

Novel Coronavirus (COVID-19)
Los Angeles County Department of Public Health
INSTRUCTIONS FOR COMPLETING CHILD CARE FOR SCHOOL-AGED CHILDREN AT K-12 SCHOOL SITES
NOTIFICATION FORM

While schools are closed to general in-classroom instruction with the exception of targeted specialized support and services for high need students (up to 10% of total student enrollment on campus at any one time), or return of students in grades TK – 2 upon approval of a school waiver by the County of Los Angeles Department of Public Health (DPH), provision of child care services for school-aged children who are not experiencing in-person learning remains a critical need for many families. These child care services are being provided through a variety of venues and program models, including licensed child care facilities that regularly serve school-aged children, licensed facilities that are currently extending their services to include school-aged children, and programs that are generally exempt from licensure requirements but are currently extending the scale or scope of services to provide care for school-aged children throughout the day. DPH does not regulate licensing of child care nor determine when a program might be license-exempt. Authority for all childcare licensing lies with California Department of Social Services (CDSS), Community Care Licensing Division (CCLD).

The current Proclamation of State of Emergency in California permits CDSS to address the needs of child day care providers, allowing for waivers of any provisions related to licensing. However, any facility providing these services beyond the limits of their current licensure or beyond the limits of license exemption are required to contact their CCLD Child Care Regional Office to request a waiver from licensure (or additional licensing) requirements. See this CCLD [Provider Information Notice](#) for more information about waivers of child care licensing requirements.

The purpose of this notification form is to provide DPH with some basic information about the current provision of child day care services for school-aged children on K-12 school campuses. **Programs providing child day care for school-aged children in any type of community setting other than on a K-12 school campus DO NOT need to file this form.**

Detailed Instructions – Notification Form

[Click here](#) to access the Child Care for School-Aged Children at K-12 School Sites Notification Form.

Complete all required fields in the Form before submitting.

1. **School Name:** Enter the full name of the school providing child day care to school-aged children.
2. **School Type:** Make the appropriate choice from the drop down menu.
3. **School District:** Make the appropriate choice from the drop down menu. If your school is not affiliated with a public school district, please select the district where your school is geographically located. This field should be completed by every school.
4. **Have you obtained a childcare waiver from Community Care Licensing Division at California Department of Social Services (CDSS)?** Make the appropriate selection from the drop-down menu.

- a. If you have already obtained a waiver, please select “Yes, waiver obtained” and email a copy of the waiver to: TASchoolSupport@ph.lacounty.gov.
 - b. If you are already licensed for care of school-aged children, please select “No, we are already licensed for child care of school-aged children” and email a copy of your license to: TASchoolSupport@ph.lacounty.gov.
 - c. If you have NOT requested/applied for a waiver, please select “Waiver has NOT been requested/applied for” and [contact your CDSS childcare regional office](#) as soon as possible to discuss need for waiver and application as necessary.
5. **Point of Contact:** Provide the best point of contact in case DPH needs to follow up to request further information.
 6. **Phone:** Please provide the phone number for the named individual submitting the form in case DPH has questions or needs additional information.
 7. **Email:** Please provide email address for the named individual submitting the form in case DPH has questions or needs additional information.
 8. **Address:** Please provide the address of the school site.
 9. **City:** Please provide the city in which the school site is located.
 10. **Zip:** Please provide the zip code in which the school site is located.
 11. **Select date you began offering or plan to offer child care services on campus for school-aged children:** Choose date using calendar function.
 12. **Total number of school-aged children receiving or will be receiving child care at your school:** Please provide the total number of school-aged children receiving child care at your school. If different children are receiving child care services on different days of the week or at different times of day, enter the total number of children receiving services throughout the week.
 13. **Number of cohorts on site or planned for on site:** Provide the estimated total number of child cohorts that will be on campus throughout the week. A cohort refers to a stable group of children or supportive adults totaling no more than 12, plus up to 2 supervising adults (teachers, teachers aid, volunteer, etc.) responsible for the group as a whole, in other words, not more than 14 persons total. If there will be certain cohorts on campus on certain days of the week or times of day, and other cohorts on campus on other days of the week or other times of day, count all of those cohorts in providing the answer to this question.
 14. **Estimated total number of administrators, teachers, and other employees supporting school-aged childcare on site:** Provide the estimated number of administrators, teachers, and other employees returning to school campus to support child day care services for school-aged children.
 15. **Additional Attestations:** Placing a check in the box before the following attestations will indicate to DPH that the program submitting the form is in compliance with the required actions.

- Childcare activities, indoor and out, are carried out in stable groups of 12 children or fewer in order to maintain physical distancing among children and between children and staff (“stable” means the same 12 or fewer children are in the same group each day).
- Our program has completed and will fully comply with all requirements outlined in the Los Angeles County Department of Public Health [Guidance for Early Care and Education Providers](#) (for licensed facilities) and [Protocol for Programs Providing Day Care for School-Aged Children](#) (applies to licensed facilities and all others providing care for school-aged children) including requirements for cohorting of small groups of children receiving care.

You will receive an email acknowledgement confirming receipt of your notification. You do not need to hear from us in order to begin providing services and you do not need to suspend providing services if you’ve already started.