

**Parental Acknowledgment**

I \_\_\_\_\_ understand that the provider or an employee, volunteer, or person over the age of 18 years of age who resides in the provider's home has been the subject of an indicated report of child abuse or maltreatment or has been convicted of a crime. I have attached a copy of the information that was given me by the provider regarding this incident(s).

I understand that I have the right to select another provider. If I need help locating another provider, I can request such help from the Department of Social Services. I have read the information given to me by the provider. I hereby waive this right and, by signing this, I am stating that I choose to have this provider care for my child.

\_\_\_\_\_ Parent Name (Print Name)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## EMPLOYMENT OF MINORS

### HOURS OF WORK

The limitations on the working hours of minors depend upon age, the type of work, and whether the minor is attending school. New York State sets some of the most stringent child labor laws in the country, which limit the number of hours that minors under 18 may work when school is in session. The State requires that 16 and 17 year-olds may not work past 10 P.M. on the night before a school day without written permission from the minor's parent and a certificate of satisfactory academic standing from their school.

Minors may not work during the hours when they are required to attend school.

When school is in session, generally from September to June, minors 14 and 15 years-old may not work in any occupation except farm labor and selling or distributing newspapers for:

- more than 3 hours on any school day
- more than 8 hours on a Saturday or a non-school day
- more than 18 hours in any week
- more than 6 days in any week.

However, if a 14 or 15 year-old minor is employed as part of any type of supervised work study or work experience program that is approved by the Commissioner of Education, the minor may work 3 hours on a school day and 23 hours a week, instead of 3 hours a day and 18 hours a week.

When school is in session, minors 16 and 17 years-old enrolled in a day school, other than a part-time or continuation school, may not work in any occupation (except farm work and selling or distributing newspapers):

- more than 4 hours on any day preceding a school day (M, T, W, Th.)
- more than 8 hours on Friday, Saturday, Sunday, or Holiday
- more than 28 hours in any week
- more than 6 days in any week.

However, students enrolled in a cooperative work experience program approved by the Department of Education may be employed up to a maximum of 6 hours on a day preceding a school day other than a Sunday or a holiday if these hours are in conjunction with the program. Any hours worked in such program shall be included when calculating the number of hours worked for the 4 hour maximum.

When school is not in session, and during vacations (school must be closed for the entire calendar week), minors under 18 generally may not work more than 8 hours a day, 6 days a week; minors 14 and 15 may not work more than 40 hours a week and 16 and 17 year-olds may not work more than 48 hours a week.

Federal legislation limits the work of 14 and 15 year-olds in firms engaged in interstate commerce to a maximum 3-hour day and 18-hour week when school is in session and to an 8-hour day and 40-hour week when school is not in session. (School must be closed for the entire calendar week.)

In school cafeterias, a minor who has an employment certificate may work during the lunch period at the school he or she attends.

On farms, 12 and 13 year-olds who have farm work permits to pick berries, fruits, or vegetables may not work more than 4 hours per day, before 9 a.m. or after 4 p.m. or when school is in session from the day after Labor Day to June 20th. From June 21st to Labor Day, they may work 4 hours per day between the hours of 7 a.m. and 7 p.m. There are no hour regulations for farm work that apply to minors 14 years of age or older. (See footnote 2 on Permitted Working Hours Chart)

When a minor is employed in two or more establishments in the same day or week, the total time of employment may not exceed the daily or weekly allowance for a single establishment.

#### NIGHTWORK RESTRICTIONS

In addition to the limitations on the number of hours minors may work in a day or a week, the law prohibits them from working before or after certain hours, depending on their age and occupation.

Minors under 16 may not work between 7 p.m. and 7 a.m. in most jobs, after Labor Day to June 20th, and between 9 p.m. and 7 a.m. from June 21st to Labor Day.

Newspaper carriers may not work between 7 p.m. (or 30 minutes prior to sunset, which ever is later) and 5 a.m. Minors engaged in street trades may not work between 7 p.m. and 6 a.m.

Minors 16 and 17 years old may not work between midnight and 6 a.m. when school is not in session (vacation). They may work after 10 p.m. up to midnight during the school year only with the written consent of a parent and a certificate of good academic standing from their school.

Parental Consent Forms may be obtained by an employer from the Division of Labor Standards office in your area. The Certificate of Satisfactory Academic Standing is issued by the school the minor attends.

#### POSTING PROVISIONS

The employer must make a schedule for all minors and post it in a conspicuous place. The schedule sets forth the hours minors start and end work and time allotted for meals. The hours of work can be changed, as long as the changes are posted on the schedule. Minors may work only on the days and at the times posted on the schedule. If minors are present at other times or if no schedule is posted, it is a violation of the child labor law.

Note: Laws governing the Employment of Minors has been taken from the main page of the New York State Department of Labor's Web site.

MODEL LETTERS FOR CURRENTLY ENROLLED PROVIDERS

Dear Currently Enrolled Provider:

Attached to this letter are new rules you must follow in order to continue to provide subsidized care for children. Read over and fill out all of the forms you find in this packet. For some of the forms you will need to sit down with the child's parent or parents to fill out the sections where you have to agree on things that are best for the child (such as who will provide snacks and meals).

It is extremely important that you fill out and return the attached forms as soon as possible to the address listed above/below. By November 29, 1999 you must have completed and submitted all forms to the address below in order to continue to be eligible for payment. If you fail to return the forms you will not be able to be paid for providing child care to someone else's children in New York State. Also, if it is found that you gave false or misleading information you will not be able to provide care and you may be subject to legal action.

You must be able to accurately complete the checklist in the enrollment form with all "yes" answers in order to receive payment from the Department of Social Services. If you have any problems understanding the attached forms or have any questions please feel free to contact, \_\_\_\_\_

\_\_\_\_\_, at (\_\_\_\_\_).

Thank You

MODEL LETTER TO NEW PROVIDERS

Dear Prospective Provider:

Attached to this letter are forms you must complete in order to be paid for child care services. For some of the forms you will need to sit down with the child's parent or parents to fill out the sections where you have to agree on things that are best for the child (such as who will provide snacks and meals).

It is extremely important that you fill out and return the attached forms to the address listed above/below as soon as possible. If you fail to return the completed forms you will not be paid. Please note that you must complete these forms accurately and truthfully. If the completed forms contain false or misleading information, you will be ineligible for payment and may be subject to legal action.

If you have any problem understanding the forms or have any questions in general regarding the forms, please feel free to contact, \_\_\_\_\_  
\_\_\_\_\_, at (\_\_\_\_\_).

Thank you

MODEL LETTER AND RESOURCE MATERIALS FOR LEGALLY-EXEMPT CHILD CARE PROVIDERS WHO ARE ENROLLED.

The Attached Enclosures are Available On-line

MODEL LETTER "DEAR CHILD CARE PROVIDER"-(NOTE: THIS LETTER SHOULD BE SENT TO ALL LEGALLY-EXEMPT PROVIDERS AFTER THEY ARE ENROLLED)

LIST OF THE REGIONAL OFFICES AND THE COUNTIES THEY SERVE.

EMERGENCY PHONE LIST

The Following Enclosures are Not Available On-line

EXIT DRILLS THAT CAN BE USED IN THE HOME.

WHERE TO GET TRAINING AND TECHNICAL ASSISTANCE.

PREVENTING CHILD ABUSE AND MALTREATMENT.

STOP DISEASE METHODS OF HAND WASHING AND DIAPER CHANGING

NEW YORK STATE DEPARTMENT OF HEALTH IMMUNIZATION SCHEDULE

Dear Child Care Provider:

Caring for someone else's children is a big responsibility. As a child care provider or operator of a program for children, you play an important role in the lives of the children and families for whom you provide care. It is critical that you provide an environment where the children in your care can be safe and healthy. We have put together the enclosed resource materials to help you create a safer, healthier place for children to play and grow. While this packet does not include everything it does provide basic information which we believe you will find helpful. Included are the following:

- o Emergency Phone List -- a list of important numbers for you to complete and post by each phone.
- o Exit Drills in the Home -- tips for developing an emergency escape plan.
- o Stop Disease Method of Hand Washing and Stop Disease Method of Changing Diapers -- proper techniques that can prevent the spread of contagious diseases.
- o New York State Department of Health Immunization Schedule -- a list to help identify by children's ages what immunizations the children in your care should receive.
- o Where to Get Training and Technical Assistance -- a list of community resources available to assist you; and
- o Preventing Child Abuse and Maltreatment -- guidance on what to do if suspect that a child in your care is being abused or maltreated.

If you are providing care in your home, we encourage you to become a registered family day care provider. Although individuals caring for one or two children are not required to be state regulated, they may register voluntarily. As a registered family day care provider, you will be able to increase your earning potential by caring for up to six children. Other benefits which may be available to you as a registered family day care provider include:

- United States Department of Agriculture (USDA) reimbursement;
- Access to liability insurance;
- Day Care start-up funding;
- Technical assistance, training and support services;
- Business-related tax deductions; and
- Membership in a family day care association.

In order to register, you will need to attend an orientation which explains the rules for operating a family day care home. You will also need to complete an application and informational packet. You will be told at the orientation meeting where you can get help completing the process.

To learn more about how to become a registered family day care provider, please contact the Bureau of Early Childhood Services' Regional Office for the county in which you live. For your convenience a list of Regional Offices is enclosed.

OFFICE OF CHILDREN AND FAMILY SERVICES  
BUREAU OF EARLY CHILDHOOD SERVICES  
REGIONAL OFFICES

Region I

Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

Carolyn Huffman, Manager  
Buffalo Regional Office  
Bureau of Early Childhood Services  
295 Main Street  
Buffalo, New York 14203  
(716) 847-3828

Region II

Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates

Ella Renckert, Manager  
Rochester Regional Office  
Bureau of Early Childhood Services  
259 Monroe Avenue - 3rd floor  
Rochester, New York 14607  
(716) 238-8531

Region III

Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins

Kathleen Caryl, Manager  
Syracuse Regional Office  
Bureau of Early Childhood Services  
351 South Warren Street - 5th Floor  
Syracuse, New York 13202  
(315) 423-1204

Region IV

Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington

Mabel Leon, Manager  
Albany Regional Office  
Bureau of Early Childhood Services  
155 Washington Avenue  
Albany, New York 12243  
(518) 402-3038

Region V

Bronx, Brooklyn, Manhattan, Queens, Staten Island

Don Knolte, Manager  
Bureau of Day Care  
New York City Department of Health  
2 Lafayette Street  
22nd Floor  
New York, New York 10007  
(212) 676-2444

Region VI

Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester

Frances Pena, Manager  
Yonkers Regional Office  
Bureau of Early Childhood Services  
525 Nepperhan Avenue - Suite 205  
Yonkers, New York 10703  
(914) 376-8810

Region VII

Nassau, Suffolk

Aurora Farrington, Manager  
Long Island Regional Office  
Bureau of Early Childhood Services  
250 Veteran's Memorial Highway  
Hauppauge, New York 11788  
(516) 952-4900

EMERGENCY PHONE LIST

Address at which phone is located: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Directions/Landmarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Emergency Phone Numbers

Police: \_\_\_\_\_

Fire: \_\_\_\_\_

Ambulance: \_\_\_\_\_

Poison Control Center: \_\_\_\_\_

Doctor: \_\_\_\_\_

Child Abuse Hotline: 1-800-342 3720

Local Department of Social Services \_\_\_\_\_

Parents' Phone Numbers: \_\_\_\_\_

\_\_\_\_\_

Always give this information in an emergency:

\*Your name

\*Your telephone number

\*Exact Location

\*First Aid Already Given

\*The type of Emergency

\*Your Address

\*Easy Directions/Landmarks

**\*\*Do Not Hang Up Before the Other Person Hangs Up\*\***

If you suspect a child has eaten or drunk a poisonous substance:

\*Ask child if anything has been eaten or drunk.

\*Ask child to show substance to you.

\*Call Poison Control Center, emergency room or your doctor immediately.

A Poison Control Center typically asks for the following information:

\*Age and weight of child.

\*Amount of poison consumed.

\*How long ago the poison was consumed.

\*Symptoms or condition of child.

\*Type of poison consumed. Take container, bottle or piece of the plant or other substance to the phone with you so that you can answer questions asked by the Poison Control Center.