

SUBJECT

**EXEMPTIONS – INFANT LESS
THAN 12 WEEKS FAMILY/GROUP
CHILD CARE HOMES**

JULY 2016

RESPONSIBILITY

CHILD CARE CO-ORDINATOR (CCC)

SUMMARY: This procedure explains what a CCC does to approve an exemption for children less than 12 weeks of age under the following conditions / criteria.

PROCEDURE

1. Only 1 exemption for under 12 weeks will be approved at one time;
2. Appropriate equipment/program must be available to meet the needs of the child.
3. A letter from the family/group child care home provider(s) requesting age exemption must be sent to the CCC to forward to ELCC Specialist/Supervisor (Supervisor) (the parent will either need to sign the same letter or forward one of their own).
4. A Doctor's note **MUST** accompany the request. This letter must be legible and state that the child is healthy and able to attend a child care facility.

Note: A CCC cannot approve a child less than 12 weeks of age without prior approval by the Director of ELCC. An age exemption request will not automatically be approved.

Note: Preference is that a child less than 12 weeks of age is not attending a child care setting.

5. Forward the written request from the family/group child care home provider(s), accompanied by the **INFANT LESS THAN 12 WEEKS OF AGE – EXEMPTION REQUEST CHECKLIST**, to the supervisor for review.
6. The exemption request and all accompanying documentation will be reviewed by the assistant director of ELCC. The assistant director may choose to deny a request based on the fact that it is not in the child's best interest.

