



P-12 Education
Office of Early Learning
89 Washington Avenue, Room 319 EB
Albany, New York 12234
Tel. (518) 474-5807 / Fax: (518) 473-7737
OEL@nysed.gov

To: Program Directors of Registered Nonpublic Nursery Schools and Kindergartens

From: Jason Breslin, Director of the Office of Early Learning 

Subject: 2019-2020 Annual Report

Date: April 16, 2020

Dear Directors,

This memo is to remind you that all nonpublic nursery schools and kindergartens that are registered with the New York State Education Department are required to submit an annual report and a copy of the annual fire inspection report as per Commissioner's Regulations, Part 125.10 (b). These reports are due July 31, 2020. Should you need an extension due to extenuating circumstances resulting from the COVID-19 pandemic, please reach out to our office at OEL@nysed.gov or at (518) 474-5807 and we will work with you. Please note, regulations state that failure to file the completed annual report within 30 days of the date requested (July 31, 2020) will terminate registration for the school.

The [2019-2020 Annual Report](#) form has been revised with the directions appearing as the first page in the document. Reporting on construction and renovation has been removed from this report as it is now a separate and distinct application and approval process. Please see directions for that process on our website, if you are planning a construction or renovation project.

All registered nursery schools and kindergartens must attach a copy of the [fire inspection report](#); that is, the local inspection document that confirms the nursery site passed all fire safety requirements as set forth under local authority. In addition, State law provides that all NYSED registered nursery schools and kindergartens that are not licensed by The Office of Children and Family Services (OCFS), those that are located outside of the Big Four (Buffalo, Rochester, Syracuse and Yonkers) and NYC school districts, and who are not part of a college, university, or larger school campus (with grades 1 and beyond), must also submit the Nonpublic Fire Safety Report form.

Please also attach a health inspection report, if required. A health inspection report is required if:

- your facility prepares meals;
- you are licensed by OCFS;
- or if you are licensed by New York City Department of Health and Mental Hygiene

The Annual Report and Fire Safety Document can be accessed by clicking on the following links:

[Nursery School & Kindergarten Annual Report](#)

[Nonpublic Fire Safety Report](#)

Should you have questions, please feel free to contact the Office of Early Learning at oel@nysed.gov or by telephone at (518) 474-5807.

CC:

Marybeth Casey