

---

## **2006-2007 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 \$65.00 to submit in lieu of full payment for training in CPR, CPR Renewal, First Aid and Preventive Health Practices. Participants will be required to pay a \$5 co-payment to the trainer for CPR, CPR Renewal and 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 (Trustlined) – providing child care for one family on a child care subsidy program.
- In-home child care providers (Trustlined) – providing care in a child's home and has been fingerprinted through Trustline.

### **To participate, please follow these steps:**

#### **Apply:**

Read *Application Guidelines* and *Application Notes* thoroughly

Complete application (**print clearly**) and return attached application to: YMCA Childcare Resource Service  
**Health & Safety Training Grant**  
640 Escondido Ave Suite 108  
Vista, CA 92084-6166

#### **Enroll:**

- **Upon receipt of training vouchers**, refer to our CATS Community Calendar—Health & Safety section or our Website at [www.ymcacrs.org](http://www.ymcacrs.org) for training classes.
- **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.

#### **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 - 4hrs 1<sup>st</sup> Aid - 4hrs Health Practices - 7hrs
- 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).

#### **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 concerns about the content or length of your class, please call Laurie Han at (760) 726-9100 x 3350 for reporting information.

**Application may be duplicated, but must include Application Guidelines and Application Notes**

## **2006-2007 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 15 hrs of CPR, 1<sup>st</sup> Aid and Preventive Health Practices is required by Licensing to be on-site at all times.
- If funds are available, we will issue vouchers to the director, assistant director and 1 to 2 teachers (see application).
- 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 **three** people per family child care home will be considered for vouchers. This must include each licensee, as per Licensing requirements. A full time, primary helper may be included.

#### **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 1200 license and legally license-exempt centers and over 3900 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.

**2006-2007 Health & Safety Training Grant  
APPLICATION**

*Please read Application Guidelines & Notes BEFORE completing application.  
Incomplete & illegible applications will be returned.*

**PLEASE PRINT**

Name: \_\_\_\_\_  
(First) (Last) (Middle initial)

Home address: \_\_\_\_\_  
\_\_\_\_\_  
(City) (State) (Zip) Home phone: ( ) \_\_\_\_\_

**Check one and fill out an appropriate box:**

**Center-based Staff:**     Licensed     Exempt  
Employer: \_\_\_\_\_  
Site address: \_\_\_\_\_  
\_\_\_\_\_  
My position:     Director     Asst. Director     Teacher  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
# of Base Staff: \_\_\_\_\_ # of classrooms: \_\_\_\_\_

**Licensed Family Child Care**  
 Large License  
 Small License  
 License Pending  
**Position:**  
 Licensee  
 Co-licensee  
 Assistant to  
\_\_\_\_\_  
(Licensee name)  
( ) - \_\_\_\_\_  
(Licensee phone)

**Trustline In-home Provider**                       **Trustline License-exempt Child Care Provider**  
Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_

**Indicate which Health & Safety classes you need to complete:**

- CPR (New)     Renew CPR \* (attach copy of current card) Expired Date: \_\_\_\_\_  
 First Aid     Preventive Health Practices (Injury Prevention/Disease Control)

**Have you received YMCA CRS Health & Safety Training Voucher(s) in the past? Yes  No**

\* Vouchers for CPR Renewal will be mailed out 2 months prior to expiration date.

**Applicants please read and sign**  
I have received, read and understand the Health & Safety Training Grant **Application Guidelines** and **Application Notes**. I understand that vouchers are being issued on a priority basis to applicants who have not received vouchers in previous years.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you need help filling out this application, please call 760-726-9100 ext. 3350(for English), 800-481-2151 (for Spanish) or 619-521-3055 ext 2320 Thuy Tran (Vietnamese).

**Office Use Only**

Approved     Denied \_\_\_\_\_  
Date: \_\_\_\_\_

Vouchers mailed: \_\_\_\_\_  
Date: \_\_\_\_\_