Office Use Only

CHILD CARE LICENSING PROGRAM

Division of Public Assistance
Child Care Program Office

PLAN FOR SHARED USE OF A CHILD CARE FACILITY

Facility Name: _____

Identify the spaces that will be shared.

Describe how the building/premises will be shared? (Attach schedules, floor plans, etc. as needed to explain proposed shared use.)

Will there be any sharing of staff members? If so, attach *Child Care Facility Staffing Plan* CC71 describing how this will be handled?

List any anticipated short-term or ongoing events such as conferences and/or meetings for which the child care facility space will be used, if applicable. Include the name of the event(s) and associated date(s)/timeframe(s). If not applicable, write "None".

What is the facility's plan for safeguarding children and their confidential information, if applicable?

_____
Administrator Printed Name

_____ _____
Administrator Signature Date