date. Your seat will not be reserved until payment and form are received.

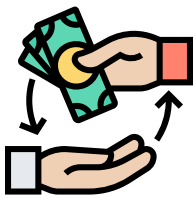
- If applying for an EIP scholarship to cover costs of training, please include your EIP Confirmation Number that starts with "CONF #EIP" on your registration form.
- A person may not register for another training until all past due fees are paid or we have received notification from SUNY of EIP funds. If you have extenuating circumstance, please contact Candi Hart at 315-536-1134 ext. 2302



- Classes may be cancelled due to... inclement weather, trainer emergency, etc. ONLY those participants who have registered and paid for a training session will be notified of cancellations or changes.

- In extreme circumstances, certificates will be adjusted for participants that arrive late for a class. If a participant knows ahead of time, they can email their facilitator. If the participant is over 15 minutes late for class, the trainer may refuse entry into the class or may adjust the certificate to reflect the correct time for participants actual training. This is a case-by-case basis

- Childcare is not provided at trainings. Please make appropriate care arrangements. Children at trainings are most often disruptive to other learners and facilitators. Training topics can also be inappropriate for children.



- A refund or credit voucher will be issued when participants cancel their training registration at least three (3) business days prior to the class. Credit vouchers have an expiration date, one year from the date issued to the provider. CFR does not issue refunds or credit vouchers when participants do not show up at training unless there are extenuating circumstances. These will be reviewed on a case-by-case basis.

Payment Options:

1. **Mail payment and registration form to 263 Lake St, Penn Yan, NY 14527 or**
2. **Use QR code on left to pay via PayPal, add training date and title in note section and mail registration form or**
3. **Call Amanda Hines at 315-536-1134, to make a payment by credit card or**
4. **Visit our website to pay online (https://www.cfresources.org/events).**

Other than out of pocket or employer funded, one of your options is the Educational Incentive Program (EIP).

This program is EASY to apply for and designed to provide scholarship funding for childcare professionals. EIP is funded by the NY State Office of Children & Family Services and administered by the State University of New York (SUNY). Scholarships are awarded based on income.

Applicants may apply for scholarships for:

- Credit or non-credit bearing courses, workshops, conferences or training programs.
- Credential or certificate fees.
- Training and assessment fees for CDA using a separate CDA EIP Application.

- *The maximum award amount for college courses is $2,500 per year.*
- *The maximum award amount for CDA and credential training is $2,500.*
- *The maximum award amount for non-credit bearing training is $700 per year.*

Apply IMMEDIATELY - Funds are Limited!

- EIP will fund a maximum of $30 per hour with Verified Trainer or a Content Specialist, or distance learning training (maximum $600) OR up to $35 per training hour if training *is provided by a New York State Early Learning Trainer Credential (NYSELTC) endorsed trainer (maximum $700)* for coaching taken with an approved coach maximum rate is $55 per hour maximum annual amount of $1,100.
- Submission deadline dates are set by SUNY. Providers are responsible for applying based on the course deadlines set on the SUNY EIP website. Get your EIP applications in early before funds are depleted!!!

EIP Scholarship Process/ 6 Simple Steps

1. Create an Early Childhood Education and Training Program (ECETP) account; complete an EIP application online at www.ecetp.pdp.albany.edu. All supporting documents will be uploaded during the application process. Have all your documents ready before you start. OR Complete a paper application and mail it with all your required documents to EIP. Online applications are preferred.
2. EIP processes the application. (Allow 4-6 weeks.)
3. You will receive an email notifying you of an award or if additional documentation is required. You will receive one email for each approved or declined activity.
4. Use the link in the email to review the terms and conditions and electronically sign your award. The award will be valid for 60 days from the issue date. EIP will automatically cancel the award if it is not accepted within 60 days.
5. Once the award is accepted, Child & Family Resources, Inc. will receive an email notifying them of awards to review. Using the link provided, Child & Family Resources, Inc. will review the terms and conditions and sign the award electronically within 90 days of receipt. EIP will automatically cancel the award if it is not accepted within 90 days. Please contact EIP to request your award be reissued if it has expired.
6. EIP processes a check payable to Child & Family Resources on your behalf.

You may also check the SUNY website to request or view status of your application:
https://www.ecetp.pdp.albany.edu/
Or Call SUNY at 1-800-295-9616

Our Intensive Technical Assistance Project is uniquely geared to your program!

- Professional ITA specialists come into your program during your business day to offer tips, information and hands on practice.
- Providers interested in investigating topics not covered in group classes or as a follow up to a training attended can request this program.

Project Topics May Include:

- Best practices for providing childcare/indicators of quality programs
- Lesson Planning
  - Adding more science, math, music, movement through playful experiences
- Business management practices and regulations
- Health & Safety
- Infant/Toddler Care
- Preschool Care
- School Age Care
- Inclusion
- Social/Emotional Strategies
  - how you can help
- Behavior Management
- Understanding Developmental Screening
- Observational Assessment tools
- Family Engagement

A limited number of ITA hours are available!!

Contact Candi Hart at chart@cfresources.org for more information on the ITA's
ITA's are funded by our CCRR contract with NYS OCFS

Online Training Options

OCFS has a list of approved distance learning organizations and courses. Check out the link below.

https://www.ecetp.pdp.albany.edu/distance.aspx

The site also includes a video guide that shows you how to use the page and clarifies what courses count for training credit and which ones do not. It also can help you figure out when determining if a distance learning course can be used by providers to help them fulfill their required training hours.

SUNY PDP offers e-learning courses.
Check out this link!

https://www.ecetp.pdp.albany.edu/elearn.shtm

Program Development & Improvement Package

Enhance Your Child Care Program

Earn a $250 Stipend!

Childcare centers, SACC programs, family and group home providers are invited to participate in this professional development opportunity, designed to strengthen program quality and best practice.

A Child Care Services Specialist will work with you to assess your program strengths and growth opportunities, collaborate with you to set meaningful goals, and support you in creating a customized improvement plan. Once your plan has been implemented, Specialists will conduct a post-assessment to measure progress towards the provider's goals. Afterwards, you will receive a $250 stipend to invest directly into your program's improvements.

Six months later, you'll receive a follow-up visit to celebrate progress, provide additional support, and ensure your improvements are making a lasting impact.

For more information contact:
Candi Hart at (315) 536-1134 ext. 2302

QUALITYstarsNY℠

QUALITYstarsNY is New York State's Quality Rating & Improvement System designed to empower early childhood programs in all regulated settings to increase and sustain the quality of early childhood education for New York's children and families.

If you serve children between ages birth to 5, QUALITYstarsNY is here to serve you!

Access individualized support and resources for your early childhood program at NO COST to your program.

Visit qualitystarsny.org
to learn more and register for an upcoming Information Session.

Programs participating in QUALITYstarsNY receive:

- One-on-one support from a Quality Improvement Specialist with expertise in early childhood education and program management
- Data-driven assessment to inform quality improvement planning
- Professional development opportunities and scholarships for staff
- Access to high quality classroom materials and furnishings
- And much more!

START with STARS

QUALITYstarsNY also offers Start with Stars, an initiative designed to support programs that are just starting out as well as those with challenges related to meeting licensing requirements.

Start with Stars participants receive short-term, intensive support to help them create a foundation for success before transitioning to QUALITYstarsNY.

qualitystarsny.org
Questions? Contact support@qualitystarsny.org

Children's Program Administrator Credential

The Children's Program Administrator Credential of New York State is designed to provide for and be recognized as a standard by which to measure program management, fiscal management, and leadership abilities of early childhood and school-age program administrators.

For more information visit:
https://nyaeyc.org/cpac/

School-Age Child Care Credential is designed to promote quality services to children and families by providing specific standards, training and evaluation of school-age staff members and providers.

For more information visit:

https://networkforyouthsuccess.org/credential/

Our accreditation program serves as a cornerstone in a state professional development systems and informs policy makers. For professionals there are two paths, and many right ways to achieve accreditation!

For more information visit:
https://nafcc.org/accreditation/

Infant Toddler Credential

The Infant Toddler Credential of New York State is designed to provide for and be recognized as a standard by which to measure an individual's competence in the following topics areas: Infant and Toddler Development; Observation and Recording; Environment and Curriculum; and Family and Culture.

For more information visit:
https://nyaeyc.org/itc/

The Core Body of Knowledge (CBK)

New York State's Core Competencies for Early Childhood Educators was written to outline recommended practices for professionals who work with young children.

These practices offer a road map for building meaningful relationships with children, families and colleagues, for creating nurturing, stimulating environments, and for developing oneself as a professional in this incredibly important field.

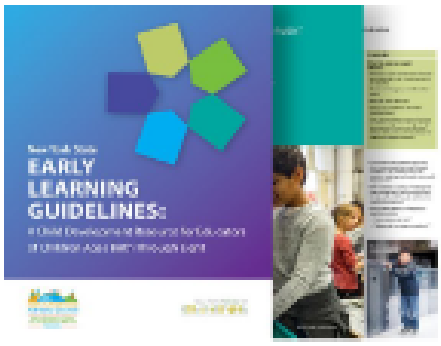
7 Core Competencies:

- **Child Development and Learning in Context (CBK 1)**
- **Family and Community Engagement (CBK 2)**
- **Observation and Assessment (CBK 3)**
- **Learning Environment (CBK 4)**
- **Curriculum and Teaching (CBK 5)**
- **Health, Safety, and Nutrition (CBK 6)**
- **Professional Engagement (CBK 7)**

**Download a copy at earlychildhood.org.*

Early Learning Guidelines (ELG)

In order to do the work we each do for young children, we need to truly understand children. We need to know how they develop, and we need to embrace all the strategies to support, encourage, and affirm their healthy development. We need to be adept at explaining child development to families and help them understand our role, as partners, in the growth and development of their children. The best professionals are always learning and developing their skills. The Early Learning Guidelines are designed to be used as a resource, to support the professional development of those responsible for the care and education of our youngest citizens. The Guidelines were designed to complement the NYS Core Body of Knowledge.



5 ELG Domains:

- **Approaches to Learning**
- **Physical Well-Being, Health and Motor Development**
- **Social and Emotional Development**
- **Communication, Language and Literacy**
- **Cognitive Development**

**If you'd like a copy of this book contact Candi Hart*

NYS Training Requirements & Topic Areas

According to NYS Child Care Regulations: Operators, Program Directors, Employees and Assistants of:

Registered School Age Child Care Programs
Registered Family Child Care Homes
Licensed Group Family Child Care Homes
Licensed Child Care Centers

Must meet the following requirements:

- Complete 30 hours of training every 2 years of their registration/license period—all modalities: FDC, GFDC, Center and SACC staff including assistants, volunteers, and substitutes
- Family and Group Family Providers must ALSO receive approved Health and Safety Training: Competencies for Becoming a Family or Group Family Day Care Provider & CPR and First Aid BEFORE being licensed or registered for the first time. This training may count towards the provider's overall 30-hour training requirement.
- New providers must complete a minimum of 15 of their training hours within the first six months of their first registration/license or employment period. For FDC/GFDC homes, Health & Safety fulfills this requirement if taken while provider's application is in-process.
- All Center and SACC staff must take the 5-hour Foundations in Health and Safety e-learning course within the first 90 days of starting their position.
- All training documentation must be kept on file in the provider's home or center.
- Cardiopulmonary Resuscitation (CPR) and First Aid Training Requirement: At least one employee who holds a valid certificate in CPR and First Aid must be on the premise of the childcare program during program operating hours.

The 30 hours every 2 years must include the following ten training topics:

- Principles of Early Childhood Development (CD)
- Nutrition and health Needs of Infants and Children (NH)
- Child Day Care Program Development (PD)
- Safety and Security Procedures (SS)
  - *(including CPR & First Aid)
- Business Record Maintenance and Mangement (BR)
- Child Abuse and Maltreatment Identification/Prevention (CA)
- Statutes & Regulations Pertaining to Child Day Care (SDC)
- Statutes & Regulations Pertaining to Child Abuse (SCA)
- Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome (SBS)
  - School-Age Child Care Programs are not required to obtain SBS
- Adverse Childhood Experiences, focused on understanding trauma and on nurturing resiliency (ACE)

There is no minimum number of hours required in each topic area. However you do need to attend a minimum of 5 training hours each year.

Training Registration Form

(One participant per form)

To Register: Please remove this form along the dotted line, remembering to sign the bottom. Mail this form, along with payment (payable to Child & Family Resources, Inc.) to: 263 Lake Street, Penn Yan, NY 14527

Participants Name: _____ Center Name: _____

Address:_____

Participant's street address City State Zip code County

Email: _____ Phone:_____

Check One: ☐ Potential Provider ☐ FDC ☐ GFDC ☐ Center ☐ Head Start Staff ☐ LE ☐ SACC

Date	Training Name	Fee
1/21/***25***	Example Tax Tips Example	$40.00

(Please select a payment method or methods below)

☐ My payment is enclosed $_____ Check/Money Order # _____

☐ Credit Card Payment Transaction ID# _____ (found on your payment receipt)

☐ I applied for an EIP scholarship on _____ (CFR staff will verify EIP receipt in SUNY EIP System)
*If there is a balance due, please enclose payment via check or credit card payment above.

☐ I will use CFR's QR code to pay for my training fee making sure to add Training Name into the notes section

For Mandated Health & Safety Training for potential family/group child care providers please use the Health & Safety registration form.

By signing below, I understand and agree that if my EIP application is denied or voucher declared VOID I am responsible for full payment of fees owed. I agree that registration and payment must be received by Child and Family Resources 1 WEEK prior to the training to be completely registered for the training. I also understand that I will not be able to attend additional training with Child & Family Resources until all balances are paid in full or acceptable arrangements have been agreed upon by me and the agency designee.

Signature:_____ Date: _____

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

CHILD DAY CARE PROGRAM TRAINING TRACKING CHART

PROGRAM NAME: _____ **LICENSE/REGISTRATION NO.:** _____

LICENSE/REGISTRATION PERIOD

DIRECTOR/PROVIDER: _____ **START:** / / **MIDPOINT:** / / **EXPIRATION:** / /

CAREGIVER NAMES	ROLE IN DAY CARE PROGRAM	INDIVIDUAL'S START DATE	TOTAL HOURS	Principles of Childhood Development and Children	Nutrition and Health Needs of Infants	Child Day Care Program Development	Safety and Security Procedures	Business Record Maintenance and Management	Child Abuse and Maltreatment Identification and Prevention	Statutes and Regulations Pertaining to Child Day Care	Statutes and Regulations Pertaining to Child Abuse and Maltreatment	Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome	Adverse childhood experiences, focused on understanding trauma and on nurturing resiliency
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NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

DAY CARE PROGRAM TRAINING TRACKING CHART

CAREGIVER NAMES	ROLE IN DAY CARE PROGRAM	INDIVIDUAL'S START DATE	TOTAL HOURS	Principles of Childhood Development and Children	Nutrition and Health Needs of Infants	Child Day Care Program Development	Safety and Security Procedures	Business Record Maintenance and Management	Child Abuse and Maltreatment Identification and Prevention	Statutes and Regulations Pertaining to Child Day Care	Statutes and Regulations Pertaining to Child Abuse and Maltreatment	Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome	Adverse childhood experiences, focused on understanding trauma and on nurturing resiliency
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Director/Provider Signature: _____ **Title:** _____ **Date:** / /

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

INDIVIDUAL TRAINING TRACKING FORM FOR CHILD DAY CARE PERSONNEL

Caregiver Name: _____ **Role:** _____

☐ **Full Time** ☐ **Part Time Hours** _____ **License/Registration Period**

Director/Provider: _____ **Start:** / / **Midpoint:** / / **Expiration:** / /

Program Name: _____ **License/Registration Number:** _____ **Individual's Start Date:** / /

TITLE OF TRAINING	SPONSORING ORGANIZATION/TRAINER (CCR&R, RED CROSS, SUNY, ETC.)	TYPE OF TRAINING (VIDEO, CLASSROOM, COLLEGE, TELE-CONFERENCE ETC.	DATE OF TRAINING	TOTAL HOURS	Principles of Childhood Development	Nutrition and Health Needs of Infants and Children	Child Day Care Program Development	Safety and Security Procedures	Business Record Maintenance and Management	Child Abuse and Maltreatment Identification and Prevention	Statutes and Regulations Pertaining to Child Day Care	Statutes and Regulations Pertaining to Child Abuse & Maltreatment	Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome	Adverse Childhood Experiences, Focused on Understanding Trauma and on Nurturing Resiliency
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NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES

INDIVIDUAL TRAINING TRACKING FORM FOR CHILD DAY CARE PERSONNEL

TITLE OF TRAINING	SPONSORING ORGANIZATION/TRAINER (CCR&R, RED CROSS, SUNY, ETC.)	TYPE OF TRAINING (VIDEO, CLASSROOM, COLLEGE, TELE-CONFERENCE ETC.	DATE OF TRAINING	TOTAL HOURS	Principles of Childhood Development	Nutrition and Health Needs of Infants and Children	Child Day Care Program Development	Safety and Security Procedures	Business Record Maintenance and Management	Child Abuse and Maltreatment Identification and Prevention	Statutes and Regulations Pertaining to Child Day Care	Statutes and Regulations Pertaining to Child Abuse & Maltreatment	Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome	Adverse Childhood Experiences, Focused on Understanding Trauma and on Nurturing Resiliency
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Director/Provider Signature: _____ **Title:** _____ **Date:** / /

Caregiver Signature: _____ **Role:** _____ **Date:** / /

A copy of this form and valid documentation of training hours must be kept in employee personnel files and must be available for review by OCFS when requested. This form (when signed and dated) may be used to transfer training hours between day care programs.

Child & Family Resources, Inc.

Ontario, Seneca and Yates Counties

Penn Yan Office
263 Lake St,
Penn Yan, NY 14527
315-536-1134

Seneca Falls Office
115 Falls St,
Seneca Falls, NY 13148
315-568-0945

Canandaigua Office
502 S. Main St,
Canandaigua, NY 14424
585-919-2476

Child and Family Resources, is dedicated to providing affordable, accessible programs that enhance and support the education of parents, caregivers, and childcare providers, as well as encourage the highest quality of care and positive learning experiences for young children.

www.cfresources.org