



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

May 2016

Dear Provider,

A Message from the OCFS Commissioner

The Office of Children and Family Services (OCFS) applauds caregivers everywhere for their dedication to the safety and health of the children entrusted to their care – the young ones who depend on you for their emotional and physical development.

The role of child day care staff in shaping the lives of the young and vulnerable is monumental, and a significant responsibility that OCFS supports and appreciates.

On this Provider Appreciation Day, May 6, 2016, OCFS recognizes child care providers, teachers, school-age program directors and staff, child care center directors and staff, and all who work with children in delivering the care and education necessary to help lead children into happy, productive lives.



For your commitment and service to children throughout New York State, we are truly grateful.

Thank you!
-Sheila J. Poole, Acting Commissioner

Addressing Challenging Behavior and Promoting Social Emotional Development

Many of you recently participated in a survey which asked questions about challenging behavior in your programs. The Pyramid Model-Child Care and Early Education Survey received over 1200 responses (60 in Spanish). To find the latest news and training opportunities in your area, go to the website:

<http://bit.ly/NYpyramid> or read on further for upcoming videoconferences on this topic.

New York State Pyramid Model Partnership
Supporting Social-Emotional Competence in New York State's Young Children



Training News

The 2016 videoconference training schedule includes a series on childhood trauma and challenging behaviors. Join us on:

- 5/19/16 Identifying and Helping Children Who Have Experienced Trauma
- 6/23/16 Addressing Challenging Behavior: An Overview of the Pyramid Model
- 11/3/16 Addressing Challenging Behavior: The Pyramid Model in Action

A detailed description of each topic is included in the brochure here:

https://www.ecetp.pdp.albany.edu/downloadfiles/ECETP/Videoconference_Training.pdf

NEW OCFS-approved **Infant Brain Development** e-learning offered at *no cost* to you may be found in the PDP E-Learning course catalog at: https://www.ecetp.pdp.albany.edu/elearn_catalog.shtm



Included in the approved online trainings are the following courses which explain the regulations covering beverages and meals served in child care. These sessions are offered at no cost to the trainee. Any caregiver or staff, in any type of program, may receive credit for completing these courses, regardless of whether the program is enrolled in CACFP:

- Healthy Beverages
- Infant Meal Pattern
- Child Meal Pattern

The library of approved distance learning trainings is constantly growing. Be sure to check the PDP website periodically. Currently, you will find over 1,000 approved trainings to fulfill OCFS training requirements. For topics that may be of interest to you, go to: <https://www.ecetp.pdp.albany.edu/distance.aspx>.

Training Documentation



Interested in having your qualifications and training files reviewed online rather than collecting and maintaining paper files? Talk to your licensor or registrar about the Aspire training registry, or contact New York Works for Children at: (719) 254-7716; info@nyworksforchildren.org; or <http://www.nyworksforchildren.org/Home.aspx>.

Day Care Centers Only: As of June 2015, all staff working in day care centers on approved *plans of study*, either allowed by regulation or through a waiver, are required to have that plan registered in the Aspire Registry. Progress on the plan is reviewed by OCFS online in Aspire. To enroll or log in, go to: <https://www.nyworksforchildren.org/#>

In the Field

- You may notice licensors/registrars conducting inspections with handheld tablet devices. These new devices will allow your regulator to enter documentation of the inspection while on-site. They will also have the ability to take photographs which may be used to document what they see. Inspectors have always been able to take pictures; the only change is that instead of a camera, they will use their tablet.
- There will be occasions when child care programs providing non-traditional hours of care will be inspected during evening and weekend hours. These monitoring inspections may be conducted by any OCFS staff, not necessarily your assigned licensor/registrar. Be advised that OCFS employees visiting your program will be carrying official OCFS identification.

Obesity Prevention and Physical Activity

Those who work in child care programs can help prevent obesity in children by planning physical activities on a daily basis. Being active as children can lead to positive and healthy lifestyles as adults. Available resources include: https://www.health.ny.gov/prevention/obesity/prevention_activities/ and Let's Move! Child Care: <https://healthykidshealthyfuture.org/>



Scholarships for CPR and First Aid Training

The 2016 Educational Incentive Program (EIP) has funding that is specifically dedicated to provide scholarships for CPR and First Aid training. The award amounts are up to \$125 for classroom training, and \$95 for online training that includes a skills testing component. Enclosed is the [Apply for a Scholarship](#) brochure that will give you more information about EIP and how to apply for the scholarship.

Breastfeeding Mothers' Bill of Rights must be posted in Child Care Centers



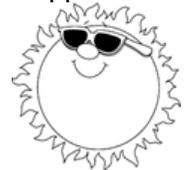
Public Health Law, Section 2505-a, Breastfeeding Mothers' Bill of Rights, was amended through legislation to state that women have the right to breastfeed their child at the child's day care program and breastfeeding staff and caregivers have the right to take breaks to pump breast milk at work. A copy of the Bill of Rights may be found here: <http://www.health.ny.gov/publications/2028.pdf>

Spring is Here, Summer Not Far Behind

Pool Season and Home-Based Care

Welcoming spring means summer pool season is not far behind. Now is the time to be planning for opening swimming pools and the need to be vigilant about safety and outdoor water hazards. Providers using pools must review any previously approved pool plan and call their licensor/registrar if anything has changed re: layout, use plan, structural changes (deck, stairs, etc.). Home-based providers who wish to be approved to use a residential pool for the first time will need OCFS approval prior to pool use. Contact your licensor/registrar before you plan to include pool use in your activities, as an on-site inspection will be needed. Reminder- **wading pools are prohibited** - use the sprinkler!

For more information visit: http://www.ocfs.state.ny.us/main/childcare/pool_guidelines.asp



Outdoor Activities/Field Trips: Reminder to caregivers and staff to be vigilant with your supervision plan. With the warmer weather and longer daylight hours, children are now using the outdoors to play and explore—make sure they cannot wander off unnoticed!

Easy Chart for Clearance Checks!

OCFS has organized the paperwork required for new hires on the OCFS website. **Form-6000** concisely lists required clearance forms in an easy to use chart for staff, volunteers and household members by program type (G/FDC, DCC, SDCC, SACC). OCFS-6000 was designed to streamline the clearance process with links that will direct you to the respective form. If you have yet to view OCFS-6000, you may want to do so here at: <http://ocfs.ny.gov/main/documents/docsChildCareAll.asp>.

Transportation Notes

- It is the responsibility of the **program** to ensure that drivers and vehicles meet all Department of Motor Vehicles and Department of Transportation requirements, regardless of whether transportation services are offered directly or by contract with a third party.
- All children must be secured in child safety seats properly installed **per the manufacturer's recommendations**, or with safety belts as appropriate for the age of the child, in accordance with the requirements of the Vehicle and Traffic Law.
- For **day care centers**, bus drivers may NOT be included in the supervision ratio *except* when the only children being transported are enrolled in kindergarten or a higher grade.



For additional information about transportation requirements that were updated in the new regulations, please read the regulations on line at: http://ocfs.ny.gov/main/childcare/daycare_regulations.asp or contact your licensor/registrar.

New Code Requirement for Carbon Monoxide Detection in Commercial Buildings

Regulations require that all buildings used for child care programs must remain in compliance with the applicable provisions of fire and building codes. The New York State Uniform Fire Prevention and Building Code was modified in December 2015 to require the installation and maintenance of carbon monoxide alarms in all existing commercial buildings where a carbon monoxide source is present. This code requirement applies to all DCC and SACC programs outside of NYC and includes a transition period which ends on June 27, 2016, to allow property owners to come in to compliance. In some cases, it may be necessary to modify or supplement existing carbon monoxide alarm or detection equipment to fully meet the new code requirements. **Contact your local code enforcement official to determine if this requirement applies to your child care site and, if so, what is required to come in to compliance before the end of the transition period.**

NY-Alert

As featured in the October 2015 Dear Provider letter, 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.



For questions about any items in this letter, please contact your licensor or registrar. Best Wishes as we celebrate Mother's Day, sunshine and once again, appreciation for our community of caring Providers!

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.