OVERVIEW OF GROUP CHILD CARE PROGRAM PERMIT REQUIREMENTS
(After the site inspection)

Operators of group child care programs must follow the regulations outlined in Article 47 of the NYC Health Code. Programs must also adhere to other applicable parts of the Health Code including but not limited to Articles 3, 11, 81, and 173.

- Once a prospective operator receives a satisfactory site viability inspection report, they must submit architectural plans prepared by a licensed architect for review by the New York City Health Department.

- Prospective operators must also obtain statements of approval from the NYC Department of Buildings and the NYC Fire Department.

- Obtain and submit test results for lead in drinking water by a New York State Environmental Laboratory Approved Program (ELAP) and a Lead-Based Paint Inspection Report from an EPA certified lead inspector or Risk Assessor.

- Submit a Written Safety Plan, which will include:
  - Lost Child Plan
  - Health Care Plan
  - Emergency Evacuation Plan
  - Safe Sleep Plan (infant/toddler programs)

- All child care programs must have an Educational Director who is certified as a NYS Early Childhood Education Teacher (birth to grade 2) with two years of teaching experience.

- Obtain staff clearances:
  - Fingerprinting by Department of Investigation (DOI)
  - Child abuse and maltreatment by the New York State Central Register (SCR)
  - Reference letters from three most recent employers
  - Staff physical examination certificates

- Obtain certificates of workers’ compensation and disability benefits insurance.

- Required training:
  - Child Abuse and Maltreatment – all staff
  - Prevention of Infectious Disease – all teachers
  - CPR and First Aid – at least 1 staff on site at all times
  - Sudden Infant Death Syndrome and Shaken Baby (infant/toddler programs) - Infant/toddler and night care staff
  - Food protection certificate – supervisors of food preparation and service
  - Emergency procedures training – all staff

- Program will receive a subsequent inspection of the facility for compliance with any outstanding requirements.