

NEW YORK STATE  
OFFICE OF CHILDREN AND FAMILY SERVICES

**NOTIFICATION OF A FIREARM, SHOTGUN, RIFLE OR AMMUNITION ON THE PREMISES OF  
THE CHILD DAY CARE HOME**

*Family and Group Family Day Care*

**INSTRUCTIONS**

- Complete this form to notify parents that a firearm, shotgun, rifle or ammunition is on the premises of the child day care home.
- ALL fields must be completed
- Please PRINT clearly

This completed form must be retained on site and made available to the Office of Children and Family Services (OCFS) licensing staff or its designees upon request.

**TO BE COMPLETED BY THE PROGRAM AREA:**

Caregiver's Name:

Program Name:

License/Registration No.:

Regional Office:

Parent Being Notified:

Child (Children) Name(s):

**TO BE COMPLETED BY THE PARENT:**

I understand that by signing this form I have been advised that a firearm, shotgun, rifle, or ammunition is on the premises of the child day care home.

Signature:

Date: / /

Printed Name:

**Regulation 416.5(x) – Group and 417.5(x) – Family**

While child day care is being provided in the home, firearms, shotguns, rifles and ammunition must be securely stored and inaccessible to children.

1. Ammunition shall be stored in a safe storage depository, as defined in 416.5(x)(3) and 417.5(x)(3).
2. Firearms, shotguns and rifles shall be secured unloaded and with an appropriate trigger locking device, or stored in a safe storage depository, as defined in 416.5(x)(3) and 417.5(x)(3).
3. A safe storage depository shall be a safe or other secure container which, when locked, is incapable of being opened without the key, combination or other unlocking mechanism and is capable of preventing an unauthorized person from obtaining access to and possession of the weapon or ammunition contained therein.
4. Properly stored firearms, shotguns, rifles and ammunition may be accessed and loaded in an emergency situation.
5. Child care programs shall give written notice to parents and the Office, on forms furnished by the Office or an approved equivalent, that a firearm, shotgun, rifle or ammunition is on the premises.