CHANGE OF USE SPACE REQUEST FOR SCHOOL-AGE PROGRAMS LOCATED IN SCHOOLS

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
www.michigan.gov/michildcare

This form is only used to add rooms (use space) for school-age programs located in a school building. Use the Request for Modification of the Terms of the License/Registration (BCAL-5054) form for all other modification requests.

Instructions: Submit this form and a copy of the floor plan that indicates rooms approved and requested for use to your licensing consultant. You will receive a signed copy of this form from your licensing consultant once the changes are approved. You cannot begin using the new use space until the changes are approved by your licensing consultant.

Facility/Licensee Name	Street Address		License Number
City	State	Zip Code	Telephone Number

CURRENTLY APPROVED SPACE: List the name and room number, as applicable, of each room that licensing has previously approved for child care. (Attach additional sheets as needed.)

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

REQUEST TO ADD SPACE: List the name and room number of any rooms that you wish to add for children's use that have not been previously approved by licensing. (Previously approved rooms will be documented in the Original Licensing Study Report (LSR), an Addendum to the Original LSR, or on the BCAL-4342 form.)

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

REQUEST TO DISCONTINUE USE OF SPACE: List the name and room number of any rooms you do not expect to use at any time in the future.

1. _____ 3. _____
2. _____ 4. _____

I certify that any added rooms comply with R 400.8167.

_____ _____
Program Director/Licensee Designee Signature Date

The change in child use space as outlined above has been approved.

_____ _____
Licensing Consultant Signature Date

Room Dimensions/Square Footage for Added Rooms and Other Notes (BCAL Use Only)

LARA is an equal opportunity employer/program.