

**ARTICLE 43 SCHOOL-BASED
PRE-SCHOOL INSTRUCTIONAL PROGRAM**

NOTICE of FILING

Article 43 filing requirements apply to pre-kindergarten and kindergarten programs of instruction provided for children ages three through five that are located within a school, or that are part of a school. Being “part of a school” means that there is identical ownership, operation, management and control of kindergarten and pre-kindergarten classes for children ages three through five and all other classes provided by the school. All educational or other programs, regardless of whether they are located within, or are part of an elementary or other school, that are intended for and attended by children younger than three years of age shall be deemed child care services and the person in charge of a school shall not provide care for such children unless such programs have been issued a permit by the Commissioner pursuant to Article 47 of this Code.

PRE-SCHOOL INFORMATION

(CLEARLY PRINT FILING INFORMATION BELOW AS THIS INFORMATION WILL BE PRINTED ON YOUR FINING CERTIFICATE ONCE APPROVED.)

PRE-SCHOOL NAME: _____

STREET ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

Person in Charge in School & Title: _____

(Examples: Contact, Head of School, Principal, Director, Education Director, Administrative Director, or Executive Director)

TELEPHONE NO.: _____ **E-MAIL ADDRESS:** _____

FLOOR(S) OF OPERATION: _____

ROOM NOS. OR NAMES: _____

DAYS OF OPERATION: _____

Hours of OPERATION: _____

AGE RANGE OF CHILDREN SERVED: FROM _____ **YRS.** _____ **MONTHS, TO** _____ **YRS.** _____ **MONTHS**

NUMBER OF CHILDREN 3-5 YEARS OF AGE: _____ **NUMBER OF CHILDREN 6-10 YEARS OF AGE:** _____

NUMBER OF CHILDREN 10-14 YEARS OF AGE: _____ **NUMBER OF CHILDREN 14-16 YEARS OF AGE:** _____

NUMBER OF CHILDREN 16 YEARS OF AGE: _____

GOVERNING ELEMENTARY OR HIGHER GRADE SCHOOL INFORMATION (AKA PARENT SCHOOL)

(PRINT FILING INFORMATION CLEARLY.)

NAME OF SCHOOL: _____

SCHOOL ADDRESS: _____

DATES FOR THE SCHOOL YEAR FOR GOVERNING SCHOOL:

SCHOOL YEAR START DATE: _____ SCHOOL YEAR END DATE: _____

CONTACT PERSON: _____ TITLE: _____

TELEPHONE NO.: _____ E-MAIL ADDRESS: _____

PLEASE PROVIDE ONE OF THE FOLLOWING:

NYC DEPARTMENT OF EDUCATION CURRICULUM EQUIVALENCY : _____

NYS BOARD OF REGENTS REGISTRATION: _____

NYC/NYS SCHOOL CHARTER: _____

STATE EDUCATION DEPARTMENT BEDS CODE: _____

LEGALLY RESPONSIBLE ENTITY OR SPONSORING AGENCY

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

CONTACT: _____ TELEPHONE NO: _____

DOES A PERMITTED CHILD CARE SERVICE OPERATE AT THE PRE-SCHOOL OR SCHOOL SITE ADDRESS?

Yes

No

IF YES: PLEASE IDENTIFY THE PROGRAM NAME AND PERMIT NUMBER:

NAME: _____

PERMIT NO.: _____

DOES THE SCHOOL BASED CHILD CARE PROGRAM OR ASSOCIATED SCHOOL PROVIDE A FOOD SERVICE TO STUDENTS?

Yes No IF YES: PROGRAM REQUIRED TO HAVE OR OBTAIN A DOHMH FOOD SERVICE PERMIT

DOHMH FOOD SERVICE PERMIT # _____

DOES THE SCHOOL PARTICIPATE IN ACS'S EARLY LEARN PROGRAM?

Yes No IF YES: PLEASE IDENTIFY THE EARLY LEARN PROGRAM NAME AND PERMIT NUMBER:

NAME: _____

PERMIT NO.: _____

DOES THE SCHOOL PROVIDE HEAD START CLASSES WHERE THE HEAD START FUNDS ARE MANAGED THROUGH ACS?

Yes No NUMBER OF CHILDREN ENROLLED: _____

DOES THE SCHOOL PROVIDE HEAD START CLASSES WHERE THE FUNDING IS PROVIDED DIRECTLY FROM THE FEDERAL HEAD START PROGRAM TO THE SCHOOL?

Yes No NUMBER OF CHILDREN ENROLLED: _____

DOES THE SCHOOL PROVIDE UNIVERSAL PRE K (UPK) CLASSES?

Yes No IF YES: PLEASE PROVIDE THE FOLLOWING INFORMATION.

HALF DAY FULL DAY

NUMBER OF CHILDREN ENROLLED: _____

IDENTIFY UPK CLASSROOMS: _____

DOES THE SCHOOL BASED CHILD CARE PROGRAM ACCEPT ACS VOUCHERS?

Yes No IF YES: PROGRAM IS REQUIRED TO ENROLL WITH NYS OFFICE FOR CHILDREN AND FAMILY SERVICES. COMPLETE FORM OCFS-LDSS-4700

FORM MAY BE OBTAINED AT: [HTTP://WWW.OCFS.STATE.NY.US/MAIN/CHILDCARE/CHILDCARE_FORMS.ASP](http://www.ocfs.state.ny.us/main/childcare/childcare_forms.asp)

SUBMIT FORM TO WHEDCO LEGALLY EXEMPT UNIT, 50 EAST 168TH STREET BRONX, N.Y. 10452

NOTICE FILED BY (PRINT NAME): _____

TITLE: _____

SIGNATURE OF FILER: _____ FILING DATE: _____

A new NOTICE OF FILING must be submitted whenever there has been a change in the location of, or contact information for a school providing classes for children ages three through five and whenever a new school providing such classes is established.