



# 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 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](http://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 which you should receive within 2-3 weeks.

## Step 2:

Family Day Care applicants, please **call** our office to schedule an appointment to meet with our **Registration Coordinator, Andrea Bedette @ 315-568-0945, x2403** upon receiving your application booklet. Andrea will provide you with a **Threshold Checklist** which **must be completed** with your application. 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 bottom (left side) of each page of your application booklet.

**My Application Booklet or Facility ID# is:** \_\_\_\_\_

## Step 3:

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 to your Registrar or Licensor.

## STEP 4:

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 5 to 10 days of receipt. If you have not received this acknowledgement, please contact your Registrar or Licensor.

## Step 5:

**Health and Safety Training and CPR/First Aid Certification.** Contact **Amanda Hines @ 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 **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 \$75** (Blended Class; online learning and in-person skills session)

**See Step 6** if you need assistance to cover the cost of this training.

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

**Step 6:**

**Contact Grant Manager, Tracy Travis at 315-536-1134, x2314** to discuss options for assistance. You may be eligible for a **Health and Safety Start-Up Grant** in the amount of **\$500. \$250** towards Health & Safety Training Sessions 1-6. **\$250** towards items you will need for your program. **Limited Availability.**

**Submit** Health and Safety Start-Up Grant Application (Blue Form) to Tracy Travis @ 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 @ [www.ecetp.pdp.albany.edu](http://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 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 required Threshold documents.** The application may include required inspections for radon, water and fuel burning systems, and meeting building requirements. These 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 Health & Safety Competency certificate to your 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/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 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/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.