

POTENTIAL CHANGES IN OWNERSHIP OR OPERATOR **OF A** **CHILD CARE CENTER OR GROUP CHILD CARE HOME**

All changes to ownership or operator of a child care program are subject to prior approval by the Office of Early Childhood (“Agency”). This includes direct ownership changes or changes in the ownership of the business entity that owns, operates, or maintains the child care program.

Child care licenses are not transferable or assignable. **Change to ownership or operator requires issuance of a new license and terminates the existing license on the date of the change.** If a change in operator or ownership is finalized before a new license is issued, the program is required to cease operation effective the date of the sale or be subject to the penalties for operation without a license. The potential new owner or operator cannot engage in the day-to-day operation of the program until it has obtained a license.

The proposed owner/operator must submit a complete application at least sixty (60) days before intended operation. The existing owner/operator must notify the Agency, parents and staff thirty (30) days prior to the date it intends to cease operation of the program.

NOTE: It is highly recommended that the existing owner/operator and the potential new owner/operator jointly notify the Agency of the intended change to ownership or operator in order for the Agency to coordinate the closure of the prior license with the issuance of the new license.

A change in ownership or operator may occur under the following circumstances:

- The sale of a child care program to an individual or other legal entity that has no prior ownership of the specific child care program that is being purchased;
- The sale of the legal entity to which the child care center or group child care home license was issued;
- Mergers or consolidations;
- Changes in beneficial ownership, members, corporate officers, and/or partners.

If you are unsure whether such changes require a new license, please complete the attached worksheet and submit to your Licensing Specialist.

Do changes in name or legal form require a new license?

- If the name of the legal entity is changed (e.g. ABC, LLC to ABCD, LLC), the Agency will need a letter on letterhead, signed by a certifying official, stating that the name has been changed, providing the new name exactly as it appears on other legal documents, and stating that no other changes relevant to the license have been made. Please submit verification from the CT Secretary of the State confirming such change. A Notification of Change form and an original notarized Affidavit is also required.

- If only the name of the child care program is changing and the legal entity remains the same, a Notification of Change and original notarized Affidavit is required.
- A change in the legal form of the entity (e.g. LLC to Inc.) may require a new license. Please complete the attached worksheet.

Licensing staff and the Agency Staff Attorney will review the information submitted to make the determination if a new application is required.

Please submit all information to your Licensing Specialist:

Licensing Division email: oeclicensing@ct.gov

or

**by emailing your Licensing Specialist directly
(firstname.lastname@ct.gov)**

**CT Office of Early Childhood
450 Columbus Blvd., Suite 302
Hartford, CT 06106
(800)282-6063 or (860)500-4450**

CHANGE IN OPERATOR/OWNERSHIP WORKSHEET

(For use **ONLY** when review by the Agency is sought for determination of whether a new application is required)

Current Owner/Operator: _____

Name of Program: _____ License #: _____

Current Legal Representative _____

Proposed Owner/Operator: _____

Proposed Legal Representative: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

Relationship to Proposed Owner/Operator: _____

Describe the proposed transaction or change for which review is sought:

Estimated date or timeframe for the proposed change: _____

Please Check All that Apply:

- ☐ The current owner/operator is being sold to the proposed new owner/operator;
- ☐ The current owner/operator is only selling the child care program to the proposed new owner/operator;
- ☐ The current owner/operator is merging or consolidating with the proposed new owner/operator;
- ☐ The current owner/operator is changing its legal form from _____ to _____
- ☐ The current owner/operator will file dissolution papers with the Connecticut Secretary of State;
- ☐ The proposed change will require the registration of a new entity with the Connecticut Secretary of State;
- ☐ The proposed change will cause the program to operate under a new tax identification number;
- ☐ The proposed change will result in a change in beneficial ownership, members, corporate officers, or partners.

Please submit with this worksheet all documentation relevant to the proposed change, including but not limited to:

1. Organizational charts for (a) the current operator/owner and (b) the proposed operator/owner. Both charts shall include the names and titles of all members, managers, directors, principles, and/or partners along with % ownership;
2. Organizational chart showing the change(s) for which review is sought;
3. Letters of intent;
4. Purchase and sale agreements;
5. Lease or management agreements;
6. Merger or consolidation agreements;
7. Stock purchase agreements;

In submitting this worksheet and supporting documentation, I warrant that all information provided is true and accurate to the best of my knowledge. I understand that that the Office of Early Childhood will review all information provided to determine whether the proposed change requires a new license.

Printed Name: _____

Signature: _____

Date: _____

Title: _____

Please submit all information to your Licensing Specialist:

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