



## Requirements for Renewing a Group Child Care Permit

The following documents must be uploaded when renewing a Group Child Care permit:

1. A **notarized** [Affidavit for Permit Application](#), signed by the Owner or designated Board Member.
2. An [Annual Lead Paint Survey](#), which is required if there is paint of an unknown lead content OR there is lead-based paint. This is not required if XRF test results showing the facility is "lead-free" have been submitted to the Bureau.
3. Proof of valid and current Workers' Compensation Insurance AND Disability Insurance.
4. Any of the following documents that have changed since issuance of the current permit:
  - o Incorporation Documentation
  - o [Safety Plan](#) (including Lost Child Prevention and Retrieval Plan)
  - o Health Care Plan
  - o Architectural Plans
  - o [Certificate of Occupancy](#)
5. For a *new* Educational Director:
  - o Proof of qualifications as required by New York City Health Code Sections 47.13, 47.15 and 47.17.
  - o Statewide Central Register of Child Abuse and Maltreatment (SCR) [clearance](#)
  - o Criminal Justice Clearance ([fingerprinting](#) from the Department of Investigation)
  - o Reference Letters from the three (3) most recent employers
  - o Physical examination certificate from a licensed health care provider including required immunizations as required by New York City Health Code Section 47.33.