

TIME AWAY FROM YOUR DAYCARE HOME

For your unscheduled licensing visit

Provider's Name _____

Your licensor will be stopping by, unannounced, sometime during your normal licensing time period. The following information will be useful in preparing for your visit. **It is important that you complete this form and return it with the paperwork listed on your cover sheet.** Please be aware that if you do not return this completed form, your licensor will assume you are available for your unscheduled visit anytime between 8:00 am to 4:30 pm, Monday through Friday.

Please list any scheduled times or days you know you will be away from your daycare home within 60 days of your licensing month:

Thank you for your help!