



The  
Children's  
Home Society

O F N E W J E R S E Y®

— Ocean County Services —

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## 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 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?

**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 center 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 (6 hours)

## Home-Based Child Care Programs

**Registered Family Child Care – registered through The Children’s Home Society of NJ  
Family, Friend, Neighbor (FFN) – approved through The Children’s Home Society of NJ**

All home-based providers (FCC and FFN) must complete the following training –

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

- 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

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

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

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

### **First Aid and CPR (6 hours)**

### **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.**

**A registration is needed for each staff person. Group trainings will not be accepted for any facility.**

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

All required trainings (Health and Safety Basics I & II, Child Abuse and Neglect, Child Development (now a \$5 fee) and First Aid and CPR) can be accessed through CHSoF NJ. Trainings provided by CHSoF NJ 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 training staff.

Health and Safety Basics (6 hours) can be accessed online at no cost through Better Kid Care. 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 Mindflash. This online training program can be accessed through <http://www.childcarenj.com/Providers/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 CHSofNJ 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 RegistryOne.org.** Participants must become members of or renew their Registry membership to register for trainings. CHSofNJ staff is available to assist every professional applying to the NJ Registry.

You can access the Registry at <https://RegistryOne.org>

### **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 CHSofNJ), 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 Chapter 54 N.J.A.C 3A: 54.– Subchapter 6 <http://www.state.nj.us/dcf/providers/licensing/laws/FCCmanual.pdf>.

**Please call us at 732-557-9633 with any questions. Please ask for Lisa Ann Hopkins, ext. 109 or Deb Pavan, ext. 105.**