



**Department of
Early Education and Care**

THE COMMONWEALTH OF MASSACHUSETTS

Small Group, Large Group and School Age Child Care Licensing

POLICY STATEMENT: Administrative Authority

CMR 606 7.04(17)(m)2 Administrative Requirements The Program Administrator must have overall responsibility for the operation of the program and must be authorized to act as the licensee's agent.

In centers that are incorporated, the corporation (for example, XYZ Child Development Center, Inc.) is the licensee. In centers that are not incorporated, the owner of the program is the licensee. The person signing the license application and/or a plan for compliance on behalf of the licensee must be responsible for the administration of the program, and must be a duly authorized agent of the corporation or the owner of the program. If the person is not a corporate officer or the owner, a letter from a corporate officer/owner authorizing the individual to act on behalf of the corporation/owner must be submitted and kept on file. Alternately, the Designation of Administrative Authority form may be completed by a corporate officer or the owner and kept on file.