

NYS School-Age Child Care Registration

Afterschool programs serving seven or more children under the age of 13 may need to register as school-age child care (SACC) programs through the New York State Office of Children and Family Services (NYS OCFS). Some types of afterschool programs do not need to register because they fall outside the definition of school-age child care. NYS OCFS issued a policy statement (NYS OCFS 16-1) to clarify what types of programs need to be registered. The information below is sourced from that statement and other NYS OCFS resources and is intended only as supplementary guidance. For more information, visit ocfs.ny.gov.

What types of programs need a school-age child care registration?

Any program that meets the definition of school-age child care must be registered. NYS OCFS states:

“A SACC program is any program or facility, which is not a residence, that provides child day care to an enrolled group of seven or more school-age children under 13 years of age, which operates outside normal school hours and consistent with the school calendar.

Child day care does not include programs operating solely for the purpose of providing religious education, sports, classes, lessons or recreation. Accordingly, a program operating for the sole purpose of providing religious education, sports, classes, lessons or recreations is not a SACC program and is not required to obtain a SACC registration from OCFS.”¹

Programs that meet **all** of the criteria listed below are considered SACC programs and must register with NYS OCFS. *If the program fails to meet even one of the criteria, it is not a SACC program.* The criteria are that the program must:

- A. Provide care on a regularly scheduled basis.**
- B. Serve an enrolled group of children.** See reverse for more information.
- C. Provide care to seven or more children under 13 years of age.**
- D. Only serve school-age children.** School-age children include those enrolled in school, including kindergarten or a higher grade; and those at least six years of age. A program caring for younger children may be required to be licensed with NYS OCFS/NYCDOH as a child day care center.
- E. Be located at a non-residence.**
- F. Operate only during non-school hours.** Non-school hours include before and/or after school, during school lunch periods, on school holidays, and/or during summer vacations.
- G. Operate for more than one purpose.** See reverse for more information.

How do programs register?

To begin the registration process, prospective applicants view short online orientation videos on the NYS OCFS website. After completing the orientation, an applicant can request a SACC application. In addition to the application, applicants are required to gather related documentation, and complete health and safety inspections.

Regulatory staff review the completed application, visit the program for a pre-registration inspection and determine whether the applicant met all requirements. An initial SACC registration may remain valid up to two years, and any subsequent registration may be valid up to four years as long as the program remains in compliance with all associated laws and regulations.

Programs that do not need a school-age child care registration include:

- **Programs operated by and located within a public school or a qualified private school or academy.²**
- **Programs serving fewer than seven children under the age of thirteen.**
- **Drop-in programs.**

Drop-in vs. enrolled programs: “Drop-in” refers to programs where children are not formally enrolled. NYS OCFS defines enrollment as “a policy or practice which provides in substance that a slot for the child will be maintained at all times the program is open or at specified times; that the program is responsible for monitoring the child’s attendance, arrival, or departure from the program; and/or that the program is responsible for providing care to the child beyond basic supervision.”¹

In other words, on each operating day, drop-in programs serve children on a first-come, first-served basis rather than maintaining slots for particular children. Drop-in programs are not considered to be school-age childcare and are thus exempt from registration.

- **Single-purpose programs.**

Single-purpose vs. multiple-purpose programs: “Single-purpose” refers to programs that operate solely for religious education (e.g., scripture reading), classes (e.g., tutoring in an academic subject), lessons (e.g., music lessons), sports, or recreation. See NYS OCFS Policy Statement 16-1 for definitions and additional examples of each of these categories.

If a program operates for more than one of the purposes listed above and meets all other criteria to be considered a SACC, the program must register as a SACC. For example, a program that offers tutoring in an academic area and recreational activities would be considered a multiple-purpose program and may need to be registered, while a program offering just tutoring may be exempt because it is operating for a single purpose.

In some cases, it is not obvious if a program should be considered drop-in or enrolled, or single-purpose or multiple-purpose. NYS OCFS staff can work one-on-one with providers to make those determinations.

For additional information and assistance, contact your NYS OCFS Regional Office. Contact information is available on the NYS OCFS website: <http://ocfs.ny.gov/main/childcare/regionaloffices.asp>

Some afterschool programs may qualify to serve reimbursable healthy meals and snacks through the Child and Adult Care Food Program (CACFP). To learn more about CACFP, visit AfterschoolMealsNY.org.

¹ Source: NYS OCFS Policy Statement 16-1: <https://ocfs.ny.gov/main/childcare/policies/16-1.pdf>

² Source: NYS OCFS Policy Statement 17-4: <https://ocfs.ny.gov/main/childcare/policies/Childcare-Policy-17-04.pdf>

AfterschoolMealsNY.org



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