

COLINK VENTURE GUIDE

Early Childhood Compliance Calendar

Compliance is not a one-time push — it is a rhythm. Use this as your recurring cadence so nothing lapses between inspections. Confirm exact frequencies with your licensor, since they vary by program type.

Every day

- ☐ Attendance recorded; sign-in and sign-out maintained
- ☐ Daily health checks on arrival
- ☐ Required ratios or capacity maintained at all times
- ☐ Sanitation and cleaning routines completed

Every week

- ☐ First-aid and supply check; restock as needed
- ☐ Lesson plans prepared
- ☐ Deeper cleaning tasks completed

Every month

- ☐ Fire and evacuation drill conducted and documented
- ☐ Safety walk-through of classrooms and outdoor space
- ☐ Staff training progress checked against the annual minimum
- ☐ Incident and injury logs reviewed

Every quarter

- ☐ Emergency and safety plan reviewed and updated
- ☐ Self-audit against the Compliance Readiness Checklist
- ☐ Staff and child files spot-checked for gaps
- ☐ Meal and nutrition records reviewed if participating in CACFP
- ☐ Ages checked against rooms — children who have aged up may change what the room requires

Every year

- ☐ License or permit renewal completed on time
- ☐ Insurance policies renewed; certificate holder correct
- ☐ Staff health documentation updated where required
- ☐ Background re-checks handled per schedule
- ☐ Policies and parent handbook reviewed and refreshed
- ☐ Child health and immunization records reviewed for currency

- ☐ Training hours reconciled: 30 hours per two years, at least five this year per person

Whenever you hire

- ☐ Background clearances complete before any contact with children
- ☐ New-hire orientation completed
- ☐ 15 hours of training scheduled within the first six months
- ☐ Qualifications confirmed against the ages they will be teaching

The trap most programs miss: a teacher with infant or toddler qualifications can lead a room of children who started younger than three — but once a child turns three, they must be in a group led by a preschool-qualified teacher. With rolling 2-K starts running into December, some of your twos will turn three mid-year. Manage enrollment and teacher qualifications together.

Want this built around your specific program and calendar?

That is exactly what a consultation sets up. 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.