



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CHILDCARE RESOURCE SERVICE 2016-2017 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.**
- Home telephone must be listed.

Licensed or License-Exempt Center-based Staff 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 Licensing.
- Number of classrooms: Please list only actual classrooms currently in use.
- Contact person should be the director or site supervisor.
- "My position" refers to applicant's position.

Licensed Family Child Care section:

- Complete only the licensed Family child Care section/box (**not** In-home or Center sections)
- If you are in the application process, check "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.**

In-home Child Care Provider section:

- List nanny agency or parent as "employer."

License-Exempt Child Care Provider section:

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

While we would like to issue training vouchers to everyone who applies, 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) in our county. Because of this, YMCA Childcare Resource Service must restrict the number of applicants receiving vouchers and issue vouchers only while money is available.