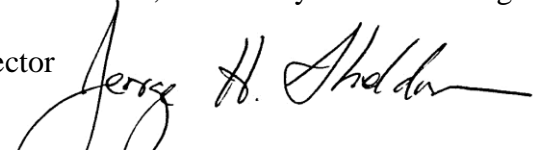


**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

**POLICY GUIDE 2017.08**

**LICENSE EXEMPT SCHOOL-AGE AND YOUTH PROGRAMS**

**DATE:** June 12, 2017  
**TO:** Rules and Procedures Book Holders, DCFS Day Care Licensing Staff  
**FROM:** George H. Sheldon, Director   
**EFFECTIVE:** Immediately

**I. PURPOSE**

The purpose of this Policy Guide is to inform all day care licensing staff and day care providers of Public Act 099-0699 that amended the Child Care Act and was signed into law effective July 29, 2016. In the coming months, day care licensing rules will be amended to reflect these statutory changes.

**II. PRIMARY USERS**

The primary users of this Policy Guide are Daycare Licensing Staff.

**III. BACKGROUND AND SUMMARY**

Public Act 099-0699 expands programs that are exempt from licensure in the definition of “day care center”, per Section 2.09. (j) of the Child Care Act as follows:

***Programs or portions of programs that:***

- *Serve only school-age children and youth (defined as full-time kindergarten children)*
- *Are organized to promote childhood learning, child and youth development, educational or recreational activities, or character-building*
- *Operate primarily during out-of-school time or at times when school is not normally in session*

*Programs or portions of programs requesting Child Care Assistance Program (CCAP) funding and otherwise meeting requirements (described above) shall request exemption from the Department and be determined exempt prior to receiving funding and must annually meet the eligibility requirements and be appropriate for payment under the CCAP*



In order for a program to be found exempt, the following stipulations apply:

*The Department shall provide written verification of exemption and description of compliance with standards for health, safety and development of the children who receive the services upon submission by the provider of the following documentation:*

*Comply with the standards of the Illinois Department of Public Health or the local health department, the Illinois State Fire Marshal, and the following additional health and safety requirements:*

- a. *Procedures for employee and volunteer emergency preparedness and practice drills;*
- b. *Procedures to ensure that first aid kits are maintained and ready to use;*
- c. *The placement of a minimum level of liability insurance as determined by the Department;*
- d. *Procedures for the availability of a working telephone that is onsite and accessible at all times;*
- e. *Procedures to ensure that emergency phone numbers are posted onsite;*
- f. *Restriction on handgun or weapon possession onsite, except if possessed by a peace officer,*
- g. *Perform and Maintain authorization and results of criminal history checks through the Illinois State Police and*
- h. *FBI and checks of the Illinois Sex Offender Registry, the National Sex Offender Registry, and*
- i. *Child Abuse and Neglect Tracking System for employees and volunteers who work directly with children*
- j. *Make hiring decisions in accordance with the prohibitions against barrier crimes as specified in Section 4.2 of this Act or in Section 21B-80 of the School Code*
- k. *Provide parents with written disclosure that the operations of the program are not regulated by licensing requirements,*
- l. *Obtain and maintain records showing the first and last name and date of birth of the child, name, address, and telephone number of each parent, emergency contact information, and written authorization for medical care.*
- m. **Notarized statement that the facility complies with:**
  - i. *Standards of the Department of Public Health or local health department,*
  - ii. *Fire safety standards of the State Fire Marshal, and*
  - iii. *If operated in a public school building, the health and safety standards of the State Board of Education.*

*Out-of-school time programs for school-age youth that receive State or federal funds must comply with only those staff qualifications and training standards set for the program by the State or federal entity issuing the funds.*

*Programs or portions of programs (described above) that do not receive State or federal funds must comply with staff qualification and training standards established by rule by the Department of Human Services that are yet to be developed.*

#### **IV. NEW FORMS**

**CFS-672-5 License Exemption Request for School-age Child Care Programs Non-CCAP**

**CFS-672-6 License Exemption Request for School-age Child Care Programs CCAP**

The above forms are available on the “T” drive and the DCFS website

#### **V. QUESTIONS**

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at OCFP – Mailbox. Non Outlook users may e-mail questions to [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us).

#### **VI. FILING INSTRUCTIONS**

File this Policy Guide immediately following **Part 377: Facilities and Programs Exempt from Licensure** and **Part 407: Licensing Standards for Day Care Centers**

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