

## **.09 VOLUNTARY SURRENDER**

### **A. A provider may voluntarily surrender a family day care registration at any time by notifying the Office.**

INTENT: You may stop providing child care whenever you choose without notifying the Office. However, the registration is not considered as surrendered until you report to the Regional Office that you wish to surrender it.

Notes:

- All registration certificates are government property (see [Section .10A\(2\)](#) of this Manual). They must be returned to the Regional Office immediately upon being surrendered.
- You may choose to voluntarily surrender a registration certificate rather than face a suspension or revocation proceeding and go through the hearing process. However:
  - The circumstances under which you surrendered your registration will be noted in your licensing record and will be taken into account if you re-apply for registration in the future; and
  - If the proceeding would involve an allegation of child abuse or neglect, Child Protective Services and the police must, by law, continue the abuse or neglect investigation and make findings independent of the licensing agency even if the registration has already been surrendered.

### **B. The Office shall note in the family day care provider's file that the registration has been voluntarily surrendered.**

INTENT: Whenever a licensing file is closed, the Regional Office must record the type of closure (i.e., withdrawal of application, expiration due to non-renewal, or voluntary surrender).