Board Name

**Parent Notification of Child Care Provider Placed on Corrective Action**

Parent Name:      \_\_\_\_\_\_\_\_\_\_\_\_ Case Number:

Child Care Provider:      \_\_\_\_\_\_\_ Date Notification Sent:    ­­­\_\_\_\_\_ \_\_\_\_\_

The purpose of this notice is to inform you that the Texas Health and Human Services Commission Child Care Regulation (CCR) has placed your child(ren)’s child care provider on corrective action. Corrective actions are steps that CCR may impose on a child care provider to help the provider become compliant with state child care licensing standards rules and laws. CCR may place the provider on probation rather than revoking the licensing permit. Providers are required to post the corrective action plan (CAP) in a prominent location. You are strongly encouraged to review the CAP.

Your child(ren)’s provider was placed on corrective action:

**Probation:**

CCR places a provider on probation when a specific incident or a pattern of deficiencies could lead to further action, such as closing a provider, but it is not necessary if the CAP is followed.

**IMPORTANT:** You may choose to keep your child(ren) enrolled at the provider or transfer your child(ren) to another provider.

If you choose to transfer your child(ren) to another provider, contact Child Care Services in writing or by telephone within 14 days of the date of this notification to inform staff of an alternate placement. If you do not make the request within 14 days, your request may be subject to the local policy regarding child care provider transfers.