



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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P-12 Education  
Office of Early Learning  
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**TO:** Directors of Voluntarily Registered Nursery Schools and Kindergartens

**FROM:** Jason Breslin, NBCT - Director Office of Early Learning

**SUBJECT:** Communication with the Office of Early Learning

**DATE:** January 13, 2022

This memorandum is to notify all Voluntarily Registered Nursery Schools and Kindergartens (VRNSK) that the New York State Education Department's Office of Early Learning (OEL) is now using a consolidated mailbox, [VRNSK@nysed.gov](mailto:VRNSK@nysed.gov), for all communication, except for that which includes [Personal Identifiable Information](#) (PII). VRNSKs are **not** to send documents containing PII via email. Correspondences and documents containing PII are to be directly mailed to:

Office of Early Learning  
Attn: Voluntary Registered Nursery Schools and Kindergartens (VRNSK)  
89 Washington Avenue, EB 319  
Albany, NY 12234

Moving forward, when corresponding by email, please use [VRNSK@nysed.gov](mailto:VRNSK@nysed.gov) in lieu of individual OEL staff member email addresses.

OEL would like to remind registered schools that, per Commissioner's Regulations, 8 NYCRR 125.10(a)(5), "*Prior written approval shall be obtained concerning changes in the educational director and group teachers of a school.*" As such, please complete and send via US mail a [Staff Background Form](#) for any new staff member(s) hired since the submittal of the 2020-2021 Annual Report.

Any questions can be sent to [VRNSK@nysed.gov](mailto:VRNSK@nysed.gov).