

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**INSTRUCTIONS FOR PART A: ENROLLMENT FORM FOR LEGALLY EXEMPT  
GROUP CHILD CARE PROGRAM**

Child care providers who are not required by New York State law to be licensed or registered to operate a child care program use this form to enroll with a legally exempt enrollment agency to provide group child care to child(ren) receiving child care assistance. Enrollment as a legally exempt group child care provider is required for such a provider to be reimbursed for care provided to families eligible to receive child care assistance.

**This enrollment form is used only to apply for legally exempt group child care.**

**ENROLLING AS A LEGALLY EXEMPT GROUP CHILD CARE PROGRAM**

- You can complete and submit your enrollment form the same day you receive it.
- You can submit your enrollment form in person or by mail.
- All applicable sections of the enrollment form must be complete.
- If the program is not currently enrolled as a legally exempt group program, the on-site director (the person(s) present at the child care program during the hours of operation and responsible for the supervision of children and staff) must complete **PART A** of this form and sign both **PART A** and **PART B**. The parent/caretaker must complete and sign **PART B** of this form. The on-site director must submit both **PART A** and **PART B** to the enrollment agency.
- If the program is currently enrolled as a legally exempt group program, the on-site director is required to share a completed copy of **PART A**, including all applicable regulations in 18 NYCRR18 415, with the parent/caretaker. The parent/caretaker must complete and sign **PART B** of this form. The on-site director must sign **PART B** of this form. The parent/caretaker must submit ONLY **PART B** to the enrollment agency.

**HOW TO COMPLETE THE ENROLLMENT FORM**

- COMPLETE each section that corresponds with your type of legally exempt group program in the **Child Care Program chart on the first page**.
- Please PRINT clearly.
- Attach additional sheets if more space is needed.
- Please use pen. Do not use pencil.

**WHERE TO TURN IN YOUR ENROLLMENT FORM**

- Submit the completed form to the enrollment agency that serves the location where the child care is being provided.

**Child Care Program**

Select the type of legally exempt group child care program you are providing.

Legally exempt group child care is care in a program in a facility, other than a residence, in which child care is provided on a regular basis and is not required to be licensed by or registered with the New York State Office of Children and Family Services (OCFS) or licensed by the City of New York, but which meets all applicable state or local requirements for such child care programs. If you are not certain whether your program is required to operate under a license or registration, please contact the OCFS regional office in your area. OCFS or New York City Department of Health and Mental Hygiene may request supporting documentation demonstrating that your program is exempt from the requirement to be licensed/registered.

The term *GUA* means a program legally operating under the auspices of another federal, state, tribal, or local government agency.

The term *GNUA* means a program not operating under the auspices of another federal, state, tribal, or local government agency.

**SECTION 1: Child Care Program - On-Site Director Completes ALL Sections in PART A.**

**Program Information**

- **Child Care Program’s Legal Name:** Print the legal name of your legally exempt child care program. For programs operating under a permit or registration issued by another agency, the program names must be the same.
- **DBA:** *DBA* means “doing business as” (your organization’s name). Print your DBA name, if applicable. If you have a DBA name, you must attach your Certificate of Assumed Name and filing receipt.

**Program Location and Contact Information**

- **Email Address:** If you can be reached by email, print your email address. If you provide your email address, the enrollment agency may use it to contact you.

**On-Site Director Information:** *On-site director* means the person who is present at the child care program during the hours of operation and is responsible for the supervision of children and staff.

**Administrative Director Information:** *Administrative director* means the person(s) who is responsible for all matters related to the operation, oversight, and direction of the child care program.

**Program Operation:** Your program operation information must meet the parameters of what qualifies you as legally permitted to operate as a legally exempt group program. If the program operation information no longer meets the parameters to be a legally exempt child care group program, you may be required to become a licensed or registered program.

**SECTION 2: Other Programs at Same Site**

- **Note: Complete this section only if any other program operated by your organization operates at the same site/location listed in Section 1.**

Provide the required information for all other child care programs operated by your organization at the same site.

**SECTION 3: Director(s) Training Requirements**

**Preservice Training**

Directors are required to complete health and safety training, approved by OCFS (see below) prior to enrollment. **Preservice training is only required once and remains valid through re-enrollment or other enrollment periods.**

**Preservice Training Options**

- 1.) Online “E-Learning” *Foundations in Health and Safety*: This training is available online at the following website:  
[www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu)

- 2.) Classroom training *Health and Safety Training for Legally Exempt Providers*: This training may be offered by local enrollment agencies, the United Federation of Teachers in the New York City area, and the Civil Service Employees Association, Inc. in upstate New York**

### **Annual Training**

For programs that are **re-enrolling**, the director(s) must have completed five hours of training within the past year in the areas specified in Social Services Law 390-a. If you are re-enrolling, you must provide certificates of completion as proof you have completed your annual five hours of training.

**Enhanced Rate Training** (Available only if the paying district has opted in via their Child and Family Services Plan (CFSP))

Programs may be eligible to receive an enhanced rate of reimbursement if the director(s) completed the course *Health and Safety: Competencies in Child Care for Day Care Centers, School-Age Child Care and Enrolled Legally Exempt Group Program Directors*, or other equivalent course approved by OCFS, and a minimum of 15 hours of training (in addition to the preservice and annual training requirements) within the past 12 months in the areas specified in Social Services Law 390-a, and they submit satisfactory documentation of the training to the enrollment agency. This is only required if the program is requesting an enhanced rate.

Training specified in Social Services Law 390-a are:

- principles of childhood development, focusing on the developmental stages of the age groups for which the program provides care;
- nutrition and health needs of infants and children;
- child day care program development;
- safety and security procedures;
- business record maintenance and management;
- child abuse and maltreatment identification and prevention;
- statutes and regulations pertaining to child day care;
- statutes and regulations pertaining to child abuse and maltreatment;
- for operators, program directors, employees and assistants of family day care homes, group family day care homes and child day care centers, education and information on the identification, diagnosis and prevention of shaken baby syndrome; and
- adverse childhood experiences (ACEs), focused on understanding trauma and on nurturing resiliency.

All staff must also complete enhanced rate training requirements (see Section 4 below).

## **SECTION 4: Staff and Volunteer Training Requirements**

### **Preservice Training**

All staff and volunteers are required to complete health and safety training, approved by OCFS prior to enrollment. Note that preservice training certificates for all staff must be submitted with the enrollment form. This documentation will be requested during inspection.

### **Preservice Training Options**

- 1.) Online “E-Learning” *Foundations in Health and Safety*: This training is available online at the following website:**

[www.ecetp.pdp.albany.edu](http://www.ecetp.pdp.albany.edu)

- 2.) Classroom training *Health and Safety Training for Legally Exempt Providers*: This training may be offered by local enrollment agencies, the United Federation of Teachers in the New York City area, and the Civil Service Employees Association, Inc. in upstate New York**

### **Annual Training**

For programs that are **re-enrolling**, all staff and volunteers are required to complete five hours of training within the past year or since the last re-enrollment period in the areas specified in Social Services Law 390-a. Note that programs must maintain copies of training certificates for all staff. This documentation must be submitted with the enrollment form.

**Enhanced Rate Training**

Programs may be eligible to receive an enhanced rate of reimbursement if the director(s) have met all enhanced rate training requirements (see Section 3 above) and the staff have completed five hours of training (in addition to the preservice and annual training requirements) within the past 12 months in the areas specified in Social Services Law 390-a, and they submit satisfactory documentation of the training to the enrollment agency. This is only required if the program is requesting an enhanced rate. See Section 3 above for a list of approved training topics specified in Social Services Law 390.

**SECTION 5: Medication Administration**

If the program is responsible for the medication administration of the child, they must meet all the regulatory requirements regarding medication administration. Please read below to verify if the program meets the requirements. If the program does meet the requirements and will be administering medications, please complete the applicable section.

**Administration of Medication**

*New York State law restricts the right to administer medication other than over-the-counter topical ointments, sunscreen, and topically applied insect repellent, and emergency treatments as provided for in regulation, to specific medical professionals who are authorized by New York State to administer medication (physician, physician assistant, registered nurse, nurse practitioner, licensed practical nurse, and advanced emergency medical technician). Some individuals are exempt from this requirement based on their relationship to the child, family, or household, and are permitted to administer medications, including the following:*

- *The child's parent/caretaker, stepparent, legal custodian, legal guardian, or member of the child's household .*
- *A child care provider employed by the parent/caretaker to provide child care in the child's own home.*
- *Family members who are related within the third degree of consanguinity to the child's parent or stepparent.*
- *Child care providers who are trained and authorized by OCFS under the Health Care for Administration of Medication and approved by a qualified health care consultant and who are*
  - *operating in compliance with the New York State regulations, which includes receiving training on medication administration;*
  - *authorized by the child's parent/caretaker, stepparent, legal guardian, or legal custodian to administer medication; and*
  - *administering medication to children in care receiving child care assistance.*

*To receive OCFS authorization to administer medication, a child care provider must be at least 18 years of age and literate in the language in which the parental permissions and health care provider's instructions will be given. Any person who is not authorized by New York State law or not exempt from this legal requirement may administer only over-the-counter topical ointments, sunscreen, and topical insect repellent and emergency treatments as provided for in regulation. Examples of medication they may not administer include, but are not limited to, Tylenol, Ritalin, insulin, antibiotics, and ear, eye, or nose drops.*

**SECTION 6: On-site Director Formal Child Care History**

**Note:** A child day care program includes licensed or registered day care centers, family day care homes, group family day care homes, small day care centers, and/or school-age child care programs.

All on-site directors are advised that the enrollment agency will check the New York State Child Care Facility System to determine whether they have ever been denied a child day care license or registration or had a child day care license or registration suspended, limited, or revoked. If the on-site director answers **YES** to having an application for licensed or registration to operate a child day care program denied, revoked, limited, or suspended, **Section 7** must be completed.

**SECTION 7: Formal Childcare History Acknowledgement**

If you answered yes to either of the questions in **Section 6**, provide true and accurate information pertaining to the circumstances of child care enforcement history.

**SECTION 8: Programs Operating Under the Auspices of Another Government Agency (GUA)**

**Note:** Complete **Section 8** only if you ARE a GUA. Skip this section if you are NOT a GUA.

Complete ONLY the row of the table that applies to your GUA subtype.

**GUA: Non-public operated voluntary registered nursery school:**

**ATTACHMENT:** You must attach a copy of your current certificate of registration.

**GUA: NYC Article 43 (School Based):**

**ATTACHMENT:** You must attach a copy of your current Certificate of Filing issued by the New York City Department of Health and Mental Hygiene (NYCDOHMH).

**GUA: Summer Camp:**

Check **YES** or **NO** to indicate whether you have a current permit through the New York Department of Health (outside NYC) or through the New York City Department of Health and Mental Hygiene (within NYC).

If **YES**, you have a current permit

**ATTACHMENT:** Attach a copy of your current year permit with NYSDOH or NYCDOHMH.

If **NO**, you do not have a current permit.\*

**Date of application:** Print the date of your application with NYSDOH or NYCDOHMH for a permit.

**ATTACHMENT:** Attach proof of your application for a permit.

- \* You are required to submit the current year summer camp permit from NYSDOH or NYCDOHMH. Failure to submit the permit within 30 days of camp opening will result in a termination of enrollment.

**SECTION 9: Programs NOT operating Under the Auspices of Another Government Agency (GNUA)**

**Note:** Complete this section only if you ARE a GNUA. Skip this section if you are NOT a GNUA.

Complete ONLY the row of the table that applies to your GNUA subtype.

**SECTION 10: Additional Health and Safety Requirement Documents**

These are required health and safety documents which must be submitted to the enrollment agency before the program can be enrolled or re-enrolled. Attach the documentation with your enrollment form.

**Disclaimer:** Per NYS regulation, legally exempt group child care directors, employees, and volunteers must undergo criminal history review and comprehensive background clearances (CBC), which consists of the following:

- A criminal history record check with the NYS Division of Criminal Justice Services
- A national criminal record check with the Federal Bureau of Investigation (FBI)
- A search of the NYS Sex Offender Registry
- A database check of the NYS Statewide Central Register of Child Abuse and Maltreatment (SCR) in accordance with section 424-a of the Social Services Law
- A search of the national sex offender registry using the National Crime and Information Center

In addition, the following background clearance checks are required to be conducted where an individual resides or resided outside of New York State in the past five years:

- A search of the criminal history repository in each state where the individual resides or resided outside of New York
- A search of any state sex offender registry or repository in each state where the individual resides or resided outside of New York
- A search of the state-based child abuse or neglect repository in each state where the individual resides or resided outside of New York

Prior to being enrolled or reenrolled, the director will need to collect and submit to their applicable enrollment agency a completed **OCFS-6000, Required Forms and Clearance List-Staff Volunteer Household Members** packet from all employees and volunteers that need to be cleared. A completed **OCFS-6000, Required Forms and Clearance List-Staff Volunteer Household Members** packet contains the following forms for legally exempt group: **LDSS-3370, Instructions for Completing the Statewide Central Register Database Check** form; **OCFS-4930, Request for NYS Fingerprinting Services-Child Day Care**; **OCFS-6001, Staff Volunteer and Household Member Information**; **OCFS-6004, Staff Volunteer Household Member Medical Statement**; and **OCFS-6005, Criminal Conviction Statement**. The director must also complete the same **OCFS-6000 Required Forms and Clearance List-Staff Volunteer Household Members** packet and submit that directly to the enrollment agency if a clearance is required.

After the program has been fully enrolled every form from the **OCFS-6000, Required Forms and Clearance List-Staff Volunteer Household Members** packet, except the **LDSS-3370, Instructions for Completing the Statewide Central Register Database Check** needs to be submitted to the enrollment agency. The **LDSS-3370, Instructions for Completing the Statewide Central Register Database Check** goes directly to the director who has had their CBC cleared and the director enters information from the **LDSS-3370, Instructions for Completing the Statewide Central Register Database Check** into the *Online Clearance System (OSC)* and the results will go to the Enrollment Agency (EA).

**SECTION 11: On-Site Director Certification**

Both the on-site director and parent/caretaker are responsible for ensuring that all information provided on the enrollment form is true and complete. Information may be verified and if found to be deliberately false or misleading, the program’s enrollment may be denied or terminated. By signing this section, the on-site director is affirming that all the information provided is true and complete, they have read the Disclaimer and **Section 12** and attest and agree with both.

**NOTE:** The on-site director must also sign the on-site director’s certification in **Part B, Section 5**.

**SECTION 12: On-Site Director Attestations and Agreements**

The on-site director reviews this section and by signing the enrollment form the on-site provider agrees to and understands all conditions outlined in the list. The on-site director may detach this section of the enrollment form to retain for their own records.

**Health and Safety Requirements**

All legally exempt group programs must meet and continue to meet basic health and safety requirements per 18 NYCRR 415. This section is a complete list of all health and safety requirements per regulatory standards. The on-site director and parent/caretaker inspect the child care location for compliance with these standards together and by signing the enrollment form attest that these standards are met, and they will continue to meet these standards.

**KEEP this section of the instructions to retain for their own records.**

**Building and Equipment**

- There must be two separate and remote ways to escape in an emergency.
- Rooms for children must be well-lighted and well-ventilated. Heat, ventilating and lighting equipment must be adequate for the protection of the health of the children.
- Adequate and safe water supply and sewage facilities must be provided and comply with State and local laws. Hot and cold running water must be available and accessible at all times.
- Paint and plaster must be in good repair and there must be no danger of children putting paint or plaster chips in their mouths or of it getting into their food.
- Stairs, railings, porches, decks, and balconies must be in good repair.
- Buildings, systems, and equipment must be kept in good repair and operate as designed.

**Fire Protection**

- Evacuation drills must be conducted at least monthly with the children during the hours that children are in care. The provider must maintain a written record of the evacuation drills on-site.

- For legally exempt group child care programs, operating carbon monoxide detectors and smoke alarms must be located and operating in accordance with the New York State Uniform Fire Prevention and Building Code, or other applicable fire prevention and building codes when the Uniform Code of New York State is not applicable.

### **Supervision**

- Children must never be left unsupervised or in the care of persons who are not authorized to supervise the children.
- For legally exempt group child care, a director or person who is knowledgeable about the program's operation and policies and designated to act on behalf of the director must be present on-site at all times during the program's hours of operation.
- Electronic monitoring devices may not be used as a substitute for supervision of children who are awake.
- Electronic monitoring devices may be used to transmit images of children in common rooms, hallways, and play areas only.
- Bathrooms and changing areas must remain private and free of electronic monitoring devices.
- The child's caretaker and each employee and volunteer of the provider must be informed if electronic monitoring devices are used.

### **Physical Environment and Safety**

- Suitable precautions must be taken to eliminate all conditions in areas accessible to children that pose a safety or health hazard.
- All potentially hazardous materials, which include, but are not limited to, matches, lighters, medicines, drugs, alcohol, cleaning materials, detergents, aerosol cans, and other poisonous or toxic materials must be
  - inaccessible to children in care and stored in their original containers; and
  - used in a way that they will not contaminate play surfaces, food or food preparation areas, or constitute a hazard to children.
- Barriers must be used to restrict children from unsafe areas. Such areas include, but are not limited to, swimming pools, bodies of water, open drainage ditches, wells, holes, wood and coal burning stoves, fireplaces, and permanently installed gas space heaters.
- Where child care is provided on floors above the first floor, windows on floors above the first floor must be protected by barriers or locking devices to prevent children from falling out of the windows.
- Protective caps, covers, or permanently installed obstructive devices must be used on all electrical outlets that are accessible to young children.
- Firearms and ammunition must be securely stored and inaccessible to children while care is being provided.
- There must be either a working telephone or immediate access to one. Emergency telephone numbers for the fire department, local or State Police or sheriff's department, poison control center, and ambulance service must be posted conspicuously or are readily accessible.
- The use of, or being under the influence of, alcohol or drugs is prohibited while children are in care. Children must not be exposed to persons using drugs or alcohol while in care. The use of, or being under the influence of, a controlled substance is prohibited while children are in care, unless the controlled substance is prescribed by a health care provider, is being taken as directed, and does not interfere with the person's ability to provide child care services.
- Smoking and vaping are prohibited in indoor areas while children are in care or in vehicles while children are being transported. Children must not be exposed to smoke or vapors from vaping in outdoor areas.
- The child care site must be free of vermin.
- Exposure or access to any materials that are developmentally inappropriate for the age of the children in care is prohibited. Such materials include, but are not limited to, sexually and illicitly graphic materials, drug paraphernalia, and other printed or digital materials or content.
- Providers and staff must take steps to prevent a child's exposure to the foods to which the child is allergic.

### **Transportation**

- A child must never be left unattended in any motor vehicle or other form of transportation.
- Each child must board or leave a vehicle from the curb side of the street.
- All children must be secured in child safety seats properly installed per manufacturer's recommendations, or with safety belts, as appropriate for the age of the child in accordance with the requirements of the New York State Vehicle and Traffic Law.

- Drivers transporting children must be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating.
- Any motor vehicle, other than a public form of transportation, used to transport children must have a valid registration and inspection sticker.
- Children in care may not be transported in a vehicle built to hold more than 10 passengers, including the driver, unless the vehicle: meets the National Highway Traffic Safety Administration definition of a school bus or a multifunction school activity bus; complies with the National Highway Traffic Safety Administration Federal Motor Vehicle Safety Standards applicable to a school bus or multifunction school activity bus; and is inspected per New York State Department of Transportation rules and regulations.

### **Behavior Management**

- Safe, suitable care to children that is supportive of the children's physical, intellectual, emotional, and social well-being must be provided.
- Acceptable techniques and approaches must be used to discipline children and to manage children's behavior.
  - The use of corporal punishment is prohibited. The term corporal punishment means punishment inflicted directly on the body including, but not limited to, physical restraint, spanking, biting, shaking, slapping, twisting or squeezing; demanding excessive physical exercise, prolonged lack of movement or motion, or strenuous or bizarre postures; and compelling a child to eat or have in the child's mouth soap, hot spices, irritants or the like.
  - Methods of discipline, interaction, or toilet training that frighten, demean, or humiliate children are prohibited.

### **Health and Infection Control**

- The following health requirements must be met:
  - A director of a legally exempt group child care program, employees, and volunteers must be physically fit to provide child care and free of any psychiatric and emotional disorder that would preclude such person from providing care.
  - A director of a legally exempt group child care program, employees and volunteers must be free of any communicable disease unless the applicable person's health care provider has indicated that the presence of a communicable disease does not pose a risk to the health and safety of the children in care.
  - For legally exempt group child care programs, the director must obtain a medical statement from each employee and volunteer on forms furnished by OCFS. Such statement must be completed before the person begins providing care to children, must demonstrate that the person is physically fit to provide care, free of any psychiatric and emotional disorder that would preclude such person from providing care and free of any communicable disease unless the applicable person's health care provider has indicated that the presence of a communicable disease does not pose a risk to the health and safety of the children in care, and must be dated within 12 months preceding the date of application or hiring date.
- An updated medical statement may be required when an event or condition reasonably calls into question the ability of a provider, employee or volunteer to provide safe and/or suitable child care and/or if there is reasonable cause to suspect the information provided is inaccurate.
- With the exception of children enrolled in kindergarten or a higher grade in a public or private school, child care shall not be provided to any child unless the provider has been furnished with a statement signed by a physician or other authorized individual who specifies that the child has received age-appropriate immunizations in accordance with the requirements of New York Public Health Law. A provider may provide child care to any child not yet immunized provided the child's immunizations are in process and the caretaker gives the program specific appointment dates for required immunizations in accordance with the requirements of New York Public Health Law. Any child who is missing one or more of the required immunizations may be provided care if a physician, licensed to practice medicine in New York State furnishes the program with a signed, completed medical exemption form issued by the New York State Department of Health or New York City Department of Education. The medical exemption must be reissued annually.
- A portable first aid kit must be accessible for emergency treatment. The first aid kit must be stocked to treat a broad range of injuries and situations and restocked as necessary. The first aid kit and any other first aid supplies must be kept in a clean container or cabinet not accessible to children.
- Safety precautions relating to blood and other bodily fluids must be observed.
- All legally exempt providers must have procedures in place to reduce the risk of infection.

**Nutrition**

- Each child must receive meals and snacks in accordance with the plan developed jointly by the child care provider and the child's caretaker.
- Perishable food, milk, and formula must be kept refrigerated.

**Management and Administration**

- The child care provider must permit a child's caretaker to have: unlimited and on-demand access to such child; the right to inspect, on demand and at any time all parts of such facility used for child care or which could present a hazard to the health or safety of a child; unlimited and on-demand access to the provider(s) caring for such child whenever such child is in care and during the normal hours of operation; and, unlimited and on-demand access to written records concerning such child except where access to such records is otherwise restricted by law.
- The indoor and outdoor areas of the facility where children are in care must not be used for any other business or social purpose when the children are present, such that attention is diverted from the care of the children.
- Directors of a legally exempt group child care program, employees, and volunteers must be of good character and habits.
- The provider or program must take suitable precautions to prevent
  - serious injury of a child while in care at the program or being transported by the program; and
  - death of a child while in care at the program or being transported by the program.
- The provider or program must immediately notify the enrollment agency and the caretakers of children in care upon learning of any of the following events involving a child, which occurred while the child was in care at the program or was being transported by the program:
  - Death
  - Serious Incident
  - Serious Injury
  - Serious Condition
  - Communicable Disease
  - Transportation to a hospital
- The provider or program must immediately call 911 for children who require emergency medical care and notify the caretaker.
- The provider or program must submit to the enrollment agency a written attestation and certification stating whether the program is operating under the auspices of another federal, state, tribal, or local government agency which includes the name of the agency.

**Emergency Preparedness**

- Each legally exempt child care provider must have on-site a variety of supplies including food, water, first aid, and other safety equipment to allow for the protection of the health and safety of children in the event caretakers are unable to pick up their children due to a local disaster.
- Each legally exempt child care provider must have a written emergency plan that places primary emphasis on the safe and timely evacuation and relocation of children. The plan must account for the variety of needs of children, including those with disabilities, and contain the following components:
  - How children and adults will be made aware of an emergency
  - A designation of primary and secondary evacuation routes
  - Methods of evacuation, including where children and adults will meet after evacuating the building, and how attendance will be taken
  - A plan for the safe evacuation of children from the premises for each shift of care provided (day, evening, night)
  - The designation of primary and secondary emergency relocation sites to be used in the case of an emergency that prohibits reentry to the child care site, and how the health, safety and emotional needs of children will be met in the event it becomes necessary to evacuate to another location
  - A strategy for sheltering in place, and how the health, safety, and emotional needs of children will be met in the event it becomes necessary to shelter-in-place
  - Methods of notifying authorities and the children's caretakers

- Roles of providers, employees and volunteers during an emergency
- Procedures related to the reunification of children and caretakers
- Two shelter-in-place drills must be conducted annually during which procedures and supplies are reviewed. The children's caretakers must be made aware of the drills in advance.
- A record of each shelter-in-place and evacuation drill conducted, using forms provided by OCFS or equivalents, must be maintained on-site.
- The children's caretakers must be notified of the primary and secondary relocation sites and any changes to the plan in advance. In the case that a provider is directed to a different location by emergency services, the provider must notify the caretakers and the enrollment agency as soon as possible. In the event that relocation is required, a written notice must be placed on the main entry to the child care space unless an immediate threat precludes the provider from doing so.

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES  
**INSTRUCTIONS FOR PART B: ENROLLMENT FORM FOR PARENT/CARETAKER FOR  
LEGALLY EXEMPT GROUP CHILD CARE PROGRAM**

This enrollment form is used only to apply for legally exempt group child care. A parent/caretaker enrolling his/her child receiving child care assistance in a legally exempt group program must complete **PART B** of this enrollment form.

**ENROLLING AS A LEGALLY EXEMPT GROUP CHILD CARE PROGRAM:**

- You can complete and submit your enrollment form the same day you receive it.
- You can submit your enrollment form in person or by mail.
- All applicable sections of the enrollment form must be complete.
- If the program is not currently enrolled as a legally exempt group program, the on-site director (the person(s) present at the child care program during the hours of operation and responsible for the supervision of children and staff) must complete **PART A** of this form, and sign both **PART A** and **PART B**. **The parent/caretaker completes and signs PART B of this form.** The on-site director must submit both **Part A** and **Part B** to the enrollment agency.
- If the program is currently enrolled as a legally exempt group program, **the on-site director is required to share a completed copy of PART A, including the Health and Safety Requirements, with the parent/caretaker. The parent/caretaker must complete and sign Part B of this form. The parent/caretaker submits ONLY PART B to the enrollment agency.**

**HOW TO COMPLETE THE ENROLLMENT FORM:**

- COMPLETE each section that corresponds with your type of legally exempt provider in the **Child Care Program chart on the first page.**
- Please PRINT clearly.
- Attach additional sheets if more space is needed.
- Please use pen. Do not use pencil.

**WHERE TO TURN IN YOUR ENROLLMENT FORM:**

- Submit the completed form to the enrollment agency that serves the location where the child care is being provided.

**SECTION 1: Program Information**

Complete with the information of the program in which you are enrolling your child.

**SECTION 2: Parent/Caretaker Information**

Complete with your information

- **Email Address:** If you can be reached by email, print your email address. If you provide your email address, the enrollment agency may use it to contact you.

**Section 3: Children Receiving Child Care Assistance**

**Complete with your child's information.**

**Who will be responsible for administering medication:** Check to indicate if the provider or parent is responsible for the medication administration. Please read below for requirements for medication administration prior to making a selection.

*Any person who is **not authorized** by New York State law may administer **only** over-the-counter topical ointments, sunscreen, and topical insect repellent. Examples of medication they **may not administer** include, but are not limited to, Tylenol, Ritalin, insulin, antibiotics, ear drops, eye drops, or nose drops.*

**Administration of Medication**

*New York State law restricts the right to administer medication other than over-the-counter topical ointments, sunscreen, and topically applied insect repellent, and emergency treatments as provided for in regulation, to specific medical professionals who are authorized by New York State to administer medication (physician, physician assistant, registered nurse, nurse practitioner, licensed practical nurse and advanced emergency medical technician). Some individuals are exempt from this requirement based on their relationship to the child, family, or household, and are permitted to administer medications, including the following:*

- *The child's parent/caretaker, stepparent, legal custodian, legal guardian, or member of the child's household.*
- *A child care provider employed by the parent/caretaker to provide child care in the child's own home.*
- *Family members who are related within the third degree of consanguinity to the child's parent or stepparent.*
- *Child care providers who are trained and authorized by OCFS under the Health Care for Administration of Medication approved by a qualified health care consultant and who are*
  - *operating in compliance with the New York State regulations, which includes receiving training on medication administration;*
  - *authorized by the child's parent/caretaker, stepparent, legal guardian, or legal custodian to administer medication; and*
  - *administering medication to children in care receiving child care assistance.*

*To receive OCFS authorization to administer medication, a child care provider must be at least 18 years of age and literate in the language in which the parental permissions and health care provider's instructions will be given. Any person who is **not authorized** by New York State law or **not exempt** from this legal requirement may administer **only** over-the-counter topical ointments, sunscreen, and topical insect repellent and emergency treatments as provided for in regulation. Examples of medication they **may not administer** include, but are not limited to, Tylenol, Ritalin, insulin, antibiotics, and ear, eye, or nose drops.*

**SECTION 4 and 5: Parent/Caretaker and On-Site Director Certifications**

Both the on-site director and parent/caretaker are responsible for ensuring that all information provided on the enrollment form is true and complete. Information may be verified and if found to be deliberately false or misleading, the program's enrollment may be denied or terminated. By signing this section, you are affirming that all the information provided is true and complete.

**SECTION 6: Parent/Caretaker Attestations and Agreements**

The parent/caretaker reviews this section and by signing the enrollment form the parent/caretaker agrees to and understands all conditions outlined in the list. The parent/caretaker may detach this section of the enrollment form to retain for their own records.