



## **DID YOU KNOW?**

Effective October 1, 2016, all types of child care programs have to be **ELIGIBLE** to receive child care subsidies.

Are you currently receiving child care subsidies from the State of New Jersey for a child in your program? If so, then your program must meet the new federal law requirements.

## **WE CAN HELP!**

**What Trainings are Required to Meet the Required Health and Safety Training for CCDBG Reauthorization?**

All child care staff members are required to complete these trainings if their program receives any child care subsidy funds. Child care staff members include:

- Those who are employed by a child care provider for compensation; or
- Those whose activities involve the care or supervision of children for a child care provider or unsupervised access to children who are cared for or supervised by a child care provider.

**Licensed Child Care Centers – licensed by the State of New Jersey, Department of Children and Families (DCF), Office of Licensing (OOL)**

All staff working in a Licensed Child Care program (licensed by the State of New Jersey, Department of Children must complete the following required health and safety training –

### **Health and Safety Basics I (3 hours)**

- Safe Spaces
- Transportation Safety
- Handling and Storage of Hazardous Materials
- Emergency Preparedness
- Prevention and Control of Infectious Diseases

### **Health and Safety Basics II (3 hours)**

- Food and Allergic Reactions and How to Respond

- Administration of Medication
- Shaken Baby Syndrome/Abusive Head Trauma
- Safe Sleep and SUIDS Prevention

### **Child Abuse and Neglect (2 hours)**

- Child Abuse and Neglect
- Discipline
- Mandated Reporting
- Child Maltreatment

### **Child Development (2 hours)**

### **First Aid and CPR**

**Please note: Only the Health and Safety training courses that are offered through the State of New Jersey’s online training platforms or through the county child care resource and referral (CCR&R) agencies to meet the Subsidy Assistance Program Health and Safety Requirements will be counted towards the required training hours**

### **Home-Based Child Care Programs**

**Registered Family Child Care – registered through Child Care Resources**

**Family, Friend, Neighbor (FFN) – approved through Child Care Resources**

All home-based child care programs (FCC and FFN) must complete the following training –

### **Orientation (2 hours)**

The Orientation only needs to be completed by new or prospective Registered Family Child Care (FCC) Providers and Family, Friend and Neighbor (FFN) Providers. All prospective FCC and FFN providers must complete all trainings prior to becoming an approved provider to receive child care subsidies.

- Office of Licensing (OOL) Manual of Requirements Policy Review
- Business Practices
- Program Management

### **Health and Safety Basics I (3 hours)**

- Safe Spaces
- Transportation Safety
- Handling and Storage of Hazardous Materials
- Emergency Preparedness
- Prevention and Control of Infectious Diseases

### **Health and Safety Basics II (3 hours)**

- Food and Allergic Reactions and How to Respond
- Administration of Medication
- Shaken Baby Syndrome/Abusive Head Trauma
- Safe Sleep and SUIDS Prevention

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- Mandated Reporting
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#### **When Must Training Be Completed By?**

All teaching staff, providers, caregivers and individuals responsible for the direct care and supervision of children must complete all health and safety training by **March 31, 2017**.

New hires, staff hired on, or after, March 31, 2017 must complete the training within two weeks of hire.

There has been no extension of the deadline. All child care programs receiving child care subsidy funds must identify that they are attempting to complete the Required Health and Safety Training for CCDBG Reauthorization. A program, staff member, Registered Family Child Care (FCC) provider and Family, Friend and Neighbor (FFN) provider must have begun the training process or has identified determined dates that the training will be completed on or by.

#### **Where Can Staff Access the Required Trainings?**

All required trainings (Health and Safety Basics I & II, Child Abuse and Neglect, Child Development and First Aid and CPR) can be accessed through Child Care Resources of Monmouth County. Trainings provided by Child Care Resources are free, classroom-based and meet all the requirements as set forth by the Division of Family Development (DFD). We have attached a training calendar. Trainings are being offered at times that are convenient and can meet the needs of child care staff by our Child Care Health Educator/Lead Trainer.

Health and Safety Basics (6 hours) in both English and Spanish can be accessed online at no cost through the State of New Jersey, Department of Human Services, Division of Family Development (DHS, DFD). This online training program can be accessed through <http://www.childcarenj.com/Providers/Training>.

Child Abuse and Neglect (2 hours) can be accessed online at no cost through Prevent Child Abuse New Jersey. This online training program can be accessed through <http://www.childcarenj.com/Providers/Training>.

Child Development (2 hours) can be accessed online at no cost (through April 30, 2017 – please see notice below) and accessed through <http://www.childcarenj.com/Providers/Training>.

### **New Notice**

**The online Foundations of Child Development training (for Child Care Center Teachers and for Family Child Care Providers) through Better Kid Care will continue to be free through Sunday, April 30, 2017.**

After Sunday, April 30, 2017 you can access the online training for a \$5 fee or you can take the instructor-led, classroom-based training for free through Child Care Resources or another CCR&R agency.

The deadline for completing training was Friday, March 31, 2017. If you have not completed this training yet, you should do so immediately.

After April 30, 2017 detailed instructions will be issued on <http://www.childcarenj.com/Providers/Training> with how to access the online Foundations of Child Development Training along with directions on paying the \$5 fee.

**All Required Health and Safety Training for CCDBG Reauthorization at Child Care Resources that instructor-led, classroom-based will continue to be offered at no cost.**

**The online New Jersey Health and Safety Basic Training (6 hour) courses in both English and Spanish will continue to be available at no cost.**

All directions and instructions for the above online trainings are listed on the website under the course descriptions.

Online training programs can be accessed at Child Care Resources' location in our learning lab. Our computers can be accessed during designated times for staff use to complete the required training.

### **Where Can Staff Access First Aid and Cardiopulmonary Resuscitation (CPR) Training?**

First Aid and CPR training is required for all teaching staff and individuals must obtain training from Child Care Resources or another training vendor. Training vendors include the American Heart Association, American Red Cross and the National Safety Council. If individuals are currently certified, they do not need to repeat the training to meet the March 31<sup>st</sup> requirement. Individuals who are currently certified must maintain their certification through recertification courses.

## **How Do Staff Register for Trainings?**

All participants should register for all training (Orientation, Health and Safety Basics, Child Development and Child Abuse and Neglect) through the Professional Impact New Jersey (PINJ) Registry. Participants must become members of or renew their PINJ membership to register for trainings. Child Care Resources staff is available to assist every professional applying to PINJ. Our agency has available computers to support you during designated hours and by appointment. You can utilize these computers to apply to the Registry and to register for workshops.

## **What are the Ratio and Grouping Requirements that Need to be Met by March 31<sup>st</sup>?**

Child care programs must maintain a certain number of staff for the number of children you are serving. For example, if you are a **Licensed Child Care Center** (licensed by the State of New Jersey, DCF, OOL), you must have one teacher for four children. Under the “grouping requirements,” a specific number of children by age are allowed to be cared for together. To get all of the staffing and grouping requirements, go to N.J.A.C 10:122 – Subchapter 4 – 4.3 and 4.4 -

<http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf>.

For **Registered Family Child Care Homes** (registered by Child Care Resources), the provider shall care for no more than the following numbers of infants and toddlers unless a second caregiver is present: three children below one year of age; or four children below two years of age, of whom no more than two shall be below one year of age. To get all of the requirements regarding the maximum number of children and the ages of children, go to N.J.A.C. 10:126 – Subchapter 6 – 6.1 and 6.2 -

<http://www.state.nj.us/dcf/providers/licensing/laws/FCCmanual.pdf>.

## **Child Care Resources Is Here To Help!**

As your local child care resource and referral (CCR&R) agency, Child Care Resources, is committed to supporting you to meet these requirements. We can be available to meet to discuss a training plan that ensures all your staff can meet the requirements. Child Care Resources has evaluated our staff, identified a training calendar and we have determined a plan to best meet both the State’s requirements and to support each type of child care program in Monmouth County. Our staff is available to assist you through each step of this training process.

Please call us at 732-918-9901, Ext. 199 or email [info@ccrnj.org](mailto:info@ccrnj.org) with any questions or to set up a meeting or phone consultation.