



Child Support Obligation Statement

INSTRUCTIONS



Submit

- Owner must complete this form unless the business is incorporated
- This form must be signed in the presence of a notary public
- Please print clearly
- See **Appendix for Child Support Obligation** (Section 3-503 General Obligations Law)

Applicant Name: _____

Day Care Center Name: _____

Statements

As of the date of this application, do you have an obligation to pay child support?

- No, I do not.
- Yes, I am under an obligation to pay child support.

If you answered "Yes", please check any of the following conditions that apply to you.

- I am not four months or more in arrears in the payment of child support.
- I am making payments by income execution, by court agreed payment or repayment plan, or by a plan agreed to by the parties to the support proceeding.
- My child support obligation is the subject of a pending court proceeding.
- I am currently in receipt of public assistance or supplemental security income (SSI).
- None of the above apply.

I hereby solemnly swear that the information provided by me in this certification is true and accurate to the best of my knowledge. I acknowledge that this statement is given under oath.

Owner Signature: _____ Sign in the presence of a notary
Print Name: _____

Sworn to before me this _____ Day

day of _____ Month _____ Year

Notary Public – State of New York (affix stamp)

Tear Here



Applicant Compliance Agreement

INSTRUCTIONS



Submit

- All applicants must complete and sign this form
- Before signing the statement below, read and familiarize yourself with Part 418-1 of the regulations
- See **Appendix for Labor & Tax Responsibilities**
- Please print clearly

Applicant Name: _____

Day Care Center Name: _____

Program Qualifications Statements

- I certify that I am 18 years of age or older.
- I have received and read, and I understand Part 418-1 of the New York State Office of Children and Family Services regulations for the operation of a Day Care Center. I will operate the facility in compliance with these regulations.
- I understand that I must report to the State Central Register (1-800-635-1522) any incidents of suspected child abuse or maltreatment concerning any child in my care.

Labor & Tax Statements

I am not an employer,

-or-

As an employer, I certify that to the best of my knowledge and belief, I am operating my program in compliance with federal and state labor and tax laws. I am providing those employment benefits (minimum wage, social security, federal and state unemployment insurance, workers' compensation, and disability benefits) for which I am responsible. Yes No

To the best of my knowledge the statements in this application are true and accurate.

Applicant Signature: _____

Date: ____ / ____ / ____
(mm / dd / yyyy)

Tear Here



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Minimum Qualification Requirements

Family Day Care Provider

Two years of experience* caring for children under six years of age

-or-

One year of experience* caring for children under six years of age and six hours of training** or education in early childhood development

Group Family Day Care Provider / Assistant

Two years of experience* caring for children under six years of age

-or-

One year of experience* caring for children under six years of age and six hours of training** or education in early childhood development

Day Care Center Director

(Outside of NYC only; NYC qualifications are set forth in Article 47 and are under the regulation of NYC Department of Health)

BS/BA with at least 12 credits in Early Childhood, Child Development or related field

-plus -

One year of full-time teaching experience in a day care center, family or group family day care home or other early childhood program

-and-

One year of experience in supervising staff

-or-

Associate's Degree in Early Childhood, or related field with a plan of study leading to a bachelor's degree

-plus -

Two years of full-time teaching experience in a day care center, family or group family day care home or other early childhood program

-and-

Two years of experience in supervising staff

Registered Day Care Center Staff

At least two years of experience in caring for children under six years of age

-or-

One year of experience in caring for children under six years of age and six hours of training or education in Early Childhood Development

School Age Child Care Program Director

Associate's Degree in Child Development, Elementary/Physical Education, Recreation, or a related field

-plus -

At least two years of direct experience working with children, under the age of 13 years, including at least one year in a supervisory capacity.

-or-

Two years of college with a minimum of 18 credits in the previously listed areas of concentration

-plus -

At least two years of direct experience working with children, under the age of 13 years, including at least one year in a supervisory capacity.

* Experience can mean child-rearing as well as paid and unpaid experience in caring for children.

** Training can mean educational workshops and courses in caring for preschool children.



County Department of Health Directory

Albany	(518) 447-4573	Onondaga	(315) 435-3252
Allegany	(716) 268-9250	Ontario	(716) 396-4343
Broome	(607) 778-2802	Orange	(845) 291-2332
Cattaraugus	(716) 373-8050	Orleans	(716) 589-3278
Cayuga	(315) 253-1451	Oswego	(315) 349-3539
Chautauqua	(716) 753-4314	Otsego	(607) 547-6458
Chemung	(607) 737-2028	Putnam	(845) 278-6130
Chenango	(607) 337-1660	Rensselaer	(518) 270-2626
Clinton	(518) 565-4840	Rockland	(845) 364-2512
Columbia	(518) 828-3358	St. Lawrence	(315) 265-3768
Cortland	(607) 753-5036	Saratoga	(518) 584-7460
Delaware	(607) 746-3166	Schenectady	(518) 386-2810
Dutchess	(845) 486-3400	Schoharie	(518) 295-8365
Erie	(716) 858-7660	Schuyler	(607) 535-8140
Essex	(518) 873-3500	Seneca	(315) 539-1920
Franklin	(518) 481-1710	Steuben	(607) 776-9631
Fulton	(518) 736-5720	Suffolk	(631) 853-3005
Genesee	(716) 344-8506	Sullivan	(845) 292-0100
Greene	(518) 943-6591	Tioga	(607) 687-8600
Hamilton	(518) 648-6141	Tompkins	(607) 274-6674
Herkimer	(315) 867-1176	Ulster	(845) 340-3150
Jefferson	(315) 786-3710	Warren	(518) 761-6415
Lewis	(315) 376-5453	Washington	(518) 746-2400
Livingston	(716) 243-7270	Wayne	(315) 946-5749
Madison	(315) 366-2361	Westchester	(914) 813-5000
Monroe	(716) 274-6068	Wyoming	(716) 786-8890
Montgomery	(518) 853-3531	Yates	(315) 536-5160
Nassau	(516) 571-2260	New York City Department of Health	
Niagara	(716) 439-7435		(212) 788-5261
Oneida	(315) 798-6400		



Exclusion Criteria

The Office of Children and Family Services has elected to allow school-age child care programs to decide for themselves whether they wish to care for infants and toddlers, for only well children of any age, for mildly ill children or for some combination of these categories. When you have decided which levels of illness you will accommodate in your program, you must develop a set of exclusion criteria that define when a child is too ill to be accommodated by your program. Making parents aware of the exclusion criteria at the time of enrollment will help them begin to think about the symptoms which will result in their children's exclusion from the program.

Programs Serving Only Well Children

- The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of others
- Significant fever, as defined below:
 - Infants six months and younger should be excluded and referred to a health professional when:
 - Rectal temperature above 101 degrees Fahrenheit; or
 - Axillary (armpit) temperature above 100 degrees Fahrenheit
 - Children over the age of six months should be excluded and referred to a health professional whenever fever is accompanied by a behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means:
 - Oral temperature above 101 degrees Fahrenheit
 - Rectal temperature above 102 degrees Fahrenheit; or
 - Axillary (armpit) temperature above 100 degrees Fahrenheit
- Persistent diarrhea, defined as three or more stools in a 24-hour period, when that pattern represents:
 - An increased number of stools compared to the child's normal pattern
 - Increased stool water
 - Diarrhea accompanied by symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than six wet diapers in a 24-hour period, or no urine in four hours; or
 - Diarrhea accompanied by blood in the stool
- Undiagnosed rash, except diaper rash
- Vomiting two or more times in previous 24-hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness
- Until a medical evaluation allows inclusion, signs and symptoms of possible illness such as lethargy, uncontrolled coughing, persistent abdominal pain, discolored urine, refusal to eat or drink, irritability, persistent crying, difficult breathing, wheezing or other unusual signs

A mildly ill child has mild symptoms of a minor childhood illness, which does not represent a significant risk of serious infection to other children. A minor childhood illness is one that is not designated as a communicable disease requiring exclusion by the New York State Department of Health. A mildly ill child can participate in the regular program activities with some minor modifications, such as more rest time.

Programs Serving Mildly Ill Children

- The illness, or child's reaction to it, requires more care than staff can provide or compromises the health and safety of other children
- Until a medical evaluation allows inclusion, signs and symptoms of possible illness such as unusual lethargy, uncontrolled coughing, persistent abdominal pain, irritability, persistent crying, difficult breathing, wheezing or other unusual
- Persistent diarrhea, defined as three or more stools in a 24-hour period, when that pattern represents:
 - An increased number of stools compared to the child's normal pattern
 - Increased stool water
 - Diarrhea accompanied by symptoms of dehydration, such as sunken eyes, dry skin, concentrated urine or small amounts of urine, fewer than six wet diapers in a 24-hour period, or no urine in four hours; or
 - Diarrhea accompanied by blood in the stool



Exclusion Criteria (cont.)

Programs Serving Mildly Ill Children (cont.)

- Significant fever as defined below, until evaluated and approved for inclusion by a health professional
 - Infants six months and younger should be excluded and referred to a health professional when they have:
 - Rectal temperature above 101 degrees Fahrenheit; or
 - Axillary (armpit) temperature above 100 degrees Fahrenheit
 - Children over six months of age should be excluded and referred to a health professional whenever fever is accompanied by a behavior change, stiff neck, a rash, unusual irritability, poor feeding, vomiting or excessive crying. Fever means:
 - Oral temperature above 101 degrees Fahrenheit;
 - Rectal temperature above 102 degrees Fahrenheit; or
 - Axillary (armpit) temperature above 100 degrees Fahrenheit
- Undiagnosed rash, with the exceptions of diaper rash and rash that is present in only a small area and is not accompanied by any other signs of illness, particularly in the diapered area of a child
- Conjunctivitis (pink eye) until symptoms have resolved, or until 24 hours after medications have been administered, or approved for inclusion by a health professional, or grouped in a room only with other children with conjunctivitis
- Untreated infestations, such as scabies or lice
- Vomiting three or more times in a previous 24-hour period, or any vomiting accompanied by symptoms of dehydration or other signs of illness
- Contagious stages of chicken pox, until six days after the onset of rash or until all sores have dried and crusted, unless children are grouped in a room only with other children with chicken pox
- Any of the following illnesses until approved for inclusion by a health professional:
 - Mouth sores with drooling, or Herpetic gingivostomatitis, an infection caused by the Herpes simplex virus
 - Diarrhea due to Shigella, Salmonella, Campylobacter, Giardia, E.coli type O157:H7, Versinia, Cryptosporidium, until there is one negative stool test obtained at least 48 hours after treatment (if prescribed) is completed; or unless a plan for grouping children has been approved by the local or State Health Department
 - Active tuberculosis, until treatment has been initiated and readmission has been approved by the local health unit
 - Impetigo, until 24 hours after medical treatment has been initiated unless there is only a small patch of impetigo that can be cleaned and covered so no other children can come into contact with the sore
 - Strep throat, or other streptococcal infections elsewhere in the body until 24 hours after the initial antibiotic treatment
 - Mumps, until nine days after onset of gland swelling
 - Rubella (German measles) and measles, until five days after onset of the rash
 - Hepatitis A viral infection (infectious hepatitis), until one week after onset of illness, and until immunoglobulin has been administered to appropriate children and staff, or as directed by the local health unit
 - Shingles, if sores cannot be covered by clothing or a dressing or until sores become crusted
 - Pertussis (whooping cough), until five days of a total course of 14 days of antibiotic treatment has been completed
 - Diphtheria, until readmission has been approved by the local health unit
 - Hepatitis B, until readmission has been approved by the local health unit
 - Meningitis or meningococcal disease, until readmission has been approved by the local health unit
- Other illness or symptoms of illness as determined by the program



Infection Control Procedures

Proper Handwashing Techniques

Wash your hands properly and frequently:

- Use soap and warm running water
- Rub your hands vigorously for 10 seconds
- Wash all surfaces, including
 - Backs of hands
 - Wrists
 - Between the fingers
 - Under the fingernails
- Rinse well
- Dry hands with a clean, unused paper towel or individual cloth towel that is laundered daily
- Turn off the water using a paper towel, not your clean hands

Staff and children must wash their hands at the following times and whenever hands are contaminated with any body waste or fluids, or are visibly dirty:

Before:

- child care begins
- food preparation, handling or serving
- setting the table

Before and After:

- eating meals or snacks
- feeding a child
- giving medication

After:

- handling pets or other animals
- coming inside from outdoors
- toileting, diapering, assisting with toilet use
- cleaning up
- removing gloves used for any purpose

Proper Gloving Techniques

Using gloves at the proper times requires being prepared in advance. You may want to make gloves available on the playground, in the first aid kit, at the diaper-changing table, in the car on field trips, with the cleaning materials, and in your pocket.

- Put on a clean, unused pair of gloves
- Provide the appropriate care
- Remove each glove carefully; grab the first glove at the palm and strip the glove off; touch dirty surfaces only to dirty surfaces
- Ball up the dirty glove in the palm of the other gloved hand
- With the clean hand, strip the glove off from underneath the wrist, turning the glove inside out
- Touch clean surface to clean surfaces

Proper Gloving Techniques (cont.)

- Discard the dirty gloves immediately into a step trash can; failure to discard gloves promptly allows the spread of infection
- Staff must wash their hands after removing and disposing of gloves; wearing gloves does not eliminate the need for handwashing; wash your hands using proper handwashing techniques

Universal Precautions

The intent of Universal Precautions is to limit the spread of all illnesses by treating everyone as a potentially infected person. Universal Precautions are guidelines to follow whenever you come in contact with blood or other body fluids that carry germs and bacteria.

By the time a child or staff has the signs or symptoms of illness, the germs have been spreading for days or weeks. Illnesses like colds, diarrhea, and skin and eye infections are often contagious 3-10 days before anyone might notice symptoms. Hepatitis and HIV/AIDS are contagious for months before symptoms are evident.

To prevent the spread of illness and communicable diseases, the same infection control procedures should be practiced at all times with every child:

- Practice good handwashing techniques; staff should wash their own hands and assist children in washing theirs whenever skin has come into contact with blood or other body fluids, such as wiping or blowing noses, before and after diapering and toileting, before and after food preparation, and after removing disposable gloves.
- Use gloves for extra protection whenever coming into contact with blood and other body fluids; a child who is bleeding should never be denied care if disposable gloves are not immediately available; use a cloth, towel, or article of clothing as a temporary barrier in an emergency
- Clean surfaces that have come into contact with blood or body fluids, then spray or wipe the surfaces with a germicidal solution and allow them to air dry; an effective and inexpensive germicidal solution is: $\frac{1}{4}$ cup liquid bleach with 1 gallon water
- Place children's clothing contaminated with blood into securely tied plastic bags that are given to parents at the end of the day; this clothing must not be laundered or rinsed before being placed in the bag
- Items belonging to the program, such as towels or throw rugs, may be laundered at the site in a separate load from noncontaminated items



Infection Control Procedures (cont.)

Proper Diaper Techniques

- Ensure all the necessary supplies are available in designated changing areas
- Place the child on the changing surface and remove the soiled diaper; fold the soiled surface inward and set aside; if safety pins are used, close and place pins out of the child's reach; never put the pins in your mouth
- Clean and dry child's skin with a disposable wipe
- Use a facial tissue to apply ointments or creams
- Put a fresh diaper on the child
- Wash the child's hands, return the child to a supervised area
- Formed stool can be flushed down the toilet; do not rinse the diaper
- Dispose of the cloth or disposable diaper and if used, the disposable paper covering
- Spray a sanitizing solution onto the changing surface; leave for 30 seconds
- Put away all diapering supplies
- Wash your hands using proper handwashing techniques
- Dry the changing surface with a single-use towel; dispose of the cloth or paper towel
- Wash your hands thoroughly
- Record child's skin condition and bowel movements as necessary

Proper Toileting Procedures

- It is best to use child-sized toilets or adult toilets adapted for use by children by adding a seat cover or steps as needed
- If more than one child is being potty trained, potty chairs, if used, must be emptied after each use and sanitized with a germicidal solution at a sink that is never used for food preparation
- If only one child is being trained, the potty chair must be emptied and rinsed after each use and sanitized daily at a sink that is never used for food preparation
- Children may need prompting to use toilet paper, wipe and flush afterward
- Staff and children must wash their hands after toileting or assisting a child with toilet use

Sanitation

Sanitizing Solutions: Public health experts widely recommend bleach as a sanitizing and disinfecting solution. Bleach kills a broader range of bacteria and viruses, and kills germs faster than many nonbleach disinfectants. Antibacterial soaps kill bacteria on the skin, but are not formulated for killing germs on hard surfaces. Just because a surface looks clean doesn't mean it is clean from a health standpoint.

Sanitation (cont.)

- Basic Disinfecting Solution: ¼ cup liquid bleach with 1 gallon water; apply to surface; keep surface wet for 2 minutes; rinse with water; let dry
- Disinfecting Solution for Hard, Nonporous Surfaces (counters): 1 tablespoon liquid bleach with 1 gallon water; apply to surface; keep surface wet for 2 minutes; allow to air dry; do not rinse
- Disinfecting Solution for Porous Surface (cutting boards): 3 tablespoons liquid bleach with 1 gallon water; apply to surface; keep surface wet for 2 minutes; rinse with water; let dry.

Sanitizing Food Preparation Areas

- Most contaminated surfaces are moist environments that are frequently touched; the five worst offenders in the kitchen are:
 - Sponges and dishcloths
 - Sink drain areas
 - Sink faucet handles
 - Cutting boards
 - Refrigerator handles
- Tips for disinfecting and sanitizing food areas
 - Disinfect sinks and sanitize sponges and dishcloths daily; you can complete both these tasks at once by filling the kitchen sink with the basic disinfecting solution, soaking the items for 5 minutes, and letting the water run down the drain
 - Spot clean and disinfect faucet and refrigerator handles two or three times a week
 - Disinfect cutting boards after every use

Sanitizing Equipment, Toys, and Objects

- All rooms, outdoor play areas, equipment, supplies and furnishings must be kept clean and sanitary at all times
- Contamination of hands, equipment, toys and other objects in the room play a role in the transmission of diseases in child care settings
- Toys and items that are placed in children's mouths or are otherwise contaminated by body secretions or excretions including saliva shall be set aside to be cleaned with water and detergent, disinfected and rinsed before handling by another child; having enough toys to rotate through the cleaning makes this method possible
- Clean and disinfect cribs, changing tables, diaper pails and high chairs with the basic disinfecting solution



Child Support Obligation Statement

Child Support Obligation (Section 3-503 General Obligation Law)

The requirements of the General Obligations Law may affect your license/registration to provide child care if you have an obligation to pay child support and you are not doing so. Persons who are four months or more behind in their child support payments may be subject to suspension of their business, professional and/or driver's licenses. The license/registration for which you are applying is considered a business license.

This means that if you are four or more months behind in your child support obligations at the time of your application to provide child care, General Obligations Law requires that we issue you a license/registration for no longer than a period of six months. We can only extend that period beyond six months if you submit certification that you have come into compliance with the terms of your obligation. We will be happy to send you the necessary form for this purpose should you require it. Please note that any false statement on that certification would be a Class E Felony under Section 175.35 of the Penal Law.

If, during the term of your license/registration, you are found by a court to be four or more months behind in your child support payments, the court could order the New York State Office of Children and Family Services or the New York City Department of Health to take action to suspend your license/registration. You may not care for children with a suspended license/registration.



Labor and Tax Responsibilities

Disability Benefits

Disability Benefits are temporary cash benefits payable to an eligible wage earner who is disabled by an injury or illness that is not related to the person's employment. Supplementing the workers' compensation system, the Disability Benefits Law ensures protection for wage earners by providing for weekly cash benefits to replace, in part, wages lost because of injuries or illnesses that do not occur in the course of employment. Disability Benefits insurance is paid for either jointly by the employer and employee or entirely by the employer. Employers may voluntarily provide Disability Benefits for their employees when they are not required to do so.

Disability Benefits insurance may be purchased from any insurance company authorized to write such Benefits insurance in New York State, or from the State Insurance Fund, a State agency headquartered at 199 Church Street, New York, N.Y. 10007. For help determining whether you are required to provide Disability Benefits insurance or more information about Disability Benefits rates, forms and procedures, contact the nearest district office of the Workers' Compensation Board at the number listed in your telephone directory.

Worker's Compensation

Worker's compensation is insurance paid for by the employer. This insurance provides cash benefits and medical care for workers who become disabled because of an injury or sickness related to their job. If death results, benefits are payable to the surviving spouse and dependents. Worker's compensation insurance may be purchased from any private company licensed to write such coverage in New York State or from the State Insurance Fund, a State agency headquartered at 199 Church Street, New York, N.Y. 10007. For more information about Worker's compensation rates, forms and procedures, contact the nearest district office of the Worker's Compensation Board at the number listed in your telephone directory.

Minimum Wage Requirement

Under the Federal Labor Standards Act, employees must be paid no less than the federal minimum wage unless they are classified as exempt. When this is the case, the minimum wage requirements may be different in New York State. Both federal and state minimum wage and exemption levels are subject to change. For assistance, contact the nearest Wage and Hour Division of the United States Department of Labor at the number listed in your telephone directory.

Unemployment Taxes

The state and federal unemployment tax systems pay unemployment compensation to workers who have lost their jobs. Most employers pay both a state and federal unemployment tax. However, even if you are exempt from the state tax, you must still pay the federal unemployment tax (FUTA). You must pay FUTA as the employer. It cannot be collected or deducted from your employee's wages. For help determining whether you are required to pay the FUTA tax or more information on the FUTA rate, forms, filing procedures or general assistance, you may contact the nearest offices of the Internal Revenue Service (IRS) at the number listed in your telephone directory. For help in determining whether you are required to pay New York State Unemployment Insurance, for more information on the filing procedures, or for general assistance, contact the nearest office of the Liability and Determination Section of the NYS Department of Labor, Division of Unemployment Insurance. The number is listed in your telephone directory.

Social Security Taxes (FICA)

The Federal Insurance Contributions Act (FICA) provides for a federal system of old age, survivors, disability, and hospital insurance. This system is financed through social security taxes, also known as FICA taxes. The FICA requirement applies whenever you pay someone with whom you have an employer / employee relationship. As an employer, you must withhold FICA from your employees' earnings and must pay an equal amount from your own funds based on a percentage rate of the employee's current salary. For help determining whether the FICA requirement applies to you or for more information and general assistance, you may contact the nearest office of the Internal Revenue Service (IRS) at the number listed in your telephone directory.