

From The Desk of Robin Beller;

Long Island Regional Manager

Happy New Year to all. I hope this winter finds you happy and healthy. We are thrilled to announce we have a few new licensors to introduce to you. Joann Rikimoto, Jeannine Urban, Marieelana Vulpis, Colleen Multari, and Jacqueline Moore have recently joined our Long Island Regional Office.

Procedure When Calling Our Office

Please be sure when contacting our office- try to reach your licensor/registrar first. When calling OCFS, please dial 631-342-7100. When needing to speak to a registrar in Suffolk County, please dial 631-462-3503. Ask to speak to the licensor/registrar. If it is not an emergency, please allow them 24-48 hours to call you back. If they do not call you back, please contact their supervisor and allow 24-48 hours to call you back. If, for some reason, they do not call you back, please contact me. If for any reason, I do not call back, please try again. We do our very best to return phone calls by the COB everyday when we receive them. We want to be sure your questions are answered and that you have the communication you need with our office. If there is an emergency, please be sure to ask to speak with your registrar or licensor. If they are not in, ask to speak with any supervisor or myself prior to hanging up.

What's New On Our Website?

www.ocfs.state.ny.us/main/childcare

Be sure to check our website on a regular basis. It has many things to remind you about:

- ⇒ Important recalls on child related products.
- ⇒ New information on a free online course on shaken baby syndrome for providers.
- ⇒ Updated forms under “information for providers”.
- ⇒ Update on QSNY (Quality Stars New York).
- ⇒ **Important Census Information for you to complete.**
- ⇒ Be sure to “favorite” the website, once you visit it.

Winter 2010 Issue 1

What's in this issue?

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HOME-BASED PROVIDER INFORMATION



**Transporting Children?
Some Reminders....**



When you are providing a service to parents to transport their children to and from your day care, be sure to remember:

- ⇒ You need to have a written transportation agreement between you and the parents.
- ⇒ The appropriate seating restraints for the age-group you are transporting.
- ⇒ The number of children can not exceed the amount of seats the vehicle was designed for.
- ⇒ The driver must be cleared through OCFS and obtain a valid driver's license.
- ⇒ The car must have a valid registration and an up-to-date inspection.

⇒ If you would like more information on transportation issues, please visit:

<http://www.nysgtsc.state.ny.us/sesa-ndx.htm>

**NEW YORK STATE'S
"NEW" CHILD RESTRAINT LAW**
*Child Passenger Restraints Are Not An Option,
They Are The Law!*

- ⇒ All children must be restrained in an appropriate child restraint system while riding in a motor vehicle, **until they reach their 8th birthday**.
- ⇒ An appropriate child restraint system is one that meets the child's size and weight recommended by the manufacturer.
- ⇒ The safety belt in your vehicle is not designed for children. A booster seat raises your child up so that the safety belt fits your child correctly and provides better protection.

**Don't Have Any Children in Your Care
Right Now, Yet Would Like To Remain
Open?**

We have many providers that have been sharing with us that they currently do not have any children in care, yet would like to maintain their registration or license. If you would like to find out more information about this, visit our website and look up the policy 06-2 labeled "The Status of Inactive", so you are able to see how you can do this. If you have additional questions after reading the policy, please contact your registrar or licenser. We will be happy to help you through this process.

Safety/Fire Prevention Tips for the Winter Months....

- ⇒ After a snowstorm, please be sure to remove the snow from the dryer vent and the furnace vent; this will prevent carbon monoxide from getting back into the house.
- ⇒ All means of egress need to have free access during day care hours.
- ⇒ Cleaning out the dryer vents after every use is also important.
- ⇒ **Carbon monoxide detectors are now required.**



**We're Still finding some
Blocked Telephone Lines...**

As a reminder, it is a regulatory requirement to remove all blocks from your telephone. Please double check to make sure you have no blocks on your phone. This will allow parents and OCFS to reach you no matter where they are calling from.

For further information, please see the safety section of the regulations (m)



CENTER DIRECTOR INFORMATION

The Early Care & Learning Council

The Early Care & Learning Council (EC&LC), formerly called the New York State Child Care Coordinating Council, will be mailing postcards to every licensed center with directions to their website and contact information to receive information electronically— as they are attempting to “going green”. If you are a new director (in the position a 18 months or less) there are a series of 5 workshops over a 7 days that will be offered to you in 2010. These are free of charge. Be sure to sign up with them to get in early as space is limited. The information is geared specifically for you, as a center director. There will be 6 additional offerings for the longer-term directors out there as well. This year there are a couple of new 1/2 day offerings. If you are a licensed DCC or registered SACC program, you should automatically be receiving a postcard directing you to the training booklet online. If you would like additional information on this, please contact the Early Care and Learning Council at 518-690-4217. You can also visit their website at www.earlycareandlearning.org. Please be sure to register early, this is a great way to network with your peers, have training that has been designed for you and the training is free of charge to all of you. You can easily get your mandated training hours through these trainings.

Playground Safety



The Early Care & Learning Council (see information above) has put together a great training for Playground Safety. Be sure that all year round, there is a designated person to check your playground for a variety of safety hazards. Remember, outside play is an extension of your classrooms and children need to be going outside every day... even in the snow! If you have not had an opportunity to take this training, please be sure to sign up. It is a VERY informative training.



STATE CENTRAL REGISTER FORMS

There have been a lot of questions on how to fill out these forms- please see below for clarification. Remember there is a new form that must be used in order for it to be processed. Please visit our website for the most up-to-date form.

For existing programs:

For Programs (DCC or SACC):

| | | |
|--------------------|---|---------------------------------------|
| Agency code | = | Regional office |
| Resource ID | = | Leave blank |
| CCFS# | = | Enter permit CCFS # |
| Clearance category | = | Y |
| Phone | = | Your facility phone # |
| Agency name | = | Name of program (as on listed permit) |
| Liaison | = | Name of director of program |

Training

The most important part when your staff receive training, is having them implement in the classroom what they learned from the training. Often times, staff are trained at night— and there is little time to talk about the implementation process. How are you, as the director, implementing what staff have learned in the training they have taken? Take some time to reflect how this is happening in your program. On page 4, some tips are provided for you. If you would like to talk further on implementation, please contact your local child care council’s training department.

Child Care Council of Suffolk can be reached at 631-462-0303

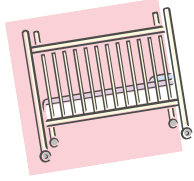
Child Care Council of Nassau can be reached at 516-358-9250

(See back over as well)

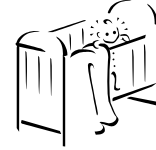


OCFS Long Island Regional Office

320 Carleton Avenue
Central Islip, NY 11722
631-342-7100



Drop-Side Cribs



As you may know, both Nassau and Suffolk Counties have passed laws prohibiting drop-side cribs. If you are a provider in Nassau or Suffolk County and need more information about these laws, please contact your Nassau or Suffolk County Government Offices.

For Suffolk County Questions, contact Suffolk County Consumer Affairs at 631-853-4600

For Nassau County Questions, contact Nassau County Consumer Affairs at 516-571-2600

Training Implementation Tips



- ⇒ Have staff share 3 things they have learned or liked about the training and ask them how they can follow through on those 3 things.
- ⇒ Each week, have staff put in their written plans something they will add to their classrooms, to “spice” it up.
- ⇒ Have them start with one learning area at a time; too much change is not productive for the children and it usually ends up not happening.
- ⇒ Observe in each of your classrooms; this is a critical time where you learn what is actually happening. If you do formal observations once a month or once every two months, ideas will also come out of the conversation you have with staff after these observations.
- ⇒ Hold all of your staff accountable for making small changes; it develops team work and promotes ownership within the classrooms, as well as center-wide.
- ⇒ Give staff time for planning. This will give them opportunities to come up with new ideas for their classrooms. With everyone’s busy schedule, they don’t often have time “after hours” to plan.
- ⇒ Follow up... Follow up... Follow up. If staff are not implementing things in the classroom, it is your responsibility to make this happen.
- ⇒ Make it fun! Even when money is tight, there’s a lot of ideas that cost nothing or almost nothing to implement. Have a staff meeting, to brainstorm some of what these ideas could be!

