

**Department of Public Health and Human Services
Child Care Licensing Bureau**

**Day Care Facility
Square Footage Report / Floor Plan**

EXPLANATIONS OF CALCULATION OF SQUARE FOOTAGE

To determine the registration/license capacity the areas designated for children's activities must be measured. Calculations regarding the number of children allowed in the facility are derived from these measurements.

37.95.705 GROUP AND FAMILY DAY CARE HOMES. BUILDING REQUIREMENTS

(1) The day care home must have a minimum of 35 square feet per child of indoor space, not including food preparation areas of the kitchen, bathrooms, toilets, offices, staff rooms, corridors, hallways, closets, lockers, laundry areas, furnace rooms, cabinets, and storage shelving spaces, as well as 75 square feet per child of outdoor play space.

37.95.610 DAY CARE CENTERS. SPACE

- (1) A day care center must have sufficient indoor and outdoor space for the number and ages of children in care.
- (2) Calculation of the required minimum 35 square feet of space per child must exclude food preparation areas of the kitchen, bathrooms, toilets, offices, staff rooms, corridors, hallways, closets, lockers, laundry areas, furnace rooms, cabinets, shelving, and other storage spaces.
- (3) In facilities licensed after June 2, 2006, this requirement shall be deemed to have been satisfied if each designated area for children's activities contains a minimum of 35 square feet of usable floor space per child that will be in the room at any one time, as calculated in(2).

TO CALCULATE A ROOM'S SQUARE FOOTAGE:

- Measure the room's length and the room's width. **Do not include non-usable space (furniture) such as bookshelves, entertainment centers, coffee tables and end tables.*
- Once the length and width have been determined, these two calculations need to be multiplied.

Other spaces that cannot be included in these calculations are bathrooms, hallways, and kitchens

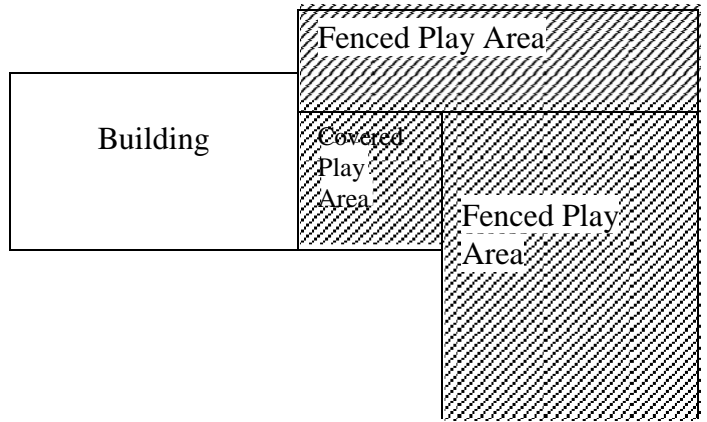
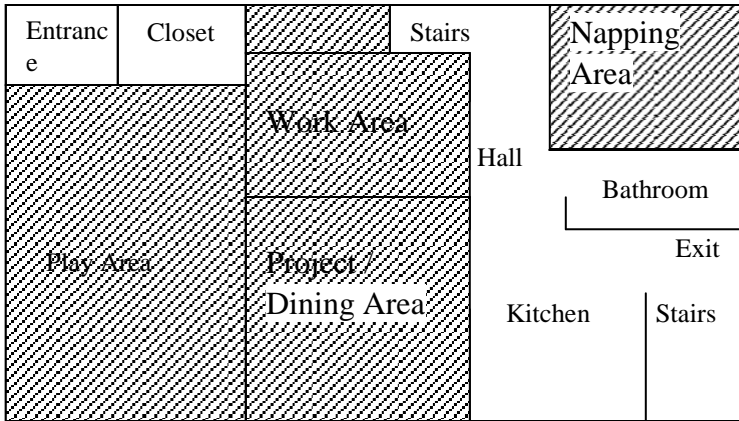
Dining areas may be counted, as children use this space for purposes of eating and table activities. Chairs, couches, beds and other furniture, which are occupied by the children, can be countable space.

Outside space is sometimes irregularly shaped. In this case, divide the area into "blocks" and measure the square footage of each block separately, taking the width and length of the area and multiplying the two. Then add the individual areas together.

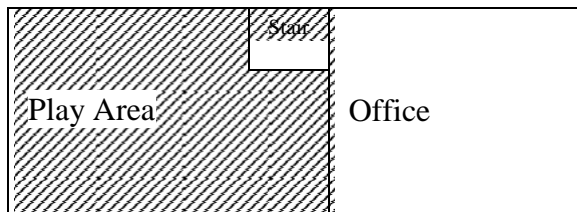
With the above guidelines, please measure the countable space in your facility and record the findings on the form provided.

***When your Child Care Licensor visits your facility they will verify your measurements.**

Floor Plan



Please use the space below to complete a floor plan, which describes the usable space of your facility. It is important to state the dimensions of each room, used for childcare, as this determines how many children you are able to care for.



Note: Space Requirements
 Indoor Space: 35sq ft per child
 Outdoor Space: 75sq ft per child

SEE EXAMPLES ABOVE

SQUARE FOOTAGE REPORT

Usable Child Care Space ONLY

Provider/Director: _____ Date measured: _____

Facility Name: _____

Facility Address: _____

<u>INDOOR SPACE:</u>	<u>CENTERS</u>
Area 1 (_____): _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Name of Area Width of Room Length of Room Square Feet of Room </small>	_____
Area 2 (_____): _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Name of Area Width of Room Length of Room Square Feet of Room </small>	_____
Area 3 (_____): _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Name of Area Width of Room Length of Room Square Feet of Room </small>	_____
Area 4 (_____): _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Name of Area Width of Room Length of Room Square Feet of Room </small>	_____
Area 5 (_____): _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Name of Area Width of Room Length of Room Square Feet of Room </small>	_____
Area 6 (_____): _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Name of Area Width of Room Length of Room Square Feet of Room </small>	_____
<div style="background-color: #cccccc; width: 100%; height: 15px; margin-bottom: 5px;"></div> _____ (Add Square Feet from Each Room Together)	

<u>OUTDOOR SPACE:</u>	<u>CENTERS</u>
Play area: _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Width of Play Area Length of Play Area Square Feet of PlayArea </small>	÷ 75 = _____
(Additional area:) _____ x _____ = _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Width of Play Area Length of Play Area Square Feet of PlayArea </small>	÷ 75 = _____
TOTAL Square Feet _____ = _____ (Add Square Feet from Each Outside Space Together)	

(TO BE COMPLETED BY CHILD CARE LICENSING)

TOTAL INDOOR: _____) 35 sq. ft. = _____

TOTAL OUTSIDE: _____) 75 sq. ft. = _____

Register/License for: _____ children with _____ overlap (optional).