Opening a Licensed/Registered Child Day Care Program

NEW YORK STATE | **Office of Children and Family Services**

This overview can help you understand the process to become a licensed or registered child day care program in New York State, except for the operation of a day care center in New York City.

To get more information about operating a day care center in New York City, contact the New York City Department of Health, Bureau of Day Care, phone: **311**, TTY number: **(212) 504-4115**, or go to the website: https://www1.nyc.gov/nycbusiness/description/group-child-care-center-permit

The process to become a licensed or registered child day care provider generally involves eight steps.

1	Complete the online orientation available at ocfs.ny.gov and at many child care resource and referral agencies across the state. Orientation will help you understand the different types of child care programs and requirements of those programs.
2	Request an application through the link at the end of orientation.
3	At any time, you can contact the OCFS regional office staff for help. Establishing an open relationship with your licensor can help you save money, time and get your program off to a great start.
4	Complete the application. This includes completing forms, understanding the requirements of regulations, and may include third party inspections of the potential child care site. The types of inspections needed depend on the type of program you want to open, and where the program will be located. More information is included in the application book, and from OCFS regional office staff.
5	Submit the application. Sending in a complete application package is highly recommended and can speed up the licensing/registration process.
6	An OCFS representative will complete an inspection. Who does the inspection depends on the type of program you want to open, and where the program will be located.
7	If approved, OCFS will mail a license or registration to you.
8	Open your program.

Visit our Website: ocfs.ny.gov/main/childcare/becomeaprovider.asp

Resources

OCFS website: ocfs.ny.gov

The site includes links to many resources including orientation, regulations, contact numbers for regional offices and child care resource and referral agencies, and other information for potential child care providers.

OCFS Regional Offices

OCFS staff can help to clarify the process and answer questions. Establishing an open relationship with your licensor can help you save money, time and get your program off to a great start.

You can find out which regional office covers your area by calling **518-474-9454**, or use the list below.

Early Care and Learning Council: earlycareandlearning.org

The site includes a list of all child care resource and referral (CCR&R) agencies in New York State. They offer a variety of resources for those thinking about opening programs.

Albany Regional Office - (518) 402-3038

Serving these counties: *Albany, Clinton, Columbia, Delaware, Essex, Franklin, Fulton, Greene, Hamilton, Montgomery, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, Washington*

Buffalo Regional Office - (716) 847-3828

Serving these counties: *Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming*

Long Island Regional Office - (631)-240-2560

Serving these counties: *Nassau and Suffolk*

New York City Borough Offices

Bronx
Group Child Care: (718) 579-7775
Home-based & School-age Child Care: (718) 410-3903 or (718) 579-7771

Brooklyn
Group Child Care: (718) 222-6323
Home-based & School-age Child Care: (718) 222-6390 or (718) 222-6399

Manhattan and Staten Island
(646) 632-6305

Queens
(718) 480-2263/2265

Rochester Regional Office - (585) 238-8531

Serving these counties: *Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates*

Syracuse Regional Office - (315) 423-1202

Serving these counties: *Broome, Cayuga, Chenango, Cortland, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence, Tioga, Tompkins*

Spring Valley Regional Office - (845) 708-2400

Serving these counties: *Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester*