

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.