

CHILD CARE CENTER CHANGE IN OPERATION & LICENSE MODIFICATION REQUEST

The Department must be notified in writing of changes in operation no less than 10 days before implementation of changes.

Child Care Center Name: _____

Change in Ownership:

Current Owner: _____ New Owner: _____

Change in Name:

Old Name: _____ New Name: _____

Change in Location:

Old Address: _____
Street City State Zip

New Address: _____
Street City State Zip

Change in Telephone Number:

Old Telephone Number: _____ New Telephone Number: _____

Director Extended Absence:

I will be on extended absence from the above listed child care center for a period that exceeds two (2) weeks, from _____ to _____.
Date Date

Modifications to License:

Change in hours of operation: Old: _____ to _____ New: _____ to _____
Time Time Time Time

Change in license capacity: Old: _____ New: _____
Current number of children Number of children desired

Change in age range: Old: _____ to _____ New: _____ to _____
Age Age Age Age

Other: _____

Renovations:

The child care center will undergo the following renovations or alterations: _____

