



CHILD CARE SOLUTIONS

navigating the way to high quality child care



United Way
of Central New York



Thank you for your interest in becoming a member of the Child Care Solutions Board of Directors. Below is some information about the agency and the Board that you may find helpful. The Child Care Solutions' Board helps to advance our mission, guide our work and enhance our agency's visibility and effectiveness.

Child Care Solutions is a non-profit child care resource and referral agency serving Onondaga County since 1975 and Cayuga County since 2009. Our mission is *"building excellence in early care and learning systems while advancing equal access for all children in our community"*. We envision *"every child is cared for in a high quality, safe and nurturing environment that cultivates healthy development, early learning and joy."*

We serve parents, child care providers, employers and policy makers by providing referrals, parent education, data, provider support, and educational programs for individuals who work with young children. We are also active in community initiatives dedicated to improving the lives of young children. Child Care Solutions' core values guide the way in which we carry out our mission.

- We are committed to racially equitable, high-quality services that respond directly to community needs including equity in access to child care, equity in quality and affordability of child care, and equity in compensation for child care providers.
- We are committed to providing services that are accessible, and linguistically and culturally appropriate to the communities we serve.
- We are committed to activities, positions and goals that positively impact children's lives.
- We are responsive, professional and caring in our interactions with parents, providers and each other.
- We appreciate the diversity of our community's families and providers and respect their knowledge, experiences and choices.
- We are innovative, resourceful, and willing to tackle difficult issues.

Board responsibilities include:

- Regular attendance at Board meetings held at the Syracuse office of Child Care Solutions on the 2nd Thursday of each month (except July, August, and December) from 5:00-6:30 p.m.
- Adherence to our Conflict of Interest, and Board Ethics and Code of Conduct Policies.
- Participation on at least one Committee. Committees of the Board include Audit, Board Development, Ethics, Executive, Finance, and Personnel. Committees of the Corporation include Capacity Improvement, Fund Development and Marketing. Meeting dates vary based upon committee members' schedules.
- Gathering financial support for agency activities and fund raisers.
- Giving an annual meaningful financial contribution to the agency commensurate with ability to give.

A program description, Conflict of Interest Policy, an application for Board Membership, and Conflict of Interest Disclosure Form, are attached. Please contact Executive Director, Anne Napper at 446-1220, ext. 310 or at annen@childcaresolutionscny.org if you have any questions or would like to schedule a visit.

Please return completed *Application (page 4)* and *Conflict of Interest Disclosure Form (pages 7-8)* by:

- Scanning and emailing to: annen@childcaresolutionscny.org
- Faxing to: 315-446-2010, Att. Anne Napper
- Mailing to: Child Care Solutions
6724 Thompson Road
Syracuse, NY 13211

CURRENT SERVICES

ADVOCACY - Child Care Solutions actively advocates for public policy that will ensure that high quality, accessible, affordable child care is available for every child & family in the community, especially those who are under-resourced. The agency is strongly committed to this issue and is a member of the Early Care and Learning Council (ECLC), Winning Beginning NY (WBNY), and the National Association of Resource and Referral Agencies (NACCRRRA). These organizations are leaders in state and national early care and education advocacy efforts. Advocacy has been conducted in support of the following issues of local concern:

- Improving child care quality and quantity through the expansion of programs such as Quality Stars NY, Universal PreK for 3- and 4-year-olds and afterschool programs
- Advancing the child care workforce through professional development and increased wages
- Increasing child care subsidy allocations in Onondaga and Cayuga County to improve access to high quality care for under-resourced families

Parent Services – Child Care Solutions provides free child care information and referral services for all parents in Onondaga & Cayuga Counties. Referrals to registered and licensed child care programs that meet each family's unique needs are available by phone, on-line, or through in-office consultations. In addition to referrals, parents are educated about the indicators of high quality child care and connected to other community resources. Assistance is also provided for parents who qualify for child care subsidies through the county or other grants.

Provider Services – Child Care Solutions provides an array of services to assist and support child care providers in our community including:

Child and Adult Care Food Program (CACFP) - a federally funded program designed to improve the nutritional quality of snacks and meals served to children in child care. We sponsor CACFP participation for Group Family, Family and Legally Exempt providers. Providers who meet requirements can receive a monthly check to help pay for the meals and snacks served to children, up to age 13, in their care. Child Care Solutions recruits providers into this voluntary program, monitors compliance and administers claims/payment processing.

Child Care Quality Improvement – a three-year pilot project funding by Onondaga County beginning in 2020 to improve the quality of care in three Child Care Centers and ten Family Child Care homes through intensive coaching on the use of a standardized curriculum; and quarterly stipends to address pay equity and increase staff retention.

PEDALS- (Positive Emotional Development and Learning Skills)- Funded by the Health Foundation for Western & Central NY, PEDALS improves the social and emotional skills of preschool children in early childhood classrooms. It combines an evidence-based curriculum, a social emotional screener or assessment for children, coaching, and resources for teachers and administrators.

Health Care Consulting - Child care programs that administer medications must hire a qualified health care consultant to review and approve the caregiver's health care plan, and First Aid/CPR and Medication Administration training certificates. Our health care consultant is a Registered Nurse who visits each enrolled program at least once every two years to review the health care plan.

Legally Exempt Enrollment – Child Care Solutions is an enrollment agency for legally exempt child care providers (also referred to as friend and family care, or informal care). We assist parents and providers through the enrollment process; and we inspect for and enforce compliance with NYS regulations.

Infant Toddler Network – A statewide program consisting of a coordinating office, and seven regional resource centers aimed at improving the quality of care for infants and toddlers. Child Care Solutions is a regional resource center responsible for coordinating Infant Toddler Network program activities for 14 counties. Beginning in 2020 services expanded to include Infant Toddler Mental Health Consultation that promotes young children's healthy social and emotional development by building the confidence, competencies, and skills of the caregivers.

Professional Development- Child Care Solutions provides professional development and training for child care providers grounded in the belief that well-trained child care providers increase the quality of child care in the community. Child Care Solutions offers quarterly workshop selections and annual conferences that help child care providers meet the New York State Office of Children & Family Services training requirements and are aimed at increasing the quality of child care. Examples of Professional Development selections include:

Child Development Associate® (CDA)- The CDA is the most widely recognized credential in early childhood education and is a stepping-stone on the path of career advancement. Child Care Solution's CDA Program is a unique combination of training and mentoring. This dual approach supports the CDA candidate in successfully completing their credential while focusing on quality improvement within their program.

Health & Safety Training - Pre-service training that is required by the NYS Office of Children and Family Services for All child care providers and staff before they are approved to care for children.

Medication Administration Training (MAT) - Caregivers who administer medications must be certified in MAT. Child Care Solutions offers two paths to MAT certification: classroom training and independent study with observation and testing.

Technical Assistance - Professional Development Specialists and the agency's Health Care Consultant provide one-on-one consultations and coaching using appropriate tools to help assess and improve the child care environment.

Registration (Onondaga County Only) - Child Care Solutions provides NYS Office of Children and Family Services registration and support services for family child care and school age programs. We also inspect for and enforce compliance with NYS regulations.

CHILD CARE SOLUTIONS, INC.
Application for Board Membership

Name: _____

Home Address: _____

Business Name: _____ Job Title: _____

Business Address: _____

Home phone: _____ Work phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

* Board meeting notices and materials are usually sent by e-mail. If you do not use e-mail or cannot receive attachments at your e-mail address, we will mail information to you.

Where would you like mail sent? Home Work

1. Why are you interested in joining our board? _____

2. What skills and experience/area of expertise do you bring that would benefit our organization?

3. Do you have experience and/or a background in early childhood education? (Not a requirement). Circle one: Yes No N/A

4. What past and current organizational memberships, networks and affiliations do you have that could help us move forward on our goals? _____

5. How do you envision contributing to our mission? _____

6. Please share your thoughts on Diversity, Equity, Inclusion, and Belonging (DEIB) and how do you perceive the importance of this initiative within our mission and operations?

CHILD CARE SOLUTIONS, INC.

Conflict of Interest Policy

Revised 4/12/12, 9/11/14, 1/7/2015, 6/11/15

Child Care Solutions, Inc. ("Child Care Solutions") is dedicated to the mission of promoting early learning, healthy development and high-quality care for all children through education, advocacy and support for families and early childhood professionals. To assure that every decision is made in the interest of the Child Care Solutions and the community it serves, the Board of Directors ("Board") and staff shall depend on the Child Care Solutions mission statement and other guiding documents to provide a consistent, ethical framework for decision-making.

Members of the Board and staff may face possible conflicts of interest or situations in which the appearance of conflict of interest could be detrimental to Child Care Solutions. Child Care Solutions hereby adopts the following as its Conflict of Interest Policy to ensure that the Child Care Solutions directors, officers and key employees (each, a "covered person") act in the corporation's best interest and comply with applicable legal requirements, including the requirements pertaining to related party transactions set forth in Section 715 of the New York Not for Profit Corporation Law ("NPCL").

1. Definition of the circumstances that constitute a conflict of interest. In conducting the affairs of Child Care Solutions, a conflict of interest arises when a covered person, or a member of his or her immediate family, has an actual or perceived financial, personal, professional or business interest in or serves as a trustee, director, officer, or key employee of any organization or entity that has such interest in a transaction with Child Care Solutions.
2. Procedures for disclosing a conflict of interest to the Board. The Ethics Committee of the Board shall maintain oversight regarding the implementation of the Conflict of Interest Policy. A covered person must disclose any possible conflict of interest, together with all material facts relating to the conflict of interest, to the Ethics Committee of the Board as soon as the conflict of interest becomes known to the covered person. The disclosure shall be made a matter of record as soon as the possible conflict is known.
3. The covered person with the conflict of interest shall not be present at or participate in Board or committee deliberation or vote on the matter giving rise to such conflict.
4. The covered person with the conflict of interest shall not attempt to improperly influence the deliberation or voting on the matter giving rise to such conflict.
5. The existence and resolution of the conflict shall be documented in the records of Child Care Solutions, including in the minutes of any meeting at which the conflict was discussed or voted upon.
6. Prohibited Acts. At all times, a covered person is prohibited from using his or her title or the name or property of Child Care Solutions, for his or her private profit or benefit. A covered person should neither solicit nor accept gratuities, favors, or anything of monetary value from customers, contractors, or vendors. This is not intended to preclude bona-fide corporate fund raising-activities on behalf of Child Care Solutions.
7. Procedures for disclosing, addressing, and documenting related party transactions in accordance with Section 715 of the NPCL.
 - a. "Related party" means
 - i. any director, officer or key employee of Child Care Solutions or any affiliate of Child Care Solutions;
 - ii. any Relative of any director, officer or key employee of Child Care Solutions or any affiliate of Child Care Solutions; or

- iii. any entity in which any individual described in clauses (i) and (ii) of this subparagraph has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.
- b. "Related party transaction" means any transaction, agreement or any other arrangement in which a related party has a financial interest and in which Child Care Solutions or any affiliate of Child Care Solutions is a participant.
- c. "Relative" has the meaning set forth in Section 102(a)(22) of the NPCL.
- d. "Key employee" has the meaning set forth in Section 102(a)(25) of the NPCL.
- e. Child Care Solutions shall not enter into any related party transaction unless the transaction is determined by the Board to be fair, reasonable and in Child Care Solution's best interest at the time of such determination.
- f. Any director, officer or key employee who has an interest in a related party transaction shall disclose in good faith to the Board, or the Ethics Committee the material facts concerning such interest.
- g. With respect to any related party transaction involving Child Care Solutions and in which a related party has a substantial financial interest, the Board, shall:
 - i. Prior to entering into the transaction, consider alternative transactions to the extent available;
 - ii. Approve the transaction by not less than a majority vote of the directors or committee members present at the meeting; and
 - iii. Contemporaneously document in writing the basis for the Board or authorized committee's approval, including its consideration of any alternative transactions.
- h. No related party may participate in deliberations or voting relating to matters involving the related party transaction in which he or she has an interest; provided that the Board or authorized committee shall not be prohibited from requesting that a related party present information concerning a related party transaction at a Board or committee meeting prior to the commencement of deliberations or voting relating thereto.

8. Annual Disclosure.

- a. Each covered person will be provided with a copy of this Conflict of Interest Policy annually and will review and agree to comply with its terms.
 - b. Each Director will sign an acknowledgement attesting that he or she is an Independent Director. Prior to the initial election of any Director, the Director shall sign and submit to the Chair of the Ethics Committee a written statement identifying:
 - 1. Any entity of which the Director is an officer, director, trustee, member, owner, or employee with which Child Care Solutions has a relationship; and
 - 2. Any transaction in which Child Care Solutions participates in which the Director might have a conflict of interest.
 - c. Each covered person will annually submit such written statement (identifying the transactions above) to the Chair of the Ethics Committee and will promptly update all such information anytime circumstances change. After review by the Ethics Committee, the Chair of the Ethics Committee will file the completed statements with the official meeting minutes to be maintained for a period of seven (7) years.
9. All questions regarding this policy should be directed to the Chair of the Ethics Committee.

CHILD CARE SOLUTIONS, INC.
BOARD OF DIRECTOR, OFFICER AND KEY EMPLOYEE

ANNUAL POTENTIAL CONFLICTS DISCLOSURE STATEMENT

As a Director or Officer or Key Employee of **Child Care Solutions, Inc.**, prior to being seated on the Board or commencing employment you are required to truthfully, completely, and accurately disclose all information requested herein and to promptly update all such information as circumstances may change from time to time. You will be required to complete a new Disclosure Statement in January of each year.

Please mark **YES** or **NO** where indicated and provide additional information when requested:

“INDEPENDENT DIRECTOR” ASSESSMENT DISCLOSURE:

In order to qualify as an “Independent Director”, as defined by the NYS Not-for-Profit Corporation Law, an Officer or Director must respond in the negative to each of the following questions, although failure to respond in the negative to all questions shall not necessarily preclude such an Officer or Director from serving on the Board of Directors. Note: Child Care Solutions, Inc.’s fiscal year runs September 1 through August 31.

1. Are you currently, or have you been within the last three (3) fiscal years, an employee of **Child Care Solutions, Inc.**?

_____ YES _____ NO If **YES**, please describe: _____

2. Do you have a “Relative” who is, or has been within the last three (3) years a “Key Employee” of **Child Care Solutions, Inc.**?

_____ YES _____ NO If **YES**, please describe: _____

3. Have you received, or do you have a “Relative” who has received, within the last three (3) fiscal years, more than ten thousand dollars (\$10,000) in direct compensation from **Child Care Solutions, Inc.**, other than reimbursement for out-of-pocket expenses?

_____ YES _____ NO If **YES**, please describe: _____

4. Are you, or do you have a “Relative” who is a current officer or employee of, or has a substantial financial interest in, any entity that has made “payments” to, or received “payments” from, **Child Care Solutions, Inc.**, for property or services in an amount which, within the last three (3) fiscal years, exceeds the lesser of twenty-five thousand (\$25,000) or two percent (2%) of such entity’s consolidated gross revenue. For purposes of this question the definition of the term “payments” does not include charitable contributions.

_____ YES _____ NO If **YES**, please describe: _____

RELATED PARTY TRANSACTION DISCLOSURE:

1. Have you been provided with, properly reviewed and reasonably understand the terms of **Child Care Solutions, Inc.’s** current written Board of Director’s Conflict of Interest Policy?

_____ YES _____ NO If **NO**, please describe: _____

2. Have you had, or have you served as an Officer, Director, Trustee, key employee, partner or member of , or do you hold a thirty five percent (35%) or greater ownership, or beneficial interest, or in the case of a partnership or professional corporation a direct or indirect ownership interest in excess of five percent (5%) in an entity, which during the most recently completed, or current, fiscal year, had or is reasonably anticipated to have, a direct, or indirect, business relationship with **Child Care Solutions, Inc.**, or with any individual who is a current or former “Officer”, “Director” or “Key Employee” of **Child Care Solutions, Inc.**?

_____ YES _____ NO If **YES**, please describe: _____

3. Have you, or did you have a “Relative” who, during the most recently completed, or current, fiscal year, had, or is reasonably anticipated to have a direct, or indirect, business relationship, or any transaction with **Child Care Solutions, Inc.** that might reasonably be considered a real or potential conflict of interest pursuant to the **Child Care Solutions, Inc.’s** Board of Directors Conflicts of Interest Policy, which has not been otherwise disclosed herein?

_____ YES _____ NO If **YES**, please describe: _____

CERTIFICATION

I, the undersigned, certify that I have read and understand the **Conflict of Interest Policy** and this **Annual Potential Conflicts Disclosure Statement**. I agree that my actions will comply with the disclosures found in this document. I further affirm that neither I, as a related party nor any relative have, or had, an interest or has taken any action, that contravenes, or is likely to contravene, the Conflict of Interests Policy of **Child Care Solutions, Inc.**, or otherwise impedes my ability to act as a fiduciary and in the best interests of **Child Care Solutions, Inc.**, except those that may have been disclosed herein.

Board Member/Key Employee signature

Date