

Date Added to Safety Plan: _____

Safety Plan Worksheet: Core Hours and Education Director Designee

Operator or education director should complete this form to identify your program's core hours and education director designee. The completed worksheet must be included with your program's safety plan for compliance. For more information about these requirements, visit nyc.gov/health/gcc.

Child Care Program Information

Program Name: _____

Address: _____

City: _____ ZIP Code: _____

Telephone Number: _____

Hours of Operation: _____

Core Hours of Operation: _____

Education Director Name: _____

Education Director Designee

Staff listed in this table can serve as an education director designee in the absence of the education director. Use additional pages as necessary.

Group Teacher Name	Assigned Classroom	Work Schedule

Describe the procedure for notifying staff when there is an education director designee: