



December 2007

**New York State
Office of
Children &
Family
Services**

Eliot Spitzer
Governor

Gladys Carrión, Esq.
Commissioner

Dear Child Care Provider:

Access to product recall information and knowledge of your program's stock of toys is especially important at this time of year when children and providers receive gifts of toys and equipment. The purpose of this letter is to provide you with the New York State Consumer Protection Board's ***Toy Safety Inventory Checklists***. The checklists are designed to help parents and day care providers inventory the toys and children's equipment at their homes and programs. The checklists then become a useful tool to check against consumer recall lists. In addition, this letter will provide you with information on how providers can remain informed of product recalls.

Capital View Office Park

52 Washington Street
Rensselaer, NY
12144-2796

The attached publication offers day care providers useful checklists to identify and catalog toys already in their program with space to update the list as toys and equipment are added. The first checklist (Generic Checklist) is a multipurpose list that can be used to log all toys, video games or electronics, action figures, dolls, stuffed animals, trucks or cars, board games and/or sporting goods in your home or program. The subsequent checklists offer a separate page for each of the categories in the generic list. The Office of Children and Family Services (OCFS) believes that taking the time to catalog these items will assist providers in matching their items to consumer recall lists and result in a more timely removal of unsafe products from the hands of day care children.

OCFS would also like to remind providers that the U.S. Consumer Product Safety Commission (CPSC) sends email alerts concerning product recalls to anyone who registers online at www.recalls.gov. This service is a time saver and can be a life saver.

If you have additional questions about the attached publication, please contact the NYS Consumer Protection Board's Consumer Assistance Unit at 1-800-697-1220.

Best wishes for a happy and safe holiday season.

Sincerely,

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



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