

COLINK VENTURE GUIDE

Compliance Readiness Checklist

An inspector can walk in on any given day. This is what a well-run program has in place before that happens. If every box is checked, you are ready.

First: know which rules apply to you

New York regulates by **setting**, not one universal rulebook.

- **Family child care** (home, up to 6 children) — registered with OCFS under Part 417
- **Group family child care** (home, 7–12 with an approved assistant) — registered under Part 416
- **Small day care center** (non-residential, 3–6 children) — registered under Part 418-2
- **Day care center** (non-residential, 7 or more) — licensed under Part 418-1
- **Anywhere in the five boroughs** — a NYC DOHMH Article 47 permit sits on top
- **Head Start / Early Head Start** — federal performance standards apply as well
- **Serving 2-K or 3-K seats** — NYCPS contract requirements apply too

Centers use ratios. Home-based programs use a capacity model — total children allowed, counting your own children under a certain age — plus one caregiver for every two children under age two. Do not apply one system to the other.

Center ratios and maximum group size

- Under 6 weeks — 1:3, max group 6
- 6 weeks to 18 months — 1:4, max group 8
- 18 to 36 months — 1:5, max group 12 (NYC defines toddlers as 12–24 months at 1:5, max 10; two-year-olds under Article 47 generally 1:6, max 12)
- Three-year-olds — 1:7, max group 18
- Four-year-olds — 1:8, max group 21
- Five-year-olds — 1:9, max group 24
- NYC runs tighter in places — reported NYC maximums are around 15 for threes and 18 for fours. Check your own Article 47 permit
- **Mixed-age groups use the ratio of the youngest child in the room.** One toddler in a preschool room brings the whole group to the toddler ratio

Permits & postings

- ☐ Current OCFS license or registration on file
- ☐ NYC DOHMH Article 47 permit issued and posted
- ☐ Approved capacity and age ranges match what you actually operate

- ☐ Certificate of Occupancy appropriate for child care
- ☐ Fire and evacuation diagram and emergency procedures posted
- ☐ Most recent inspection results posted where families can see them

Staff records — every adult

- ☐ Background clearances complete and documented: SCR, DCJS, FBI, Staff Exclusion List
- ☐ Health documentation where required
- ☐ Training records current: 15-hour, 30-hours-per-two-years, Mandated Reporter, CPR/First Aid, Medication Administration if applicable
- ☐ Qualifications and references on file
- ☐ Teacher qualifications match the ages in the room, now and later in the year

Child records — every child

- ☐ Enrollment forms complete
- ☐ Health exam and immunizations current (CH-205, via the NYC Online Registry)
- ☐ Emergency contacts and authorized pickup on file
- ☐ Allergy or individual health care plans where needed
- ☐ Attendance records maintained

Health, safety & insurance

- ☐ Written safety and emergency plan in place
- ☐ Required ratios or capacity maintained at all times
- ☐ First-aid supplies stocked; certified staff on site all hours
- ☐ Medication log maintained if administering medication
- ☐ Sanitation and safe-sleep practices documented
- ☐ Fire and evacuation drills conducted and documented
- ☐ General liability insurance current
- ☐ Workers compensation and disability benefits coverage on file

Want a second set of expert eyes before an inspection?

A compliance readiness review catches what is easy to miss. 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.