



	<b>Title of Subsection</b>			
<b>Regulation #125.2</b>	<b>Building and Facilities</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	<p>Classrooms are on the first or second floor.</p> <p>Classroom floor is no more than four feet below ground level.</p> <p>Classrooms have a minimum of 35 square feet of floor space per child, exclusive of closets, toilets, kitchens, hallways, porches and storage.</p> <p>Classroom temperature is maintained at a minimum of 68 degrees, measured at three feet above the floor.</p> <p>Building, classrooms and all other space, used by the school are kept clean, sanitary, and dry.</p> <p>Floors used by the children are covered with appropriate material.</p> <p>Classrooms are well lighted and ventilated.</p>			

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<b>Regulation #125.2</b>	<b>Building and Facilities</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	<p>No more than eight children eat at a table at the same time during lunch.</p> <p>A sanitary cot and individual bed covering is available for each child who spends more than four hours per day at the school.</p> <p>There is at least one flush toilet, sanitary washbowl, and low mirror for each group of fifteen children.</p> <p>Low platforms or steps are available if facilities are not child-size.</p> <p>Separate toilet facilities are available for adults in schools that provide a lunch program.</p> <p>A sink with running water is inside or readily available to each classroom and a constant supply of hot water is available.</p> <p>Facilities for the washing of dishes and utensils are available.</p>			

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Regulation #125.2	Building and Facilities	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>Paper towels, soap, wastepaper containers, are provided to promote health and personal cleanliness.</p> <p>Garbage receptacles are of adequate size, covered, emptied daily and cleaned after being emptied.</p> <p>Trash is not stored in spaces normally occupied by children, in outdoor play areas or spaces that allow access to these areas.</p> <p>A sufficient and suitable change of clothing is available for each child. Such clothing is washed after each use.</p> <p>Outdoor play area is at least 200 square feet per child, readily accessible to the classroom and toilet facilities, free of hazards, well drained, and enclosed by wooden or wire fencing, a low wall or dense shrubbery.</p> <p>Diagrams of indoor classrooms include specific indications of where the exits, toilets, and play areas are to be located.</p> <p>All plans or designs for construction, additions, substantial modifications or changes in occupancy of buildings or parts of buildings used or to be used in the operation of a school are approved in writing by the Department.</p>			

	Title of Subsection			
Regulation #125.3	Fire and Safety Regulations	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>Schools adhere to annual inspections and recommendations of the New York State Division of Fire Safety.</p> <p>Furnace is enclosed in a fire resistant space; flammable material is not stored there. Walls, ceilings, doorframes, and self-closing doors of at least one-hour rating must also be fire resistant.</p> <p>Direct-fired or electric space heaters are not used in rooms used by the children.</p> <p>All flammable materials and any items that may be harmful to the children are kept in locked cabinets.</p> <p>There is at least two means of exit remote from each other, but immediately accessible from all rooms, on each floor used by children.</p> <p>All outside exit doors shall open outward and be lockable from the outside only in schools with three or more classrooms.</p>			

	<b>Title of Subsection</b>			
<b>Regulation #125.3</b>	<b>Fire and Safety Regulations</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	<p>All stairs used by children are made of fire resistive material or finished with fire retardant materials or coatings, are in good repair and equipped with handrails of suitable height and circumference for young children.</p> <p>Fire escapes are of stair-step construction and approaches to them are in good repair, readily accessible, and free of obstructions.</p> <p>Fire protection equipment includes fire detection, fire alarm, and fire fighting equipment, fire extinguishers, and automatic fire detection alarm systems of the heat or smoke sensing type or automatic sprinkler system in supervised and unsupervised spaces (storerooms, boiler rooms, and exit ways) within the building.</p> <p>Fire detection, fire alarm and fire fighting equipment are tested once a month and maintained in good working condition.</p> <p>All staff receives instruction in the proper functioning &amp; operation of this equipment.</p> <p>There is a written plan for immediate evacuation of all children in case of fire and for a subsequent roll call. All staff are trained as to their responsibilities in an emergency.</p>			

	<b>Title of Subsection</b>			
<b>Regulation #125.3</b>	<b>Fire and Safety Regulations</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	<p>Fire drills are conducted and documented on a monthly basis (use of alternate exits is practiced)</p> <p>Copies of the fire and health permits, certificate of occupancy, and zoning permit are maintained at the school. In NYC, the day care permit is on file in lieu of other required reports.</p> <p>A copy of the annual fire inspection report is submitted to the NYS Division of Fire Safety and one is kept on file at the school.</p> <p>Lead paint is not used on walls, window sills, beds, toys or any equipment accessible to children and, peeling or damaged paint or plaster will be repaired.</p> <p>A first aid kit is available to each classroom, maintained in a clean container, and out of the reach of children.</p> <p>Safeguards are in place to protect children from injury due to low windows, exposed pipes, hatchways, and window wells.</p> <p>Windows and doors can be opened and are equipped with safety devices and windows use screened as appropriate.</p>			

	Title of Subsection			
Regulation #125.3	Fire and Safety Regulations	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>A telephone is available for emergency use and the telephone number of the fire department is conspicuously posted at the telephone.</p> <p>Telephone numbers for securing police and medical assistance are posted near the telephone.</p> <p>Pets and other animals on the premises (indoors and outdoors) are in good health, properly cared for and suitable for young children.</p> <p>All vehicles used to transport children to and from school conform to Public Service Law, section 61, subdivision 14.</p> <p>Safety procedures, related to the arrival and departure of children, are available and all staff is informed.</p>			

	<b>Title of Subsection</b>			
<b>Regulation #125.4</b>	<b>Education Equipment</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	<p>Classrooms are arranged in clearly defined learning centers and each includes an adequate supply of developmentally appropriate materials.</p> <p>Outdoor play equipment includes permanent, well-anchored structures; as well as a variety of movable equipment and a place to store them.</p>			
<b>Regulation #125.5</b>	<b>Health</b>			
	<p>Schools comply with all local and state sanitation requirements of the county health department</p> <p>All children have a yearly physical by a physician and a dental exam by a dentist at least thirty days prior to admission to school.</p> <p>A cumulative medical record, including special exams, and immunizations, is on file for each child.</p> <p>Medication is administered by staff to children only with authorization from a physician and parent's permission.</p> <p>The phone number of each parent/guardian is accessible to staff.</p>			

	Title of Subsection			
Regulation #125.5	Health	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>A doctor provides written assurance for a child to return to school and resume normal activities.</p> <p>Written permission from parents/guardians to care for any child who has or develops symptoms of illness or injury is on file.</p> <p>Schools that operate less than three hours provide a snack for the children; and schools that operate more than three hours provide snacks and lunch.</p> <p>Lunch menus are prepared in advance, approved by a dietitian, dated, and posted in a conspicuous place.</p> <p>Children’s activities include a balance of active/quiet indoor/outdoor play, and gross/fine motor activities.</p> <p>Staff submits physical exam and tuberculin test results every two years.</p>			

	Title of Subsection			
Regulation #125.6	Staff Requirements	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>The educational director has State certification or its equivalent in early childhood education, nursery-kindergarten, or elementary education and also provides evidence of instruction and/or experience in supervision/administration.</p> <p>A group teacher must meet one of three options:</p> <p style="padding-left: 40px;">Certification as an N-6 or K-6 elementary teacher.</p> <p>1).</p> <p style="padding-left: 40px;">A two-year degree in nursery education and three years experience as a nursery school group assistant</p> <p>2).</p> <p style="padding-left: 40px;">A minimum of ten years experience as a nursery school teacher and a minimum of 20 hours of credit in early childhood education in an approved institution of higher education.</p> <p>Group assistants have a two-year degree in nursery education or substantially equivalent instruction and experience.</p> <p>Group aides have at least a high school diploma or the equivalent.</p> <p>Staff who have not completed the above requirements must submit transcripts to the Department for review and evaluation.</p> <p>Educational directors and classroom teachers not fully certified must provide a study plan to the Department yearly.</p> <p>Schools have access to professional consultants to assist children and families with special needs.</p>			

	Title of Subsection			
Regulation #125.7	Teacher-Pupil Ratio	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>There is more than one adult available to each group of children with a qualified teacher in attendance.</p> <p>Each session or group must have a minimum of six children enrolled.</p> <p>There are no more than 20 preschool (3's and 4's) children in one group in one room; and no more than 22 kindergarten children in one group in one room.</p> <p>The ratio of three-year-old children to adults is not greater than 8:1, The ratio of four-year-old children to adults is not greater than 10:1,</p> <p>The ratio of five-year-old children to adults is not greater than 15:1.</p> <p>A school in session more than six hours a day must follow the rules and regulations of the Office of Children and Family Services regarding the ratio of children to adult.</p>			

	Title of Subsection			
Regulation #125.8	Educational Program	Yes	No	Comments/Follow-Up (Specify Timeframe(s))
	<p>School has submitted evidence that it will maintain a developmentally appropriate curriculum and an educational program.</p> <p>Children have opportunities to choose from and become involved in learning activities that include:</p> <ol style="list-style-type: none"> <li>1. manipulatives</li> <li>2. dramatic play</li> <li>3. creative arts</li> <li>4. block building and construction</li> <li>5. language and literacy</li> <li>6. music and simple games</li> <li>7. science and discovery</li> <li>8. mathematical concepts</li> <li>9. family and community</li> <li>10. writing center</li> <li>11. gross motor</li> <li>12. group meetings and discussions</li> </ol> <p>Field trips and other enrichment activities (including interactions with family and community workers) are implemented.</p> <p>Evidence of positive parent participation in the education of their children is provided.</p>			

	<b>Title of Subsection</b>			
<b>Regulation #125.9</b>	<b>Admission to Kindergarten</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	A kindergarten does not admit a child who is younger than the age of entrance into the public schools established by the school district in which the child resides.			
<b>Regulation #125.10</b>	<b>Registration and Reports</b>			
	<p>A school with a nursery school and a kindergarten has applied for registration of both.</p> <p>A registered school which initiates instruction on either level for which it is not registered shall, within ten days, make application for extension of it's registration to the other level.</p> <p>Registration at the original level terminates at the end of the school year in which application for extension is made, unless a school qualifies for the extension.</p> <p>Formal application for registration is made on forms provided by the Department.</p> <p>Change of ownership requires the new owner(s) to make formal application to the Department.</p>			

	<b>Title of Subsection</b>			
<b>Regulation #125.10</b>	<b>Registration and Reports</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Follow-Up (Specify Timeframe(s))</b>
	<p>Schools must obtain written approval from the Department:</p> <ul style="list-style-type: none"> <li>➤ Before increasing enrollment of any group or of the total school population beyond the maximum number stipulated by the Department.</li> <li>➤ Having assignment of the educational director and all group teachers.</li> </ul> <p>Schools maintain in its files a copy of all advertising, literature, catalogs, brochures, pamphlets and circulars. Advertising or soliciting that misleads or tends to mislead the public will be grounds for forfeiture of registration.</p> <p>Registered schools shall report to the Department any changes in location, ownership or policies within ten days.</p> <p>Schools must file an annual report within thirty days of the end of the school year.</p>			

School Name: \_\_\_\_\_

Program Strengths: \_\_\_\_\_

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Administrative Needs: \_\_\_\_\_

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Programmatic Needs: \_\_\_\_\_

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Follow-Up Request \_\_\_\_\_

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