

Every Child Care Program Can Perform Well

The New York City Health Department now issues and requires all group child care programs to publicly post a performance summary card. This card displays important information about your program and its performance. Follow the steps below to avoid commonly cited violations. For more detailed information, visit nyc.gov/health/childcare.

Hire staff with required qualifications

- Staff the classrooms only with teachers who have the required qualifications for the age group they supervise.
- Be sure to have a qualified educational director. This person is responsible for training staff, developing the educational curriculum, monitoring the emotional and cognitive development of enrolled children, and supervising teaching staff.

Keep records showing that all staff have needed clearances

- Obtain and file written consents for fingerprinting, screening by the Statewide Central Register of Child Abuse and Maltreatment (SCR), and criminal background checks for anyone who might have unsupervised contact with children. File all clearances and contact the Health Department if any findings require notification.
- Obtain and file completed Mandated Reporter training certificates.
- Obtain and file certificates of medical clearance from licensed health care providers stating that staff can perform their duties.
- Make sure that SCR screenings, medical clearances and Mandated Reporter training certificates are updated every two years.

Supervise children at all times

- Maintain the minimum staff-to-child ratios. The number of staff depends on the age of the children.
- Make sure a qualified staff person has a clear line of sight of all children at all times.

Keep records showing that all enrolled children have needed medical clearances

- Prior to admission, provide parents with the child health examination form to be completed by the child's health care provider.
- Review each child's medical record before their first day, making sure that each child had a complete check-up, including a physical exam, required immunizations, nutritional evaluation, lead screening and developmental assessment.

Maintain a clean facility

- Keep all indoor and outdoor rooms, play areas, furniture and equipment clean and in good condition.
- Clean floors either at the start or end of each day.
- Provide sinks with hot (not exceeding 115°F) and cold running water near all toilets. Make sure that staff and children wash hands before and after using the toilet or changing diapers.

Be prepared in case of fire

- Maintain working, approved and inspected fire extinguishers.
- Properly install and maintain an interior fire alarm system.
- Conduct at least one fire drill per month and keep drill records, noting the date, time, number of participants and outcome.
- Post clear and visible exit signs, and make sure exits are unobstructed, or clear of obstacles, at all times.