



# Department of Public Health and Human Services

Early Childhood Services and Family Support Division

Child Care Bureau / Child Care Licensing

## Overlap Care Application Registered Child Care Providers

### REQUIREMENTS

Please find the ARM Rules that govern overlap care below.

Please keep this information in mind as you complete this application for overlap care.

#### **ARM 37.96.101 (24) Definitions**

"**Overlap care**" means care provided at a registered family or group child care facility for children three years and older, and approved by the department for a designated time period not to exceed three hours when the number of children in care may exceed the number of children on the registration or license.

#### **ARM 37.96.106 (6)(a-h) Child-to-Staff Ratios, Staff Numbers, and Supervision**

(6) Overlap care may be approved by the department for family child care and group child care facilities in situations, such as before and after school, when the number of children in care over three years old exceeds the licensed capacity for a short period of time. Overlap care must meet the following requirements:

- (a) Overlap care for children under three years old is not permitted.
- (b) Overlap care must not exceed three hours total in any day.
- (c) Group child care facilities may care for up to four additional children during the approved overlap time.
- (d) Family child care facilities may care for up to two additional children during the approved overlap time.
- (e) Child care facilities providing two shifts of 12-hour care may be granted three hours of overlap care for each 12 hours of continuous care.
- (f) During approved overlap care times, family and group child care facilities may use a 10:1 child-to-staff ratio.
- (g) Facilities wanting to provide overlap care must submit a written plan to CCL which includes the specific hours in which the overlap will occur, proof of insurance to care for the total number of children, and documentation of square footage sufficient to care for the total number of children.
- (h) A facility must not provide overlap care until it has received written approval of this plan from CCL.

#### **Additional Information to be aware of...**

##### **Insurance Coverage**

- The provider must verify with their insurance agent that current liability coverage is sufficient to cover additional children during overlap periods.
- If current liability coverage does not cover additional children during overlap periods, coverage must be obtained.
- It is the responsibility of the providers to supply the department with verification that liability insurance covers additional children before overlap care takes place.

##### **Food Program**

- Food Program reimbursement may be claimed for children served during overlap hours.
- Food Program reimbursement may only be made for overlap care that has been approved by the department.

##### **Notification of Approval**

- You will be contacted if your application is denied.
- You will receive a new day care registration certification with the overlap changes reflected.



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### Facility & Overlap Information

Director Name: \_\_\_\_\_ PV#: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Per your Registration Certificate, please indicate the following: Facility Type: Family Group  
Max Capacity: 8 15 Other \_\_\_\_

Are you currently approved for overlap hours? Yes, however, I need to change my current hours.  
No, however, I need to add overlap hours.

I am requesting the following number of children during overlap hours. 1 2 (2 max for Family facilities)  
3 4 (4 max for Group facilities)

I am requesting the following hours for overlap care be effective: \_\_\_\_\_ (enter effective date)

_____ am	_____ am	Total	Days of Week:	Monday	Tuesday	Wednesday	
_____ pm to _____	_____ pm	Hours		Thursday	Friday	Saturday	Sunday
_____ am	_____ am	Total	Days of Week:	Monday	Tuesday	Wednesday	
_____ pm to _____	_____ pm	Hours		Thursday	Friday	Saturday	Sunday

Please note that the total amount of time designated as overlap care may not exceed 3 hours in any day.

#### Please Note:

- Overlap hours will NOT be approved to start on a date prior to the date the application was received by Child Care Licensing.
- Insurance must cover the total number of children, including the number of overlap children, before the overlap change will be approved by Child Care Licensing.

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Department Use Only

This application to change overlap has been...

##### Approved:

Effective Date \_\_\_\_\_

Number of Children \_\_\_\_\_

Number of Children covered by Insurance: \_\_\_\_\_

Additional Notes:

##### Denied:

This request is not approved for the following reason(s):

Child Care Licensors Signature: \_\_\_\_\_ Date: \_\_\_\_\_