



ANDREW M. CUOMO
Governor

ROBERTO VELEZ
Acting Commissioner



April 2015

Dear Director:

Are You Ready?

The NEW child day care, school age and small day care center regulations become effective June 1st 2015.

The Office of Children and Family Services (OCFS) is pleased to offer you the following:

Training Opportunities

- **A Closer Look at the NEW DCC and SACC Regulations** videoconference on April 30, 2015. To reserve a training slot, go to: <http://www.ecetp.pdp.albany.edu/>. OCFS will make portions of this available on the OCFS website following the videoconference. Training credit will only be given to those attending the onsite training on **April 30, 2015**.
- **Regional Forums** on the new regulations. Call your Regional Office or local CCRR for dates and times.
- NEW **School Age Child Care** online training available now at: <http://www.ecetp.pdp.albany.edu/>.
- **CACFP**
 - Meal standards online training. Check the website for this announcement.
 - **Healthy Beverage** online training is available now at: <http://www.ecetp.pdp.albany.edu/>.

Meal Planning TOOLKITS

The Child and Adult Care Food Program (CACFP) and OCFS have created a toolkit for non-CACFP participating providers. The toolkit includes an abbreviated version of the CACFP Meal Pattern, At-a-Glance Food Guide, sample menus, a menu planner and checklist to help providers evaluate their menus and some important aspects of their meal service. In addition, an order form is included so providers can have copies of the **Together We Can Raise Healthy Children** flyer sent to their program. The toolkit is short and to the point, designed to help non-CACFP participating providers meet the new meal pattern requirements. The toolkit will be mailed to all DCC and SACC programs soon.



Plans of Study for Child Day Care Center Staff

One of the new regulations will require child day care center staff with plans of study, and those with plans permitted through a waiver request, to register in **Aspire**, which is the New York training registry for early childhood professionals. This requirement includes existing plans of study and becomes effective June 1, 2015. Progress on plans of study may be monitored through Aspire by Directors, for their staff, and by OCFS, for Directors.

The Aspire workforce registry is an integral piece of New York Works for Children, the State's integrated professional development system for the early childhood and school age workforce. Teachers, directors, family child care providers and trainers can use this online system to help them keep track of their employment history, education, ongoing professional development, and contributions to the field. If you are on a study plan, you will need to create an Aspire Professional Profile for yourself. We encourage you to support your staff to do the same. Due to the volume of expected registrants within the next two months, we suggest you **register SOON** to be in compliance with this **June 1st** requirement. For more information or to register, go to: <http://www.nyworksforchildren.org/Aspire/Aspire.aspx>

For program directors and administrators, an **Aspire Organization Account** is an invaluable resource to help you maintain your staff's education and professional development records. With an Aspire Organization Account, you can see at a glance which staff members have current CPR and First Aid certification and the number of hours of professional development in each of the OCFS topic areas. All of this information is reviewed and verified by Aspire.

POSTING

As of June 1, 2015, OCFS is required by regulation to distribute the enclosed **notification for posting** for your use to comply with the **prohibition of firearms** on the premises of child day care centers, school age child care and small day care center programs. You must post this notification in a prominent manner and within reasonable distance of each entrance of the child care program. You may make extra copies as needed.

A Friendly Reminder on Supervision

Please remember that regulations require that no person **under 18 years of age** may be left alone to supervise a group of children at any time, including in an emergency. As of June 1, 2015, **volunteers** may not be counted in ratio or left alone with children.

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 and training**.

Fire Extinguishers

Fire extinguishers can provide a false sense of security if not properly maintained. They 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 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 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>.

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.



Shelter in Place

The child day care center and school age child care regulations require that all programs hold two (2) shelters-in-place drills annually. So, what does annually mean?

For consistency and simplicity, OCFS will define this annual period as a calendar year, beginning every January 1 and ending on December 31. OCFS will require that child day care centers and school age child care programs hold one shelter-in-place drill between June 1, 2015 and December 31, 2015. Thereafter, 2 drills between January 1 and December 31 will be required. 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.

Field Trips

This is the time of year when field trips and off-site activities are being planned. Please be sure to review the regulations for new requirements. Written plans, including a method to keep track of children, must be shared with staff. When emergency medical personnel will not be readily available, staff possessing current first aid and cardio-pulmonary resuscitation certification (CPR) must accompany the group. No child may participate in aquatic activities without a certified lifeguard present. Have fun and be safe!

A Resource for Families

Do you ever get questions from families in need of assistance on benefits including: WIC, HEAP, SNAP, etc? Attached are two links posted to our webpage under General Information in the **Info for Providers and Parents** section:

<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! Parents may be directed to these sites to access useful and helpful information.



...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://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.