

State of Montana
Early Childhood Services Bureau
ChildCare Licensing

Change in Licensed Capacity

Following is the language from SB 142 that allows for a change in capacity for currently licensed programs:

AN ACT INCREASING THE NUMBER OF CHILDREN WHO CAN RECEIVE DAY CARE AT A GROUP DAYCARE HOME OR FAMILY DAY-CARE HOME; AND AMENDING SECTION 52-2-703, MCA.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Group day-care and family day-care homes -- staffing requirements. There must be at least two caregivers caring for the children at all times when there are more than eight children present at a group day-care home.

(3) (a) "Day-care center" means an out-of-home place in which day care is provided to ~~13~~ 16 or more children on a regular or irregular basis.

(6) "Family day-care home" means a private residence in which day care is provided to ~~three to six~~ three to eight children on a regular basis.

(7) "Group day-care home" means a private residence or other structure in which day care is provided to ~~7 to 12~~ 9 to 15 children on a regular basis.

Please Note:

Insurance Coverage: The provider must verify with their insurance agent that current liability coverage is sufficient to cover additional children. If current liability coverage does not cover additional children, coverage must be obtained. It the responsibility of the providers to supply the department with verification that liability insurance covers additional children before an increased number of children are served.

Square Footage Report/Floor Plan: The [Square Footage Report/Floor Plan](#) must be submitted, along with this application, in order to determine capacity for the areas designated for children's activities.

Notification of Capacity Change Approval: Once approved, you will receive a new day care registration/license certificate in the mail.

Notification of Capacity Change Denial: You will receive this form from your Child Care Licensor with denial reason(s) noted.

Any additional Change in Status: Any additional requests to change program status (such as license type) must be submitted on the [Change of Status Application](#). Any requests for overlap care must be submitted on the [Overlap Care Application](#).

Change in Licensed Capacity Application

Director/Owner Name: _____ PV# _____

Facility Address: _____ Phone # _____

1. I am currently registered as:

- Family Child Care
- Group Child Care
- Center

I am caring for _____ children. (List maximum capacity as it is written on your day care registration certificate).

2. I would like to increase my capacity as a:

- Family Child Care (8 children max)
- Group Child Care (15 children max)
- Center (16 children and over)

3. I am requesting that this change on my license to begin on the following date: _____

Signature of Provider Date

Please return to your assigned Child Care Licensor

Department use only

This application to change overlap status has been

Approved Effective Date: _____ Number of children approved _____

Does Insurance Cover: Yes # _____ No _____

Denied This request is not approved for the following reasons:

Note:

Signature of Child Care Licensor

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Date