

CCCOC
INFORMATION SERIES

FDC
PROVIDER

Do you want to be a
Family Daycare
Provider?



Introduction/Who we are

- This PowerPoint is to acquaint you with the process of becoming a registered provider.
- This should be considered a BRIEF introduction you'll need to do additional work to move the process forward

Child Care Council Orange County CCCOC

40 Matthews St. Goshen NY 10924

845 294 4012

<https://www.childcarecounciloc.org>

Child Care Council of Orange County, Inc., In Goshen, NY is a childcare resource and referral organization (CCR&R) for parents, childcare providers, employers, and community organizations; promoting childcare services for all registered or licensed modalities in the county.



Registrar Staff

Registration Supervisor

Margaret Spiezio
extension 236

Registrars

Daphnee Hall
extension 221
Beverly Singer
extension 230

You will be assigned
a registrar to handle
your application.



Family Daycare Provider-FDC

Your registered family day care program will be a busy place! You will generally care for between 6 and 8*† children in your home depending on the maximum capacity for your program. You will plan for and carry out a program every day to ensure children are safe and have opportunities for fun and appropriate learning experiences.

413.2(i)

Family day care home means a residence in which child day care is provided on a regular basis for more than three hours per day per child for three to six children for compensation or otherwise.

* These numbers reflect the three to six children referenced in 413.2(i), plus one to two school-age children in 413.2(i)(2)(v), if OCFS approves the capacity with the additional school-age children. A family day care provider may care for more than 2 children younger than two years of age by hiring one or more additional caregivers (alternate providers). See the chart, "How Many Children May a Family Day Care Provider Care For?" on page 151 in the appendix.

† These numbers reflect NYSSSL §390 (amended 2010); at the time this handbook was printed, the corresponding regulations had not yet been revised to reflect the change in the law. The chart on page 151 reflects the statutory change.



Regulations

As a registered family day care provider, you are better able to reduce risk and prevent harm to children you enroll by complying with all regulations and laws related to family day care. These laws and regulations are enforced by the New York State Office of Children and Family Services (OCFS). As a regulated childcare provider, you have an ongoing relationship with OCFS. Your registrar and other licensing staff, such as fire safety representatives, work on behalf of OCFS to see that your program meets the requirements established in the regulations.

http://www.ocfs.state.ny.us/main/childcare/daycare_regs.asp



Must have to be a Family Child Care Provider

- Be 18 years of age
- Have 2 ways out of your home, from opposite sides. (front and back door).
- Everyone 18 years or older in the household must be CBC cleared through the Council.
- You must have EITHER:
 - 2 years of paid or unpaid experience caring for children under 6 years of age. (including your own)
 - 1 year paid or unpaid experience caring for children 6 years of age and 6 hours of training or education in an educational workshop or course in caring for preschool children.



As an FDC...



You will be a caregiver.

You will interact with children and provide appropriate learning experiences for their stages of development.

You will be a learner.

Participating in training will help you understand how children develop and learn new skills.

You will be a business owner.

You will manage money, maintain necessary files and keep your home in good repair.

You may also be part of a family.

You should understand that your family day care program affects others living in your home. Your family should be willing to share you and your home with the children and families in your program.

To receive an application, go to:

<http://www.ocfs.state.ny.us/main/childcare/techreq.asp>

You will participate in a webinar and at the end get the option to receive the modality you prefer.

There's things you need to do to get registered that might take you beyond the standard application process. Our staff can assist you with. Remember your registrar is always available to call for technical assistance and answer all your questions once your application is received and registered through our office.



Helpful Sites

NYS Office of Children and Family Website-ocfs

- <http://www.ocfs.state.ny.us/main/>
- <https://ocfs.ny.gov/programs/childcare/deserts/>

Policy Statements

- <http://www.ocfs.state.ny.us/main/becs/policy/default.asp>

Child Care Regulations

- http://www.ocfs.state.ny.us/main/childcare/daycare_regs.asp

Child Care Services

- <http://www.ocfs.state.ny.us/main/childcare/default.asp>

Child Care Forms

- http://www.ocfs.state.ny.us/main/childcare/childcare_forms.asp



Worth a glance

The information being shared is strictly for informational purposes only.

○ <https://ocfs.ny.gov/programs/childcare/become-a-provider.php>

○ <https://www.ecetp.pdp.albany.edu/findtraining.aspx?Prog=EL>

This site is where you'll find your 15-hour health and safety (fee) and online topics to equal up to 30 hours.

○ <https://www.childcareaware.org/providers/opening-running-family-child-care-home/> Great site with solid information on the topic

○ <https://www.nolo.com/legal-encyclopedia/starting-child-care-business-new-york.html> Online legal advice about running an FDC



Before you can be registered you must...

- Be certified in CPR and First Aid
 - This can be done through the council (294-4012) call to see when the next class is starting.
 - Take the 15-hour Health and Safety Class
 - This can be done through the council (294-4012) Classes are given on an ongoing basis
 - Have a completed application
 - Have the appropriate inspections completed
 - From the Child Care Council
 - Westchester Fire Safety Rep.
- Your registrar will make the appointments for your inspections.



A few common questions

○Q- Do I need a certain amount of space in my day care area?

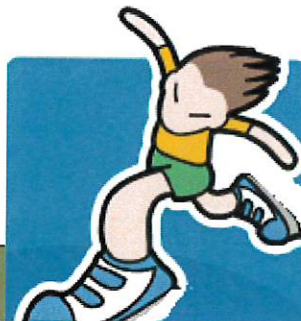
A- NYS regulations do not specify a specific amount of space to be a FDC or GFDC provider. The residence must have 2 exits. There should be enough space for children to crawl, jump, walk, play, comfortably. School age programs) and childcare centers have a requirement of thirty-five square feet per child indoors.

○Q- Is there a cost to becoming a provider?

A- There is no cost to receive a registration or license. However, the prospective provider must meet the requirements of the regulations to become registered or licensed.

Prospective providers must pass a 15-hour health and safety competency course and be adult/child/infant CPR/FA certified.

○Additionally, there are OFTEN unexpected expenses when starting ANY business, childcare is no exception. Based on inspection by either the Fire Inspector or OCFS, modifications to your home and OR yard may be required prior to approval.



Do I need to OWN my home to run a Family Daycare (FDC)?

If you're a renter, you are asking your landlord to assume the liability and risk... is your landlord willing to do that? If you OWN an apartment or condo, verify you can run an FDC. Lastly, check local zoning in your town/neighborhood to see if there's anything saying you're not zoned for a home-based business



Do I need to create an LLC or DBA?

The information being shared is strictly for informational purposes only.

There's no right or wrong answer. Speak with your insurance agent. Can you have both LLC and DBA? A limited liability company can have multiple DBAs or "doing business as" names. A DBA, also known as a fictitious business name, is a business name that is different from the business's official legal name. ... DBAs allow an LLC to use multiple business names without having to form separate businesses.



LLC vs. sole proprietor which is right for you?

The information being shared is strictly for informational purposes only.

As soon as your business has even one paying client, the owner is open to liability and should create an LLC or corporation to provide legal protection. The LLC or corporation provides a separation between the business assets and the personal assets.



THINGS TO CONSIDER

- The information being shared is strictly for informational purposes only.
- Have a family meeting ...Your home WILL BE THE Business after all
- Did you speak with the neighbors, again, check local zoning laws
- Strong recordkeeping is a must and save every receipt and write on the back what it's for
- Get a wireless printer/scanner the money you'll save by not using "snail mail" is worth every penny.
- Do some covert operations... Visit the competition, ask questions, get any printed materials they have.
- Ask yourself..."Why do I want to do this ?"



I didn't know I needed that!?

Home Inspection Checklist

Initial inspection visits are conducted FOR all applicants before they become a registered childcare program AS IS AN INSPECTION VIA THE FIRE INSPECTOR. It is strongly recommended that you be well prepared and organized for your inspection. All items on this checklist must be completed PRIOR to your inspection date.

The required on-site paperwork is indicated with a (*) star next to it on the checklist.

Call REGISTRAR @ 845 294 4012 ex 230 or 221 for a Home inspection Checklist



NYS OCFS... INVESTING IN YOU AS A NEW PROVIDER

o New York State identified \$100M to build and expand childcare capacity in areas with the least supply.

<https://ocfs.ny.gov/programs/childcare/deserts/>

<https://www.youtube.com/watch?v=GIFK-il-rco>

YOUTUBE INFO SESSION 1HR CCDG

<https://www.youtube.com/watch?v=LIhnqyRfXpk>

QUICK VIDEO ABOUT THE PROCESS

All interested parties **MUST** complete the [OCFS Child Day Care Orientation](#) **BEFORE** applying for the Invest in NY Child Care grant opportunity. After completing the Orientation, applicants can request a licensing application.

- OCFS: [How to Get Started/ Day Care Orientation](#)
- NYC: [Online Service Registration](#)

All awarded programs will be expected to enroll and participate in the QUALITY Stars NY Start with Stars program.

- [Learn more about Start with Stars](#)



"Why don't I have any children in care?"

Many providers ask this & there are several answers that can help you get more children in your program.

○ Are your hours flexible? Do you offer...

- ❖ Nontraditional hours?
 - ✓ Weekends?
 - ✓ Overnight?
 - ✓ Early Mornings?
 - ✓ Late evenings?

○ Are you MAT trained



- ❖ MAT is the process of becoming certified to administer medicine.
- ❖ THINK OUTSIDE THE BOX!! YOU CAN'T WAIT FOR KIDS TO COME TO YOU...IT'S MARKETING AND FORGING CONNECTIONS!



Be a Joiner!

ORGANIZATIONS YOU SHOULD KNOW

The information being shared is strictly for informational purposes only.

There are resources available throughout the state that can help with most aspects of running a childcare business. Here are a sample:

Quality Stars

ASPIRE Registry

National Association for Young Children for Families - What to look for in a program

New York Association for the Education of Young Children (NYAEYC)

New York State Department of Health Child and Adult Care Food Program (CACFP)

New York Early Childhood Professional Development Institute
Early Childhood Career Development Center



Definition of a Child Care Provider

Child Care Pro-vi-der (child'kâr prô vid'er)n. chef, baker, janitor, sock and shoe finder, coat buttoner, boot fitter, bottle washer, grocery shopper, diaper changer, protector, dish washer, nose wiper, vegetable pusher, floor sweeper, waiter, story teller, playground attendant, PE teacher, activity director, driver, zoo keeper, inspector, aerobics instructor, tutor, entertainer, therapist, manager, derby instructor, performer, bookkeeper, self-esteem builder, teacher, helper, well wisher, nurse, traffic controller, noise controller, life saver, thinker, problem solver, engineer, designer, counselor, safety instructor, arbitrator, creator, inventor, companion, musician, historian, technician, dietitian, athlete, beautician, fire marshall, analyst, artist, dentist, scientist, biologist, technologist, accountant, manicurist, receptionist, environmentalist, pharmacist, hygienist, speech therapist, reader, builder, informer, composer, supervisor, author, navigator, peacemaker, friend. ...

Author Unknown

ARE THERE ANY QUESTIONS?

Speak with a Registrar Specialist 845 294 4012
Ex: 221,230 for more information!

Thanks for watching

