



Capacity Increase/Change Planning Form

Prior to increasing or changing the capacity of an early learning program or school-age program, the licensee, director, assistant director, program supervisor, or site director must request and be approved to increase capacity by the department.

In addition, early learning and school-age providers must notify the department prior to making changes to program space that may impact the health, safety, or welfare of enrolled children.

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.

Provider Name:	Provider ID:	Date:
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For Family Home Child Care:

I am currently licensed to care for: _____
total number of children

_____ to _____
age range of children

_____ number of children under
2 years of age

For Child Care Center or School-Age Program:

I am currently licensed to care for: _____
total number of children

_____ to _____
age range of children

_____ number of classrooms
currently licensed

I'd like to be licensed to care for: _____
total number of children

This includes:

- Changing the age range of children: _____ to _____
- Caring for additional children under 2 years of age
- Licensing additional rooms in my home
- I am current on required training/education

I have _____ year(s) of licensed child care experience
as defined in WAC 110-300-0355(2)(b)

Details:

I'd like to be licensed to care for: _____
total number of children

This includes:

- Changing the age range of children: _____ to _____
- Caring for additional children in existing licensed room
- Licensing additional rooms in my facility
- Changing the use of existing licensed rooms
- Adding mixed age group classroom (for child care center)

Details:

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 applicable for this specific capacity increase request:

- Indoor program space capacity. WAC 110-300-0130, WAC 110-301-0130
- Routine care, play, learning, relaxation, and comfort. WAC 110-300-0135, WAC 110-301-0135
- Room arrangement, child related displays, private space, and belongings. WAC 110-300-0140, WAC 110-301-0140
- Outdoor program space. WAC 110-300-0145, WAC 110-301-0145
- Program and activities. WAC 110-300-0150, WAC 110-301-0150
- Family home capacity, ratio, and group size. WAC 110-300-0355
- Center capacity, ratio, and group size. WAC 110-300-0356
- Center mixed age group capacity, ratio, and group size. WAC 110-300-0357
- School-age capacity, ratio, and group size. WAC 110-301-0356
- Requirements regarding infant and toddler care. WAC 110-300-0275 through -0296
- Diaper changing areas and disposal. WAC 110-300-0221

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, WAC 110-301-0110
- Parent/guardian handbook section – WAC 110-300-0450, 110-301-0450
- Emergency preparedness plan – WAC 110-300-0470, WAC 110-301-0470
- Health policy – WAC 110-300-0500, 110-301-0500
- Plan for Licensee Absence – WAC 110-300-0015 (family home and center)
- Plan for Program Director and Site Director Absence – 110-301-0015 (school-age program)

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 and school-age programs only:

There are enough toilets and handwashing sinks in my facility to meet the requirement of:

- Center: 1 toilet and handwashing sink for every 15 people (children and staff). WAC 110-300-0220
- School-Age Program: 1 toilet and handwashing sink for every 30 people. WAC 110-301-0220

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.