



## Capacity Increase/Change Planning Form (family home and center programs)

Prior to increasing or changing the capacity of an early learning program, the licensee, center director, assistant director, or program supervisor must request and be approved to increase capacity by the department. WAC 110-300-0425(10)

In addition, WAC 110-300-0402 requires early learning providers to notify the department prior to making changes to early learning program space that may impact the health, safety, or welfare of enrolled children.

*Early learning providers may use this form to prepare for the DCYF licensor's site visit to inspect for a possible increase or change in capacity request. Submitting this form to the licensor may help to expedite the review & inspection process.*

<b>Provider Name:</b>	<b>Provider ID:</b>	<b>Date:</b>
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<p><b>For Family Home Child Care:</b></p> <p>I am currently licensed to care for: _____ total number of children</p> <p>_____ to _____ age range of children</p> <p>_____ number of children under 2 years of age</p>	<p><b>For Child Care Center:</b></p> <p>I am currently licensed to care for: _____ total number of children</p> <p>_____ to _____ age range of children</p> <p>_____ number of classrooms currently licensed</p>
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<p>I'd like to be licensed to care for: _____ total number of children</p> <p>This includes:</p> <p><input type="checkbox"/> Changing the age range of children: _____ to _____</p> <p><input type="checkbox"/> Caring for additional children under 2 years of age</p> <p><input type="checkbox"/> Licensing additional rooms in my home</p> <p><input type="checkbox"/> I am current on required training/education</p> <p>I have _____ year(s) of licensed child care experience as defined in WAC 110-300-0355(2)(b)</p> <p>Details:</p>	<p>I'd like to be licensed to care for: _____ total number of children</p> <p>This includes:</p> <p><input type="checkbox"/> Changing the age range of children: _____ to _____</p> <p><input type="checkbox"/> Caring for additional children in existing licensed room</p> <p><input type="checkbox"/> Licensing additional rooms in my center</p> <p><input type="checkbox"/> Changing the use of existing rooms</p> <p><input type="checkbox"/> Adding mixed age group classroom(s)</p> <p>Details:</p>
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This is how I/we plan to meet and maintain staff-to-child ratio and supervision requirements, if this capacity increase or change will require the need for additional staff/volunteers.

I have reviewed and meet the following requirements for this specific capacity increase request:

- WAC 110-300-0135, *Routine care, play, learning, relaxation, and comfort.*
- WAC 110-300-0140, *Room arrangement, child related displays, private space, and belongings.*
- WAC 110-300-0145, *Outdoor early learning program space.*
- WAC 110-300-0150, *Program and activities.*
- WAC 110-300-0221, *Diaper changing areas and disposal*, if applicable.
- WAC 110-300-0355, *Indoor early learning program space capacity.*
- WAC 110-300-0355, *Family home capacity, ratio, and group size*, if applicable.
- WAC 110-300-0356, *Center capacity, ratio, and group size*, if applicable.
- WAC 110-300-0357, *Center mixed age group capacity, ratio, and group size*, if applicable.
- WAC 110-300-0275 through -0296, requirements regarding infant and toddler care, if applicable.

I have updated the following documents, if applicable:

- Floor plan (identify licensed and unlicensed space, and emergency exits and pathways)
- Staff policy – WAC 110-300-0110
- Parent/guardian handbook section – WAC 110-300-0450
- Emergency preparedness plan – WAC 110-300-0470
- Health policy – WAC 110-300-0500
- Plan for Licensee Absence – WAC 110-300-0015

I use:

- City water    City sewer    Private water system    Private septic system

I have consulted with my local health department to ensure my septic system and water supply is approved for the additional use this capacity increase will cause.

For child care centers only:

- There are enough toilets and handwashing sinks in my center to meet the requirement of 1 toilet and handwashing sinks for every 15 people (children and staff). WAC 110-300-0220

This capacity increase will not exceed the total number of people allowed in the building (occupant load), as determined by the State Fire Marshal Office or local building authority. Classroom capacity is determined by DCYF and will not exceed space requirements for each defined area.