

## What School-Based Child Care Providers Should Know

School-based child care providers are located within or are part of a school, and provide instruction to children aged 3 through 5. School-based child care centers are regulated by [Article 43](#) of the New York City Health Code, New York State Education Law, and New York City Fire and Building Codes. The New York City Health Department inspects school-based child care sites annually to make sure they are in compliance with the Health Code.

### Notice of Filing

You must submit a Notice of Filing [online](#) when establishing a new school that provides instruction and care to children aged 3 through 5.

After receiving the Notice of Filing, the Health Department will issue you a Certificate of Filing. You can submit an online request to change this certificate if there is:

- A change in contact information
- A change in the principal or education director
- An error in the original Certificate of Filing

### Before an Inspection

- Have on file all [required](#) medical records for all children in your care
- Have on file all required staff records, including files related to:
  - Fingerprinting
  - Criminal record review
  - Staff [epinephrine auto-injector](#) training: At least one staff person who is trained to recognize anaphylactic shock and administer epinephrine must be on site at all times. *See other Required Trainings listed in table below.*
- Have two epinephrine auto-injectors on-site.
- Maintain the required staff-to-child ratios described in [Article 43](#).
- Keep the facility clean, including kitchens, classrooms and bathrooms.
- If you prepare food on-site, always store, prepare and serve food according to [Article 81](#) of the Health Code, including:
  - Having a valid food-service establishment permit
  - Maintaining hot and cold food holding equipment
  - Purchasing food from approved sources
  - Having a food-service supervisor with a [Food Protection Certificate](#) on duty
- Ensure that drinking water from all faucets and fountains does not contain elevated lead levels:
  - Test all drinking water using a Health Department–approved protocol, within 60 days of submitting a Notice of Filing.
  - Submit and receive approval for a Corrective Action Plan if any test result is at



- or above 15 parts per billion (ppb) and take corrective action.
- Retest each faucet and fountain every five years.
- If you have questions concerning testing protocols or corrective actions, call the Bureau of Child Care at 646-632-6100.
- Ensure that your facility is free of peeling lead-based paint. Peeling paint of unknown lead content is assumed to be lead-based.

**After an Inspection**

Following a Health Department inspection, the inspector will provide you with an electronic report of any violations observed and the dates by when you must correct them. If a compliance inspection is required, an inspector will make a follow-up visit. If you fail to comply with the Health Code, you will be issued a Notice of Violation, subject to fines.

**Training and Professional Development**

The [Aspire Registry](#) is New York State’s online system that supports early childhood professionals. The Aspire Registry allows staff to keep track of training and other professional development activities.

**The following trainings are required.** The first table below indicates who must be trained, along with some, but not all, of the approved trainers. **Training certificates must be current and submitted to the Aspire Registry.**

Training Topic	Required For	Trainer Information
Allergic Reactions	All teaching staff	<a href="#">Professional Development Program (PDP) Early Childhood Education and Training Program</a> Course: Foundations in Health and Safety E-learning
Epinephrine Auto-Injectors	At least one staff person who is trained to administer an epinephrine auto-injector must be on-site at all times	<ul style="list-style-type: none"> <li>• <a href="#">Code Ana Program</a>: 434-924-5310</li> <li>• <a href="#">American Red Cross Anaphylaxis and Epinephrine Auto-Injector</a>: 800-733-2767</li> <li>• <a href="#">PDP Medication Administration Training</a>: 518-442-6575</li> </ul> Course: Type “stock epinephrine auto-injectors” into the search field to find the training titled “Emergency Medication Administration Overview INCLUDING Stock Epinephrine Auto-Injectors”



Recipients of the Child Care Development Block Grant funding must train their staff on the topic areas listed below.

Training Topic	Required For	Trainer Information
<b>Emergency Preparedness</b>	All staff	<a href="#">PDP Early Childhood Education and Training Program</a> Course: Foundations in Health and Safety E-learning
<b>Shaken Baby Syndrome and Sudden Infant Death Syndrome (SIDS)</b>	All staff	<a href="#">PDP Early Childhood Education and Training Program</a> Courses: Preventing Sudden Infant Death Syndrome and Promoting Safe Sleeping; Prevention and Identification of Brain Injuries, including Abusive Head Trauma (AHT)
<b>Child Abuse and Maltreatment</b>	All teaching staff	<a href="#">Mandated Reporter Resource Center</a> : 800-836-0903
<b>Infection Control</b>	All teaching staff	<a href="#">American Academy of Pediatrics: Bug Busting in Early Care and Education Settings</a> : 800-433-9016
<b>Mental Health First Aid</b>	All teaching staff	<a href="#">ThriveNYC</a> : 888-692-9355
<b>Cognitive, Social Emotional and Physical Development</b>	All teaching staff	<ul style="list-style-type: none"> <li> <a href="#">PDP Early Childhood Education and Training Program</a>            Courses: Infant Brain Development; School Age Child Care; Early Intervention; Foundations in Health and Safety E-learning; Obesity Prevention         </li> <li> <a href="#">Centers for Disease Control and Prevention</a>            Course: Watch Me! Celebrating Milestones and Sharing Concerns         </li> </ul>
<b>Family Engagement</b>	All teaching staff	<a href="#">PDP Early Childhood Education and Training Program</a> Course: Family Engagement
<b>CPR and First Aid</b>	At least one trained staff person must be on-site at all times	<ul style="list-style-type: none"> <li> <a href="#">American Red Cross</a>: 212-875-2430           </li> <li> <a href="#">American Heart Association</a>: 800-AHA-USA-1           </li> </ul>