

Family Enrichment Network, Inc.
Child Care Resource and Referral
24 Cherry Street * Johnson City, NY 13790 * 607-723-8313
1277 Taylor Road * Owego, NY 13827 * 607-687-6721
21 South Broad Street * Norwich, NY 13815 * 607-373-3555



Costs Associated with becoming a Registered or Licensed Child Care Provider

Strictly speaking, there are no fees for submitting an application for becoming a registered or licensed child care provider. However, as with any business, there are some “cost of doing business” expenses related to being able to complete the application and/or meet regulatory requirements. You should be prepared for these expenses as part of your start-up business plan. Your CCR&R Child Care Specialist can help you with a business plan.

CPR/First Aid Certification: At least one person with CPR/First Aid certification must be present in the child care program during business hours. Cost for this certification varies, depending upon the agency providing the certification. Please contact the CCR&R for more information on where you can get CPR/first aid training and how much it will cost.

Background Checks: There is a \$25.00 fee for background checks submitted to the Statewide Central Register of Child Abuse and Maltreatment (SCR).

Anyone with a care-giving role, including household members of family child care providers, must pay the fee. However, the fee paid by the family child care provider also covers all household members over age 18 *who do not have a care-giving role*.

Roles for which a fee is required:

- On-site Providers (and non-care-giving household members over 18 years)
- Alternate Providers
- Substitutes
- Employees

Roles for which a fee is not required:

- volunteers (who do not receive payment)
- providers of goods and services to day care programs
- consultants to day care programs (Head Start advocates, health care consultants)

Acceptable methods of payment:

- certified check
- postal or bank money order
- teller's bank check
- cashier's check

Personal checks, business checks, or commercial checks will not be accepted.
Checks must be payable to “NYS Office of Children and Family Services” and must include the name of the applicant(s).

Health and Safety Training: The person who will be the primary on-site child care provider must take the H&S Competency pre-service training, approved by OCFS. The cost for this training varies by the agency providing the training, but there is a rebate from OCFS for providers who successfully complete the registration process. Individual providers can apply for a rebate up to \$235 to offset the cost of this training.

Medical Requirements:

- * * TB Tests: The On-Site Provider and Assistants/Alternate Providers must have a current TB test. There may be a cost involved to obtain this test.
- * * Medical Clearance forms: Providers must also have a medical clearance form signed by a physician. Household members must also have a signed medical clearance form. Physical exams are not required by OCFS, but medical providers may not be willing to sign off on the clearance form unless they conduct an examination of the individual in question. There may be an additional charge for a physical examination. Please consult your health insurance to determine your coverage or check with your local health department for free clinics.

The Child Care Setting:

- * * environmental tests:
 - * radon testing and possible installation of radon mitigation systems for your home
 - * testing for private water supplies (wells)
 - * fuel-burning system inspections for gas or wood fireplaces, wood, coal, or pellet stoves, gas space heaters, woodburning furnaces or boilers
- * * environmental hazards: fencing for bodies of water, railway tracks, etc.
- * * changes to your home as a result of a pre-service safety inspection by OCFS – you may need to make minor changes (such as adding railings to stairways, adding child proof locks, etc), or even make major changes to your home (installing additional exits, modifying bathrooms, etc.) to ensure the safety of children in your care