



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner



October 2015

Dear Director:

UPK Children in School Age Child Care Programs

Child day care regulation (Part 413) defines both the terms preschool and school-age child. Based on the definitions, children who are in Universal Pre-Kindergarten (UPK) programs are not eligible to enroll in school-age child day care programs. However, given the rapid expansion of pre-kindergarten and Governor Cuomo's commitment to a Statewide Universal Full Day Pre-Kindergarten program, the Office of Children and Family Services (OCFS) has been working to set policies that meet the needs of families and children who are participating in UPK programs located in schools. *OCFS Policy Statement 00-3: Enrollment of Pre-Kindergarten Children in School-Age Child Care Programs* describes the circumstances under which preschoolers will be permitted to attend a school-age day care program and the need for an approved OCFS waiver to do so. This policy can be found at: <http://ocfs.ny.gov/main/childcare/policies/default.asp>.

Market Rate for Pre-Kindergarten Children in School-Age Child Care Programs: The market rate that applies for pre-kindergarten aged children attending a school-age child care program is the same rate for children age 6 through 12 years in the same program. The social services district must apply the part-day market rates as the maximum payment limit when the child day care services are provided for **at least three but fewer than six hours per day**. Part-day market rates also must be applied for children who are provided care before and/or after school for less than three hours per day by day care centers or school-age child care programs that do not charge on an hourly basis.

Important First Aid/CPR Training Information

The OCFS contract with the National Safety Council to provide First Aid/CPR training opportunities to child day care employees **is ending December 31, 2015**. Despite the fact that OCFS is no longer contracting with this organization, the National Safety Council training in First Aid and CPR will continue to be accepted as meeting the regulatory requirement.

As of January 1, 2016, OCFS will no longer provide training slots for First Aid/CPR through a contracted training vendor. Employees and caregivers seeking to take CPR and First Aid training must arrange for certification classes on their own. Educational Incentive Program (EIP) funding will continue to be available for those who are eligible and choose training organizations in the ASPIRE registry.

New Training Webpage is Here!

The OCFS training webpage has been redesigned. You will find it to be user friendly, with a drop down menu by topic area for easy access to the information you are looking for. Visit the new page at:

<http://ocfs.ny.gov/main/childcare/child-care-training.asp>

NY-Alert



NY-Alert is New York State's all hazard and notification system that allows individuals from the general public the option of choosing to receive automatic notifications in the case of statewide weather events, road closures in your area, missing persons reports known as Amber or Silver Alerts or other emergency situations such as hazardous material spills. NY-Alert is free and subscription based. Users can choose how they want to receive notifications: by cell phone, email and other technologies.

You may also select the type of notifications and the geographical areas for which you receive notices. To enroll via the web, go to: <https://www.nyalert.gov/>. If you do not have access to the worldwide web, you may also sign up for NY-Alert by calling 1-888-697-6972.

Medication Administration

Emergency Medication

Emergency medications are **limited** to epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers. Regulation defines how and under what circumstances these specified emergency medications may be given to children in child care. Programs must refer to the regulations for a clear understanding of the rules regarding the administration of these emergency medications. This does not mean that other emergency medications don't exist, but the administration of any other emergency medications requires that the program become authorized to administer medication.

Health Care Plans

A program's approved Health Care Plan directs when and under what circumstances medications may be administered. Programs must follow their approved Plan and all Individual Health Care Plans on file.

Individual Health Care Plan Permissions and Updates

- Whenever changes are made in the plan of care for a child with **special health care needs**, or the program staff that provides that care, the child's individual Health Care Plan must be updated.
- Additionally, if the program staff that provides that care changes, the newly designated caregiver(s) must receive instruction directly from the child's parent or health care provider.

Contact your licensor or registrar if you have questions about your program's authorization to administer medications.

Medication Administration Training (MAT)



The authorization to administer medication to children in care is a benefit to parents and children, and a marketing plus for providers. Parents search the website for child day care programs that offer this service, as many cannot leave work to administer medications. OCFS encourages child day care programs to take advantage of the OCFS funds available for medication administration training and CCR&R health care consultant services in developing a health care plan for your program.

Enclosed you will find a brochure explaining how to become MAT certified. To access the brochure in Spanish, go to: https://www.ecetp.pdp.albany.edu/downloadfiles/MAT/MAT_ESPANOL.pdf.

Interns In Child Day Care Programs

Interns participating at centers or school age child care programs may fill one of two roles; **volunteer or staff**.

Volunteer: If he/she is filling the role of a volunteer, he/she may be present in classrooms for the purpose of assisting with the care of children or the operation of the program. A volunteer may not be counted in the supervision ratio and may not be left unsupervised with children in care. If the intern (volunteer) has the potential for **regular and substantial contact** with children enrolled in the program, he/she must be fingerprinted, submit information for a State Central Register database check and a Justice Center staff

exclusion list check, and must complete and submit a Criminal Conviction Statement and a Medical Statement which includes a TB test. High school or college medical statements can substitute as an approved equivalent.

Staff: An intern may also participate in the role of a staff member, such as a group teacher or assistant teacher. Interns used in teaching positions must possess the regulatory qualifications for the role, meet the regulatory training requirements and he/she must be fingerprinted, complete and submit information for a State Central Register database check and a Justice Center staff exclusion list check. In addition, the intern must complete and submit a Criminal Conviction Statement and a Medical Statement which includes a TB test. High school or college medical statements can substitute as an approved equivalent. The minimum age of a staff person is sixteen.

Please contact your licenser or registrar if you need technical assistance in this matter.

The Aspire Registry

We highly recommend that all child care providers and their staff take advantage of and utilize the Aspire Registry to maintain staff training and educational and professional development records. In order to receive proper training credit in Aspire, and with your licenser or registrar when a site inspection of records is performed, please make sure that all training documents contain the following:

- Name of the individual trained
- Title of the training
- Trainer's name and signature
- Professional title or specialty field of the trainer
- OCFS Topics in regulation covered
- Date of training (Month/Day/Year)
- Number of training hours
- Training organization (if applicable)

The Aspire registry verifies and enters training credit specific to an individual's Professional Development Record, therefore documentation for each participant is required. A certificate of training for an individual, a training roster that includes all of the information listed above, or educational transcripts will be accepted. Training credit will not be given for altered documents or certificates that contain multiple names.

As a reminder, **an individual may not receive training credit for the same training taken more than once in a two year period.** For more information or assistance with creating an account you may call 718-254-7716 or visit: <http://www.nyworksforchildren.org/Aspire/Aspire.aspx>

Flu Prevention



It's that time of year again – Flu Season. The single best way to prevent seasonal flu is to get a yearly flu vaccine. Infants and young children are at a greater risk for becoming seriously ill if they come down with the flu. The New York State Department of Health and the federal Centers for Disease Control recommend that all people six months of age and older get vaccinated against seasonal influenza as soon as the vaccine is available. Programs are required to post influenza educational material in plain view to ensure that families are informed and know the benefits of flu shots. The seasonal flu guide can be found here: <http://www.health.ny.gov/publications/2423.pdf>. Thank you for your cooperation in posting this important information. For additional resources on flu prevention, go to: www.healthychildren.org or www.health.ny.gov/ where you can find the posting in other languages.

Social Competence

Your role in helping children at an early age develop social and emotional skills has been found to prepare them for a healthy future. This includes positive behavior interventions and policies regarding expulsion of children from early care and education programs, and developmental screenings for children at risk of cognitive or developmental delays.

A new 20-year study shows a link between children's social skills in kindergarten and their well-being in early adulthood, according to the findings published in the *American Journal of Public Health*. Children who were more likely to "share" or "be helpful" in kindergarten were also more likely to obtain higher education and hold full-time jobs nearly two decades later, the study found. Students who lacked these "social competence" skills were more likely to face more negative outcomes by the age of 25, including substance abuse problems, challenges finding employment or run-ins with the law. To read the article in its entirety, go to:

http://www.rwjf.org/en/library/articles-and-news/2015/07/new-research--children-with-strong-social-skills-in-kindergarten.html?cq_ck=1436985387433.

Stay Up to Date

- ❖ Please ensure OCFS has a current **staff list** for your program. This means you must notify your licensor/registrar anytime you are adding or removing an employee from your program. Updates may be delivered via telephone, email, in writing or onsite during an inspection. A current listing of employees as maintained in the OCFS database is also reflected in The Aspire Registry, so making sure these records are accurate and up-to-date is very important.
- ❖ Looking for a copy of the notification for posting to comply with the **prohibition of firearms** on the premises of child day care centers, school age child care and small day care center programs? You will find it at: <http://ocfs.ny.gov/main/childcare/letterstoproviders/2015/Firearms%20Notice.pdf>. This notification, required by regulation as of June 1, 2015, must be posted in a prominent manner and within reasonable distance of each entrance of the child care program.
- ❖ The **Nutrition Standards Toolkit** developed by OCFS and CACFP to assist in meeting the new, June 1, 2015 requirements for center based programs is available at: http://nydontraining.health.state.ny.us/nutrition_standards_toolkit_june2015/. If you participate in CACFP now, you already meet and exceed the OCFS nutrition standards addressed in this toolkit.
- ❖ Stay current with the latest news and updates on the **OCFS website** for:
 - FORMS
 - POLICIES
 - APPLICATIONS
 - TRAINING

For questions about any items in this letter, please contact your licensor or registrar. Best wishes for a safe and colorful autumn.

Sincerely,



Janice M. Molnar Ph.D.
Deputy Commissioner
Division of Child Care Services

Si necesita leer esta carta en español, visite el portal de la División de Servicios de Cuidado Infantil en <http://www.ocfs.state.ny.us/main/childcare/letters.asp>. Si no tiene acceso a la Red o Internet, contacte al encargado de licencias o registros para recibir ayuda.