



New York State
Office of
Children & Family
Services

www.ocfs.state.ny.us

David A. Paterson
Governor

Gladys Carrión, Esq.
Commissioner

Capital View Office Park
52 Washington Street
Rensselaer, NY 12144

July, 2008

Dear Colleague:

This letter contains important updates and changes. Please read each section carefully. If you have any questions, your licensor or registrar is ready to help.



Training Requirements: Good News! Effective immediately, The Division of Child Care Services will permit an individual to transfer their training hours between day care programs. Training hours can be transferred to a new day care employer when the date of the training falls within the new employer's licensing cycle.

- The transferred training hours may not be substituted for the 15 hours of initial training required of new employees within the first six months of their employment, but may count toward the remaining 15 hours required.
- Day care staff must also complete training in all nine of the topic areas listed in regulation.
- The person requesting the transfer of training hours must be able to provide the new employer with appropriate documentation verifying the training hours completed.



Training Tracking Forms: The Division of Child Care Services has developed two forms for the purpose of recording training hours. We are confident that these forms will assist you in recording and tracking training hours.

Form # **OCFS-4880** is used to record an individual's completed training topics and hours and can also be used to transfer training hours between day care programs.

Form # **OCFS-4879** is used to record completed training topics and hours of all program individuals. Providers/Directors are asked to sign and submit this form at renewal.

Both forms are included in this mailing and will be added to the Division's website at:

http://www.ocfs.state.ny.us/main/beccs/beccs_forms.asp. In addition, you may also order copies of the forms from the warehouse by calling : (518) 473—0971.



Enforcing the Training Requirement Training and education have a measurable, positive effect on the quality of child care provided. This is why training is so important to a day care program and the children and families it serves.

The Division of Child Care Services will no longer place a one year limitation on programs deficient in training hours but will instead recommend the denial of renewal. Once denied, the program will be expected to work with the Regional Office and the Bureau of Day Care Enforcement to resolve this matter.



2 Sided





Playground Safety In 2007, the NYS Consumer Protection Board (CPB) was directed by the legislature to write regulations concerning playground safety. In response, the CPB adopted the Federal guidelines for playground safety. The CPB now requires all day care centers and school age child care programs that are constructing new playgrounds or replacing major playground equipment within a preexisting playground to be in compliance with the federal guidelines.

If you are building a new playground or making changes to an existing playground, please read these guidelines. Here's how to get a copy of the

2008 Public Playground Safety Handbook:

- Download a copy from the Internet:
<http://www.cpsc.gov/cpscpub/pubs/325.pdf>.
- Order by phone by calling The US Consumer Safety Commission at (800) 638-2772
- By mail: US Consumer Product Safety Commission
4330 East West Highway
Bethesda, MD 20814



Fingerprinting: The only organizations permitted to fingerprint (ink and roll) day care personnel are: The Division of Child Care Service's Regional offices, day care registration agencies, Child Care Resource and Referral agencies or law enforcement agencies. Child care centers and school age child care programs are **NOT** permitted to fingerprint their staff for criminal history reviews.

Fingerprinting is one of the Division's major efforts toward keeping children safe in day care. This policy will help to ensure that the persons being fingerprinted are supplying valid proof of identity and that their prints match their name on the card.

I hope this update has been helpful. Have a safe and enjoyable summer season and thank you for all you do for the children and families of New York State.

Sincerely,

A handwritten signature in black ink that reads "Janice Molnar". The signature is written in a cursive, flowing style.

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