

Licenses, Certification, and Permits

Pre-K for All providers must comply with the licensing and permitting requirements of their Licensing Agency, the NYC Department of Buildings, and the Fire Department of New York (FDNY).

What You Need to Know

LICENSES AND PERMITS

Your program is required to have the appropriate operating permit/license from your site's Licensing Agency.

Provider Type	Licensing Agency/Permit
Child-Care Centers (Article 47 Providers)	NYC Department of Health and Mental Hygiene ("DOHMH") Article 47 Child Care Services Permit
Group Family Day Care (GFDCs)	NYS Office of Children and Family Services (OCFS) Group Family Child Care License
School Based Providers (Article 43 Providers)	NYC Department of Health and Mental Hygiene ("DOHMH") Article 43 School-Based Filing Certificate for Children Ages 3 through 5

DEPARTMENT OF BUILDING CERTIFICATES

Your Pre-K for All site must receive one of the following from the NYC Department of Buildings certifying that your Pre-K for All site may be used as a Child-Care Center:

- A Certificate of Occupancy or
- A Temporary Certificate of Occupancy* or
- A Letter of No Objection

*If you have a Temporary Certificate of Occupancy, you must ensure that you update your certificate before the expiration date (normally within 90 days).

If for any reason your Certificate of Occupancy, Temporary Certificate of Occupancy, or Letter of No Objection is cancelled, revoked, or expired, the DECE may immediately suspend your program's Pre-K for All services.

PROCEDURES TO FOLLOW IF YOUR LICENSE OR PERMIT IS SUSPENDED OR REVOKED

In the event your applicable DOHMH, OCFS, or DOB license or permit is suspended, deemed void, or revoked, including loss of facility for any reason, you must **immediately**:

1. Inform your DECE Field Office
2. Remedy any violations
3. Obtain a new license or permit

Under no circumstances may children attend Pre-K for All in a program that does not have all required licenses or permits. If your licensing agency suspends or revokes your license or permit, Pre-K for All services are also suspended or revoked.

If you wish to move from the facility or room stated in your contract, you must receive prior approval from your licensing agency and the DECE. If you are granted permission to move facilities or rooms, you must notify all participating families in writing at least 60 calendar days in advance. The DECE will determine if the new location meets the standards of the Pre-K for All program (e.g. demand and health & safety).

FDNY INSPECTIONS

You will receive an annual FDNY inspection from your local fire department. Fire department approvals must be kept on-site.

If an inspection reveals a violation, a copy of the report must be sent immediately to your designated DECE Field Office. You must correct the violation within the required period of time.

REPORTING OF VIOLATIONS

FIRE AND BUILDING CODE VIOLATIONS

You must disclose all fire and building code violations issued with respect to space used by Pre-K for All operations (i.e. Pre-K for All classrooms) to your designated DECE Field Office and your licensing agency immediately. This includes all common areas of facilities used by students (i.e. cafeterias utilized by Pre-K for All students).

You must immediately start to correct any Building and Fire Code violations and complete corrections within the time stipulated in the Building and Fire Code.

LICENSING AGENCY VIOLATIONS

Child-Care Centers and School Based providers must report any safety violations designated as a “public health hazard,” and Group Family Day Cares must report any safety violations designated as an “imminent danger” to their designated DECE field office immediately after receiving notice of the violation.

You must immediately start to correct any violations and complete corrections within the required timeframe set by DOHMH or the New York State OCFS.

INSURANCE

You must obtain and maintain all required insurance, as stated in your Pre-K for All contract and/or EarlyLearn NYC contract.

Please contact your designated DECE Field Office or ACS Operations Manager if you have any questions regarding insurance requirements.
