

Starting a Day Care Business

This fact sheet provides information and resources for starting a day care center.

There are five types of child-care in New York City broken down by age and number of children in care. Following is a chart outlining the differences between the types and what is needed for each.

Type	# of Children	Ages of Children	Regulations	Authority	Inspections
Group Day Care	7 or More	Birth to 6 Years	<u>License</u> Article 47 NYC health Code	NYC DOH Bureau of Day Care	DOH Required
School-Age Child Care	7 or More	5 Years to 13 Years	<u>Registration</u> Part 414 State Code	State NYC DOH Bureau of Day Care	DOH 20% Random Sample 100% Physical Facilities
Group Family Day Care	7 to 12	6 Weeks to 12 Years	<u>License</u> Part 416 State Code	State NYC DOH Bureau of Day Care	DOH Required 100% New Providers
Family Day Care	3 to 6	6 Weeks to 6 Years	<u>Registration</u> Part 417 State Code	State NYC DOH Bureau of Day Care	DOH 20% Random Sample + School-Age
Informal Care (Babysitting)	1 to 2	Any Age	<u>None</u>	State NYC DOH Bureau of Day Care (Complaints only)	If complaint made, Advisory visits made by DOH (No enforcement)

Overview of Requirements

The NYC Department of Health (DOH) regulates the care of children up to six years of age in groups outside their home in order to protect their health, safety and well-being. These regulations are set forth in the New York City Health Code, and they are enforced by the DOH's Bureau of Day Care. A DOH permit to operate a day care is required for all programs with more than six children who are up to six years of age. A special permit is required for day care services with children under two years of age. DOH's Bureau of Day Care will assist people trying to obtain a permit and guide them through the process as well.

The Code sets minimum standards for:

- Physical space
- Equipment
- Program/group size
- Teacher/child ratios
- Educational background of teaching personnel and director
- Health examinations and immunization schedules for staff and children
- Food service

- Admissions policies
- Transportation

The Code also provides that:

- All day care service staff be screened. This process includes fingerprinting to permit review of any criminal records, inquiry of the New York State Central Child Abuse and Maltreatment Register, and reference checks with each of the three most recent employers
- The premises must have the written approval of the Fire Department, Buildings Department and the Health Department

Enforcement

The Bureau provides regular monitoring of day care services to insure continued compliance with the Health Code by visiting the premises with or without prior notice. Any violations found must be corrected before a permit can be issued or renewed.

Licensing Procedures at a Glance

Step 1	Attend Preliminary Session at Local Borough Office (see below)
Step 2	When you find a possible site for Day Care notify Office for PHS inspection
Step 3	Submit your preliminary plans/blue prints for review and approval to Day Care Office
Step 4	Obtain Lead Test Inspection Report–use XRF method only
Step 5	Work towards obtaining Buildings Department Approval (Certificate of Occupancy or Letter of No Objection for children under 6 years)
Step 6	Request for Fire Department inspection through Day Care office (If more than 30 children, an interior fire alarm system is required; if applying for infant/Toddlers-sprinkler system required)
Step 7	Assure you have 30 square foot wall-to-wall classroom space per child consider age/group size limits)
Step 8	Assure (1) one child sized toilet (10 to12 inches from finish floor) and (1) one child sized sink (22 to 24 inches from finish floor) per 15 children
Step 9	Separate staff toilet required on premises (Could be the handicapped toilet)
Step 10	Interview and hire staff, confer with your early childhood consultant <ul style="list-style-type: none"> • Qualified Educational Director or Teacher Director • Qualified Teachers • Assistant Teachers
Step 11	Assure Staff Screening <ul style="list-style-type: none"> • Fingerprinting by Department of Health • Child Abuse Screening • Three Letters of References
Step 12	Obtain staff and children’s medicals

Step 13 All PHS violations must be cleared prior to licensing

Step 14 Submit appropriate application forms and required documents

Step 15 Register for Code-mandates institute training

DOH will assign an Early Childhood Consultant to assist you in the process of starting your day care center.

New York City Department of Health, Bureau of Day Care (Main Office)

Phone: 311

TTY number: (212) 504-4115

Website: <http://www.nyc.gov/html/doh/html/dc/dc.shtml>

Grants/Funding

You may be eligible for funding. If you are interested in obtaining funding to start or expand a day care center or school age child care program, you can apply to the Office of Children and Family Services for a grant application.

Office of Children and Family Services (OCSF)

Child Care Professional Retention Program:

Website: <http://www.ocfs.state.ny.us/>

Referrals to Day Care Resources

The day care resources listed below provide information about start up financing, program designs, referrals, insurance, budgeting, record keeping, zoning, and child and adult care food program.

Child Care, Inc

Website: <http://www.childcareinc.org/>

Child Development Support Corporation

Website: <http://cdscnyc.publishpath.com/>

Asian Child Care Resource and Referral of the Chinese-American Planning Council

Website: <http://www.childcarecpc.org/>

Committee for Hispanic Children & Families

Website: <http://www.chcfinc.org/>

Day Care Council of New York, Inc.

Website: <http://www.dccnyinc.org/>

Local Development Corporation of East New York

Website: <http://www.eastbrooklyn.org/>

Business Outreach Center Network, Inc.

Website: <http://www.bocnet.org/>