



Dear Potential Child Care Provider,

Thank you for your interest in becoming a family child care provider, which can be a rewarding experience for you and the children and families you serve. There are many benefits of operating your own child care business. They include:

- The opportunity to work with children and impact their development
- The flexibility of working for oneself and working from home
- Being able to be with your own children
- Earning a decent living, and receiving significant tax benefits

The process of becoming a child care provider requires time and careful consideration of many factors. Therefore, the Child Care Network suggests that you take the following steps before deciding if operating a child care business is a good choice for you.

- Call our office and speak with Pam or Sue about your thoughts on starting your child care program. Please call (518) 798-7972 to get answers to your questions and help deciding if child care is the right choice for you now.
- If you have Internet access, visit the Child Care Providers section of our website at www.saccn.org for useful information about becoming a provider. Also, visit the Office of Children and Family Services' website at www.ocfs.state.ny.us/main/childcare/default.asp to look at the day care regulations and other bits of interest about offering a quality child care program in your home.
- Speak with people you know to learn as much as you can about child care. Current child care providers and people who use or know about child care can help you make the important decision about starting a child care program. Of course, it's also very important to make sure that your family supports your decision.

After considering all factors, if you choose to pursue becoming a registered or licensed family child care provider, you will need to take an orientation program on-line to request an application. Please contact me at the Child Care Network so that I can answer any questions you may have. I can be reached at (518)798-7972 ext 205 or suek@saccn.org.

Sincerely,

Sue Kowaleski,
SACCN Coordinator

Starting a Registered Family Child Care Program

Running a family child care program can be an exciting and rewarding line of work for many people, but learning how to get up and running can be tricky unless you have some direction. The Southern Adirondack Child Care Network (SACCN) can help you get started. The Child Care Network is a child care resource & referral organization serving Warren, Washington, and Hamilton Counties. We also serve Northern Saratoga County. Here are some commonly asked questions about starting a child care program in your home.

What is a registered Family Child Care Program?

Registered Family Child Care is a home-based business which provides care for 3 to 6 children, following the guidelines of the New York State Division of Child Care. Anyone who cares for 3 or more children in their home for 3 or more hours per day is required by law to become a registered child care program. There is also a Group Family Day Care option for two adults caring for 7 – 12 children in the home.

What are the Family Child Care guidelines?

They are the standards that every child care provider in New York State must meet for doing child care in the home. These regulations tell exactly what must be done in offering family child care. They can be found on-line at www.ocfs.state.ny.us/main/childcare/daycare_regs.asp.

How do I become a registered child care provider?

In New York State, anyone who wishes to start a registered family child care program must complete an on-line orientation program, complete a registration application packet and wait for approval by the NYS Day Care Licensors. You can start caring for 1 or 2 children, other than your own, while waiting for approval.

How do I get a registration application packet?

Attend the required “Orientation Session” on line at the OCFS website. After successful completion, an application packet can be requested.

What’s in the application packet?

The application packet asks for information on the people who will be caring for children, the place where children will receive care, and the plan for what the program will offer to children and families. The people, place, and program plan must all be found safe and healthy before a registration can be issued.

How much does it cost to become registered?

There is no charge to submit an application, but there may be costs associated with meeting the child care regulations or guidelines for family child care programs.

What else do I have to do?

In addition to submitting the application packet you must be fingerprinted, attend a “Health & Safety Training” program, meet with a licensing representative at the child care home, and wait for approval from the state.

Is there any money to help me get going?

Occasionally there is a small grant to help. It is administered through the SACCN offices. At this time there is no funding available, but hopes are that funds will flow again soon.

What should I do now?

Call the Child Care Network at 798-7972 or 1-800-807-3224. Speak with Pam or Sue to get answers to your questions.

The Steps to Becoming a Registered Child Care Provider

The process of becoming a registered Family or Group Family Child Care Provider can be a lengthy one. Expect it to take a few months if all your paperwork is submitted completely and accurately in a timely manner. Otherwise it will take longer.

You can care for only 1 or 2 children other than your own while you are waiting to become registered/licensed.

1. Participate in an on-line orientation session. Upon successful completion, you can request an application from the Office of Children and Family Services (OCFS) which is New York's child care licensing office.
 - ◆ Family Child Care (FCC) is caring for children all by yourself
 - ◆ Group Family Child Care (GFCC) offers care to more than 6 children and you have someone to work with

Expect to wait a couple weeks before it arrives in your mail box.

2. Complete the application packet. It asks for three basic things (the 3 P's):

- ◆ Information about the **people** who will have access to children
- ◆ Information about the **place** where you will be caring for children
- ◆ Information about the **plan** for what you will do with the children

Part of completing the application may include setting up appointments to fill out some of the paperwork you'll need to submit (such as medical, fire and water tests if needed, etc.)

3. Copy your application paperwork and send the original to your licensing representative.

4. Apply to be fingerprinted by visiting www.LIEnrollment.com or calling 877-472-6915. The applying provider and all people who are over 18 years old living in the FCC home must be fingerprinted. For those already in the system, your licensing representative can use that information and you will not need to be fingerprinted again.

5. Attend a required "Health & Safety Training" program. This is a 15-hour program that is offered quarterly by the Child Care Network. Call Sue K or Pam at 798-7972 or email suek@saccn.org for a schedule and registration form. The fee for this program is \$250.00. The fee is partially reimbursable after you officially complete the child care registration/licensing process.

6. Have an in-home visit by the licensing representative. He/she will review all the safety standards and requirements with you so you are sure you are doing what is expected of you according to the child care regulations.

7. Learn more about the "Child Care Food Program". SACCN staff can tell you what you need to do to serve children nutritious meals while in child care and receive reimbursements for those meals.

8. Wait for the official piece of paper (your registration for family day care or license for group family day care) that says you are authorized by the State of New York to care for children at your home.

9. Congratulations! Once you receive that paper you can care for 6 children, plus (maybe) 2 school agers in family day care or 12 children plus 4 school agers for group family day care.