

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