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Date: 02/26/2025

To:
Department of Consumer and Regulatory Affairs (DCRA)
Attn: Zoning Administration
1104 4th St SW
Washington DC

Subject: Request for Expansion of Child Care Capacity from 9 to 12 Children

To whom concern

I am writing to formally request approval for the expansion of the child care home located at [Your Address] from its current capacity of 9 children to 12 children. This request is in alignment with our ongoing commitment to provide quality child care services to the community, and we are fully prepared to meet all necessary requirements to ensure the safety and well-being of the children in our care.

Justification for the Expansion:

- **Community Need:** The demand for child care services in our area has grown, and expanding our capacity would allow us to serve additional families in need of quality child care.
- **Compliance with Standards:** We understand and adhere to the necessary regulations governing child care homes, and we will ensure that the expansion will meet all health, safety, and regulatory standards required by the DCRA.
- **Facility Preparedness:** We have sufficient space and resources to accommodate up to 12 children while maintaining a safe and nurturing environment. The facility layout and staffing arrangements will be adjusted accordingly to ensure proper care for the expanded number of children.

Action Plan:

- We will continue to meet the state's health, safety, and licensing requirements, including maintaining staff-to-child ratios and ensuring the facility remains safe and compliant with all child care regulations.
- An updated emergency plan and child care policies will be implemented to accommodate the increase in capacity.

We are confident that this expansion will not only enhance our ability to serve more families but will also maintain the high standards of care that have defined our services. We respectfully request your approval to expand our capacity from 9 to 12 children and are happy to provide any further information or documentation needed to support this request.

Thank you for your attention to this matter. We look forward to your approval and to continuing our mission to provide exceptional childcare in the community.

Sincerely,

Muluwork Kenea
Provider
Amen Family Child Development Home LLC