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## Outreach to Providers and Parents

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Licensed and regulated family child care providers take a number of health and safety classes as part of their licensure, and participate in additional continuing education. Those who choose to become accredited under national standards of accreditation administered by such organizations as the National Association of Family Child Care (NAFCC) must meet additional health and safety standards. But many home-based providers do not receive education about environmental health hazards, and especially lead-based paint hazards in the home, as part of this training. Therefore, outreach for a Home-Based Child Care Lead Safety program must:

1. Educate providers that there could be a problem with lead in their homes;
2. Overcome their fears of liability;
3. Make them comfortable with the idea of relocation;
4. Enroll them in the program;
5. Educate the parents of the children they serve.

The Rochester and Syracuse pilot took a number of steps to expand education and recruitment into the community. These included:

1. A recruitment and targeting strategy that built on prior experience;
2. Marketing materials tailored to providers' and parents' interests and concerns;
3. An enrollment process that involved many opportunities to educate providers and parents;

4. Continuing education for providers on home maintenance; and
5. Continuing education on childhood lead poisoning for child care providers not served by the program.

We also identified a number of strategies other programs could consider as part of their recruitment efforts.

### **1. Recruitment and targeting strategy based on prior experience**

The pilot began with a well-defined set of criteria for program enrollment. Experience with the earlier Syracuse Home-Based Child Care Home Repair Program helped us target the program specifically to owner-occupant providers with strong track records of quality child care services. Based on interest in the earlier programs, we set a target goal of enrolling 12–13 providers in each community during the year pilot.

Earlier survey research in both communities helped to set the scope for other health and safety repairs, as well as to determine provider repair priorities. It also enabled us to determine that the majority of child care providers in the target area were English-speakers or had access to translation services. Given the small size of the project, we decided not to translate recruitment and application materials into Spanish, but to make arrangements with area translation services if this would be needed.

We used a needs assessments to identify the target zip codes with the highest prevalence of childhood lead poisoning. Since both cities had higher prevalence rates for lead poisoning than their surrounding counties, we decided to enroll only those providers who lived within the city limits, with first priority to providers within the target zip codes. The primary-prevention focus of the project complemented existing lead hazard control grant programs in both cities, which focused on repairs in households with identified cases of children with elevated blood lead levels.

## **2. Marketing tailored to providers' and parent's interests and concerns**

Our child care partners (Child Care Solutions in Syracuse and Rochester Children's Nursery Family Child Care Satellite Network in Rochester) managed outreach to providers. Each organization had an extensive network of support activities for family child care, offered continuing education for providers, administered food subsidy programs which required frequent home visits, and had monthly newsletters for providers. The FCCSN also had a monthly cable television program. Given the child care partners' high level of access with the target clients, the program did not need more generalized mass mailings, television, or radio public service announcements (PSAs) to recruit providers. Both organizations used their mailing lists to send information to the target audience. Both also publicized progress on the project through their monthly newsletters.

We took time to develop the messages to providers. As one of its first activities, the project team in each city hosted a kickoff meeting to discuss key barriers or incentives to providers' participation. Attendees included representatives of city, county, state, and non-profit organizations. Key issues identified included:

1. Should the whole house or only the child care space be treated — which would attract more interest among providers? Which strategy makes the most sense?
2. Should the funding be full grants or a combination of grants and loans?
3. What was meant by a "hazard," and how should concerns about liability be addressed — if the provider

participated in the project, did it mean they knew they had hazards and had failed to disclose them to parents?

4. Parental lack of knowledge/interest in lead poisoning and issues of convenience — would they serve as obstacles to blood lead testing and relocation?
5. Disruption to the business — would providers be discouraged from participation by the need to relocate?
6. How to communicate the issues in a way that was appropriate for low-literacy or non-native clients?

This kickoff meeting also increased other programs' knowledge of the pilot and interest in referring clients to our program. It helped to identify potential funding leverages.

As the program refined its enrollment criteria, we also held informal discussions with providers and parents about their concerns. These discussions suggested the need to have two outreach efforts: one targeted to providers, and the other targeted to parents. They also helped refine the message for each target audience. Interestingly, the parents expressed less concern than we expected about their children's risk of exposure to hazards in the providers' homes. Rather, they were more interested in seeing that the providers received home repairs so that they could stay in business. Providers, on the other hand, showed greatest concern about children's safety, security of their belongings during relocation, and how to minimize disruption to transportation for school-aged children.

The project then developed two brochures that incorporated these messages. (See Appendix 6–1 and 6–2). Representatives of the community groups at the kickoff meeting reviewed the content and format. Lead educators trained in developing low-level literacy materials conducted a further review. All brochures were rated at a 4th grade reading level on the Flesch-Kincaid scale.

The program's application form also was designed with the needs of the child care applicant in mind. We learned that each housing partner had its own application process for funding, and each required somewhat different data. There was also the possibility that other New York State funds for energy assistance might be made available later in the project; this program had a

**Key Messages Identified in Provider Discussions**

1. What will I get if I enroll?
2. Why lead safety is so important?
3. What repairs can be done with grants v. loans?
4. What will this work would mean for my business operations?
5. How will my belongings be protected during relocation?
6. How will school-aged children get to and from the relocation site and school?
7. If I express interest in the program, does this mean I have hazards in my home? Am I liable?

**Key messages Identified in Parent Discussions:**

1. Why is lead so important?
2. How does my child benefit from this project?
3. How will the work affect my child?
4. What will be done to the house?
5. What do I need to do?

separate application process. Rather than ask providers to complete multiple applications, the program developed a single application that collected all the information needed for all of the available funds in the two cities. The application also provided information on the children in child care, their transportation needs, and the providers' relocation preferences. For those providers who could not locate needed documentation, the application contained information on who to contact for duplicate copies. (See Appendix 6-4 for copies of the application).

One of the lessons we learned from this effort was that the development of these new materials took considerably longer (3 months) and required more partner negotiation, than we had expected.

**3. An enrollment process that involved many opportunities to educate providers and parents.**

Because lead poisoning issues and residentially-based environmental hazards are hard concepts to communicate, the program emphasized message repetition and consistency in communications when different partners contacted providers.

Recruitment began with a mass mailing to all providers in the city boundaries with an invitation to attend an informational session and a copy of the program's provider brochure. In the summer and fall of 2003, each

city held two evening information sessions. Syracuse held an additional information session July 2004. All providers who attended the 1.5 hour lead education session received Continuing Education Credits, regardless of whether they enrolled in the project. The information session was hosted by the child care partner, but involved presentations by NCHH, The Enterprise Foundation, and housing partner staff. In Rochester, information session speakers also included a lead educator from the Finger Lakes Regional Lead Treatment Center and the Rochester Regional Office Manager of the NYS Office of Children and Family Services.

The information session covered the following topics:

1. An overview of the program goals and partners;
2. Lead poisoning prevention education, including
  - a) Provision of the EPA pamphlet, *How to Protect Your Family from Lead in Your Home*;
  - b) How and why lead-based paint was used in residential units;
  - c) How children become exposed to lead hazards;
  - d) Building components likely to be associated with the creation of lead hazards (impact, friction, and mouthable surfaces, areas of deteriorated paint due to underlying moisture/substrate damage);
  - e) A overview of lead hazard control strategies, and provision of HUD's *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*;

- f) Why it was important for children in their homes to have blood lead tests for lead prior to construction.
- 3. A review of the application, inspection, blood lead testing, and construction process;
- 4. Discussion of providers' responsibilities during the project;
- 5. Discussion of partners' responsibilities;
- 6. Question and answer session; and
- 7. Completion of a Statement of Interest by providers who wanted to receive applications.

Over the course of the project, 60 providers (32 in Rochester and 28 in Syracuse) completed Statements of Interest (see Appendix 6–3).

Staff from CCS and FCSSN then contacted all the providers who signed a Statement of Interest, and offered applications, a detailed explanation of the application process, and assistance in assembling needed records. Each provider signed a consent as part of the application, which detailed the program's and the provider's responsibilities as part of the project. (See Appendix 6–5). The consent also made provision for data-sharing among all the partner organizations, including sharing of medical data.

**Blood Lead Testing:**

Our project encouraged all children under the age of six, not only the resident children, to have blood lead tests within six months of the start of construction. Not only was this consistent with the HUD guidelines for the grant, but it also forwarded the primary prevention goal of the project — to treat homes before they had exposed children to dangerous levels of lead dust. Testing before the work began also increased the provider's confidence that he/she had not inadvertently exposed the children.

Because capillary blood lead samples have a higher risk of false positives through contamination during sample collection, the project asked parents to consent to venipuncture samples.

At the beginning of the project, we anticipated that blood lead testing for the child care children would pose special challenges:

- 1. Parents might not understand why children needed the tests, especially if they were older than age 2.
- 2. Costs of tests might discourage participation.
- 3. Parents could not afford to disrupt their work schedules to have their children tested.
- 4. Parents who rented their homes might worry that elevated blood lead test results would have negative consequences on their leases or rents.
- 5. Family medical providers might not support testing that exceeded the US Centers for Disease Control and Prevention's lead screening guidelines.

The project, therefore, took more than half an hour of the session to explain the blood lead testing process, why any

child under age 6 who could be exposed to renovation activities should be tested, who would have access to the data, and what would happen if children were found to have elevated lead levels. No new cases of elevated blood lead levels were identified as a result of our testing, and the majority of children between the ages of 1–6 in care at the time of construction chose were tested (60% of the 47 Rochester children; 56% of the 61 Syracuse children). Parents of children under the age of 1 year were more likely to waive the test because they did not want their children to undergo venipuncture.

The program chose to pay for the costs of blood lead tests for all children under age six, and for any children over age six whose parents requested testing. To keep costs reasonable, we secured discounts from two testing centers. Each had weekend and evening hours.

To secure medical provider support, the health care teams for the children received letters that explained the project, signed consents from the parents requesting the tests, and completed lab requisition forms. The providers only needed to sign the lab requisition. Two to four weeks later, a nurse at NCHH followed up with the provider's medical staff to determine whether the lab requisitions had been signed and returned to the parents. If not, copies of the consents were faxed to the providers, and the faxed lab authorization was given to the parents (see Appendix 6–7 for protocol)

Since it took approximately 4 months from the parent meeting to the receipt of blood lead testing results, if the blood lead test results were older than six months at the time of construction, the program did not require the children to be retested. We based this decision on the fact that venipuncture was the more reliable testing method and there were no new cases of elevated blood leads found through initial testing.

Thirty-four providers (16 Syracuse 18 in Rochester) completed the applications, but only 26 met all the income and other eligibility requirements. Those applicants who could not be served by the project received a letter of explanation, and a list of other funding sources to support repairs.

Once the application was approved and funding secured, FCCSN and CCS scheduled meetings at the provider's home to conduct lead education for the parents of the children served. The 1.5 hour meetings covered the same topics as the provider information session, but also involved a detailed explanation of why blood lead testing for children under age 6 was necessary. Project team staff members and lead educators from the Finger Lakes Regional Lead Treatment Center in Rochester or the Onondaga Department of Health in Syracuse conducted the parent lead education sessions.

At the end of the session, parents were asked to sign project consent forms (Appendix 6–6), consents for blood lead testing, and requests to their health care providers to authorize the tests. Parents who chose not to have their children tested signed waivers to that effect. Parents also received copies of the same EPA and HUD pamphlets that providers had received at their meetings. Although the program had expected one lead education session would be sufficient, turnovers in the children in care before construction started required two visits to some child care homes.

Education of the providers continued throughout the pre-construction process. Child care partner and housing partner representatives jointly conducted the first home inspection to develop a preliminary scope of work for health and safety repairs. Providers accompanied the team on this inspection, and learned on-site what building conditions might be hazardous and need correction. The lead risk assessor held similar conversations during his/her visit. Once the final scope of work was developed, the housing partner's construction manager reviewed each specification with the client prior to the meeting to award the bids. Other members of the project team (either from NCHH, The Enterprise Foundation, or the child care partner) attended whenever possible. These joint conversations enabled the program partners to convey the same messages when they interacted with the client.

We used relocation planning as another opportunity to reinforce lead safety messages with providers, specifically messages about the need for proper covering and cleaning of belongings to prevent exposure to lead dust or recontamination, and the importance of not re-entering the building once lead hazard control was under way.

#### **4. Continuing Education on home maintenance for providers**

Lead Hazard control programs often find that lead dust hazards re-emerge if lead-based paint is not properly maintained. Since the low-income providers served by our project did not have the resources to undertake additional major repairs, it was important that they understand the need for timely, small-scale repairs to prevent hazards from occurring. We also believed that they would become important educators in their own right for the parents of children in their care, as well as neighbors, family, and others.

After the work was completed, the NCHH program manager conducted a 1.5 hour home session with each provider. Prior to the session, the program manager assembled a colorful notebook where all important program documents could be stored. Since the federal Lead Disclosure Rule requires that any knowledge of lead hazards on a property must be communicated to prospective tenants and purchasers, keeping all program documents in one location facilitates transfer of this information

One of the important components of this notebook was the home maintenance plan, with guidance specifically tailored to the repairs that had been done to the home, as well as an explanation of how to inspect for deteriorating lead paint, decreases in energy efficiency, and structural problems on a regular basis. (See Appendix 6–8)

At the home visit, we reviewed all components of the home maintenance plan with the provider. We also reviewed with the provider how to read the risk assessment results to identify where lead safe work practices would be needed for future home repairs. We demonstrated cleaning techniques, and reviewed the messages in the *What Family Child Care Should Know About Lead* pamphlet (Appendix 6–9). At the end of the visit, We

**Notebook contents:**

1. A thank you letter and reminder of the need to communicate lead hazard information to future owners or tenants.
2. A maintenance plan specifically tailored to the repairs conducted in the home
3. Copies of the lead risk assessment and clearance test results, an explanation of how these tests were conducted, and a copy of the EPA standards that applied at the time the work was completed.
4. Copies of the provider's consent, the job specifications, and the historic preservation review letter;
5. "What Family Child Care Should Know About Lead", a pamphlet designed by the program to cover a variety of lead messages relevant to child care, including:
  - a. Sources of exposure
  - b. Product recall information from the U.S. Consumer Products Safety Commission
  - c. Home maintenance and soil maintenance guidance to share with parents of children who enter care
  - d. Detailed cleaning instructions
  - e. Educational strategies to support children with elevated blood lead levels
  - f. Nutritional strategies to support children with elevated blood lead levels
6. Pamphlets and handouts on nutrition, door mat cleaning, window safety, and additional copies of the EPA and HUD pamphlets given at the start of the program.

provided the client with the floor mats, cleaning buckets, spray bottles, and other supplies she had used in the demonstration.

## **5. Continuing education for providers not served by the program**

Residentially-based environmental hazards are a problem faced by child care providers in all parts of the country. While our project could address the hazards in only a few homes, we developed a variety of strategies to deliver the educational message in the future.

Both child care partners have committed to offer lead education as part of their ongoing continuing education credit program, using the materials the program developed. In addition, both providers are part of a proposed pilot outreach program through Cornell University to conduct additional training. If the pilot is funded, providers who have completed our program will be asked to serve as peer educators to other family child care providers. Those providers who seek more information will be given the opportunity to have a free home visit to demonstrate cleaning, as well as environmental testing. One of the goals of proposed project is to develop a Lead-Safe Child Care Registry in each community managed by the local child care resource and referral agency.

Program staff made eight presentations at key national conferences of child care providers, public health officials, and housing development corporations during the two year pilot. Based on feedback from the conferences, we developed short articles to submit to key early childhood education journals. These are now under review.

We also developed supplemental accreditation standards on lead safety for the National Association of Family Child Care. These are also under review.

## **6. Other "Lessons Learned"**

Our project also identified a number of steps other programs may wish to take to improve outreach and education. Our program began outreach and education before our strategies for relocation and funding for non-lead related repairs were finalized. In retrospect, the long time frame for the project served as a barrier to education, since there were often long delays in the process and providers could lose track of the prior information we provided. It may be more efficient to delay recruitment until the program has critical components such as relocation plans and supplemental funding fully in place. However, it is important to keep in mind that for a project of this complexity, a two-year grant period is not long considering all of the elements of the program that need to be developed before construction on the first house begins. If a project does wait to begin the recruitment process until all of the other program

elements are fully resolved, there will be less time available for the enrollment and construction process.

Translation services were not needed very often in either city: all providers were English-speakers, as were the vast majority of parents. We arranged for a translator to accompany the one Vietnamese family and the one Somali family to the meeting, and to assist them in completing the program consents. In both cases, the need to arrange for translators significantly delayed the process of scheduling the parent education sessions and in gaining compliance with blood lead testing. Programs that expect to serve a large number of non-English speakers need to have identified potential translation services before beginning recruitment.

We also learned that all family members needed to hear the message on lead safety before relocation occurred. We found that providers or their family members did re-enter their units, especially when the lead hazard control took longer than a week to accomplish. Family members who were not at the lead trainings were more likely to be the ones who re-entered the unit, often in search of clothes or pet supplies that they forgot. For the most part, the program found that a reminder call to the provider after the first re-entry was enough to stop the problem. However, other programs may want to consider a training session for the whole family as part of relocation planning. Furthermore, we chose not to change the locks on the providers home to prevent reentry though other programs may want to consider that option.

Finally, programs may wish to incorporate follow up visits at 3 or 6 months after construction to ascertain whether the cleaning and maintenance training they provide is implemented.

**Recommendations:**

1. Set clear goals for recruitment.
2. Tailor the marketing messages to the concerns of providers and parents.
3. Have a clear understanding of all the program decisions (i.e. related to relocation strategy) that need to be made before construction on the first house can begin. Do not start recruitment until all those decisions have been made.
4. Make sure that culturally appropriate materials, and translation services, are available before recruitment begins.
5. Give providers a clear timeline for construction, and update them monthly on the status of their application.
6. Conduct parent meetings early in the process, and keep track of new children in care.
7. Conduct a second provider education session for the whole family before relocation occurs.
8. Train providers on home maintenance, and evaluate the effects of that training.
9. Establish mechanisms to conduct continuing outreach and education for providers.

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**Appendix 6–1**

### How Will My House and Belongings Be Protected?

- ◆ You will get boxes and packing materials to pack your valuables. Your things will be kept safe until you return to your home.
- ◆ Program staff will work with you on a security plan.

### How Will Children Get to and from School During the Work?

- Program staff will develop a transportation plan, including:
- ◆ Arrangements with area schools to pick up and drop off kids.
  - ◆ Vans or taxis to transport students.

### Remember!

Until your house is tested, you won't know if lead or other safety hazards exist.

### How Do I Start?

- ◆ Call 585-277-0817 to learn more.
- ◆ Get an application and complete the screening form
- ◆ Attend an informational seminar



For more information on the Home-Based Child Care Lead Safety Program, call:

Diana Webb  
Rochester Children's Nursery  
Family Child Care Satellite  
Network  
585-277-0817

The Home-Based Child Care Lead Safety program is sponsored by:

Rochester Children's Nursery/Family Child Care Satellite Network  
Neighborhood Housing Services of Rochester, Inc.  
The National Center for Healthy Housing  
the Enterprise Foundation

with funding provided by:

U.S. Department of Housing and Urban Development  
New York State Affordable Housing Corporation  
New York State Energy Research and Development Authority

## HOME-BASED CHILD CARE LEAD SAFETY PROGRAM



... For a Healthy, Safe  
Home Away From Home. ...

### Want your home and child care...

- ◆ Lead safe?
- ◆ Energy efficient?
- ◆ A safer place for children?

### Join the Home-Based Child Care Lead Safety Program!

#### What Will I Get If I Join?

- ◆ A free home check-up for lead hazards & other safety-related repair needs
- ◆ Grants worth up to \$15,000 (with no repayment), as well as low-interest loans
- ◆ Repair work done by trained professionals
- ◆ Repairs done quickly
- ◆ Testing to be sure that no lead hazards remain

### Why Is Lead Safety So Important?

- ◆ Children can spend as much time in child care as at home.
- ◆ Lead affects growing bodies and brains. Even small amounts over time can cause problems with learning and behavior.
- ◆ In 2002, 1,200 children in Monroe County fit the government's definition of lead poisoning.
- ◆ The City has lots of older houses with paint in poor condition.
- ◆ As lead paint breaks down, it gets mixed into dust around the house or in the soil.
- ◆ Lead dust is very hard to see, but gets on children's hands and toys...and in their mouths.



### What Repairs Can Be Done?

#### With grant money:

- ◆ Replacement windows
- ◆ Repairs to flaking and peeling paint
- ◆ Landscaping to cover bare soil around children's play areas
- ◆ Repairs to leaks in roof and plumbing that cause paint to fail
- ◆ Other work that is identified through the home check-up

#### With low-interest loan money:

- ◆ Repairs to steps and porches
- ◆ Furnace tune-ups
- ◆ Improved ventilation around stoves
- ◆ Electrical repairs
- ◆ Fencing for play areas
- ◆ Other safety items

### What Does This Mean For My Child Care Business?

- ◆ While the lead repair work goes on, you can't be in the house. This should take no longer than two weeks.
- ◆ All children under age 6 should have blood lead tests before the work starts.

**We know your business is important to you. Program staff will help you plan how to stay open during the repairs.**

#### Options:

- ◆ The program helps you move your family and business to another place while repairs go on.
- ◆ If the repairs can be done in a few days, the program provides transportation and vouchers for activities outside of the home.

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**Appendix 6–2**

### What Repairs May Be Made?

Each property will have a check up by experts who will suggest specific repairs. These may include....

- Replacement windows
- Repairs to flaking and peeling paint
- Repairs to leaks in roof and plumbing
- Repairs to steps and porches
- Furnace tune ups
- Improve ventilation around stove
- Other electrical repairs
- Landscaping to cover bare soil around children's play areas

Your provider will get grants and low interest loans to finance the repairs.

Experienced contractors, trained to deal with lead paint safety, will do the work.



### What Do You Need to Do?

- Speak with your day care provider
- Call the number on this brochure with any questions or concerns
- Attend an informational seminar
- Learn more about the program
- Get your child tested for lead

### For more information on the Home-Based Child Care Lead Safety Program, call:

Diana Webb  
Rochester Children's Nursery/  
Family Child Care Satellite Network  
585 277 0817

#### Sponsored by:

The National Center for Healthy Housing  
The Enterprise Foundation  
Rochester Children's Nursery/Family Child Care  
Satellite Network  
Neighborhood Housing Services of Rochester, Inc.

#### Funding provided by:

U.S. Department of Housing and Urban  
Development  
New York State Affordable Housing Corporation  
New York State Energy Research and  
Development Authority

## A Parent's Guide to the Home-Based Child Care Lead Safety Program



... For a Healthy, Safe  
Home Away From Home. . . .

**Your child care provider may become part of exciting new effort in Upstate New York, the Home-Based Child Care Lead Safety Program.**

The program will help your child care provider:

- Have a home check up to find lead hazards or other safety-related repair needs
- Make the repairs at low cost
- Test the house afterwards to be sure no lead hazards remain.

**Why is Lead Safety So Important?**

- Lead affects the bodies and brains of growing kids.
- Even small amounts over time can cause problems with learning.
- In 2002, 1,200 kids in Monroe County fit the government's definition of lead poisoning.
- The City has lots of older houses with paint in poor condition.
- As lead paint breaks down, it gets mixed into dust around the house or in the soil.
- Lead dust is very hard to see, but gets on kids' hands and toys...and in their mouths.

**How Does My Child Benefit?**

Your provider wants to do the most she can to give your child a safe and healthy start.

- Your provider knows that your child can spend as much time in her home as in yours...
- A locally child care center is a better place for children to learn and grow.
- Private homes don't usually get tested for lead before they become home-based child care centers. Testing is expensive.
- Without a test, there is no way to know if a house has lead dust from paint in poor condition or soil.
- With the test and repairs, you and your provider will have peace of mind.

**In addition:**

- You and your child will get books, games and other items on lead and home safety.
- Your family will receive a thank you gift.



**How Does This Affect My Child?**

- Your child, if under the age of 6, should have a blood test for lead before repairs can begin. The program will help do this at no cost to you.
- Your child must be out of the house while lead safety repairs are made. Kids cannot come back until tests show no lead hazards remain. This could take up to two weeks. Before the repairs start...
- Program staff will help your provider find another place to do child care while the work is done.
- Program staff will work with you and your provider to arrange transportation between school and the temporary child care site.

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## Appendix 6–3 Home-Based Child Care Lead Safety Program Statement of Interest

Please complete this form (don't forget to sign the next page) and return it to Diana Webb (Rochester ) or Shannon Gillen (Syracuse).

### Tell us about you...

Applicant/Provider Name: \_\_\_\_\_

Name of Child Care Business: \_\_\_\_\_

Address of Property: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Are you a Registered Family Child Care Provider \_\_\_\_ Yes \_\_\_\_ No

Are you a Licensed Group Family Child Care Provider \_\_\_\_ Yes \_\_\_\_ No

In whose name(s) is the title to the property? \_\_\_\_\_

How many people over age 18 usually live in your home at least 10 hours a week? \_\_\_\_\_ Under 18? \_\_\_\_\_

What is your estimated gross annual household income (income from your family child care business after deductions plus other household income)? *Check one.*

\$5,000 – \$9,999

\$10,000 – \$14,999

\$25,000 and over

\$15,000 – \$19,999

\$20,000 –\$24,999

### Tell us about your child care operation...

How many children under age 6 do you care for in your home each week? \_\_\_\_\_

How many children age 6–13 do you care for in your home each week? \_\_\_\_\_

How many of these children are funded by either DSS, JOBS or CAP? \_\_\_\_\_

For how long have you been a registered or licensed child care provider? \_\_\_\_\_ Years \_\_\_\_\_ Months

In what part of the house is the child care operation located (what floor, which rooms on that floor)?

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**Tell us about your property...**

Year house was built (if known): \_\_\_\_\_ Years you have lived in house: \_\_\_\_\_  
Number of bedrooms: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_ Full \_\_\_\_\_ Half \_\_\_\_\_  
Number of stories (not counting basement): \_\_\_\_\_  
Number of dwelling units/apartments: \_\_\_\_\_  
Is this a:  Detached Single Family Home or  Two family or  Other?  
Do you heat with:  Natural Gas  Electric  Oil  Other? (specify)\_\_\_\_\_

**Check all the areas in your home that you think need repair:**  
(Please note that checking more items will not affect your chances to qualify for the program)

**Electrical/Outlets**

- A room has exposed or frayed wiring
- Not enough outlets in the room

**Plumbing/Sewer/Ventilation**

- Sewer backups
- Leaks in kitchen plumbing
- Leaks in bathroom plumbing
- No ventilation in bathroom

**Heating/Cooling**

- Furnace doesn't work
- Furnace more than 20 years old
- Very high energy bills
- Hot water heater leaks
- No air conditioning

**Roof/Gutters**

- Roof shingles missing
- Roof leaks when it rains
- Gutters or downspouts missing

**Fencing**

- No fencing around children's play area
- Fencing needs repairs

**Porches/Exterior Stairs**

- Porch leans
- Porch railing loose, damaged or missing
- Porch stairs broken or missing

**Interior Walls/Floors/Paint & Plaster**

- Paint chipping, peeling, flaking
- Holes or cracks in walls
- Holes in floor/Uneven floors

**Windows/Exterior**

- Windows broken or missing
- Windows can't be opened from inside
- Siding is broken or missing
- Paint chipping, peeling, flaking

**Security/Doors/Locks**

- Exterior doors damaged
- Exterior locks broken or missing

**Interior Stairways**

- Stairs broken or missing
- Uneven tread
- Railings broken/unstable

**Foundation**

- Cracks
- Water leaks into basement
- No sump pump

**Other areas needing repairs**

\_\_\_\_\_

I am interested in learning more about participation in the Home-Based Child Care Lead Safety Program. By completing this Statement of Interest, I am not committing myself to participation with the program or applying for any benefits under the program.

I give the program permission to photograph the exterior and "principal living spaces" in the interior for the purpose of evaluating its historic qualities under local, state, and federal laws and regulations.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Appendix 6–4

### Home-Based Child Care Lead Safety Program Provider Request for Services

#### Instructions for completing this Request for Services:

Thank you for your interest in the Home-Based Child Care Lead Safety Program. You will note that there are two sections to this form: the first section requests information that will help us determine your eligibility for GRANT assistance under the program. The second section requests information that will help us determine your eligibility for low-interest LOANS. Completion of both sections of the application (including your signature) and submission of all requested documents is REQUIRED to be considered for the program, even if you are not taking out any loans to finance the safety repairs. Please contact Diana Webb, Rochester Children’s Nursery Family Child Care Satellite Network at 585–277–0817/Shannon Gillen, Child Care Council of Onondaga County at 315–446–1220, ext. 307 with any questions and to submit your application.

#### Section 1: Applicant Information – Please print

Last name	First name	Middle Initial
Street address of home-based child care	City	State      Zip
Birth Date (MM/DD/YYYY)	Applicant’s Social Security Number or Tax Identification Number	
Home telephone		
Business telephone		
Name of child care operation	Child Care License or Registration # (Attach copy)	

Co- Applicant Information: Please complete the following information for co-applicant (co-borrower/spouse who owns and occupies the house or other individual who will co-sign loans.) If there is no co-applicant, enter Not Applicable.

Last name	First name	Middle Initial
Street address (if different)	City	State      Zip
Birth Date (MM/DD/YYYY)	Co-Applicant’s Social Security Number or Tax Identification Number	
Home telephone (if different from applicant’s)	Business telephone (if different )	



**Section 2: Applicant Financial Information – Please print**

Name of mortgage holder: \_\_\_\_\_ Loan #: \_\_\_\_\_  
 (Bank or finance company)

Name of homeowner’s insurance company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Employment (Please list all employers you have had, other than your child care business, for the last three years. List all employers for co-applicant. Use additional sheets if necessary.)

	<b>Applicant</b>	<b>Co-Applicant</b>
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	<b>Applicant</b>	<b>Co-Applicant</b>
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

**Income/Credit Information:**

Including yourself, please list all the sources of income for your household. If any member of the household has more than one source of income, please list each source on separate line. If your co-applicant does not contribute to the household income, please have that person complete page 10 of this application.

Name	Total Gross Annual Earnings	Source of Income (employer name, or other source such as alimony, child support, Supplemental Security income, Social Security Disability Income, etc. )	For How Long Have You Been Receiving Income from this Source?

Total yearly household income\$ \_\_\_\_\_

**Other Assets:**

Please list your checking and savings accounts, stocks and bonds, or other property from which you derive income. If the co-applicant's name is not on these accounts, please have that person complete page 11 of this application.

Name and Address of Bank/Credit Union	Type of account (checking or savings)	Balance

Name and Address of Stock/Bond	Value

Address of Rental Property	Rental Income received

	<b>Applicant</b> Yes or No	<b>Co-Applicant</b> Yes or No
Have you had any outstanding judgments?	_____	_____
Have you had property foreclosed upon or given title or deed in lieu thereof in the last seven years?	_____	_____
In the past seven years have you been declared bankrupt?	_____	_____
Are you a party to a lawsuit?	_____	_____
Are you obligated to pay alimony, child support, or separate maintenance?	_____	_____
Do you have any past-due obligations owed to or insured by an agency of the federal government?	_____	_____

**Household Monthly Expenses and Debts:**

Complete this section for the household. If your co-applicant does not reside at the property, list the co-applicant's expenses separately.

Type of expense	Household	Co-Applicant (if does not reside in household)
Mortgage payment or rent	\$	\$
Property tax (if not paid as part of monthly mortgage payment)	\$	\$
Monthly alimony, child support or maintenance	\$	\$
Monthly utilities (gas, electricity, oil, and water/sewer)	\$	\$
Liens or unsatisfied judgments	\$	\$

List all credit cards, charge accounts, and loans, including automobile loans:

Applicant/ Co-applicant	Creditor Name and Address	Account Number	Original Amount	Balance Due	Monthly payment

Are property taxes on the property which houses the child care services paid as of the date of your application? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are all City water and sewer bills paid as of the date of this application? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Section 3: Special Circumstances for Your Child Care Business

#### Relocation Preferences

Federal and state laws require that all occupants be re-located during lead safety work, which can take up to two weeks to complete. Please indicate with a checkmark your relocation preferences for both your family and your child care business:

I prefer...	For my Family	I prefer...	For my child care business
	To stay with friends or family		To move the child care to the alternative site
	To stay at the alternative child care site		To take vacation and close the child care for up to two weeks
	To stay in a hotel or motel		Other (Please describe)

#### Household School Transportation needs:

During the period of relocation, transportation assistance between the child care and school will be provided, if needed, for all school-aged children. Please complete the following table for all school-aged children who reside in this home.

Name of child	School attending in 2003/2004	Hours of school attendance	Current method of transport to and from school

**Children Served by Your Child Care Business at the time of application:**

Please list all children currently served by your child care services and their transportation needs to and from school

Name of child	Birth Date	School attending in 2003/2004	Hours of school attendance	Current method of transport between school and child care
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Please let us know if enrollment at your child care business changes after completing this application.

**Other Special Needs/Circumstances:**

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**Co-Applicant's Assets:**

Please list checking and savings accounts, stocks and bonds, or other property from which co-applicant derives income and is not included in household assets.

Name and Address of Bank/Credit Union	Type of account (checking or savings)	Balance

Name and Address of Stock/Bond	Value

Address of Rental Property	Rental Income received

**Continuation Sheet:**

**Employment** (Please list all employers for the last three years. Use additional sheets if necessary)

	<b>Applicant</b>	<b>Co-Applicant</b>
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	<b>Applicant</b>	<b>Co-Applicant</b>
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	<b>Applicant</b>	<b>Co-Applicant</b>
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

	<b>Applicant</b>	<b>Co-Applicant</b>
Name of employer		
Address		
Job title/position		
Years with company		
Numbers of hours worked per week		

## Home-Based Child Care Lead Safety Program Document Checklist

Name of Applicant/Co-Applicant and Property Address \_\_\_\_\_

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### Required:

- \_\_\_\_\_ Photo Identification and Social Security card
- \_\_\_\_\_ Prior 3 years of Federal Tax returns with W-2 forms, and including schedule C if filed
- \_\_\_\_\_ Three most recent paycheck stubs
- \_\_\_\_\_ Three months of Bank Statements for all accounts
- \_\_\_\_\_ Deed, title, or proof of ownership of property
- \_\_\_\_\_ Homeowner's insurance, with start and end date of coverage and type of coverage
- \_\_\_\_\_ Current New York State Child Care license or registration
- \_\_\_\_\_ Proof of payment of water and sewer

### If Applicable:

- \_\_\_\_\_ Business/professional liability insurance
- \_\_\_\_\_ If Social Security Income, Social Security Disability Income, or retirement income, Social Security letter stating benefits, retirement letter stating benefits
- \_\_\_\_\_ Divorce Decree/Separation agreement, if applicable
- \_\_\_\_\_ Court-ordered Child Support Documentation, if applicable
- \_\_\_\_\_ Stock, bond, or IRA income, if applicable
- \_\_\_\_\_ Rental income verification, if applicable
- \_\_\_\_\_ Bankruptcy Documentation, if applicable
- \_\_\_\_\_ Copy of death certificate if person listed on the deed has since died
- \_\_\_\_\_ If applicant wishes to be considered for energy conservation services, 12 months of utility bills or a written summary from utility company of annual energy costs

## Sources of Documentation for the Home-Based Child Care Lead Safety Program

For your convenience, we have identified sources for each type of required information and where you can go if it is not readily available.

Required Information	Sources	Where to go for this information
Identification	<ul style="list-style-type: none"> <li>• Copy of driver's license or other picture ID</li> <li>• Social Security Card</li> </ul>	<ul style="list-style-type: none"> <li>• Call 1-800-CALL-DMV for closest office</li> <li>• Call 1-800-772-1213 for the closest Social Security Administration office</li> </ul>
Ownership or proof of residency at location for at least 3 years	<ul style="list-style-type: none"> <li>• Title</li> <li>• Deed</li> <li>• Copy of lease agreement for prior 3 years (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Your mortgage company or your landlord</li> <li>• Office of the Onondaga County Clerk, County Courthouse, 401 Harrison Street, 2nd floor, Syracuse, New York Phone: 315-435-8250 Fax: 315-435-3455 or</li> <li>• Office of the Monroe County Clerk, 39 West Main Street, Room 101, Rochester, New York Phone: 585-428-5151 Fax: 585-428-4698</li> </ul>
Energy Services Usage	<ul style="list-style-type: none"> <li>• Names of utility and energy services providers</li> <li>• Copies of 12 months of utility bills (electric, gas and/or oil)</li> <li>• In place of bills, written summary from utility companies of annual costs</li> </ul>	<ul style="list-style-type: none"> <li>• Niagara Mohawk: 1-800-322-3223 or</li> <li>• Rochester Gas &amp; Electric: 1-888-253-8888</li> </ul>
Proof of Licensure or Registration as a child care provider	<ul style="list-style-type: none"> <li>• NYS day care license or registration</li> </ul>	<ul style="list-style-type: none"> <li>• ROCHESTER REGIONAL OFFICE Ella Renckert, R.O. Manager NYS Office of Children and Family Services Rochester Regional Office 259 Monroe Avenue, 3rd Fl. Monroe Square Rochester, NY 14607 (585) 238-8531</li> <li>• SYRACUSE REGIONAL OFFICE Margaret Pavlos, Acting R.O. Manager NYS Office of Children and Family Services Syracuse Regional Office The Atrium Building, 3rd Floor 2 Clinton Street Syracuse, NY 13202 (315) 423-1202</li> <li>• New York State Department of Family Assistance, Office of Children and Family Services, Bureau of Early Childhood Services 52 Washington Street, 3 North, Rensselaer, NY 12144 Phone: 518-474-9454 Fax: 518-474-9617 <a href="http://www.dfa.state.ny.us">http://www.dfa.state.ny.us</a></li> </ul>

Required Information	Sources	Where to go for this information
Income/financial eligibility	<ul style="list-style-type: none"> <li>• Individual or household personal Federal tax returns (for 3 prior years)</li> </ul> <p>If no Federal returns filed, documentation of monthly household income (e.g. 3 consecutive months of pay stubs, Supplemental Security Income or Social Security Disability Income transmittals for the current year, alimony checks) and monthly child care business expenses</p>	<ul style="list-style-type: none"> <li>• Local Internal Revenue Services offices are located at 255 E. Avenue, Rochester, NY 14604 585-263-5840 or  100 S. Clinton Street Syracuse, NY 13261 315-448-0807</li> <li>• Call 1-800-772-1213 for the closest Social Security Administration office</li> </ul>
Proof of insurance coverage	<ul style="list-style-type: none"> <li>• Homeowner's insurance policy and business insurance policy. Include the start and end date of coverage and type of coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Your insurance company</li> </ul>

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## **Appendix 6–5**

### **Home-Based Child Care Lead Safety Program**

#### **Applicant Consent Form**

I am interested in participating in the Home-Based Child Care Lead Safety Program. If I meet the criteria for this Program, I will receive up to \$15,000 worth of grants for lead hazard control and additional money in loans or grants for other repairs to my home and property.

I will receive the following:

1. A visual inspection of my home and property located at \_\_\_\_\_  
\_\_\_\_\_ (the "Property")
2. A comprehensive assessment of lead and safety hazards including recommended repairs and an action plan to correct the hazards.
3. Access to an alternative residence, as specified in Section 3 of the Application, during the period of lead hazard repairs, which will take up to two (2) weeks.
4. Access to an alternative lead-safe location suitable for continued operations of the child care business during the period of lead hazard repairs, which will take up to two (2) weeks.
5. A copy of all lead testing results on my Property and safety hazard inspection reports.
6. Up to \$15,000 worth of grants for lead hazard control as well as additional loans or grants to address other repairs made in accordance with the action plan.
7. A written statement of work done and recommended maintenance procedures.
8. A certificate stating that I have participated in the Program and that known lead and safety hazards have been addressed.
9. At the completion of construction: a smoke detector, a carbon monoxide detector, a fire extinguisher, childproof plugs for electrical outlets, a cleaning supply kit, and four (4) door mats.

I agree to do the following:

1. Complete the application and provide all necessary and requested documentation, including financial records necessary to make a determination of the Property's value and my income eligibility for loans and grants.
2. Submit program consent forms signed by parents of all children enrolled as of the date of my application. I also agree to submit consent forms from parents of children who enroll in my child care program after the application is submitted but prior to the start of repairs.
3. Participate in at least one educational session on the Home-Based Child Care Lead Safety Program prior to construction and at least one educational session on the Program after construction is completed.
4. Provide a copy of A Parent's Guide to the Home-Based Child Care Lead Safety Program brochure to the parents of every child enrolled in my child care operation as of the date of my application. I also agree to provide this pamphlet to parents of children who enroll in my child care program after the application is submitted but prior to the start of repairs.

5. Remove any debris, trash, old cars or other identified items on my Property that would make the visual inspection, soil sampling or repair work difficult or not possible.
6. Allow Program staff and their sub-contractors access to my Property for completion of the visual inspections and repairs.
7. Not enter my Property while lead-related repairs are underway. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before anyone is permitted to return.
8. Allow Program staff and their sub-contractors to take pictures of my Property before, during and after construction.
9. Meet with Program staff to review the loan application, assessment and action plans, and provide input.
10. Cooperate with Program staff and their contractors and allow them to use at my cost my utilities (such as light, heat, power and water) as needed to carry out and complete the work.
11. Allow children under age 6 living in my Property to undergo blood lead level testing within 6 months prior to construction and again within one month after all construction is completed, at no cost to me.
12. Permit the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network, Child Care Council of Onondaga County Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc. to receive copies of blood lead test results and program documentation, including financial information, as necessary to administer the Home-Based Child Care Lead Safety Program.
13. Pack and move all belongings in rooms scheduled for construction to a designated location before the work takes place.
14. Own this property for at least 2 years after construction is completed.
15. Provide child care services at the Property for at least 2 years after construction is completed.
16. Speak with the press and/or participate in a press event and/or publicity related to the Home-Based Child Care Lead Safety Program, if requested by the Program.
17. Hold the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc., its and their employees harmless and agree not to commence any legal action or to sue or make any claim against these organizations for any claim, liability, damage or loss to person or property in connection with activities of the Home-Based Child Care Lead Safety Program that are within the proper lead hazard control or relocation processes undertaken by these organizations or their contractors.

I understand that:

1. Submission of the application does not commit me to participate in the Home-Based Child Care Lead Safety Program.
2. I may withdraw from the Program at any time.
3. Application to and participation in Home-Based Child Care Lead Safety Program does not disqualify me from applying for or participating in any other home repair program for which I may be eligible.
4. Application to and participation in the Home-Based Child Care Lead Safety Program does not affect my current or future status as a licensed or registered child care provider in the State of New York.
5. The Program will make an effort to minimize risk to my children by relocating my family to an alternative lead-safe location while lead hazard control work is underway. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before any child is permitted to return.
6. By New York State law, all blood lead tests are reported by the testing source to the authorized health agencies. Childhood Lead Poisoning Prevention Program Offices will provide follow up services if blood lead levels of children under age six living in my Property are above the level of concern.

I will formally approve the proposed action plan, Child Care Provider Education Plan, and Project Completion Certificate, indicating that the work has been successfully completed.

I understand that Neighborhood Housing Services will oversee the hazard reduction work and that Linell Greene will coordinate scheduling of repair work. I do not need to be present during the visual inspection.

If I have any questions about scheduling the visual inspection or relocation, Diana Webb, Rochester Children's Nursery Family Child Care Satellite Network at 585-277-0817 will answer them or provide me with the names and phone numbers of the appropriate parties.

If I have any questions or concerns about the Home-Based Child Care Lead Safety Program, they will be answered by Tania Miller, The Enterprise Foundation Upstate at 585-454-2750 or Carol Kawecki, National Center for Healthy Housing at 1-800-624-4298, ext. 2779.

Names and date of birth of children under age six who reside at this property for whom consent to receive blood lead testing is given.

Name	Date of Birth
_____	_____
_____	_____
_____	_____

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Co-Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

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## **Appendix 6–6**

### **Home-Based Child Care Lead Safety Program**

#### **Parent Consent Form**

My childcare provider has applied to participate in the Home-Based Child Care Lead Safety Program. If s/he meets the criteria for the Program, I understand that certain repairs will be made to her or his property (“the Property”) to address home repair needs and to reduce the exposures to lead hazards for children. I understand that this work is to be done in 2003 or 2004.

1. I acknowledge that I have received and read a copy of the brochure entitled A Parent’s Guide to the Home-Based Child Care Lead Safety Program. I understand that this document provides information about the risks and benefits of lead and other home safety hazard identification, repairs and maintenance as they relate to this Program.
2. I understand that my children enrolled in the child care program will continue to receive child care services during the lead safety repair activity, unless the provider has made arrangements to close during the period of construction.
3. I understand that the Program will make an effort to minimize risk to my child by relocating the child care activities to an alternative lead-safe location while lead hazard control work is underway.
4. I acknowledge that, under Federal and New York State law, the Property must meet “clearance test” standards before any child is permitted to return.
5. I agree to participate in at least one educational session on the Home-Based Child Care Lead Safety Program prior to construction and at least one educational session on the Program after the construction is completed.
6. I agree to
  - a) provide evidence that a blood lead test that has been performed within the past 6 months for each of my children under 6 years of age who are enrolled in the child care program or
  - b) permit each of my children under 6 years of age who are enrolled in the child care program to have blood lead level tests performed prior to construction, at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me/us. If for religious or personal reasons I choose not to have my child tested for lead, I will sign a statement to this effect.
7. I agree to transport my children, or allow them to be transported, from the current child care location to this alternative location. I understand that this work will take up to 2 weeks.
8. I understand that I may request a blood lead level test after construction is completed, to be performed at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me.
9. I agree that information provided to the Home-Based Child Care Lead Safety Program about me and my children, including photographs, will not be released without my permission, unless it is required for referral for follow up medical care or administration of the Home-Based Child Care Lead Safety Program.
10. I authorize the release of blood lead test results to the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children’s Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc. as documentation that the tests were completed as required by the conditions covering the release of federal funds for this Program.

11. I agree to hold the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc., its and their employees harmless and agree not to commence any legal action or to sue or make any claim against these organizations for any claim, liability, damage or loss to person or property connected with the activities of the Home-Based Child Care Lead Safety Program that are within the proper lead hazard control or relocation processes undertaken by these organizations or their contractors.
12. I understand that New York State law requires that all blood lead tests are reported by the testing source to the authorized health agencies. Childhood Lead Poisoning Prevention Program offices will provide follow up services if my child's(children's) blood lead level(s) is(are) above the level of concern.
13. I am the custodial parent/foster parent/guardian of the child(ren) named below.

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Print name of Parent , Foster Parent or Guardian	Signature	Date
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Name of Child and Birth Date \_\_\_\_\_

Name and Address of Child Care Provider:

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(the "Property")

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Witness

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Date

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## **Appendix 6–7**

### **Procedures for Blood Lead Testing for the Home-Based Child Care Lead Safety Program — Syracuse, NY**

At the time construction begins, all children aged six or younger must either have:

- blood lead tests within the past 6 months
- a signed parental waiver for tests.

1. At the time of the parent meeting, parents will be asked to sign:
  - HBCCCLSP Parental Consent (Attachment 1)
  - Blood Lead Testing Release Form (attachment 2)
  - Onondaga County Department of Health Release (attachment 3)
  - Request to Primary Care Provider (PCP) to order blood lead test (attachment 4) — this if parent checks item 2 on Blood Lead Testing Release form

In addition, all parents must receive a copy of the DOH HIPPA pamphlet.  
CCCOC representative should sign and date all forms as witness.

2. CCCOC will make 2 copies of all signed forms, and forward one of these to NCHH.
3. CCCOC will send the original of the Onondaga DOH Release to DOH as soon as possible. DOH will review whether current tests are on file and notify health care providers if tests are needed. DOH will send copies of test reports to NCHH. NCHH will inform CCCOC whether additional tests are needed.
4. If blood lead tests are older than 4 months, CCCOC will add the PCP's name and address and the date onto the NCHH/EF request letter (attachment 6).
5. CCCOC will mail to the PCP:
  - The NCHH/EF request letter
  - The original of the parent request for service
  - A copy of the Blood Lead Test Release
  - The lab requisition form provided by the laboratory.
6. CCCOC will email NCHH when the request is sent. Within two weeks, Carol will follow up with the parent who signed the request to see if the requisition was sent to the home. If not, NCHH will contact the PCP to follow up. As soon as the lab requisition is signed, NCHH will notify CCCOC. CCCOC will contact the child care provider and the lab to schedule service.

**Attachment 1**  
**Home-Based Child Care Lead Safety Program**  
**Parent Consent Form**

My childcare provider has applied to participate in the Home-Based Child Care Lead Safety Program. If s/he meets the criteria for the Program, I understand that certain repairs will be made to her or his property ("the Property") to address home repair needs and to reduce the exposures to lead hazards for children. I understand that this work is to be done in 2003 or 2004.

1. I acknowledge that I have received and read a copy of the brochure entitled A Parent's Guide to the Home-Based Child Care Lead Safety Program. I understand that this document provides information about the risks and benefits of lead and other home safety hazard identification, repairs and maintenance as they relate to this Program.
2. I understand that my children enrolled in the child care program will continue to receive child care services during the lead safety repair activity, unless the provider has made arrangements to close during the period of construction.
3. I understand that the Program will make an effort to minimize risk to my child by relocating the child care activities to an alternative lead-safe location while lead hazard control work is underway.
4. I acknowledge that, under Federal and New York State law, the Property must meet "clearance test" standards before any child is permitted to return.
5. I agree to participate in at least one educational session on the Home-Based Child Care Lead Safety Program prior to construction and at least one educational session on the Program after the construction is completed.
6. I agree to
  - a) provide evidence that a blood lead test that has been performed within the past 6 months for each of my children under 6 years of age who are enrolled in the child care program or
  - b) permit each of my children under 6 years of age who are enrolled in the child care program to have blood lead level tests performed prior to construction, at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me/us. If for religious or personal reasons I choose not to have my child tested for lead, I will sign a statement to this effect.
7. I agree to transport my children, or allow them to be transported, from the current child care location to this alternative location. I understand that this work will take up to 2 weeks.
8. I understand that I may request a blood lead level test after construction is completed, to be performed at a location designated by the Home-Based Child Care Lead Safety Program and at no cost to me.
9. I agree that information provided to the Home-Based Child Care Lead Safety Program about me and my children, including photographs, will not be released without my permission, unless it is required for referral for follow up medical care or administration of the Home-Based Child Care Lead Safety Program.
10. I authorize the release of blood lead test results to the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc. as documentation that the tests were completed as required by the conditions covering the release of federal funds for this Program.
11. I agree to hold the National Center for Healthy Housing, Inc., The Enterprise Foundation, Inc., Rochester Children's Nursery Family Child Care Satellite Network of Greater Rochester, Child Care Council of Onondaga County, Inc., Neighborhood Housing Services of Rochester, Inc. and Home HeadQuarters, Inc., its and their employees harmless and agree not to commence any legal action or to sue or make any claim against these organizations for any claim, liability, damage or loss to person or property connected with the activities of the Home-Based Child Care Lead Safety Program that are within the proper lead hazard control or relocation processes undertaken by these organizations or their contractors.
12. I understand that New York State law requires that all blood lead tests are reported by the testing source to the authorized health agencies. Childhood Lead Poisoning Prevention Program offices will provide follow up services if my child's(children's) blood lead level(s) is(are) above the level of concern.

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Print name of Parent or Guardian

Signature

Date

Name of Child and Birth Date \_\_\_\_\_

Name and Address of Child Care Provider:

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(the "Property")

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Witness

Date

**Attachment 2**  
**Home Based Child Care Lead Safety Program**  
**Blood Lead Testing Release Form**

It is recommended that all children under six years of age have their blood lead level tested prior to lead hazard control. If your children have not received a blood test in the past four (4) months, you should contact your child's primary care provider to arrange the test.

Please check one of the following – the one that best describes your children:

1. \_\_\_\_\_ My children under six **have** had their blood lead levels treated **in the past four (4) months**. Please identify the test provider and the date of the test.

---

AND

\_\_\_\_\_ I hereby authorize the provider to release the results of this (these) blood test (s) to the Home-Based Child Care Lead Safety Program.

2. \_\_\_\_\_ My children under six **have not** had their blood lead levels **tested in the past four (4) months and I agree to have them tested at this time**.

3. \_\_\_\_\_ For religious and/or personal reasons, I choose **not to have** my child (children) tested for lead.

I voluntarily disclose this information. I understand that disclosure of this information is not required for participation in the Home-Based Child Care Lead Safety Program.

---

Parent's/Foster Parent/Guardian signature

Date



**Attachment 4**  
**Home-Based Child Care Lead Safety Program**

I, \_\_\_\_\_, request my child's primary care provider, \_\_\_\_\_ to order blood lead tests for those of my children under the age of six who attend child care at the home of the provider whose name is listed below. These tests will be conducted at the Laboratory Alliance of Central New York, LLC facilities. I authorize release of these test results to the representatives of the Home-Based Child Care Lead Safety program, as well as to my child's health care provider.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

Phone \_\_\_\_\_

Child Care Provider Name and Address \_\_\_\_\_

Primary Care Provider Name and Address \_\_\_\_\_

Child's Managed Care Plan \_\_\_\_\_

Name, address, and date of birth of children under age six for whom tests are requested

Name

Address

Date of Birth

Name	Address	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attachment 5



**National Center for Healthy Housing**

DATE

PROVIDER ADDRESS  
PROVIDER ADDRESS  
PROVIDER ADDRESS

Dear \_\_\_\_\_,

During the next year, low and moderate income family child care providers in the City of Syracuse have a unique opportunity to participate in a primary prevention program that identifies and addressed lead hazards, as well as other safety-related repair needs, in their homes. The Home-Based Child Care Lead Safety program, funded through the U.S. Department of Housing and Urban Development and other public and private sources, will enable family providers to continue to offer child care services at an alternative location while repairs to their homes are made.

As a condition of the federal grant, all children under the age of six who reside or attend child care at the provider's home must have blood lead tests conducted within six months of the start of construction. Even if the child has had a blood lead screen as part of his/her annual physical, he/she will need to be retested if the test results are older than six months from the construction start date. As a practical matter, most children served by the project will need the additional test.

The Home-Based Child Care Lead Safety Program has arranged to have these tests conducted at no cost to the parents or child care providers. The program has established an agreement with Laboratory Alliance of Central New York, LLC for venipuncture lead testing and analysis. All test results will be reported to your office, as well as to the program.

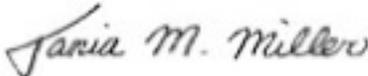
In order for families to take advantage of this service, we need you to write an order for these tests.

Attached to this letter is a signed parental request for blood lead tests for children served by your practice. We have also attached a laboratory requisition form for your use. Once you have completed this form, please return it to the parent or fax it to Carol Kawecki, National Center for Healthy Housing (410-715-2310).

We thank you for joining with our project to improve the health of Syracuse's children. If you would like more information, please call Carol Kawecki at 1-800-624-4298 ext. 2779 or Tania Miller at 585-454-2750 ext. 12.

Sincerely yours,

  
Carol Kawecki, R.N.  
National Center for Healthy Housing

  
Tania Miller  
Enterprise Foundation Upstate

---

**Appendix 6-8**  
**Home-based Child Care Lead Safety Program**  
Home Maintenance Plan



The Home-Based Child Care Lead Safety Program has enjoyed working with you to make your child care home a safer and healthier place.

**Every house needs regular maintenance to keep it in good repair.** What does **your** house need?

**Steps to Good Maintenance:**

1. Check your house regularly for problems
2. Fix problems while they are small
3. Follow safe work practices
4. Know when to call in the professionals

## Checking For New Lead Hazards

1. Whenever **lead** has been found in a home, owners need to keep paint in good condition, and to keep lead dust and paint chips from inside and outside the house.
2. The work that the program did in your house fixed the lead hazards at the time we did the risk assessment. **BUT if these repairs are not kept up, new problems can occur.**
3. Several times a year, check for chipping or peeling paint or bare soil.
4. Check also for any signs of water damage around windows, ceilings, or walls inside the house, because moisture can make paint break down.
5. Follow the recommendations for cleaning and repair that in [Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work](#) and the "Special Tips" included in this plan. The program has also showed you how to clean to keep lead dust low.

### When to Check

#### Yard/Outside the house:

- Spring and Fall
- After a drought
- After any work on the outside of the house

#### Inside the house:

- Once a month (especially on trim, windows and sills, doors, and anywhere surfaces can rub together)
- More often if very young children can reach painted surfaces

## Checking for Energy Efficiency and Indoor Air Quality

1. Windows, caulking, weather-stripping, insulation, and appliances (furnaces, stoves, dryers, etc.) should have no leaks or cracks.
2. Storm windows should fit tightly.
3. “Weep holes” in window frames keep water from staying inside the window well — make sure these holes are not blocked.
4. Mold or a mildew smell can mean that the house is “too tight” — moisture builds up inside and cannot get out. Fans over kitchen appliances and in the bathrooms should work well and vent to the outside.
5. Carbon monoxide is a deadly gas that you cannot see, smell, or taste. It can build up in the house if appliances are not in good repair.

### When to Check

#### Outside the house:

- Spring and Fall
- Whenever your energy bills suddenly run high

#### Inside the house:

- Furnaces should be checked yearly
- **If a carbon monoxide detector alarms, get everyone out of the house immediately** — this may mean a serious problem with the furnace or appliances
- Whenever you notice drafts around windows or doors
- Whenever the house smells moldy or musty

## Checking Building Structure and Safety

1. Cracks in porches, sidewalks, chimneys, foundations, or around windows occur when a building settles. Cracks in sidewalks and foundations can also mean that tree roots have grown too large. Cracks let moisture, insects, and rodents (mice, rats, squirrels, raccoons) into the house. Large tree roots may break through water lines and sewer pipes. They can also stop rain or melting snow from draining away from the house. Find the cause of cracks and fix them while they are still small.
2. Roofs and gutters should have no breaks or holes. Downspouts from gutters should go from the roof to the ground and drain away from the house foundation. Gutters should be cleaned in spring and fall.
3. Ground Fault Circuit Interrupters (GFCI) go in electrical outlets near faucets and outside the house to stop shocks in case an appliance touches water. If a GFCI goes off regularly, check to see if there is a leak or standing water nearby.
4. Handrails and steps should be solid and able to support the weight of a very large person without bending or cracking.
5. If young children are in the house, windows should not be opened more than 4 inches from the bottom. Screens cannot prevent children from falling out windows.

### When to Check

#### Yard/Outside the house:

- Spring and Fall
- Whenever you find standing water in the yard

#### Inside the house:

- If toilets don't flush well or you notice sewer gas smells inside the house
- If the circuit breaker trips often
- If there are signs of insects or rodents in the attic or inside the house
- If there are signs of water damage around walls, windows, or ceilings
- If young children or the elderly live with you, check that room lighting is good and there are no risks for falls (loose steps/railings, throw rugs, slippery surfaces)

**Here are some recommendations specific to the work our program did on your house.**

**Our project**

\_\_XX\_\_ Replaced windows



**What you SHOULD do to maintain**

- \_\_\_\_\_ Every 2–3 weeks, wet clean the trims, window wells and sills, and floors as you have been shown.
- \_\_\_\_\_ Check regularly for deteriorated paint or leaks.
- \_\_\_\_\_ If repairs are needed, remember to “work wet, work clean, work safe”. Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.
- \_\_\_\_\_ Check in the fall to see that storm windows fit tightly and “weep holes” are clear.
- \_\_\_\_\_ Check for drafts around windows or breaks in the weather-stripping.

**What you SHOULD NOT do:**

- \_\_\_\_\_ DON'T use heat guns, dry-sand or dry scrape lead-based paint.
- \_\_\_\_\_ DON'T let children, pregnant women, or pets into the room while you do the repairs.

### Our project

Repaired and repainted areas where lead-based paint was found



### What you SHOULD do to maintain

- Check regularly for deteriorated paint, cracks, holes, or signs of damage from impact.
- Repair small areas of damaged paint quickly.
- Follow the instructions on pp. 19–28 in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work* to prepare the surface and the instructions for clean-up on pp. 47–48.

### What you SHOULD NOT do:

- DON'T dry plane, dry-sand or dry-scrape lead-based paint.
- DON'T let small areas of damage become big ones – bigger areas increase the risk that new lead dust hazards will occur.
- DON'T let children, pregnant women, or pets into the room while you do the repairs.

### Our project

\_\_XX\_\_ Replaced porch steps, installed lattice and railings



### What you SHOULD do to maintain

- \_\_\_\_\_ Check regularly for deteriorated paint or signs of wear
- \_\_\_\_\_ Make sure that lattice is intact and prevents access to soil under the porch that could contain lead
- \_\_\_\_\_ If repairs are needed, remember to “work wet, work clean, work safe”. Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

### What you SHOULD NOT do:

- \_\_\_\_\_ DON'T dry plane, dry-sand or dry-scrape lead-based paint.
- \_\_\_\_\_ DON'T do work on the outside of your home with the doors or windows open – if lead-based paint is accidentally disturbed, dust or paint chips might blow into your house.
- \_\_\_\_\_ DON'T let children, pregnant women, or pets into the yard while you do the repairs.

### Our project

- Replaced door casing/trim
- Replaced doors



### What you SHOULD do to maintain

- Every 2–3 weeks, wet clean the trim and floor as you have been shown.
- Check regularly for deteriorated paint or signs that the door is rubbing against the frame
- If repairs are needed, remember to “work wet, work clean, work safe”. Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

### What you SHOULD NOT do:

- DON'T dry plane, dry-sand or dry-scrape lead-based paint
- DON'T let the door continue to rub. Very fine dust can be a hazard.
- DON'T let children, pregnant women, or pets into the room while you do the repairs

### Our project

- Replaced your roof
- Replaced gutters



### What you SHOULD do to maintain

- Check roof and gutters during spring and fall for holes, leaks
- Make sure that downspouts drain away from the house.
- Check siding/soffets for signs of moss or mold (this is a sign of small leaks)
- Clean gutters in spring and fall
- If repairs are needed, remember to "work wet, work clean, work safe". Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

### What you SHOULD NOT do:

- DON'T repair roofs on your own - professionals know how to do this safely and to be sure that the work doesn't cause more moisture problems.
- DON'T let paint chips stay on the ground after the work is done
- DON'T let children, pregnant women, or pets into the yard while repairs to the roof or gutters take place.

### Our project

\_\_XX\_\_ Did yard treatments to cover areas of bare soil



### Good soil maintenance practices

- \_\_\_\_\_ Check the yard at the edge of the house and children's play areas regularly for paint chips.
- \_\_\_\_\_ Use gloves to pick up the chips and throw them out in a thick garbage bag twisted at the top and sealed with duck tape.
- \_\_\_\_\_ Make sure that downspouts drain away from the house and do not cause patches of bare soil.
- \_\_\_\_\_ Prevent bare soil in children's play areas with a thick 6" layer of mulch or thick planting of grass
- \_\_\_\_\_ When doing yard work, wear gloves and wash face and hands before eating or drinking. Take off shoes when you enter the house.
- \_\_\_\_\_ Keep floor mats outside and inside the front and rear entrances into your house. Clean them monthly, following the steps in the attached handout.

### Our project

\_\_XX\_\_ Replaced floors



### What you SHOULD do to maintain

- \_\_\_\_\_ Check regularly for cracking, damage, or areas where the floor material is lifting up because of water damage.
- \_\_\_\_\_ Clean floors every 2-3 weeks as you were trained to do.
- \_\_\_\_\_ If repairs are needed, remember to “work wet, work clean, work safe”. Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

### What you SHOULD NOT do:

- \_\_\_\_\_ DON'T let children, pregnant women, or pets into room while the floors are being cleaned.
- \_\_\_\_\_ DON'T throw waste water into the yard — if any lead dust was in the water, it will go into the soil.  
Dispose of waste water in the toilet.

### Our project

\_\_XX\_\_ Replaced siding



### What you SHOULD do to maintain

- \_\_\_\_\_ Check siding during spring and fall for holes, leaks
- \_\_\_\_\_ Make sure that downspouts drain away from the house.
- \_\_\_\_\_ Check siding/soffets for signs of moss or mold (this is a sign of small leaks)
- \_\_\_\_\_ If repairs are needed, remember to “work wet, work clean, work safe”. Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

### What you SHOULD NOT do:

- \_\_\_\_\_ DON'T repair siding on your own – professionals know how to do this safely and to be sure that the work doesn't cause moisture problems.
- \_\_\_\_\_ DON'T let paint chips stay on the ground after the work is done
- \_\_\_\_\_ DON'T let children, pregnant women, or pets into the yard while repairs to the siding take place.

### Our project

- Installed handrails
- Enclosed stair tread



### What you SHOULD do to maintain

- Every 2–3 weeks, wet clean the stairs, railings and floor as you have been shown.
- Check regularly for deteriorated paint.
- If repairs are needed, remember to “work wet, work clean, work safe”. Follow the instructions in the *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work*.

### What you SHOULD NOT do:

- DON'T dry plane, dry-sand or dry-scrape lead-based paint
- DON'T let the stairs get worn. Very fine dust can be a hazard.
- DON'T let children, pregnant women, or pets into the room while you do the repairs

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**Appendix 6–9**  
**What Family Child Care Should Know About Lead**

# *What Family Child Care Should Know About Lead*



Inside this booklet:

Lead and Health	2-3
Special Concerns to FCC &	4
Lead Hazard: Don't let your	5
Lead Safe Work Practices	6
Maintaining Lead Safety	7
Lead in Soil	8-10
Tools & Cleaning tips for a	11-14
Quality Learning Environment	15
Nutrition	16
Help out & Spread the word	17

## **Lead facts:**

- Lead is a heavy metal that causes developmental and health problems
- Lead was added to paints, solder, pottery glazes, cookware, and gasoline for many years
- Many occupations and hobbies still use lead
- Lead was banned for use in residential paint in the 1970s and gasoline in the 1980s.

## **Lead is found in:**

- Interior and exterior paint on houses built before 1978
- Soil near high traffic areas or around older houses
- Drinking water where lead solder was used in the pipes or water fountains
- Antique glazed pottery, leaded crystal
- Glazed pottery, utensils and folk medicines from outside the U.S.
- Dust from construction/ remodeling that disturbs lead-based paint



**What you can do to protect the Children  
you serve**

**Learn more inside.....**



## Lead and Health

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Children get lead poisoned when they.....

- Put hands or objects covered in lead dust into their mouths
- Eat paint chips, soil, food or water that contains lead
- Breathe in lead dust
  - They are especially at risk during home renovation activities that make lead dust
- Are exposed to lead dust on clothes or vehicles from adult occupations or hobbies

### Lead's effects on Children

- Damage to the brain and nervous system
  - Lowered IQ
  - Hearing problems
  - **At high levels of exposure: seizures, coma, DEATH**
- Slowed growth
- Poor appetite
- Behavior and learning problems
  - Poor impulse control
  - Distractibility
  - Learning disabilities

### Lead's effects on Adults

- Difficulties in pregnancy
  - Reproductive problems (men & women)
  - High blood pressure
  - Digestive problems
  - Nerve damage (foot drop, seizures)
  - Muscle and joint pain
  - Memory problems
-

## Lead Poisoning Defined

- U.S. Centers for Disease Control defines blood lead levels (BLL) over 10 mcg/dL as “of concern”
- Children with BLL over 15 mcg/dL must be followed closely by local health departments
  - Children must be tested regularly until their BLLs drop below 15 mcg/dL and stay there
  - Homes and other places where children spend time must be evaluated for lead hazards



## Of special concern to Family Child Care.....

- Paints, toys, other products manufactured outside the U.S. can contain lead
- Recalled products may still be available at yard sales
- Lead-based paint may be on play equipment in public parks
  - Consumer Product Safety Commission (CPSC) documented lead-based paint in public play equipment in 11 of 16 cities studied in 1996

## Know what Lead- containing products have been recalled:

Recent Consumer Product Safety Commission product recalls

### 2004

**July:** Metal toy jewelry sold in vending machines, manufactured by A&G Global Industries, Brand Imports, Cardinal Distributing Co., and L.M. Becker & Co.

**May:** “Old Century Dread Pirate” coffee table game, manufactured by Front Porch Classics

**March:** Children’s rings sold in vending machines, manufactured by Brand Imports

### 2003

Colored sidewalk chalk manufactured by Agglo Corp., sold at Toys “R” Us and Target

Toy necklaces manufactured by L.M. Becker, sold in vending machines

### 2001

Educational games from Lakeshore Learning Materials (“Concept Classification Activity Kit” and “Opposites Take-Home Pack”)

### 1997

Children’s umbrellas from Gymboree

### 1994

Crayons imported from China

For more information: [www.cpsc.gov](http://www.cpsc.gov)

### How can FCC fight lead poisoning?



### What you can do in your Home and Family Child Care

- Keep lead-based paint in good repair
- Clean to keep lead dust low
- Cover bare soil around your house
- Know where the toys/child care products you use are made
- Provide a quality learning environment
- Provide nutritious food

---

### Know what is a lead “Hazard”

- Lead-based paint that is **intact** (not peeling, chipping, flaking) is **not a hazard**
  - Deteriorated paint is a hazard
  - Paint is most likely to deteriorate on surfaces:
    - Subject to rubbing or impact (doors, windows, trim, stairs, floors)
    - Where moisture collects (walls, floors, or ceilings damaged by leaks)
    - Where children can reach and chew (trim, window sills, railings, stair edges)
  - Lead dust is too fine to see. All family child care homes built before 1978 should have a professional lead risk assessment or lead paint inspection.
-

Don't let your house look like this!!



### Where to go for more Information

- HUD's *Lead Paint Safety: A Field Guide for Painting, Home Maintenance, and Renovation Work* describes these practices in detail (on [www.hud.gov/offices/lead](http://www.hud.gov/offices/lead))
- The training for Lead Safe Work Practices is down-loadable from the HUD website: (<http://www.hud.gov/offices/lead/training>)
- Lists of contractors, risk assessors, and inspectors can be found at: [www.leadlisting.org](http://www.leadlisting.org)

### Some important Lead Safe Work-Practices

- Paid professionals/contractors should give you the pamphlet *Protect Your Family From Lead in Your Home* before they start renovation.
- No matter who does the work, your possessions should be out of the work area or covered in plastic before work starts
- Children, pregnant women, and pets should be out of the work area until work is done and clean up is over
- These practices **should be used** whenever you work with lead-based paint
  - Contain the work area to prevent the spread of lead dust to other rooms
  - Work wet (mist paint before disturbing)
  - Work clean (clean up dust as it is made)
  - Special cleaning after work is done
  - Dispose of all construction waste properly
- These practices are **prohibited** when dealing with lead-based paint:
  - Power sanding
  - Dry scraping
  - Open flame burning
  - Power washing when the waste cannot be contained
  - High temperature heat guns



[www.hud.gov/offices/lead](http://www.hud.gov/offices/lead)

## Know what you can do to maintain your home and yard

- Prevent lead-based paint hazards by fixing small problems early
- Identify leaks and fix them
- Follow the Lead Safe Work Practices listed in the *Lead Paint Safety Field Guide*
- Cover soil that contains lead



## Watch out for lead in Soil

- Lead fumes from leaded gasoline can settle on soil, and remain there permanently
  - Lead paint chips from flaking lead-based paint can grind into powder and mix with soil
  - Lead dust can be tracked inside on shoes
  - Children play in lead-contaminated soil, get it on their hands, then into their mouths
-

## Where is Soil Containing Lead Found?



- Next to the house (if lead based paint was used on the outside any areas of bare soil)
- High use areas (paths, play areas, cooking areas)
- Underneath painted porches
- Where downspouts don't drain properly



## Cover Bare Soil

Cover Bare Soil with:

- Flowers
- Shrubs
- Grass
- Gravel, wood chips or mulch (cover the bare soil with weed barriers cloth before adding at least six inches of mulch, etc.)
- Permanent covers like concrete



---

## What else can be done?

- Keep children from playing in bare soil
- Move children's play areas away from bare soil
- Make sure gutters empty water away from the house



←  
Before

After

→



## Work safely around lead in Soil

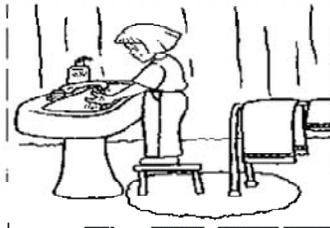
- Always wear gloves.
  - Always wear easy-to-take-off clothes and shoes.
  - Wet the soil to keep dust levels low
  - Do not eat, drink, or smoke while working.
  - Wash yard tools after every use.
  - Wash your hands and face after you finish yard work.
  - Take your shoes off at the door.
  - Change your clothes and wash them separately
- 

## Use doormats at your doors

### Where:

- Outside of the front and back entries to the house.
  - Just inside of those entries
  - At the entrance to any apartment
  - Clean mats thoroughly once a month
- 

## Wash Children's toys and hands often



## Lead dust needs special cleaning

- Lead dust is so fine you can't see it
- Regular household cleaning (dry sweeping, dusting with a dry rag) can spread lead dust
- The solution is to **work wet**
- **Clean weekly**
- If you can afford it, **use a HEPA vacuum**. High Efficiency Particulate Air (HEPA) vacuums remove very fine particles, including lead dust

---

## How to clean

- Wear easy-to-take-off clothes and shoes.
- Always Clean Top-to-Bottom:
  - Windows, then
  - Window frames
  - Window sills
  - Other surfaces
  - Always clean floors last

### What to clean

- Look for paint dust and paint chips on:
  - Window frames
  - Window sills
  - Floors
  - In children's play areas
  - Trim around doors, windows, and baseboards
  - Table tops
  - Kitchen-counter tops
  - Door frames
  - Places near chipping paint

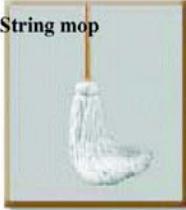


### Gather all cleaning tools needed

Vacuum



String mop



2 buckets/double



Soap solution

sponge mop



Heavy duty garbage bag



2 Spray bottles



Paper towels/rag and  
Gloves

## Start by vacuuming

Vacuum:

- Ceilings
- Walls
- Trims
- Other surfaces



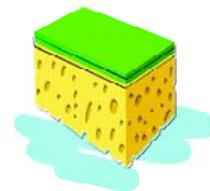
## Next, clean windows



- Pick up all paint chips with wet disposable cloths/ paper towels
- Fill one spray bottle with detergent solution and the other with clean water
- Mist window pane with detergent solution
- Scrub windows with cloth. Throw used cloth into heavy duty trash bag
- Mist the window with clean water
- Wipe window off with clean cloth. Throw used clothes into trash bag
- Follow same steps first for sills, then for trim

## Then, clean other surfaces

- Mist other surfaces with soapy water
- Scrub surfaces, toss used cloth into heavy duty trash bag
- Mist surfaces with clean water
- Wipe with a clean cloth, throw used cloth into trash bag



## Clean floors last

- You will need: mop heads, bucket/s and detergent solution
- Place wash water in one bucket. Use a second bucket water for dirty water, use a third bucket for clean rinse water (or, use two-sided bucket)
- Soak mop in water with detergent
- Scrub the floor with the mop
- Squeeze the mop into empty bucket, then soak in rinse water. Go over same area again, squeezing dirty water into empty bucket.
- After all the area is cleaned, change dirty mop head
- Repeat steps using clean rinse water
- Change rinse water often.
- Mop small areas at a time



- Always empty rinse water in the toilet
- Remove and wash work clothes separate from other laundry when finished
- Wash hands
- Check your work. Look for remaining:
  - Paint chips
  - Dust
  - Peeling paint
- Pay attention to children's play areas



## Throw away waste properly

- Throw away all dirty cloths or towels
- Place waste in heavy duty plastic bag, seal with duct tape
- Seal bag with duct tape to keep dust in

## What else can you do:

### Build a Quality Learning

- There is little research on the effects of early enrichment on lead-poisoned children
- **BUT** enrichment programs for other at-risk children show
  - IQ increases on order of 8 points
  - Lower rates of grade retention
  - Less need for special education

### Enrichment in your FCC Program

- Provide a variety of activities to stimulate the child
- Enrichment is most effective when
  - The child begins the program at less than 36 months of age
  - The activity fosters both child development and parenting skills. Other programs to support parents include
    - Mothers groups
    - Play groups
    - Jamboree (gross motor activity)
    - YMCA programs



### What you can do in your own program

- Include gross motor activities indoors and out
- Work on fine motor skills
- Support “reading readiness”
- Support organizational skills
- If an educational plan is established for a child, **model the same practices** when the child is in your care

### Critical times where the effects of lead poisoning can be seen

- **First grade:** when children learn basic academic skills
- **Fourth grade:** when children use basic skills to learn new material
- **Sixth or seventh grade:** when children need higher order planning & organizational skills

## Nutrition



- The food **you** provide helps fight the effects of lead poisoning
- USDA Food Pyramid recommendations are appropriate for lead-poisoned children who are not iron-deficient.
- **No need for special diets for kids with lead poisoning**

### Good nutrition is part of quality child care

- Offer healthy snacks
  - Involve the children in food planning and food preparation
  - Help older children learn to read food labels
  - Help children learn to make nutrient-rich choices
    - Trail mix (if age-appropriate) not potato chips
    - Whole wheat bread not white bread
    - Whole fruit not fruit juices
-

## What more you can do to help Parents



- Educate parents to have children tested for lead at ages 1, 2 and start of school
- Educate parents to have their houses tested for lead
- Serve as a role model for cleaning and maintenance



---

## More sure Families know

- Children with elevated blood lead levels should be followed by doctors for developmental progress **even after lead levels drop**
- There are critical transition points in elementary school
- Parents need to **watch for learning problems at those times and seek school support**



---

## Be a resource for Parents and Other Child Care Providers



- Spread the messages about lead safety you learned through our program
  - Share them with:
    - Parents of children who enter your Program
    - Your friends and neighbors
    - Other child care providers
-

## The Program

The Home-Based Child Care Lead Safety Program was intended to create a healthy and safe environment for children, and minimize the risks of unintentional injury and lead poisoning, while improving energy efficiency and indoor air quality.

*Project implementation goals and methods included:*

- Improvements to the quality of home-based child care, and thus to the health and well-being of more than 150 children, through the control of lead and safety hazards in 25 family child care homes in the model demonstration program in Rochester and Syracuse, NY
- Education for providers and parents on the causes and effects of lead poisoning and daily maintenance techniques to reduce lead and other environmental hazards
- Fostering the connection between home-based child care providers and existing community-based housing organizations with home repair assistance programs; partnering of housing agencies with child care resources and referral agencies for provider outreach and technical support.
- Reducing the start up costs for replication in other locales.



*Program activities:*

- A relocation strategy that preserves the provider's business during construction
  - Leveraging public and private funds to impose the lowest cost burden on those who can least afford repairs
  - Leveraging funds to cultivate and strengthen the local agency partnerships necessary to implement the project
  - Model documents and practices that integrate lead hazard control, reduction of other environmental hazards, compliance with housing code and child care regulations, and energy efficiency and for national replication
  - A national partnership to support the replication.
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Home Based Child Care Lead Safety Program is a joint endeavor between the National Center for Healthy Housing (NCHH), The Enterprise Foundation (Enterprise), and four community-based organizations: The Rochester Children's Nursery/Family Child Care Satellite Network of Greater Rochester, Child Care Solutions, Home Headquarters, Inc., Neighborhood Housing Services of Rochester, Inc.

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## Information for you

US Department of Housing & Urban  
Development (HUD) Office of  
Healthy Housing and Lead Hazard  
Control

[www.hud.gov/offices/lead](http://www.hud.gov/offices/lead)

HUD EPA lead safe work practice  
training

[www.hud.gov/offices/lead/training](http://www.hud.gov/offices/lead/training)

Consumer Product Safety Commis-  
sion

[www.cpsc.gov](http://www.cpsc.gov)

Us Dept of Agriculture Food Pyra-  
mid

[www.nal.usda.gov/fnic/fpyr/  
pyramid.html](http://www.nal.usda.gov/fnic/fpyr/pyramid.html)

US Environmental Protection  
Agency

[www.epa.gov/lead](http://www.epa.gov/lead)

**WE'RE ON THE WEB!!!**

[HTTP://WWW.  
CENTERFORHEALTHYHOUSING.  
ORG/](http://WWW.CENTERFORHEALTHYHOUSING.ORG/)

THE ENTERPRISE FOUNDATION  
[WWW.  
ENTERPRISEFOUNDATION.ORG/  
RESOURCES/CCL/INDEX.ASP](http://WWW.ENTERPRISEFOUNDATION.ORG/RESOURCES/CCL/INDEX.ASP)

**TOGETHER.....**

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**WE CAN END CHILDHOOD LEAD  
POISONING BY 2010**

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**Back cover**