YMCA CHILDCARE RESOURCE SERVICE

2017-2018 Health & Safety Training Grant

APPLICATION GUIDELINES

YMCA Childcare Resource Service (CRS) has received funds to assist child care providers complete Health and Safety training as outlined in AB243. Eligible participants will receive training vouchers for up to $95.00 to submit in lieu of full payment for training in CPR, First Aid and Preventive Health Practices. Participants will be required to pay a $5 co-payment to the trainer for CPR and/or First Aid and a $10 co-payment for Preventive Health Practices.

Eligibility is open to:
- Licensed or license-exempt center-base staff – working at a child care center that is either licensed by Community Care Licensing (CCL) or is legally license-exempt.
- Licensed family child care providers – licensed by CCL to provide child care in their home.
- License-exempt child care providers (TrustLine) – providing child care for one family on a child care subsidy program.
- In-home child care providers (TrustLine) – providing care in a child’s home and has been fingerprinted through TrustLine.

To participate, please follow these four steps:

1. Apply:
   - Read the Application Guidelines and Application Notes thoroughly.
   - Complete one application per person; (print clearly) and fax it or return it in person or by mail to:
     YMCA Childcare Resource Service
     Health & Safety Training Grant
     3333 Camino del Rio South, Suite 400
     San Diego, CA 92108
     Fax: 619-521-3050

2. Enroll in training class:
   To enroll, contact training class instructor prior to training date. Be sure to let the trainer know you need training classes for child care providers. Class must be taught by an EMSA approved training agency.
   Note: Your vouchers will only be honored by EMSA approved training agencies/trainers contracted with CRS to accept vouchers in lieu of payment.

3. Attend training:
   - Present correct CRS training voucher, plus your co-payment, on the day of class. Note: Some trainers require the co-payment prior to class to hold your space. Payment is often non-refundable.
   - CRS cannot mediate payment disputes between trainer and participant.
   - You must attend full training hours for each class: CPR - 4 hours  1st Aid - 4 hours  Health Practices - 8 hours
   - Course cards will be issued at the end of class or mailed to you by the trainer not CRS.
   - CRS does not recommend nor regulate training agencies. Trainers are not employees of CRS. Course content approval and guidelines are the sole responsibility of the Emergency Medical Services Authority (EMSA).

4. Use assigned Vouchers:
   - Training vouchers must be used within 60 days of issue date and are not transferable for any reason.
   - Grant money assigned to vouchers that are not used by the expiration date listed will be re-assigned to other applicants.

If you have any questions, please contact Michelle Jimenez at mmjimenez@ymca.org or 619-521-3055 Ext. 2323.

These funds made possible through a grant from the California Department of Education, Child Development Division for Quality Improvement.
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2017-2018 Health & Safety Training Grant

APPLICATION NOTES

The Health & Safety Training Grant includes reporting guidelines set up by the California Department of Education (CDE) that must be followed by agencies receiving grant money. The attached application requests information that is required in our report to CDE at the end of the grant year. Because of this, all applications that are not legible and complete will be returned to the applicant.

The following notes will assist you with completing the application accurately.

- Applicant information must be complete and list home address, not center or other work address.
- Telephone number and/or email address must be listed.
- Application must be signed and dated by applicant.

For Licensed Family Child Care Providers:

- Complete only the Family Child Care section (not the Child Care Center or Trustline Provider sections)
- If you are in the application process, check "License Pending."
- Indicate “Small” (6-8 children) or “Large” (12-14 children) license.
- A maximum of four people per family child care home will be considered for vouchers. This must include each licensee (up to 2), as per Licensing requirements. Two assistants may receive vouchers.

Licensed or License-Exempt Center-based Staff:

- Complete only the Childcare Center section. List actual work site not branch or agency address.
- One director or teacher with CPR, 1st Aid and Preventive Health Practices is required by Licensing to be on-site at all times.
- Vouchers are available to the director, assistant director and 1 teacher per classroom.
- Vouchers will not be issued to all staff employed at a center.
- We understand that some center administrators require all staff to have current CPR and First Aid cards, but this is not required by Community Care Licensing.
- Number of classrooms: Please list only actual classrooms currently in use.
- "My Position" refers to applicant's position.

In-home Child Care Providers:

- Complete only the Trustline Provider section. List nanny agency or parent’s name as "employer" and their contact information.

License-Exempt Child Care Providers:

- If you are providing care to a family on a child care a subsidy program (AP, CalWORKs), list parent information as "employer."

While we would like to issue training vouchers to all applicants, the Health & Safety Grant has a specific amount of money to use for training. San Diego County has more than 1400 license and legally license-exempt centers and over 3500 licensed family child care providers. There are also numerous nanny agencies (TrustLine In-home Providers) and license-exempt childcare providers (TrustLine providers caring for one family that are not required to be licensed) in our county. Because of this, YMCA Childcare Resource Service must restrict the number of applicants receiving vouchers and will issue vouchers only while money is available.
Please read Application Guidelines & Application Notes BEFORE completing. Deadline to apply is April 1, 2018. Incomplete & illegible applications will not be processed and will be returned to the applicant.

PLEASE PRINT CLEARLY. Submit one application per applicant.

Name: ______________________________________ ________________
First Name Middle Initial Last Name

Home Address: __________________________________________________
Street (Include Apt/Unit #) City Zip Code

Telephone: (_____) _______–_________ Email: ____________________________

Please fill out ONLY ONE of the shaded boxes below.

Licensed Family Child Care: ☐ Large License ☐ Small License ☐ License Pending
My Position: ☐ Licensee ☐ Co-licensee ☐ Assistant
Licensee Name: __________________________________________________
Telephone: (_____) _______–_________

Center-based Staff: ☐ Licensed ☐ Exempt
Employer: ______________________________________________________

Center/School Address: ____________________________________________
Street (Include Suite #) City Zip Code
My Position: ☐ Director ☐ Assistant Director ☐ Teacher
Director: ______________________________________________________
Telephone: (_____) _______–_________
Supervisor Name: ___________________________________________
Number of Base Staff: __________ Number of Classrooms: __________

TrustLine Provider: ☐ In-home Provider ☐ License-exempt Provider
Employer: ______________________________________________________
Telephone: (_____) _______–_________
Address: ______________________________________________________
Street (Include Suite #) City Zip Code

Check boxes for classes needed: ☐ CPR ☐ First Aid ☐ Preventive Health Practices
If renewing CPR and/or First Aid, attach copy of current cards.
Expiration Dates: __________________________

Have you received YMCA CRS Health & Safety Training Vouchers in the past? ☐ Yes ☐ No

Applicant please read the following and sign below.
I have received, read and understand the Health & Safety Training Grant Application Guidelines and Notes.

Signature: __________________________________________ Date: ______________ elo