

Bureau of Child Care

Application Procedures for School Based Child Care Certificate

- 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:** New applicants must first *Register for an Account* at www.nyc.gov/dohmhpermits. After completing registration:
1. Login to your account at www.nyc.gov/dohmhpermits.
 2. Click "Apply New/Link PIN"
 3. Click "Click here to Apply New or Link PIN"
 4. Read and accept the terms and click "Continue"
 5. Click on the "Child Care" drop down arrow
 6. Select "School-based Child Care (SBCC) Fee Exempt Permit Process"
 7. Complete all required fields in Steps 1-4
 8. When prompted to (in Step 5), then click "upload document" to upload a copy of your government ID.
 9. Complete all the remaining steps until record is created.
 10. You will receive an e-mail confirmation and a new record will be created.
 11. Go to "My Records (Renew/Amend)" to see your new record with an 8-digit ID number, e.g. "55555555"
 12. After completing all the steps online, you will receive a confirmation email. A new record with an 8-digit Record ID/Accela number will appear in your My Records tab. E-mail your SBCC Notice of Filing Application, Certificate of Occupancy/Letter of No Objection and a copy of your curriculum/charter/regents (if applicable) to childcareinfo@health.nyc.gov.

Note: 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:** Your program must undergo a pre site-inspection to ensure the facility is suitable for child care service
- 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 certificate of occupancy with the construction date, and the Safety Data Sheet(s) for all paint in the facility).

B) Conduct water test for lead content using Department of Health and Mental Hygiene approved 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 as a prerequisite for 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:

- CBC clearance for staff: B-Series Application and Fingerprinting by IdentoGo
- Letters of Reference from three (3) most recent employers
- Staff physical examination certificates and immunization records
- 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.