

Child and Adult Care Food Program

School Age Children

Capacity Exception for August 2011 – June 2012

INSTRUCTIONS: Enter information on applicable blanks, list school age children on the back side of this form, sign and date the form. Submit to **Child Care Links**.

Exception to Exceed the Licensed Capacity for School Age Children

KDHE CCLR Policy, Early Care and Youth Programs Section, 2008–001

- Yes I plan to have 1-2 extra school age children in care during the extended school year (according to KDHE CCLR Policy, Early Care and Youth Programs Section, 2008-001).
- I will attach a note from City or County official or License Surveyor stating that no codes or ordinances are violated by having additional children.
 - I will only have 1-2 additional school age children in care two weeks prior to the start of the school year, two weeks after the end of the school year, and/or during school closures during the school year (example, school breaks and snow days).
 - I understand that I am responsible for submitting a school district calendar for each school age child to my sponsoring organization
 - I notified all parents of the children in care that I will have extra children in care at my day care home.
 - I will list the name of the second caregiver on each applicable claim if I have 3 infants in care (newborn through 18 months). The second caregiver, 16 years of age and older, will be in attendance during the time the licensed capacity is exceeded and sign the claim (cover sheet, meal attendance, or menus) for each applicable month.

I, _____, intend to have children in care which will require me to use a policy exception related to my capacity. I understand that I am responsible for submitting the required documentation to my sponsoring organization. I understand that I must notify my sponsoring organization in writing should anything in this agreement change. I understand that I may lose my right to use the exception(s) if I am not following the policy guidelines which are defined in KDHE CCLR Policy, Early Care and Youth Programs Section, 2008 – 001.

(Provider Signature)

(Today's Date)

❖over❖

Internal Use Only:

received date

effective date

approval initials

date



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