

How to Become a NY Family Child Care Provider

Step by Step Guide



STEP ONE

COMPLETE THE ONLINE ORIENTATION

In order to obtain an application to apply for a child care program license or registration you will first need to take the Child Day Care Orientation. Currently, this orientation is online in English with Spanish sub-titles. Please call CHCF for assistance if you need computer access or help with completing this online course in Spanish. CHCF will also walk you through the entire process and help you understand what you will need in order to open your business.

The entire process to open a family child care business could take a minimum of 6 to 8 months.

STEP TWO

REQUEST AN APPLICATION

You are only eligible to request an application after successfully completing the mandated online orientation

After completing the orientation, you will need to request an application from your borough DOHMH office. The application will arrive in 3-4 weeks.

STEP THREE

COMPLETE THE APPLICATION

In order to successfully complete an application,

You, your household and your assistants and substitutes will need to submit a background check, criminal conviction form, and medical statements. You and your assistant or substitute will also need to submit your qualifications, trainings, and three (3) professional references. Additionally, there are approximately fourteen (14) forms you will need to submit to demonstrate that the inside and outside of your residence is safe for children. If applicable, you will also need to sign a Child support obligation statement and a Compliance agreement, which is your signature to verify that the application is true and accurate. For a full listing of what is required in the application, See here.

You can call CHCF for FREE assistance with completing this application. It takes approximately three (3) hours to review the application with you in detail.

STEP FOUR

SUBMIT THE APPLICATION

All applications in NYC must be delivered to DOHMH borough office (the addresses are include in the application and you can also call us for a list).

Once your application is delivered, you can also set up an appointment with CHCF to learn about the different services we offer Family & Group Family Child Care Provider, assistants and substitutes (free and low-cost resources at your fingertips!!!)

STEP FIVE

OCFS REPRESENTATIVE COMPLETES REQUIRED INSPECTION

After receiving your application, DOHMH will contact you to inform you if any additional information or documentation is needed to complete your application. They will then schedule an inspection. The purpose of the inspection is to make sure your home/apartment meets state requirements for a child care business. They will use their own site inspection form to verify that the information you provided in your application is accurate.

ONLY DOHMH IN NYC CAN APPROVE A HOME OR AN APARTMENT FOR A CHILD CARE BUSINESS.

STEP SIX

RECEIVE LICENSE / REGISTRATION DECISION

After the inspection is completed you will receive a letter with the decision of whether or not your site has been approved for business. Once you have been approved for business, you are eligible for a Start-Up Grant with CHCF. This is \$300 in materials and individualized program support for your new child care business.

At this point you should have a business plan and operating budget. You can also start looking into different business insurance packages. You should have a contract and policy handbook for parents – and you can start marketing and recruiting for your program. CHCF can help you every step of the way!!! Contact us now...

STEP SEVEN

ONCE LICENSED / REGISTERED - OPEN FOR BUSINESS

CHCF recognizes that child care providers need to wear many different hats and play many different roles. We are here as a continuous support providing training, one on one individualized program assistance with the written documentation, as well as with the day-to-day operations. Call us if you need support in working with families! Call us if you have a question about behavior management! Contact us if you want to administer medication! Call us for assistance with employee relations and business best practice!

We are a resource for you and we are committed to helping Family Child Care providers unleash their economic power!

We recognize that the work you do builds communities. We are here for you.



The Committee for Hispanic Children and Families, Inc.