

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care

CHANGES IN CHILD CARE FACILITIES

Child Care Center regulations (COMAR 13A.16.03.07) and Letter of Compliance regulations (COMAR 13A.17.03.07) require that any changes in operation be approved by the Office of Child care (OCC). Examples include capacity, hours of operation, rooms used for care, and ages of children served. Obtain written approval from OCC **before** making the proposed change. Attach all required documentation.

Facility:

Name: _____

Address: _____

OPERATIONAL CHANGES

**PROPOSED
EFFECTIVE DATE**

I. FLOOR SPACE CHANGES:

New Room(s). Requires floor sketch, fire inspection, measurements, equipment list, staffing pattern and staff information.

Old Room(s) to be closed: _____

II. CAPACITY CHANGES:

Requires review of Director's qualifications and use of space.

Current Capacity: _____ Proposed Capacity: _____

III. HOURS/DAYS/MONTHS CHANGES:

Requires staffing pattern and personnel information.

Current schedule: _____

Proposed schedule: _____

IV. OTHER: (such as food service, ages served, etc.)

Requires supporting information – menus, operational care plans, etc.

Signature of Operator

Date