

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.

