

MARYLAND STATE DEPARTMENT OF EDUCATION

Office of Child Care

**CHANGES IN CHILD CARE FACILITIES**

Child Care Center regulations (COMAR 13A.16.03.07), Letter of Compliance regulations (COMAR 13A.17.03.07), and Large Family Child Care Homes (13A.18.03.07) 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. Submit all required documentation.

**Facility:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**OPERATIONAL CHANGES**

**PROPOSED  
EFFECTIVE DATE**

**I. FLOOR SPACE CHANGES:**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Old Room(s) to be closed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**II. CAPACITY CHANGES:**

May require a review of the Director's qualifications and use of space.

Current Capacity: \_\_\_\_\_ Proposed Capacity: \_\_\_\_\_

\_\_\_\_\_

**III. HOURS/DAYS/MONTHS CHANGES:**

May require staffing patterns and personnel information.

Current schedule: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed schedule: \_\_\_\_\_

\_\_\_\_\_

**IV. OTHER:** *(such as food service, ages served, etc.)* May require supporting information – menus, operational care plans, etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Operator

\_\_\_\_\_  
Date