

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
QUALITY ASSURANCE DIVISION  
**RENEWAL APPLICATION FOR REGISTRATION CERTIFICATE  
INFANT, FAMILY, OR GROUP DAY CARE HOME**

*If the applicant answers to a source other than a sole proprietor (executive board, board of directors, other owner, etc.), the individual that is responsible for the day care facility must complete this form.*

**Provider Name** \_\_\_\_\_ **Provider Number** \_\_\_\_\_

**Name of Facility** \_\_\_\_\_

**Facility Phone #** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Facility Address** \_\_\_\_\_

Street City State Zip

**Mailing Address** \_\_\_\_\_

Street / PO City State Zip

Is the Owner/Board President present in the facility on a regular or frequent basis? ☐ Yes ☐ No

**Directions to day care site** (from the nearest major street or highway) \_\_\_\_\_

**Type of registration applying for:** ☐ **Family** (family homes allow a maximum of 6 children)  
(please check one box) ☐ **Group** (group homes allow a maximum of 12 children)

\*Please specify number of children if you wish to take less than the maximum allowable number of children, as specified above. \_\_\_\_\_

**Number of own children**, under the age of 6, that will be cared for at the facility: \_\_\_\_\_

**Please mark the youngest and oldest ages of  
the children that you wish to provide care to:**

0	1	2	3	4	5	6	7	8	9	10	11	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Hours of operation** (days and hours): \_\_\_\_\_

**OVERLAP CARE:**

Are you, or do you wish to be, certified for Overlap Care? ☐ Yes ☐ No ☐ Already Approved  
If Yes or already approved, Please Answer next question

Are your Overlap Times changing, or is this a new request? ☐ Yes ☐ No If Yes, Please complete Overlap Form.

**REGISTRY:**

Are you a member of the practitioner registry? ☐ Yes ☐ No If so, at what level \_\_\_\_\_

**DAY CARE LOCATION:**

Is the day care located in a residence? [ ] Yes [ ] No

\*If you are renting, please make sure it is ok with your landlord to provide day care on the rental property.

**HOUSEHOLD MEMBERS**

\*In the space provided below please include the name and birth date, of all persons presently living in the home, where day care will be provided. **(Please include yourself, if you reside there)**

Name	Date of Birth	Relationship
1		
2		
3		
4		
5		

**CAREGIVERS**

Please list the names, addresses, and phone number of all persons responsible for the direct care and supervision of children in your facility and indicate whether they are full or part time. **(Please include yourself)**

PS# (From PS# Card)	NAME	ROLE	WORKS 160 Hrs/Yr	
			More Than	Less Than
1				
2				
3				
4				

- a. Each person over 18 living in the home and all care givers are required to complete a RELEASE OF INFORMATION Form. \*
  - If a household member or a caregiver has lived outside of Montana within the last five years, that person will need to obtain an out of state background check.
- b. Each person over 18 living in the home and all care givers are required to complete a STATEMENT OF HEALTH Form. \*
- c. Each person over 18 living in the home and all care giver, including volunteers, are required to supply copies of their immunizations to the Child Care Licensing Program.  
Immunizations required are:
  1. MMR, if born after 1-1-57
  2. MMR or a Rubella Titer test is required for those born prior to 1-1-57
  3. Tetanus/Diphtheria (required every 10 years)
- d. All caregivers must hold a current course completion card in Infant, Child, and Adult CPR (regardless of the ages that are in care) and Standard First Aid
- e. Full time employees (those working more than 160 hours in a year) must complete and submit 8 hours of training on an annual basis.

**\* The above forms are to be completed by each person over 18 living in the home and all care givers**

In Accordance with the Montana Child Care Act, (52-2-702-714 ), Montana Code Annotated, I hereby request the re-issuance of a Infant, Family, or Group Day Care Home Certificate of Registration on the basis of my affirmation of the following statements:

**Please**

**Initial**

- \_\_\_\_\_ a. I have received and have read a copy of the State Regulations for Family and/or Group Day Care Homes and Infant Care.
- \_\_\_\_\_ b. I certify, to the best of my knowledge and belief that, I will be in compliance with the State Regulations for Family/Group Day Care Homes and Infant Care, while children are in care.
- \_\_\_\_\_ c. I understand that I cannot care for more children at any one time than are indicated by the Registration Certificate. This number includes my own children under the age of 6 years.
- \_\_\_\_\_ d. I understand that any complaints about my registered day care home may be investigated by a representative of the Department, without prior notification.
- \_\_\_\_\_ e. I understand that my registered day care home may be visited, and I will allow worker entry.
- \_\_\_\_\_ f. If I move to another address or stop providing care to children I must notify the Department of Public Health and Human Services, Child Care Licensing Program.
- \_\_\_\_\_ g. I understand that the name and address of my registered day care home will appear on a list which is maintained by the Department of Public Health and Human Services
- \_\_\_\_\_ h. I will keep the necessary Insurance in force covering the total number of children I am caring for. I certify that I have adequate Public Liability and Fire Insurance for the purpose of conducting child day care. **Please provide us with the name of your insurance company, the contact person, policy number, effective dates, and number of children, coverage is provided for by completing the "Insurance Verification Form".**
- \_\_\_\_\_ i. I will provide the department with the names, addresses, phone numbers, and parents' names, of each child in my care whenever requested to do so by the department.
- \_\_\_\_\_ j. If you are renting please make sure it is okay with your landlord to provide day care on the rental property.

*To the best of my knowledge and belief, all information I have given to the Department of Public Health and Human Services and/or its authorized agents on this form is true and correct. I will supply true and correct information requested during all subsequent contacts.*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**TO BE COMPLETED BY A NOTARY PUBLIC:**

Taken, Sworn, and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

\_\_\_\_\_  
(Notary Public for the State of Montana)

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_