<table>
<thead>
<tr>
<th>Office of Early Childhood</th>
<th>Family Child Care Home Licensing</th>
<th>Capacity</th>
</tr>
</thead>
</table>

**What do the numbers on my license mean?**
When you receive your license, your maximum capacity will be signified by two (2) numbers: the **regular capacity** and the **school-age capacity**.

**What does your “licensed capacity” mean?**
- Your licensed capacity is the **total number** of children under the age of 12 who are allowed in your family child care home at the same time: including both the children who receive your care and supervision, and the children who live in your home. However, those children age 12 and older who are specifically enrolled in the family child care home to receive child care services **do count** in the licensed capacity.
  
  **Note:** Within your licensed capacity - you can only care for two children under the age of 18 months at one time, including your own children, **except** you may care for up to six children under the age of 18 months when an agency approved assistant or substitute is present.

**How are kindergarten children counted in the capacity?**
- Kindergarten children attending school for a half day will be counted in the regular capacity. However, kindergarten children who attend school for a full day will be counted in the school-age capacity with other school-aged children (1st grade and up).

**During a licensing inspection what will a Licensing Specialist be looking for?**
- The Specialist will “count heads” of all the children who are present in the family child care home, including children of friends, of neighbors and of staff. The specialist will be determining if you are within your licensed capacity at the time of the inspection. The Specialist will also review your files regarding the children’s enrollment and attendance. Overlapping of the children’s hours of care, which exceeds your capacity, is a violation of the Regulations.
- In your **regular capacity**, the Specialist will count all the children who do not attend school full-time and the school age children who receive three or more hours of care before or after school. In the **school-age capacity**, the Specialist will count all the children who attend school full-time and receive less than three hours of care before or after school. (Exception: during the school year, the school-age children may attend for a full day during days when schools are closed for weather, holidays and half-days. At this time providers may have their regular capacity and their school-age capacity in attendance for a full day.)
- Your records for the children’s enrollment and attendance should be clear. The records should also be consistent with your reports to the Federal USDA nutrition program and childcare assistance program.

**Summers – What is my licensed capacity during this time?**
- The school age capacity does not apply during the summer school vacation **unless** all of the children counted in the school age capacity are your own, **or** an assistant or substitute staff member approved by the Commissioner is present and assisting you. The school age capacity must not exceed 3 unless all of the school age children are your own.
  
  **Note:** A child is considered school age once he or she is attending full time kindergarten or higher. A child who will be entering fulltime kindergarten in the fall is not considered school age until they begin school.