



**Department of  
Early Education and Care**  
THE COMMONWEALTH OF MASSACHUSETTS

**Small Group and School Age/ Large Group and School Age**

**POLICY STATEMENT: Temporary/Emergency Relocation**

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606 CMR 7.04(15)(e)(2), "...programs must notify the Department of Early Education and Care in writing at least 30 days prior to any changes in location."

606 CMR 7.04(15)(h) "In case of fire or other emergency that requires evacuation of the facility and results in the need to seek other shelter, the licensee must notify the Department immediately by telephone of the incident."

102 CMR 1.03(2) "No person shall operate or purport to operate a program licensable" by the Department "without a license or approval" issued by the Department of Early Education and Care.

In all circumstances, a temporary or emergency relocation of a program must always be approved by EEC.

**Background**

In the event a licensee is forced or required to temporarily relocate a licensed Small Group and School Age and/or Large Group and School Age program due to an emergency or a temporary loss of space, the licensee may apply for a Temporary/Emergency Relocation license. This Temporary/Emergency Relocation license may not exceed ten (10) weeks which will limit the length of a temporary license yet accommodate for varying town/city school calendars for public school summer vacations.

The following conditions may be reason for temporarily relocating a program:

- A program may occupy space in a public school and be required to move out of the designated space during public school summer vacation.
- A program may experience an emergency situation that results in damage from a fire, tornado, flood or another type of natural or manmade disaster.
- A program may need sudden renovations.

## **Required Documentation**

In such cases in which it is necessary to temporarily relocate a program, the licensee is required, prior to the move, to immediately notify EEC and submit the following:

- A new application that reflects the new address location
- Required inspections
- IPM plan
- Designation of Authority
- Indoor/Outdoor Space Sketch
- Changes to the Health Care policy
- Changes to the Health Care Agreement
- Changes to the Emergency Contingency plan
- A new Staff Schedule
- A new Staff Records Checklist(if applicable).

*Please note: An EEC application fee is not required for the Temporary/Emergency Relocation license.*

If the licensee makes the determination that the temporary relocation will extend beyond ten (10) weeks, the licensee must immediately contact EEC and submit the following:

- A new application for a Provisional license with the relevant fee
- A written plan that specifies the purpose/reason for the move
- How long the program intends to operate in the new space
- The projected date of return to the original location
- How the projected date of return was determined.