

Strengthening Child Care in OUR community



NORWESCAP
Child & Family Resource Services

Love caring for children? Good at it? Get paid for doing what you love!

Be an entrepreneur by starting a child care business in your home!

Become a Registered Family Child Care Provider!

Why become a registered provider?

- To promote the healthy development of children & learn the latest in safety and best practices
- To strengthen your business skills to maximize your income
- To qualify to enroll children whose care is paid for with a child care subsidy

Norwescap staff will help you at each step along the way!

1

Register in NJCCIS



Registration in NJCCIS is free. www.njccis.com This is where you will find training and grant information. You will be able to fill out a provider profile, apply for grants, and so much more. Staff are only a phone call away to help with registering.

2

Line Up a Substitute



Registered providers are required to have a substitute, someone who is 18 years or older. This will be a person who fills in for you if you are sick, have a meeting, or take some vacation time.

3

Attend an Orientation Meeting



Attending an orientation is a requirement of registration. The meeting provides an overview of the registration & application process. Experienced staff answer your questions and provide helpful tips to get you started.

4

Health Forms & TB Test



To promote your health as well as the health of children in your care, you, your staff, and any household members 14 and older must complete a TB test and have a doctor complete a physical health exam.

5

Background Checks



Background checks are free. There is a check of the child abuse registry and criminal records. You, your staff, and any household members 14 and older must complete a child abuse registry check. You, your staff, and any household members 18 years and older must also complete a fingerprint criminal record check.

6

CPR & First Aid



You and your staff must complete CPR and first aid certification. Ask our staff when the next class is scheduled. Staff can also go over a safety check-list with you to make sure you're ready!

7

Child Care & Development Block Grant (CCDBG) Trainings



You and your staff need to complete a 10-hour series: Health, Safety, and Child Growth and Development/Mandated Reporting: Basic Requirements for Licensing.

8

Emergency Preparedness



Sometimes emergencies happen. Federal law requires all child care providers to have an emergency action plan. You will receive a packet and guidance at the orientation meeting.

9

Partner with Parents



Our staff will review the forms with you that are needed for the children in your care and work with you to develop a record-keeping system that best works for you!

10

Maximize Your Business Income



Our staff can provide resources to help guide you in your business practices (e.g., keeping records and setting policies for families). The tax-deductible \$25 registration fee for providers is a start to growing your skills!