



**Department of
Early Education and Care**
THE COMMONWEALTH OF MASSACHUSETTS

Application for Child Care Licensing Exemption

In Massachusetts, a license is required to provide most child care services. In some circumstances, the caring arrangement may be exempt from licensure and *may not* require a license. Please complete the information below to assist us in determining whether or not your program is exempt from child care licensing regulations. If a written description of your program or a brochure is available, please submit it with this form.

1. Name of Applicant: _____

2. Address: _____
Street Town Zip Code

3. Mailing Address: _____

4. Telephone: _____

5. Are you planning to provide care in a residence? ()Yes ()No

6. Name of Child Care Program (if applicable): _____

7. Address (if different): _____

8. Telephone: _____

9. Owner(s) of Program (if applicable): _____

Ownership: Attach evidence of ownership of program (e.g. corporation papers, D.B.A. certificate, partnership agreements, etc.)

10. Have you ever been licensed to provide child care services? ()Yes ()No

a. If yes, by what agency and state? _____
(if yes, submit a copy of the license)

b. When were you licensed? Dates: _____

c. Was your license ever revoked, suspended, made probationary, or subject to other legal action?
()Yes ()No

d. If yes, please explain: _____

11. What is the purpose of your program? _____

12. Are you currently caring for any children? ()Yes ()No
13. If caring for children or planning to care for children in your home, please submit an attached list of the names and ages of children in your care, their relationship to you and how long you have known the children.
14. What is the age range you plan to care for? _____
15. How often will you provide child care services?
 # hours per day _____ # days per week _____ # weeks per year _____
16. Please list the maximum time any child might attend.
 # hours per day _____ # days per week _____ # weeks per year _____
17. Will the children's parents be with them at all times? ()Yes ()No
18. Will the children's parents be on the premises and responsible for feeding, diapering or toileting, and discipline at all times? ()Yes ()No
 a. If yes, when parents are not in the same room or area of the building, how will they be notified if they need to go to the child care area?

- b. Are there written guidelines? ()Yes ()No If yes, please submit.
19. Are children free to arrive and depart from the program as they wish? ()Yes ()No
20. May children attend the program without registering in advance? ()Yes ()No
21. Do parents of children in the program take turns caring for the children without the assistance of a regular, consistent caretaker? ()Yes ()No
 If yes, describe: _____

22. Will fees be charged for the care of children? ()Yes ()No If no, why? _____

The following questions only need to be completed for a group child care or school age child care exemption.

23. Is care provided as part of a religious program or while parents are attending religious services?
 ()Yes ()No If yes, please submit documentation of religious affiliation.
24. Is your program operated by a public school system or as a Commonwealth or Horace Mann Charter School? ()Yes ()No
 If yes, please submit documentation of approval from the local school authority.
25. Is your program owned and operated by a private school system? ()Yes ()No
 If yes, please submit the following:
 a. The number of children enrolled who will not be 6 years old by Dec. 31st of the current school year:

 b. The number of children enrolled who will be 6 years old or older by Dec. 31st of the current school year:

26. Does your program offer instructional classes or lessons? ()Yes ()No
If yes: a. Do children sign up for a time specific class or lesson? ()Yes ()No
b. Do children leave the program at the end of the class or lesson? ()Yes ()No
c. Does the program maintain documentation of each child, the class or lesson signed up for and the date, time, and duration of the class or lesson? ()Yes ()No

27. Does your program offer transportation? ()Yes ()No

28. Is the program offered as a scout meeting, youth group meeting, or a recreational sports league?
()Yes ()No If yes, please explain: _____

29. What other activities are provided to children? (for example, homework time, free play, snack)

I hereby certify under penalty of perjury that to the best of my knowledge, the above information is true and correct.

Signature

Title or Position

Date

Print Name

Attachments (if applicable):

- Ownership Papers
- Copy of License
- Lists of Children
- Written Guidelines
- Documentation of religious affiliation
- Documentation of approval from local school authority (part of public school system)