

**Small Group, Large Group and School Age Child Care Licensing**

**POLICY STATEMENT: Existing Licensee Moving or Opening a New Program**

**When a licensee currently operating at least one program wishes to open an additional** **site**, a licensor in collaboration with his/her supervisor, may recommend a regular (two year) license for the new site, provided that:

1. The new site meets all requirements for a regular license, with the exception of those that cannot be evaluated due to the absence of children in care;
2. The licensee has documented history of compliance with regulatory requirements at its other program sites;
3. There has been no citation of serious or chronic regulatory non-compliance within the most recent two years at the licensee’s other program sites.

In addition, **when a program moves to a new location** a licensor in collaboration with his/her supervisor, may recommend a regular (two year) license for the program provided that:

1. A full licensing study has been conducted at the new location;
2. The licensee has a documented history of compliance with the regulatory requirements at its other program sites;
3. The program is in compliance with all relevant regulations with the exception of those that cannot be evaluated due to the absence of children in care;
4. The move does not involve any major program changes, including but not limited to the addition of different age groups of a significant increase in license capacity.