



Building a Successful Family Child Care Business Orientation

20 Minimum Health and Safety Standards
 Child Nutrition Program (CNP) – Record Keeping and Menus

Attend an orientation session to find out how you can participate in these programs. 4C staff will be available to answer your questions and explain the steps involved in joining the 4C Registry or the Child Nutrition Program. 4C promotes quality child care and good nutrition for children. Come and learn about the many benefits 4C has to offer family child care providers.

Date	Time	ST#
Tuesday, October 4, 2011	9:30 a.m. – 11:45 a.m.	ST10008488
Tuesday, November 8, 2011	6:30 p.m. – 8:45 p.m.	ST10008490
Tuesday, December 6, 2011	9:30 a.m. – 11:45 a.m.	ST10008489
Monday, January 23, 2012	6:30 p.m. – 8:45 p.m.	ST10010846
Tuesday, February 7, 2012	9:30 a.m. – 11:45 a.m.	ST10010847
Monday, February 27, 2012	6:30 p.m. – 8:45 p.m.	ST10010848
Tuesday, March 6, 2012	6:30 p.m. – 8:45 p.m.	ST10010849
Tuesday, March 20, 2012	9:30 a.m. – 11:45 a.m.	ST10010850
Wednesday, April 4, 2012	9:30 a.m. – 11:45 a.m.	ST10010851
Monday, April 23, 2012	6:30 p.m. – 8:45 p.m.	ST10010852
Tuesday, May 8, 2012	6:30 p.m. – 8:45 p.m.	ST10010853
Wednesday, May 23, 2012	9:30 a.m. – 11:45 a.m.	ST10010854
Thursday, June 14, 2012	9:30 a.m. – 11:45 a.m.	ST10010855
Tuesday, June 26, 2012	6:30 p.m. – 8:45 p.m.	ST10010856

Cost: Free Location: 4C, 1924 Dana Avenue Cincinnati, OH 45207
 Our facility does not allow us to accommodate children for these orientation sessions.

To register for this orientation, see instructions on back.

Local Regulations

Ohio

Providers can care for six or fewer children at one time and be exempt from the licensing law (Type B Family Child Care Home). This includes the provider's own children under six years of age. A provider can care for no more than three children under two years of age.

Group Family Child Care licensure (Type A Family Child Care Home) is for providers caring for seven to 12 children at one time or more than three children under two years of age. This includes the provider's own children under six years of age.

Directions 1924 Dana Avenue, Cincinnati, OH 45207 513- 221-0033

From the South:

Take I-71 North to Exit 5 (Cincinnati Zoo/Montgomery Road/Dana Ave.)
 Turn RIGHT onto Duck Creek Road
 Turn RIGHT onto Montgomery Road
 Turn RIGHT onto Dana Avenue
 1924 Dana is 3rd building on the LEFT, just across from Bevis Ave.

From the North:

Take I-71 South to Exit 5 (Dana Ave.)
 Turn RIGHT onto Dana Ave.
 1924 Dana is 4 blocks on the RIGHT, just across from Bevis Ave.



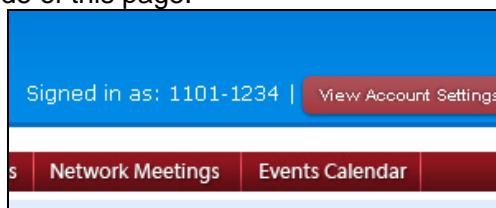
The Child Care Food Program is open to all eligible participants regardless of race, color, age, sex, handicap, or national origin. If you believe that you have been discriminated against in any USDA-related activity, write immediately to the Secretary of Agriculture, Washington, D.C. 20205



Creating an Account at OPDN.org

Before you get started, you will need an email address. If you do not have one, skip to the “Getting an Email Address” section below.

1. Visit www.opdn.org and click “Sign Up for OPDN.org” in the upper right-hand corner.
2. Enter your date of birth and the last 5 digits of your Social Security Number and click “Next.” This will verify that you do not already have an account. (If you do already have an account, the system will let you know and give you the option to reset your password.)
3. Enter your contact information and click “Next.”
4. Choose your employment type. **Family Child Care** provider or
If you work at a **child care center** or are a **Type A Family Child Care provider**, you will need to provide your program license number. This number can be found at: <http://www.odjfs.state.oh.us/cdc>
5. An email will be sent to the email account associated with your profile. This email contains a link to set the password for your profile. Click this link and follow the instructions.
6. Go back to www.opdn.org and log in with the username from your email, and the password you just created. Click on “Registry” at the top in the red bar.
7. You will see your OPIN in the top left corner of the screen below the red bar, and at the top right above the red bar. Use it to fill in the form on the other side of this page.



Getting an Email Address

There are many websites that offer free email addresses. Some of the most popular are Google, Yahoo! and Hotmail. Visit any one of the websites below and look for a link that says “Sign Up” or “Create an Account.” Click there and follow the instructions to create your new email address.

www.gmail.com OR www.yahoo.com OR www.hotmail.com

Registering for the Family Child Care (FCC) Orientation

1. Visit www.opdn.org and log in. (If you have never logged in before, go back to top of page) In the red bar at the top, click PDTrack (Trainings).
2. You may need to read a disclaimer and click “I agree.”
3. Click the link that says “If you’re registering by Training ID number, click here.” (Near the bottom)
4. Each date has an ID number that begins with “ST.” Find the date of the FCC orientation you want to register for, type that number (including the ST at the beginning) into the Training ID box and if there are spaces available and the registration deadline has not passed, you will see a “Click here to register” button. Once you have clicked that, your registration is complete.

Need More Help?

No problem! 4C is available to give you individual attention and guidance for using the new system. We can answer your questions about the system, help you get an account (and a free email address if you need one), and show you how the new system will benefit you.

In Cincinnati:

Open hours: Tuesday, Thursday and Friday, 11:00 am – 1:00 pm and 2:00 pm – 4:00 pm

By appointment: Call 513-758-1301 to make an appointment. You must schedule an appointment to receive assistance outside of our open hours.

In Dayton:

By appointment only. Call 937-220-9660 x 1301 to make an appointment.