

**CHILD CARE CENTER - GROUP CHILD CARE HOME
AFFIDAVIT ESTABLISHING LEGAL REPRESENTATIVE
AND
AFFIDAVIT OF COMPLIANCE**

Parts B & C of this Affidavit must be notarized and the original notarized affidavit submitted to the Agency

This Affidavit pertains to License # _____ or ☐ Pending License

Name of Program: _____

Program Address: _____

Program Phone: _____ Program Email: _____

Definitions

Affiant: For purposes of Part B of this Affidavit, the “Affiant” is the officer of the operator who swears to the truth and accuracy of statements made in Part B of this Affidavit.

Examples of officers include: members, managing members, principles, partners, managing partners, CEOs, executive directors, sole proprietors, etc.

Legal Representative: the "Legal representative" means a person authorized by the operator to represent and act on behalf of the operator, including but not limited to, the signing of licensure applications and renewals.

The legal representative can be an officer of the operator or an agent who has been authorized by the officer to act on behalf of the operator. This person can be the same as the affiant.

Operator: the “Operator” means the person, group of persons, association, organization, corporation, institution or agency, public or private, who has the legal responsibility for the overall operation of the child care center or group child care home to whom the license is issued.

For example: Jane Doe, Sole Proprietor; Mother Duck Daycare, LLC;
Mother Duck Daycare, INC.; Mother Duck Daycare, LLP

PART A: REASON FOR CHANGE OR ESTABLISHMENT OF LEGAL REPRESENTATIVE

The submission of this Affidavit is the result of the following (check all that apply):

- ☐ New License (application for license)
- ☐ Change to Legal Representative only
- ☐ Change to Name and/or Address of the Child Care Center/Group Child Care Home
- ☐ Change to Name of the Operator (including change in legal entity type)
- ☐ Changes to Members of Operator Board (not the result of any sale of a beneficial interest)
- ☐ Changes in beneficial ownership, members, corporate officers, and/or partners of Operator

PART B: AFFIDAVIT ESTABLISHING LEGAL REPRESENTATIVE

I, _____, am the _____,
(Name of Affiant) (Official Position or Title)
of _____,
(Name of Operator – provide full legal name of legal entity/trade name/sole proprietor)
located at _____, _____, CT, _____.
(Operator's Address) (City) (Zip Code)

The above-named Operator is a:

- ☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ Limited Liability Company
☐ Limited Partnership ☐ Limited Liability Partnership ☐ Other _____

I hereby submit this affidavit to the Office of Early Childhood as evidence of the authority of

(Printed Name of Legal Representative)

Address of Legal Representative: _____

Phone Number: _____ Email Address: _____

to act on behalf of the above-named Operator in all matters described in General Statutes § 19a-77, et seq., and § 19a-77-1a., et seq., of the Regulations of Connecticut State Agencies regarding the operation of the above named Child Care Center or Group Child Care Home.

(Signature of Affiant)

Date

(Signature of Legal Representative)
(named above)

(Date)

Subscribed and sworn to before me on _____ day of _____
Day Month Year

Signature of notary public, commissioner of superior court
or other proper official as noted in General Statutes § 1-24

☐ **PLEASE ATTACH DOCUMENTATION FROM THE SECRETARY OF STATE VERIFYING THE REGISTRATION OF THE OPERATOR.**

<https://service.ct.gov/business/s/onlinebusinesssearch>

PART C: AFFIDAVIT OF COMPLIANCE

I, _____, as the legal representative authorized to act on behalf of the Operator named in
(Name of Legal Representative)
Part B of this Affidavit in all matters described in General Statutes § 19a-77, et seq., and § 19a-77-1a., et seq., of the
Regulations of Connecticut State Agencies regarding the operation of the child care center/group child care home
named in Part B of this Affidavit, do hereby attest to the following:

- I have read the Connecticut General Statutes and Regulations of Connecticut State Agencies relating to the licensure and operation of a child care center/group child care home.
- I understand that the child care center/group child care home must be operated in compliance with the Connecticut General Statutes and Regulations of Connecticut State Agencies relating to the licensure and operation of a child care center/group child care home.
- I understand that failure to comply with the Connecticut General Statutes and Regulations of Connecticut State Agencies relating to the licensure and operation of a child care center/group child care home may result in enforcement action against the license, up to and including revocation.
- I understand that the license is subject to renewal every 4 years. I understand that compliance with the regulations is required in order for the license to be renewed. I understand that renewal is necessary for the continued operation of the child care center or group child care home. I understand that it is the Operator's responsibility to timely submit a complete renewal to the Office of Early Childhood.
- I understand that it is the Operator's responsibility to submit a new Affidavit Establishing Legal Representative and Affidavit of Compliance in the event of a change in legal representative and as otherwise required by the Office of Early Childhood.
- I understand that the Office of Early Childhood shall be granted immediate access to the child care center or group child care home during customary business hours in order to conduct any inspection and/or investigation. I understand that the failure to grant immediate access to the child care center or group child care home may result in enforcement action against the license, up to and including revocation.
- I understand that any false statements made herein are punishable under General Statutes § 53a-157b.

(Signature of Legal Representative)

(Date)

(Printed name of Legal Representative)

Subscribed and sworn to before me on _____ day of _____
(Day) (Month) (Year)

Signature of notary public, commissioner of superior court
or other proper official as noted in General Statutes § 1-24