<Date>

Dear Ms. <Name>,

Child Care Resources would like to thank you for your commitment to providing quality child care to the families and children in your community. We hope that you will continue to provide this valuable service. This letter is to notify you that your **Family Child Care Certificate of Registration is due to expire.** As you know, your regular Certificate of Registration is subject to renewal upon the expiration of your three-year registration period.

Thisletter serves as **your 90 day notice** for the renewal of your certificate. Our records indicate that your Certificate of Registration will expire on **<Date>.** **It is essential that the following documents below are to be completed entirely and returned to Child Care Resources within 45 days so that your renewal can be processed**. Please return the following enclosed documents at your earliest convenience and complete your Family Child Care Application online:

* Renewal application completed
* Health Examination form *(to be completed by your physician) –* **NO MANTOUX NEEDED FOR RENEWALS**
* Health examination forms are also required for any household members over the age of 14 who are in the home during your hours of operation
* Criminal Disclosure Statements
* To be completed by you, your substitute and all household members over age 14
* Child Abuse Record Information (CARI) email list
* Email addresses are **required** for the provider, substitute, and all household members over the age of 14. A link to complete the electronic CARI consent form will be sent to each individual’s email address. Upon request, the CARI must be completed within two weeks. The link to complete the CARI form will expire after two weeks.
* $25 Renewal Fee (checks can be made out to Child Care Resources)
* Application checklist

Please review these forms carefully and return the documents in entirety within **45 days of your expiration date**. If you need guidance on the renewal application process on NJCCIS, please contact Eduardo Magliulo, Home-Based Child Care Coordinator, at 732-918-9901, Ext. 125 to set up an appointment. Child Care Resources will contact you upon receipt of your returned renewal packet to schedule your renewal home inspection.

**If you do not wish to renew your Family Child Care Certificate of Registration, please contact Child Care Resources as soon as possible.**

**Important reminders**

* **Renewal packets must be returned within 45 days of your expiration date** to allow time for the links to complete the electronic CARI consent forms to be sent and CARI consent forms to be processed.
* Family Child Care Registrationrequires providers to maintain a current **Pediatric** **CPR and First Aid Certification**. Child Care Resources willnot issue a Certificate of Registration if your CPR and First Aid Certification is not current. Child Care Resources offers CPR and First Aid courses twice per month. Please contact Kelly Acanfora, Project Coordinator, at 732-918-9901, Ext. 135 to register for CPR and First Aid.
* Renewing your Family Child Care Certificate of Registration requires **20 hours of professional development** throughout your three-year registration period. Certificates will not be renewed until all 20 hours of professional development are complete. Please check for upcoming professional development opportunities at https://www.njccis.com/ or contact Kelly Acanfora, Project Coordinator, at 732-918-9901, Ext. 135 with questions regarding professional development registration.
* The Child Care Development Block Grant (CCDBG) trainings must also be complete in order to continue receiving subsidy payments. If you have not yet completed Health and Safety I & II (6 hours), Child Development (2 hours) and Mandated Reporting: Child Abuse and Neglect (2 hours), please do so as soon as possible.
* Child care agreements through subsidy programs will be stopped if your Family Child Care Certificate of Registration is not successfully renewed by the expiration date listed above.

Please contact Eduardo Magliulo, Home-Based Child Care Coordinator, at 732-918-9901, Ext. 125 or emagliulo@ccrnj.org with any questions or concerns you may have regarding the renewal of your Family Child Care Certificate of Registration. Thank you for your commitment to upholding your Family Child Care Business and to the quality child care you are offering!

Sincerely,



Eduardo Magliulo, Ext. 125

Home-Based Child Care Coordinator

emagliulo@ccrnj.org