



# Office of Children and Family Services

ANDREW M. CUOMO  
Governor

ROBERTO VELEZ  
Acting Commissioner



April 2015

Dear Provider:

## OWNERS of Multiple Family or Group Family Programs Only

**May 1, 2015** is fast approaching. This is the deadline to be in compliance with **mandated** training on supervision and business management for **owners** of multiple home-based child care sites. Class size is limited. To reserve your slot, call toll free at **1.800.295.9616**. For more information, please visit: <http://www.ecetp.pdp.albany.edu/>.

**Please note that there is currently no cost for scheduled classes through May 1, 2015. Owners who have not taken this required training by May 1, 2015 will be out of compliance and subject to action taken by the Office of Children and Family Services (OCFS).**

## Shelter in Place



The family and group family day care regulations require that all programs hold two (2) shelter-in-place drills annually. So, what does annually mean?

For consistency and simplicity, OCFS will define this annual period as the calendar year, beginning every January 1 and ending every December 31. OCFS has determined that by December 31, 2015 your program will have been required to conduct at least 2 shelter-in-place drills to meet this requirement for this calendar year.

The regulation does not specify when during the year to hold drills, but programs may want to consider using the day light savings time dates (or other cue) as a good reminder to schedule a drill.

## A Friendly Reminder on Supervision

Please remember that a **volunteer** is not employed by the program and he or she may not be counted in the supervision ratio and may not be left unsupervised with children in care.

## Stay Up to Date

The OCFS website is a dynamic and interactive means of communication and information for programs, parents, staff and the community. It is our goal to regularly evaluate it so that it remains a current and effective tool. OCFS encourages you to visit the website often.

The 2014-15 revision of child day care regulations has resulted in a great deal of behind-the-scenes work to bring you an improved and more user-friendly product. Please be sure to regularly check the OCFS webpage at: <http://ocfs.ny.gov/main/childcare/default.asp> for the most **current and up-to-date**:

- FORMS
- POLICIES
- APPLICATIONS
- TRAINING

## Welcome to the “Cloud”

Cloud data storage has become the wave of the future. It can provide the benefits of greater accessibility and reliability of information and data backup. Cloud storage, like any other technology, can also become exploited and vulnerable to hackers. It is important to be mindful of confidential information when using technology. Cloud access should not be shared with anybody that is not directly associated with your program. It is recommended that you only provide access to those with a business need.



## Making Your Program Safe from Fire and Carbon Monoxide

Fire extinguishers and smoke and carbon monoxide (CO) detectors can provide a false sense of security if not properly maintained. It is recommended to test and vacuum smoke and CO alarms at least once a month. The battery replacement schedule depends on the type of alarm you have; follow the manufacturer's recommendations for your devices. Smoke and CO alarms have a limited useful life and **outdated devices** may not function as designed. Check your alarm for date of manufacture and recommended replacement dates. If no replacement date is indicated, it is suggested to replace CO alarms every five years and smoke alarms every 10 years.

**Fire extinguishers** have an indicator or gauge to show if they are charged. This should be checked monthly to make sure the extinguisher is ready to use. It is also important to check each fire extinguisher for leakage, damage, corrosion or other defects, such as a cracked/ripped hose or nozzle, or missing or loose pieces which are all signs that it's time to replace your fire extinguisher. Fire extinguishers should be marked with a date of manufacture, and may also have a “Replace By” date. If you are uncertain of if a fire extinguisher needs to be replaced based on age, contact the manufacturer. For more information on fire safety, visit: <http://www.nfpa.org/safety-information> or <http://www.dhSES.ny.gov/ofpc/publications/#pamphlets>.



In February, fire extinguisher manufacturer Kidde announced the recall of 4.6 million fire extinguishers due to reports that the recalled fire extinguishers failed to discharge as required. This recall involves 31 models of Kidde plastic valve disposable fire extinguishers manufactured between July 23, 2013 and October 15, 2014. The **recalled extinguishers** were sold at department, hardware and home improvement stores nationwide. Kidde is offering free replacement for recalled extinguishers. For more information, or to determine if you have a recalled fire extinguisher, contact Kidde toll-free at (855) 283-7991 from 8 a.m. to 5 p.m. ET Monday through Friday, or online at [www.kidde.com](http://www.kidde.com) and click on Safety Notice for more information. Additional information on this and other product recalls can be found at <http://www.cpsc.gov/en/Recalls>.

## A Resource for Families

Do you ever get questions from families in need of assistance or services on benefits such as:

- Health insurance?
- Child care subsidy?
- HEAP, WIC, SNAP?

Posted to our webpage under **General Information** in the **Info for Providers and Parents** section are two links that may be useful to direct parents to for helpful information:

<http://ocfs.ny.gov/main/childcare/infoforproviders.asp>, and <http://ocfs.ny.gov/main/childcare/infoforparents.asp>.

Here you will find information on these topics and more!

## New Training Opportunity

**School Age Child Care** online course may be found at: <http://www.ecetp.pdp.albany.edu/elearn.shtm>



....for the new and improved OCFS training website!

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

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://ocfs.ny.gov/main/childcare/letters.asp>. Si no tiene acceso a la Red o Internet, contacte al encargado de licencias o registros para recibir ayuda.**