***Economic Security Administration/Child Care Services Division***

***Request for Child Care Placement Change***

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Date: | | | |
| Staff requesting day care placement change: | | Title: | |
| Name of Child(ren) in need of day care placement change:  ♦  ♦  ♦ | | | |
| Name and Address of Current Day Care Placement: | | | |
| Center Name:  Address:  Telephone: | | | |
| **\*Last day at current day care placement:** | | | |
| Name and Address of New Day Care Placement: | | | |
| Center Name:  Address:  Telephone: | | | |
| **\*First Day at new day care placement:** | | | |
| The request is being made for the following reason(s):  ⭘Resource Parent/Parent requesting day care placement change  ⭘ Location  ⭘Child going to public school  ⭘Child is going to public school/need before and after care  ⭘Child care provider concerns  ⭘Placement of all children at one site  ⭘Summer Camp  ⭘Facility Closing  ⭘Other: | | | |
| **Phone No:** | **Cell No:** | | **Date:** |
| **Name of Guardian/Resource Parent:** | | | **SSN:** |
| **Signature of person completing the form:** | | | |

**(Rev. 2/16)**