CHILD CARE GROUP HOME

ADDITION OR MODIFICATION

REQUEST TO AMEND CERTIFICATE

Pursuant to R9-3-205.A.1. For an intended change in a certificate holder’s name or the name of a child care group home, the certificate holder shall send the Department written notice of the name change at least 30 days before the intended date of the name change.

Pursuant to R9-3-205.B. At least 30 days before the date of an intended change in a child care group home’s space utilization or capacity, a certificate holder shall submit a written request for approval of the intended change to the Department.

Pursuant to R9-3-205.D. A certificate holder shall not implement any change in subsection (B) until the Department issues an approval or amended certificate.
Complete the following (in ink):

Certificate Holder’s Name: 

Name of Child Care Group Home: SGH#

Contact Person’s Name: 

Contact Person’s Telephone Number: 

Contact Person’s Email Address: 

Contact Person’s Fax Number: 

NOTE: If requesting a change that involves a modification of the residence that requires a building permit, a copy of the building permit needs to be submitted.

THIS MODIFICATION REQUEST REPRESENTS:

☐ A capacity change request

Indicate the following:

☐ the total square footage of the indoor activity areas used for child care

☐ the total square footage of the outdoor activity area used for child care

☐ A change in space utilization that affects individual rooms:

A floor plan of the residence needs to be submitted that complies with R9-3-201(2)(f) and shows the intended changes.

Indicate the changes in the boxes below:

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Square Footage of Room</th>
<th>ADD</th>
<th>REMOVE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

☐ A change in space utilization that affects the outdoor activity area:

A site plan of the premises needs to be submitted that complies with R9-3-201(2)(g) and shows the intended changes.

Indicate the changes in the boxes below:

<table>
<thead>
<tr>
<th>Outdoor Area</th>
<th>Square Footage of Outdoor Area</th>
<th>ADD</th>
<th>REMOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Write a description of the intended change:

SIGNATURE: 

DATE SUBMITTED: 

OFFICIAL USE ONLY 

SGH#: 

LS: 

Approved (LS & date):
INDOOR FLOOR PLAN

Child Care Group Home drawings submitted for evaluation will not be accepted unless accompanied by all required information as outlined below:

Indicate the following:

1) The location of every room with indication of rooms designated to be used and not to be used for child care services;
2) The dimensions (length x width) of every room designated to be used and not to be used for child care services (30 square feet required per child);
3) The location of each exit from the residence (two exits required);
4) The location of each sink and toilet to be used by enrolled children;
5) The location of each smoke or heat detector in the residential building (required for all activity areas);
6) The location of each fire extinguisher in the residential building;
OUTDOOR SITE PLAN

Indicate the following:
1) The location and dimensions of the outdoor activity area (minimum required 375 sq. ft.);
2) The height of the fence around the outdoor activity area (minimum required 4 ft.);
3) The location of each exit from the outdoor activity area;
4) The location of the residential building;
5) The location of each swimming pool;
6) The location of the fence around each swimming pool;
7) The height of the fence around each swimming pool (at least 5 feet high);
8) The location and dimensions of any other building or structure at the residence.

Note: Heating and cooling equipment must be inaccessible to enrolled children.