

AMENDMENTS

**(CHANGE OF: NAME/DAYS/HOURS/AGES/CAPACITY/SPACE)
FOR
PRESCHOOLS**

ALL AMENDMENTS REQUIRE-

- Application:** Application needs to be current, accurate and complete. Please list all staff including volunteers and substitutes. Check the amendment box and list change(s). **Licensee or authorized person must sign application.**
- Full Disclosure of Ownership Statement:** Instructions are on the form. Complete and submit one of the following forms; a) Non Profit or b) For Profit.

SUBMIT THE FOLLOWING ADDITIONAL DOCUMENTS IF APPLICABLE TO THE AMENDMENT.

NAME CHANGE-

- Prior to Hire Agreement:** Complete and submit an updated agreement.

CHANGE OF HOURS, AGES-

- Daily Schedule:** Submit an updated Daily Schedule that includes all **hours** in which the facility is licensed to operate OR if adding new age range.

If any of the required forms are incomplete the packet will be returned.

SEND THE ITEMS TO:

Douglas or Sarpy County

Department of Health and Human Services
Division of Public Health
Children's Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR

All Other Nebraska Counties

Department of Health and Human Services
Division of Public Health
Children's Services Licensing
PO Box 94986
Lincoln, NE 68509

Depending on the type of change a Fire inspection may need to be conducted and/or an inspection by Children's Services Licensing (CSL) required. CSL will **not** issue the amended license until all inspections have been completed and approved.

If you have any questions regarding this process call:

Douglas or Sarpy County

(402) 595-3348

OR

All Other Nebraska Counties

(402) 471-9562; 1-800-600-1289