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## Becoming a Registered School Age Child Care Provider

The process to become a registered school age child care provider can be as short as 3 months or as long as 6 months. Here are the steps in the order they are most likely to occur.

1. Call the Child Care Resource Network at 716-877-6666 x 3088 to order an application
2. Submit your application to your Registration Specialist at the Child Care Resource Network
3. Schedule and complete fingerprint appointments for the director, employees, substitutes and volunteers who will be associated with the program
4. Submit SCR Database Checks for any of the people who were fingerprinted
5. Schedule an inspection with your Registration Specialist
6. Schedule a Fire/Safety Inspection
7. Submit any remaining paperwork
8. Make any needed corrections to the program identified in the inspection visits
9. Ensure that all staff have appropriate clearances, references and medicals on file
10. Ensure that appropriate number of staff have a valid CPR and First Aid certification

**Congratulations! You are on your way to being a registered school age child care provider!**

