



## School Based Child Care Certificate Filing Procedures at a Glance BUREAU OF CHILD CARE (BCC)

- Step 1:** Obtain State or City Department of Education confirmation documentation for the existence of your elementary or higher education school
- NYC Department of Education Curriculum Equivalency
  - NYS Board of Regents Registration
  - NYC/NYS School Charter
  - State Department of Education BEDS Code
- Step 2:** When you find a site for the preschool:
- Go online to [www.nyc.gov/dohmhpermits](http://www.nyc.gov/dohmhpermits)
  - Create an account by clicking on “New User” in the login box
  - Login using your new “User Name” and password
  - Register your account
  - Request a PIN if you don’t have one already
  - Complete online application
- Submit school confirmation documentation
  - Submit the *Site Inspection Request Form*
  - Apply as fee exempt
  - BCC will schedule and conduct a site viability inspection.
  - You must have an operating elementary or higher grade school with children of compulsory education age (6-16) currently enrolled for your School Based Child Care Preschool to be found viable. Non viability shall require you to apply for and obtain a Group Child Care Permit pursuant to Article 47 of the Health Code.
- Step 3:** Once your site is determined to be viable by a Public Health Sanitarian (PHS), submit the certificate of Occupancy for your site
- Space must be have an Occupancy Group approved for Educational Use
  - Assure one (1) child-size toilet and one (1) child-size sink of appropriate size is provided per every 50 children.
  - Separate staff toilet required on premises (can be the Handicap accessible toilet).
  - Two means of egress to public way required; interior fire alarm maybe required
- Step 4:** **A)** If you have not conducted a Lead-Based Paint test using X-Ray Fluorescent (XRF) method, your school will be designated as having paint of unknown lead content and assumed to contain lead.
- You shall be required to conduct and submit an annual survey of all painted components describing their condition and all repairs made.
  - All work on painted surfaces shall be conducted in accordance with Health Code §173.14
- (NOTE: For buildings constructed after 1978, the lead-based paint test may not be required. Instead, submit only proof of the construction date (e.g. a notarized letter from the building owner with construction date), the C of O with the construction date, and the Material Safety Data Sheet(s) for all paint in the facility).
- B)** Conduct water test for lead content using EPA 3T testing protocol for all faucets and fountains. Submit report of Lead Test for Drinking Water in faucets/ fountains to the BCC through your account. Testing must be done within 60 days of filing and every five years thereafter.

**(NOTE: Lead testing may take up to 30 days.)**

- Step 5:** Install approved window guards or window opening limiting devices on all windows in child accessible spaces.
- Step 6:** Generate your written Safety Plan and maintain a copy on site.
- Step 7:** Interview and hire qualified staff: Teachers, and Assistant Teachers
- Step 8:** Conduct Staff Screening; obtain References, Medicals, and Insurance:
- Fingerprinting by the Department of Investigation (DOI)
  - Letters of Reference from three (3) most recent employers
  - Staff physical examination certificates
  - Workers' compensation and disability benefits insurance.

*Please review [Article 43 of the New York City Health Code](#) for all operational requirements at [www.nyc.gov/health](http://www.nyc.gov/health).*