

Annual Report for Registered Nonpublic Nursery Schools & Kindergartens
Due Date: Tuesday, July 31, 2018

Instructions & Additional Information

Please note: The provided **updated report form must be used**. Submissions received on old forms will be returned.

Page 1 – Cover Page:

- School Owners, Directors & Administrators information must now be provided on Page 2
 - A Fire Safety report must be submitted along with the Annual Report. The NYSED Annual Fire Safety Report form for Nonpublic Schools must be completed. However, if the nursery site falls into **at least one of the below listed groups**, then an up-to-date Fire Safety document that confirms the nursery site has passed all fire safety requirements as set forth under the inspecting authority is accepted in place of the NYSED Fire Safety form:
 - Licensed by OCFS (Office of Children & Family Svcs.) or Registered with the NYC Dept. of Health & Mental Hygiene
 - Site is located within the Big Four or NYC School Districts
 - Nursery School is part of a college, university or larger elementary school campus
- If none of the above applies to the nursery site, then the NYSED Fire Safety Report form must be completed. Carefully read the provided Fire Safety Report statement and attach the required Fire Safety Report.
- Provide signatures where noted.

Page 2 – Contact Information Form:

- Educational & Administrative Director and Owner/Board President information is required
- Other School Administrator and Site Director: complete if applicable

Page 3 – School Operation & Enrollment:

- This page should only reflect school data based on the school year that **began in 2017**.
- Only report teachers and assistants/aides for 3-5-year-old classrooms. **Do not report toddler teachers.**
- Only report students ages 3-5 (**3s are students who turn 3 on or before December 1st**).
- **Significant Changes:** if no changes, mark the **No Significant Changes** box. **Do not leave unanswered.** Follow instructions to provide additional information for any marked significant changes.

Page 4 – Staff Background Form:

- Complete only for **new hires or reassignments/promotions**. ****This submission rule only applies to the Annual Report. ***At time of registration renewal, Staff Background Forms will be required for all staff.***
- Staff Name: provide the First Name, Last Name, Middle Initial & other name known by (e.g. maiden name)
- This form should be completed in its entirety. Attachments will **not** be accepted **in place of** this form.
- List and attach copies of teaching certification certificates, including provisional/initial certificates.

Page 5 – Staff Study Plan:

- Required only for **lead/head** teachers that are **not permanently certified in Early Childhood Education**.
- This form must be signed by the teacher and the Educational Director

Pages 6-7 – Significant Changes:

- The areas on these pages should be completed **if** marked in the **Significant Changes** section on page 3.

Pages 8-9 – Site Construction/Renovation Projects & Plans:

- Answer **both** questions on page 8 and complete the required sections/page that follow for any planned and/or completed construction or renovations to the school site. **Sign and date**

Pages 10 – Annual Report Checklist:

- Review and mark the appropriate boxes to ensure a complete report submission.
- Submit completed report to the address or email provided at the bottom of the checklist.

For more information regarding the completion of the Annual Report and Annual Fire Safety Report, visit the [Nursery School Homepage](#).