RESOURCE LIST FOR SUMMER CAMP PERMIT APPLICANTS

Bureau of Child Care Borough Offices
For any questions, contact the office in the borough where your Summer Camp is located. Walk-in hours at all offices are Tuesday through Thursday, 9 a.m. to 4 p.m., or by appointment. For more information, you can also visit www.nyc.gov/health/camps.

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

Brooklyn Office
195 Montague Street, 4th floor
Brooklyn, NY 11201
Tel: (718) 222-6390 or (718) 222-6399
Fax: (347) 396-8957

administrative Office
125 Worth Street, Room 315
New York, NY 10013
Tel: (646) 632-6100 | Fax: (347) 396-8054

How to Search for a Certificate of Occupancy or Apply for a Letter of No Objection
To search for an existing Certificate of Occupancy, visit www.nyc.gov/buildings.
To amend or apply for a Certificate of Occupancy or Letter of No Objection, go online to http://www1.nyc.gov/site/buildings/about/forms.page. You can also visit one of the following NYC Department of Buildings borough offices:

Manhattan
280 Broadway, 3rd Floor
Tel: (212) 393-2614

Bronx
1932 Arthur Avenue, 5th Floor
Tel: (718) 960-4710

Staten Island
10 Richmond Terrace, Borough Hall, 2nd Floor
Tel: (718) 420-5400

Brooklyn
210 Joralemon Street, 8th Floor
Tel: (718) 802-3675

Queens
120-55 Queens Boulevard
Kew Gardens
Tel: (718) 286-7620

How to Get an FDNY Certificate of Fitness
A valid Certificate of Fitness is required for operators to conduct summer camps in New York City. One employee at a summer camp program must hold a Certificate of Fitness for Fire Alarm Systems and other Related Systems, also called “S-95” as well as a Certificate Fitness for the Fire Drill Conductor – “F-07/W-07”. The NYC Fire Department issues Certificates of Fitness by written examinations to applicants. 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, see the FDNY Certificate of Fitness FAQ Brochure, visit http://www.nyc.gov/fdny or call (718) 999-1988 or (718) 999-2504.
New York State Sex Offender Registry

Article 13-B of the Public Health Law requires children’s Summer Camp operators to determine whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services Sex Offender Registry. Operators must complete checks of the Registry prior to the day the employee or volunteer starts work at the camp. Operators must conduct these checks for all employees and volunteers each year prior to their arrival at camp. This law applies to all children’s Summer Camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camps, regardless of their job title/responsibilities or employment status (full or part-time). For more information about the Division of Criminal Justice Services Sex Offender Registry, call (518) 457-3167 or visit http://www.criminaljustice.ny.gov/nsor/800info_cds_submit.htm.

Health Academy

Summer Camp programs that prepare and serve food on site, must have a supervisor of food preparation and service complete the 15-hour Food Protection Certificate course. To register for the 15-hour course, visit http://www1.nyc.gov/site/doh/business/health-academy/food-protection-online-free.page. If food is catered by a permitted or licensed establishment, or if food is transported to a camp from the NYC Department of Education’s Summer Feeding Program a supervisor must have completed the 4-hour Soup Kitchen and Summer Camp Workers food protection course. To register for the 4-hour course, call 311.

Additional Resources

Other New York City Agencies
Call 311, or (212) NEW-YORK from outside NYC, for information about government services. You can also visit 311 online at www.nyc.gov/311.

NYC Department of Health — Office of Public Health Engineering
For information on getting pool safety approval for a camp-grounds swimming pool, call (718) 310-3717.

NYC Department of Youth & Community Development — Summer Youth Employment Program
For information on becoming a worksite for Summer Youth Workers call the Summer Youth Hotline at (800) 246-4646.

NYC Department of Education School Foods Services — Summer Feeding Program
For information on getting food through the Summer Feeding Program, call (718) 707-4380 or (718) 707-4383. You can also register by visiting www.schoolfoodnyc.org.

NYS Worker’s Compensation Board
For information on getting worker’s compensation and disability insurance for paid workers, call (877) 632-4996 or visit http://www.wcb.ny.gov/.

Mandated Reporter Resource Center
Free online training on child abuse and maltreatment is available at https://www.nysmandatedreporter.org/TrainingCourses.aspx

Child Abuse:

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, camp directors and others. See the Mandated Reporter Summary Guide (PDF) for more information.

To report suspicions of child abuse or neglect, call (800) 635-1522 or 311. If a child is in immediate danger, call 911.