



# TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

**COMMISSIONER**  
Carey D. Cockerell

Date

Name  
Address

Dear:

Enclosed is your permit to operate a(n) Small Employer Based Child Care Center, {enter operation name and address}.

This permit replaces any permit you may have been issued in the past. The Human Resources Code, Chapter 42, requires continuing compliance with minimum standard rules, the law, and the restrictions on your permit. Chapter 42 of the Human Resources Code provides that licensing staff may inspect your operation during operating hours to inspect, investigate, and evaluate.

Licensing staff will inspect or investigate your operation in reported cases of complaints; alleged abuse/neglect; or deficiencies in licensing statute or rule. Inspections or investigations may or may not be announced.

You may not make changes in the operation of your program (add or subtract space, change age range of children, change hours/days of operation, etc.) without approval from licensing staff and reissuance of the permit if necessary.

Your permit is valid only for the location and the person (governing body) stated on the permit. If the operation changes ownership or location, a new permit must be issued and the previous permit must be returned.

Please inform me promptly of any plans to change location or ownership to avoid operating without a valid permit and in violation of the law.

Sincerely,

Licensing Representative  
Phone number  
Enclosure(s):  
cc:  
Child-Care Licensing