



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

Isiah Leggett
County Executive

Richie Bowers
Fire Chief

September 1, 2009

Dear Child Care Provider:

This letter clarifies the Office of the Fire Marshal requirements for licensed child care. These requirements are being sent to every facility currently licensed by the Maryland State Department of Education Office of Child Care (OCC). If child care service is no longer provided at this location please disregard this letter.

Currently, confusion exists about the number of children allowed at each licensed facility. Listed below are the three types of facilities inspected by the Office of the Fire Marshal and the maximum number of children allowed.

Family Day Care – Maximum of 8 Children:

A licensed individual may care for a maximum of 8 children, with two children under the age of 2. If three or four children under the age of 2 are in care, an OCC approved additional adult must be present. (Maximum of four children under the age of 2 allowed).

Group Day Care (Small Center) – Maximum of 12 Children:

A licensed facility may care for a maximum of 12 children. When there are three or four children under the age of 2 in care, two OCC approved child care staff must be present. OCC staff child ratios must always be maintained as well. (Maximum of four children under the age of 2 allowed). In addition, a Use & Occupancy Certificate is also required from Montgomery County Department of Permitting Services. Contact them online at: www.montgomerycountymd.gov/permittingservices

Child Care Center – More Than 12 Children:

Every child care center must have a Use & Occupancy Certificate (U&O) from Montgomery County Department of Permitting Services. This certificate will state the ages and number of children allowed on site. If a U&O certificate is needed, contact the Department of Permitting Services online at: www.montgomerycountymd.gov/permittingservices

These requirements are not new and the Office of the Fire Marshal is aware that some facilities are not compliant. **However, all licensed individuals and facilities must be compliant by July 1, 2010. Failure to comply will result in the denial of your fire inspection approval.**

Thank you for the vital service you provide the community. If you have any questions please visit us online at: www.montgomerycountymd.gov/firemarshal