

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 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: (347) 854-1971 or (347) 854-1972
Fax: (347) 396-8960

Brooklyn Office

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

Queens Office

90-27 Parsons Boulevard, Suite 300
Jamaica, NY 11432
Tel: (718) 553-3981
Fax: (347) 396-8955

For questions about **Family Shelter-based Drop-off Child Supervision** programs, please contact (646) 632-6100.

How to Search for a Certificate of Occupancy

To search for an existing Certificate of Occupancy (CO) or to amend or apply for a CO or Letter of No Objection (LNO), visit the **NYC Department of Buildings** website: www.nyc.gov/buildings.

How to Obtain a Certificate of Fitness

The NYC Fire Department issues Certificates of Fitness by providing written examinations to applicants. A valid **Certificate of Fitness for Fire Alarm Systems and other Related Systems (S-95)** must be held by one employee at the child care center and a **Certificate of Fitness for the Fire and Emergency Drill Conductor (F-07/W-07)** must be held by one employee at pre-school programs (ages 2-5). The certificates are valid for three years, and must be renewed by the expiration date. 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 Schedule a Fingerprint Appointment for Criminal History Clearance

To schedule a fingerprint appointment, visit: <http://www1.nyc.gov/site/doi/offices/fingerprint-unit.page> or call (212) 825-5960. Each staff member must complete a written consent form for fingerprinting. Please contact the BCC Borough Office for the Fingerprinting Identification and Authorization (FPIA) forms. Two (2) forms of ID also are required. For more information, visit: **NYC Department of Investigation**: www.nyc.gov/doi.

How to Submit a State Central Register (SCR) for Child Abuse and Maltreatment Clearance Form

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.

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 <https://a816-healthpsi.nyc.gov/ChildCare/ChildCareList.do>

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: 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. The Consortium also operates the NYC Infant Toddler Resource Center. 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
www.dccnyinc.org

The Committee for Hispanic Children and Families

75 Broad Street, Suite 620
New York, NY 10004
Tel: (212) 206-1090
www.chcfinc.org

Chinese American Planning Council

165 Eldridge Street
New York, NY 10002
Tel: (212) 941-1828
www.cpc-nyc.org

Child Development Support Corporation

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

Contracting with Other NYC Agencies for Child Enrollment

The NYC Administration for Children's Services 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. To learn more, visit: www.nyc.gov/acs.

Department of Education (DOE) Division of Early Childhood Education

The Department of Education's (DOE) Division of Early Childhood Education provides high quality educational programs for three and four year olds. [Pre-K for All](#) (four-year-olds) is available throughout New York City. [3-K for All](#) (three-year-olds) is available in certain Community School Districts. Providers interested in partnering with the DOE to provide pre-K or 3-K become prequalified on [HHS Accelerator](#), the online platform through which Requests for Proposals (RFPs) are released. Once you are prequalified in the HHS Accelerator system, you will see past and current RFPs released by the DOE's Division of Early Childhood, as well as RFPs from other city agencies working with childcare providers. Becoming prequalified in HHS Accelerator will ensure that you are among the first to know about future Pre-K and 3-K for All RFPs, as well as RFPs from other city agencies that work with childcare providers. Please e-mail the HHS Accelerator helpdesk at help@mocs.nyc.gov if you have questions or would like more information about creating an account and becoming prequalified. If you have additional questions, contact: (212) 374-0351 or e-mail: earlychildhood@schools.nyc.gov.

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**.