



<http://www.azdhs.gov/als/childcare/index.htm>

CHILD CARE GROUP HOME

ADDITION OR MODIFICATION

REQUEST TO AMEND CERTIFICATE

Pursuant to R9-3-204.B. At least **30 days before** the date of an intended change in a child care group home's **space utilization or certified capacity**, a certificate holder shall submit a written request for approval of the change to the Department.

Pursuant to R9-3-204.D., A certificate holder shall not implement any change until the Department approves the request and, if necessary, issues an amended certificate.

CHILD CARE GROUP HOME ADDITION or MODIFICATION REQUEST

Complete the following (in ink):

Certificate Holder Name:			
Name of Child Care Group Home:			
Telephone #:	FAX #:	SGH#:	
Facility Street Address:	City:	Zip:	
Mailing Address:	City:	Zip:	

Include the Indoor Floor Plan and the Outdoor Site Plan and the following information as applicable.

NOTE: If the intended change involves a modification of the residential building that requires a building permit, send a copy of the building permit.

THIS MODIFICATION REQUEST REPRESENTS:

A certified 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 space utilization change request that affects individual rooms

Indicate the following:

Room Name	Square Footage of Room	ADD	REMOVE
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Write a description of the intended change:

I will be responsible for making sure that all single use areas, i.e. kitchens, are in compliance with rules and statutes.

SIGNATURE:		DATE SUBMITTED:	
-------------------	--	------------------------	--

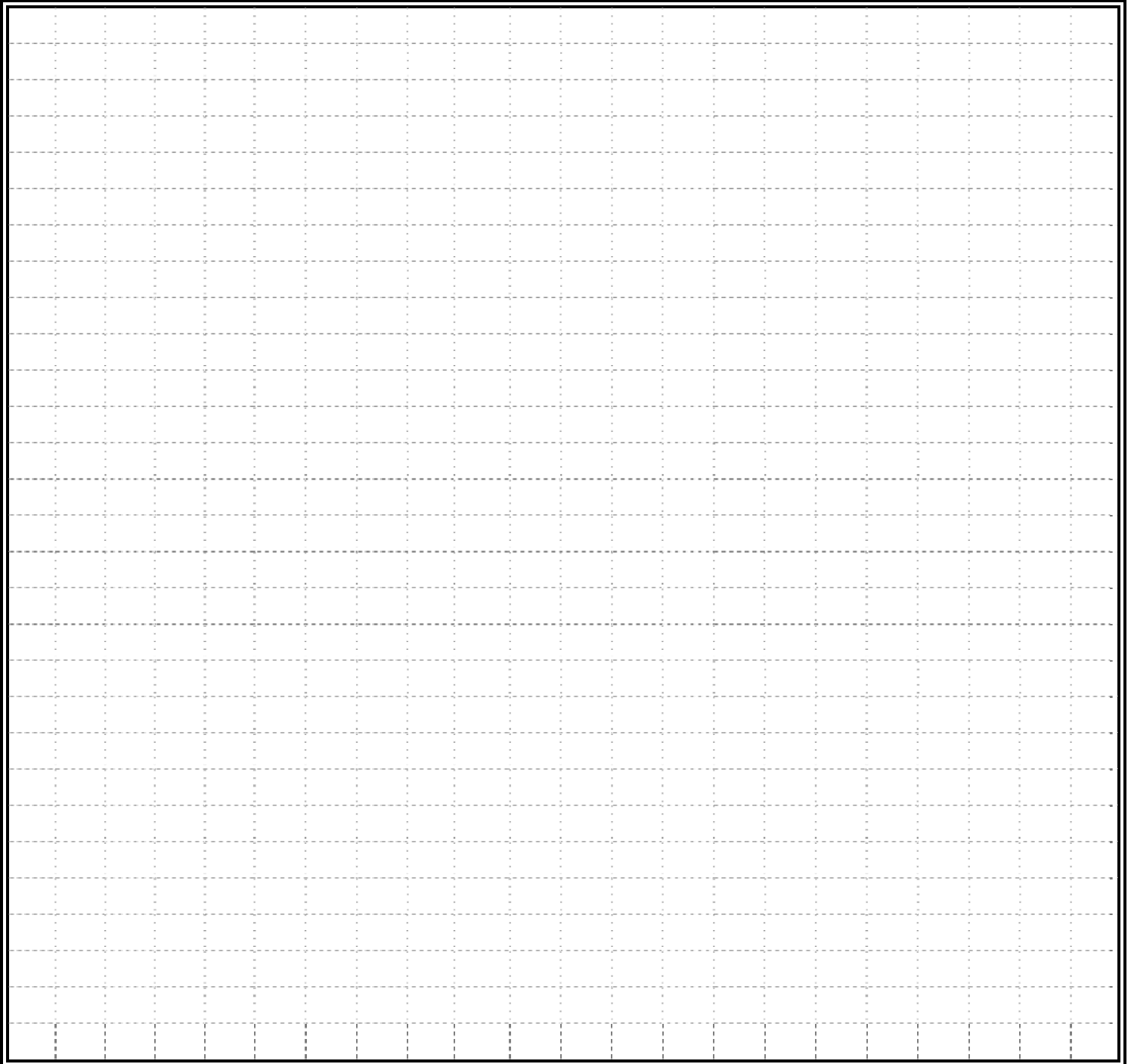
OFFICIAL USE ONLY	SGH#:	LS:	Approved (LS & date):
--------------------------	-------	-----	-----------------------

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:

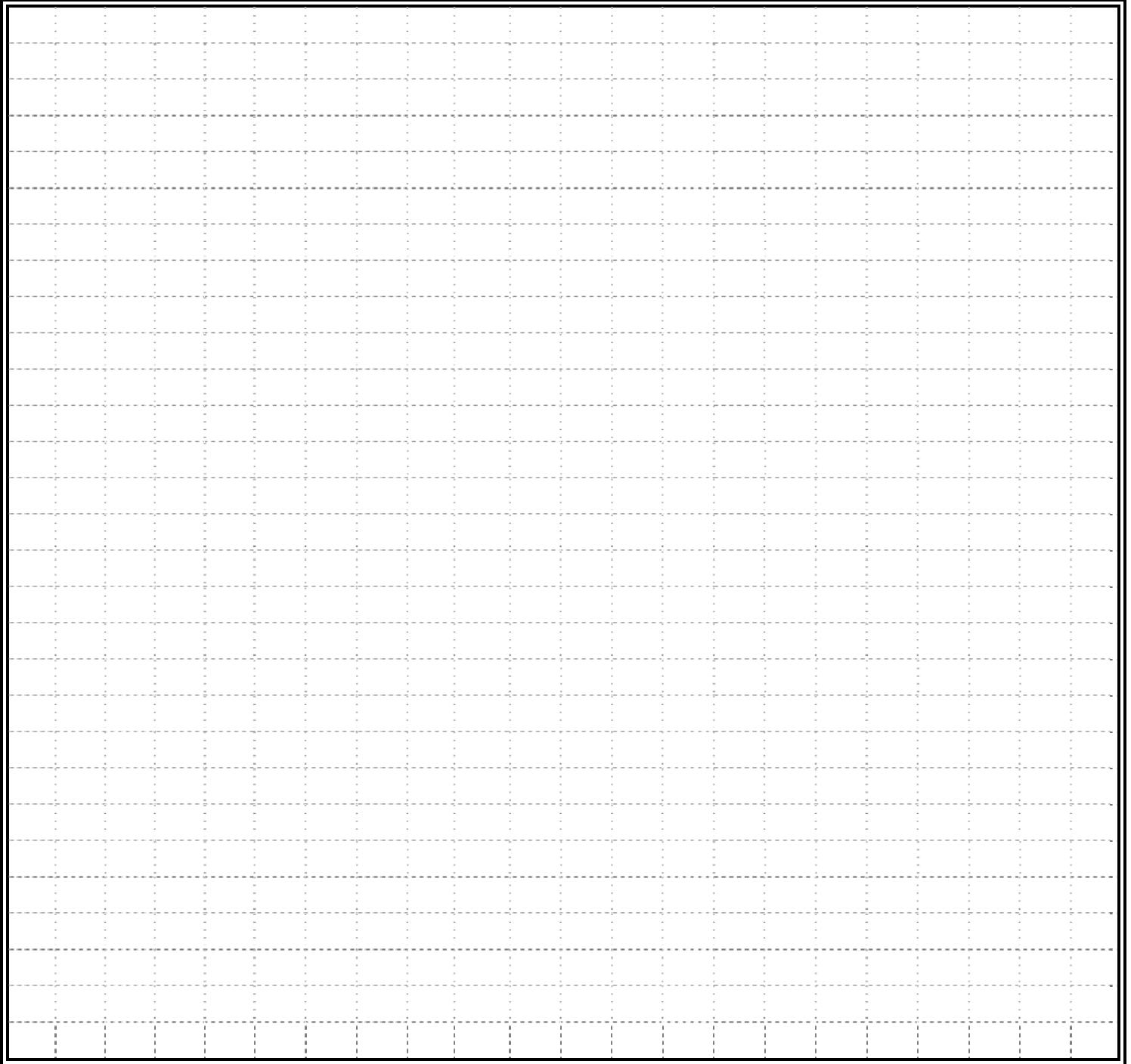
- 1) The **location** of every room with indication of rooms designated to be used and not to be used for child care services;
- 2) The **dimensions** (length x width) of every room designated to be used and not to be used for child care services (30 square feet required per child);
- 3) The location 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;
- 7) The location of each **telephone** in the residence.

A large rectangular area filled with a grid of dashed lines, intended for drawing an indoor floor plan. The grid consists of small squares, approximately 1/2 inch by 1/2 inch each, and covers the majority of the page below the instructions.

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: Be aware that heating/cooling equipment must be inaccessible to enrolled children.