



MISSOURI DEPARTMENT OF SOCIAL SERVICES
 DIVISION OF FAMILY SERVICES/CHILD CARE LICENSING UNIT
DAY CARE FACILITY OVERLAP REQUEST

CHECK ONLY ONE: DAY CARE HOME
 GROUP DAY CARE HOME
 DAY CARE CENTER

NOTE: DAY CARE FACILITY COMPLETE ITEMS 1-8 ONLY

1. FACILITY NAME (OWNER(S) NAME(S) IF A DAY CARE HOME)

2. FACILITY ADDRESS (STREET, CITY, ZIP CODE) TELEPHONE NUMBER
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3. LICENSED CAPACITY 4. TOTAL NUMBER OF CHILDREN TO BE CARED FOR DURING OVERLAP

5. AGE RANGE OF ADDITIONAL CHILDREN WHO WILL BE CARED FOR DURING OVERLAP ▶

6. HOURS OF OVERLAP
 FROM: TO: FROM: TO: FROM: TO:

7. AGREEMENTS
 I have read and agree to abide by all Licensing Rules which relate to overlap care of children. I understand that:
 Overlap care is limited to one-third (1/3) the licensed capacity of the facility;
 Overlap care of children under age two (2) is not permitted in a day care home;
 Overlap care is not permitted until written approval has been received from the Division;
 Any changes in the hours of overlap care shall require that a new overlap request form be submitted and approved;
 All procedures for admitting children shall be followed for all children enrolled for overlap care;
 The overlap period(s) shall not exceed two (2) hours total daily; and
 Staff/child ratios must be maintained during overlap periods.

8. SIGNATURE OF OWNER, BOARD PRESIDENT OR CHAIRPERSON OR DIRECTOR DATE

DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY

9. Request for overlap
 a. Fire/Safety approval on file
 b. Approved as requested
 Maximum number of children to be in care during overlap:
 _____ Infant/Toddler (GDCH/centers only) _____ Preschool/School-age
 c. Denied
 Reason for Denial _____

10. Comments/Restrictions, if any

FOR PENDING APPLICANTS: Approval for overlap care shall not be effective until a license to operate is received.

11. LICENSING REPRESENTATIVE DATE LICENSING SUPERVISOR DATE