

COLINK VENTURE GUIDE

Your 2-K Classroom Readiness Checklist

Opening a 2-K classroom is different from opening any other room. These children are turning two, the program runs a full day and full year, and the state and city both regulate you. Work down this list, check off what is done, and flag what is not.

Know the model going in. 2-K classrooms typically run a full day, full year — confirm your approved hours. Each room has two teachers. In a center, a child offered a seat cannot attend until their second birthday, so your start dates may stagger through the fall. In a family child care setting an eligible child can start on the first day of school even before turning two.

1. Classroom environment

- ☐ Room arranged for twos: clear sightlines, defined active and quiet areas
- ☐ Furniture child-sized and anchored; no tip or climb hazards
- ☐ Diapering and toileting area set up and sanitary; handwashing sink accessible
- ☐ Napping cots or mats labeled, spaced, and stored properly
- ☐ Choking-hazard sweep done — materials age-appropriate for twos
- ☐ Cubbies and storage labeled per child
- ☐ Materials at child level, with enough duplicates for parallel play
- ☐ Outdoor and gross-motor space ready and safe

2. Health & safety

- ☐ Written safety and emergency plan complete and posted
- ☐ Stocked first-aid kit; emergency contacts and procedures visible
- ☐ Staff certified in pediatric and adult CPR/First Aid on site during all hours
- ☐ Allergy and medication protocols in place; Medication Administration Training done if needed
- ☐ Daily health-check and illness/exclusion policy ready
- ☐ Sanitation and cleaning schedule posted
- ☐ Injury and incident reporting process understood by all staff

3. Staffing & qualifications

- ☐ Two qualified teachers assigned to the room
- ☐ Background clearances complete for every adult before any contact with children — SCR, DCJS, FBI, and the NYC Staff Exclusion List
- ☐ Staff files complete: qualifications, references, health documentation where required

- ☐ Training on track: 15 hours within the first six months; 30 hours every two years, minimum five per year
- ☐ Mandated Reporter training completed
- ☐ Teacher qualifications match the ages in the room — and will still match later in the year
- ☐ Roles defined and a substitute or coverage plan in place

4. Curriculum & daily program

- ☐ Developmentally appropriate curriculum chosen for two-year-olds
- ☐ Daily schedule drafted: arrival, meals, nap, indoor and outdoor play, learning
- ☐ Predictable routines and transitions planned — twos need rhythm
- ☐ Observation and assessment approach decided
- ☐ Plan for individual needs, including Early Intervention referral awareness
- ☐ Language and bilingual supports considered for your families

5. Family & enrollment

- ☐ Enrollment paperwork ready for each child
- ☐ Parent handbook finalized and ready to share
- ☐ Family orientation and a first-day separation plan set
- ☐ Emergency contacts and authorized-pickup information collected
- ☐ Ongoing family communication method chosen

6. Operations

- ☐ Program hours confirmed as approved
- ☐ Meals and nutrition plan set; CACFP eligibility checked
- ☐ Supplies ordered and arriving before opening
- ☐ All permits and licenses current and posted

Stuck on any section?

A short consultation can get your room opening-ready fast. Book a free call at colinkventure.com

Colink Venture reference guide — general guidance only, not legal, regulatory, or professional advice. Requirements vary by program type and change over time. Always verify current requirements with NYC DOHMH and NYS OCFS. Last reviewed: August 2026.