



Licensed or Operating Capacity Notice of Change

Who Should Complete this Form: Child Care Operators with an existing Service Agreement with the United Counties of Leeds and Grenville (the Counties) who plan to change their licensed and/or operating capacity.

Changes to licensed and/or operating capacities must be submitted to the Counties prior to changes going into effect.

This form must be submitted to the Counties at **minimum of 30 days** prior to:

- Making a change to the site’s licensed capacity and/or operating capacity, or
- Shifting a room or program to an alternate capacity as noted on the site’s existing license.

Please complete one (1) form per site/license number where a proposed change will occur.

Child Care Agency Name:

Contact Person:

Contact Phone Number:

Contact Phone Number:

Site Name:

License Number:

Age Group/Category	Current Licensed Capacity	New Proposed Licensed Capacity	Current Operating Capacity	New Proposed Operating Capacity
Infant				
Toddler				
Preschool				
Kinder				
School Age				
Family Age Grouping*				
Home Child Care Providers				

*Family Age Grouping operating capacity should identify the site’s most consistent operating capacity.



**United Counties of Leeds and Grenville
Community and Social Services Division
Children's Services Department
Licensed or Operating Capacity Notice of Change**

Anticipated date that the proposed change to licensed or operating capacity will become effective:

Name and Title of Authorized Signing Officer (**Please Print**)

Signature of Authorized Signing Officer

Date

Please return this signed form to:

United Counties of Leeds and Grenville
Children's Services Department
200 - 25 Central Ave. W., Brockville, ON K6V 4N6
Email: childrenservices@uclg.on.ca
Fax: 1-833-775-0561

Attention: Danielle Lauzon

Notice of Collection of Personal Information: The information collected on this form is collected under the authority of the Child Care and Early Years Act, 2014, will be used to determine funding eligibility and may be subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about this collection should be directed to childrenservices@uclg.on.ca.