



Rhode Island Department of Human Services

Center Change of License Capacity/Licensed Space Request Form

Updated 1/2023

To request a change of capacity to a currently licensed space, Child Care Centers must submit this form along with the location's most recent floor plan for consideration. This includes changes such as division of a room to accommodate more children, change in age group (ex: wanting a preschool room to be able to be licensed for toddlers) or the addition of a new using a current activity or office space.

Please note, it can take up to 30 days for the Department to review and approve changes to space

Child Care Center Information

Center Name:		Date:	
Address:		PID#:	
Please explain the proposed change to your license. Include what the current age group and license capacity numbers are as well as what the proposed change would look like on your license. If not already indicated, please indicate which classroom on your floor plan you are looking to change. Please mark on your floor plan where all toilets and sinks are located as well.			
How many <i>total</i> toilets intended for use by children do you have in your program?			
How many <i>total</i> sinks intended for use by children do you have in your program?			
Does the classroom you are looking to change have natural light through a wall level window, directly within the classroom space?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the proposed change is to create an <i>Infant and/or Toddler</i> room, does it have:			
Direct access to the outside?	<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) diaper changing table located within the classroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
One (1) sink that can be used only for handwashing located within the classroom?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If the proposed change does not meet the above requirements, please explain how the Center intends to adhere to the requirements prior to any changes occurring (i.e., construction, renovations, etc.)			



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Requested Date for the Change to Occur:

Acknowledgment

By signing this form, I understand that I am requesting a change to an already licensed space that will need approval of the Department prior to occurring. I understand that the submission of this form does not automatically approve the change of space or the capacity listed on the program’s license. I also understand that this change is not effective until either (1) an updated license is received or (2) the Department emails me a formal approval.

Signature of Applicant

Date

Print Name

Position/Title

This form can be returned via email to your assigned licenser or the general Child Care Licensing email:
DHS.ChildCareLicensing@dhs.ri.gov

Frequently Asked Questions

What is considered a floor plan? A floor plan can be your most recent measurement form from DHS or the one initially completed by DCYF. If you are unable to provide that, please send us a copy of your evacuation maps or other floor plans you may have. Please ensure the space you are requesting to change can be clearly identified and that, whenever possible and windows and doors can be clearly seen.

Can the diaper changing area be outside of the classroom? Per the 2022 regulations, both diaper changing areas and sinks used for diapering must be accessible without barriers. Being outside of the classroom would be considered a barrier for these purposes.

What is natural light? Natural light is light from a wall level window that flows directly into the classroom from a wall-level window, directly within each classroom space, enough to provide supervision of the entire classroom without the use of artificial lighting.