



BUREAU OF CHILD CARE

RESOURCE LIST FOR GROUP CHILD CARE PERMIT APPLICANTS & PERMITTED SITES

Bureau of Child Care (BCC) Borough Offices

For more information, visit: www.nyc.gov/health/childcare. Please direct questions to the office in which you plan to operate your child care center. Walk-in hours at all offices are Tuesday through Thursday, from 9 a.m. to 4 p.m., or by appointment.

Manhattan/Staten Island Office

125 Worth Street, 9th floor, Room 916, Box 40
New York, NY 10013
Tel: (646) 632-6305
Fax: (347) 396-8953

Bronx Office

1309 Fulton Avenue, 4th floor
Bronx, NY 10456
Tel: (718) 579-7775 Fax: (347)396-8959

Brooklyn Office

195 Montague Street, 4th floor
Brooklyn, NY 11201
Tel: (718) 222-6323
Fax: (347) 396-8957

Queens Office

90-27 Parsons Boulevard, Suite 300
Jamaica, NY 11432
Tel: (718) 480-2263/2265
Fax: (347) 396-8955

How to Search for a Certificate of Occupancy

To search for an existing Certificate of Occupancy, visit **NYC Department of Buildings** website: www.nyc.gov/buildings. For information and application **forms to amend** or apply for a Certificate of Occupancy (CO) or Letter of No Objection (LNO) visit: <http://www1.nyc.gov/site/buildings/about/forms.page>

How to Schedule a Fingerprinting Appointment for Criminal History Clearance

NYC Department of Investigation: www.nyc.gov/doi.

To schedule an appointment to be fingerprinted, call **(212) 825-5960** or visit: <http://www1.nyc.gov/site/doi/offices/fingerprint-unit.page> Please note: each staff member must complete a written consent form for fingerprinting. Please contact the Health Department BCC Borough office for the Fingerprinting Identification and Authorization (FPIA) forms. Two (2) forms of ID also are required.

How to Obtain a Certificate of Fitness

NYC Fire Department: www.nyc.gov/fdny

The Fire Department issues Certificates of Fitness by providing written examinations to applicants. A valid Certificate of Fitness is required by laws and regulations to conduct child care within New York City. One employee at the child care service must hold a **Certificate of Fitness for Fire Alarm Systems and other Related Systems** called, “**S-95.**” This Certificate is valid for three years, and must be renewed by the expiration date through payment of the renewal fee to the Fire Department. For more information, visit: <http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page> or contact: **(718)999-1988** or **(718)999-2504**.

How to Submit a Child Abuse Clearance Form

State Central Register for Child Abuse and Maltreatment (SCR)

As part of the initial permit application process, individuals proposing to operate child care services and staff must

complete and submit a hard copy of the child abuse clearance form (LDSS-3370), and the required fee to the Bureau of Child Care. This form and instructions may be downloaded from <http://ocfs.ny.gov/main/documents/docsChildCare.asp> or obtained from the BCC borough office where you plan to operate. Only **permitted** child care services may conduct the online SCR clearance check; please also contact the BCC borough office for additional online clearance instructions.

How to Test Drinking Water for Lead

U.S. Environmental Protection Agency (EPA)

The EPA provides guidelines on testing drinking water and reducing exposure to lead in drinking water at child care facilities. For more information, visit: <https://www.epa.gov/dwreginfo/3ts-reducing-lead-drinking-water-testing>

Find information on other government services in New York City

Call **311**, or (212) NEW-YORK from outside NYC, for information about government services or visit 311 online at: www.nyc.gov/311.

NYC Child Care Resource and Referral Consortium (CCR&R)

NYC CCR&R provides a range of trainings, technical assistance, and professional development opportunities for child care providers and programs. Training topics may include CPR and Infant/ Child First Aid, Mandated Reporter: Identifying and Reporting Child Abuse and Maltreatment, Infection Control and Reporting Infectious Diseases, SIDS and Shaken Baby Identification and Prevention, MAT training, and Emergency Medication Waiver training, among others. Call toll-free at **(888) 469-5999**, visit: www.nyccrr.org or contact one of the offices below.

Day Care Council of New York, Inc.

2082 Lexington Avenue, Suite 204
New York, NY 10035
Tel: (212) 206-7818
Fax: (212) 206-7836
www.dccnyinc.org
info@dccnyinc.org

The Committee for Hispanic Children and Families

110 William Street, Suite 1802
New York, NY 10038
Tel: (212) 206-1090
Fax: (212) 206-8093
www.chcfinc.org
info@chcfinc.org

Chinese American Planning Council

165 Eldridge Street
New York, NY 10002
Tel: (212) 941-0030
Fax: (212) 343-9567
<https://cpc-nyc.org/>
info@cpc-nyc.org

Child Development Support Corporation

352-358 Classon Ave, 2nd Floor
Brooklyn, NY 11238
Tel: (718) 398-6738
Fax: (718) 398-6182
www.cdscnyc.org
publicrelations@cdscnyc.org

NYC Infant Toddler Technical Assistance Resource Center

The NYC Infant Toddler Technical Assistance Resource Center, located at the Center for Children's Initiatives, is a collaborative initiative of the NYC Child Care Resource and Referral Consortium. The center provides training, professional development, technical assistance and information on caring for infants and toddlers. To learn more, call (212) 929-7604, ext. 3028 or visit <http://nmppcares.org/healthy-families-central-harlem-formerly-baby-steps/>

Contracting with Other NYC Agencies for Child Enrollment

Administration for Children's Services: www.nyc.gov/acs

The City's children's services agency is dedicated to protecting children, strengthening families and providing early care and education services. ACS contracts with providers that operate Child Care and Head Start programs in communities across the city. When funding permits, ACS also issues vouchers to eligible, low-income families that parents may use to purchase care from any legal child care provider in the City.

Department of Education (DOE) Office of Early Childhood Education: www.nyc.gov/doe

The Office of Early Childhood Education develops and promotes high quality educational programs that provide engaging and effective learning environments for young students to enable them to succeed academically and in life. DOE implements pre-kindergarten programs, called “Universal Pre-Kindergarten (UPK),” for students turning 4 years of age by December 31 of the academic year. Only **permitted** group child care pre-schools may apply for DOE UPK contracts.

Permitted pre-schools that are interested in learning about opportunities to apply for UPK contracts may visit the following link to register for a “bidder’s list:” <https://vendorportal.nycenet.edu/vendorportal/login.aspx>

In order to register you will need your tax identification number and contact information. After you register you will be asked to select the service(s) you want to bid on. For the UPK program, please select Services from the category box and check off the following selection: UPK, CBO, AFTER-SCHOOL PROGRAMS & CHILDCARE.

If you need assistance in registering, call the Vendor Hotline at **(718) 935-2300**. For more information on the UPK program please visit: <http://schools.nyc.gov/Offices/DCP/Vendor/FormsPreKVendors/default.htm>

If you have additional questions, please contact:

DOE Office of Early Childhood Education

Tel: (212) 374-0351

Fax: (212)374-5760

E-mail: earlychildhood@schools.nyc.gov

Website: <http://schools.nyc.gov/Academics/EarlyChildhood/default.htm>



NYC Child Care Connect is an online portal that includes a group child care center directory and a free messaging service that parents and caregivers can sign up for to receive notifications about specific child care centers. Profiles include the program’s approved age range, capacity, years in operation and a three-year performance summary. Visit www.nyc.gov and search for “NYC Child Care Connect”

REMINDER:

As a mandated reporter, you are legally required to report suspected child abuse or maltreatment. Mandated reporters include school staff, medical professionals, child care providers and others.

Call **1-800-635-1522** or **311** to report suspicions of child abuse or neglect.
If a child is in immediate danger, call **911**.