Child Care for School-Age Children During COVID-19:
Licensing & Waiver Requirements

On August 25th, the Community Care Licensing (CCL) Division of the California Department of Social Services released guidance regarding licensing and waiver requirements for child care providers during COVID-19 (found here). This guidance helps child care providers, particularly those serving school-age children on and off school sites, understand how they can operate and when they are required to apply for a waiver. The following document is intended to reflect our interpretation of this guidance, as well as conversations with CCL, in an effort to make the information more accessible for providers. However, we recommend that you consult directly with CCL to confirm that your program is in compliance. The information presented in this document is organized by type of operator or provider:

- Public schools/districts
- Private schools
- Public recreation programs
- Private recreation programs
- Licensed child care centers
- Family child care homes
- Parents forming learning pods for their children
- Family, Friend, & Neighbor or relative caregivers

Questions & Additional Information

For questions specific to licensing and waiver requirements, please contact your local Community Care Licensing Representative:

**Oakland North Regional Office:**
Loretta Dyson  
(510) 695-0243  
Zip codes serviced: 94501, 94602, 94607, 94611, 94619, 94704, 94708, 94502, 94603, 94608, 94612, 94621, 94705, 94709, 94520, 94605, 94609, 94613, 94702, 94706, 94710, 94601, 94606, 94610, 94618, 94703, 94707, 94720

**Oakland Southeast Regional Office:**
Melanie Otsuji  
(559) 341-5559  
Zip codes serviced: 94536, 94542, 94550, 94560, 94578, 94587, 94538, 94544, 94551, 94566, 94579, 94588, 94539, 94545, 94552, 94568, 94580, 94541, 94546, 94555, 94577, 94586

For general child care questions, please contact:

**4Cs of Alameda County**  
510-582-2182  
www.4calameda.org

**Hively**  
925-417-8733  
www.behively.org

**BANANAS**  
510-658-7353  
www.bananasbunch.org

For more resources on reopening child care programs, please visit tinyurl.com/reopeningAC, and for questions regarding this document, please contact Mara Goby (Management Analyst, Alameda County Early Care & Education Program) at mara.goby@acgov.org.
I am a public school district...

<table>
<thead>
<tr>
<th>Qualifying Programs</th>
<th>With <strong>Licensed</strong> Extended Day Before &amp; After School Care Program(s) on Site</th>
<th>With <strong>License-Exempt</strong> Extended Day Before &amp; After School Care Program(s) on Site</th>
<th>ASES programs (including those run by third-party providers)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Programs that contract with school districts, run by third-party providers (such as community-based &amp; non-profit organizations)</td>
<td>Programs run by school district</td>
<td></td>
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</tbody>
</table>
| Licensing Requirements | • Programs can operate for the full-day under their existing license while schools are not offering in-person instruction  
• Need to obtain a waiver from CCL if they wish to operate beyond the conditions of their existing waiver. This may include operating in additional classroom or outdoor spaces.  
• See page 10 for [general waiver requirements](#). Additional requirements include:  
  o Follow conditions set forth in PIN 20-04-CCP and PIN 20-15-CCP  
  o Approval from school district/ equivalent  
  o In good standing with CCL  
  o No more than 16 individuals in a cohort (if local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)  
  o Fire clearance, if applicable (see page 10 for contact information)  
  o Local coordination of services with local public health and school districts  
  o Access to digital resources reviewed on case-by-case basis¹ | • License-exempt programs can operate while schools are not offering in-person instruction and may serve children who do not attend that particular school  
• Need to obtain a waiver from CCL if they wish to operate beyond the current conditions of licensure-exemption  
• See page 10 for [general waiver requirements](#). Additional requirements include:  
  o Approval from school district or equivalent  
  o Local coordination of services with local public health & school districts  
  o No more than 16 individuals in a cohort (if a local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)  
  o In good standing with CCL if current license holder  
  o Fire clearance, if applicable (see page 10 for contact information)  
  o Access to digital resources reviewed on case-by-case basis | • Programs can operate up to 60 hours per week, but no more than 30 hours per child  
• Need to obtain a waiver if program wishes to operate for additional hours or exceed other conditions of licensure exemption  
• See page 10 for [general waiver requirements](#). Additional requirements same as license-exempt programs run by school districts.  
• See CDE guidance [here](#) for more information on ASES programs. |

¹ ‘Digital resources’ refers to materials included in the context of a course that support the learner’s achievement of the described learning goals. These materials consist of a wide variety of digitally formatted resources including: high-speed internet, adaptive supportive equipment, head phones, microphone, most updated software to various applications that allow for collaboration.
### I am a private school...

**With Existing Licensed Extended Day Contracted Child Care Programs**

- Programs can operate under their existing license while schools are not offering in-person instruction.
- Need to obtain a waiver from CCL if they wish to operate beyond the conditions of their existing waiver. This may include operating in additional classroom or outdoor spaces.
- See page 10 for [general waiver requirements](#). Additional requirements include:
  - Follow conditions set forth in [PIN 20-04-CCP](#) and [PIN 20-15-CCP](#)
  - Approval from school district or equivalent
  - In good standing with CCL
  - No more than 16 individuals in a cohort (if local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)
  - Fire clearance, if applicable (see page 10 Fire Marshall contact information)
  - Local coordination of services with local public health and school districts
- Access to digital resources reviewed on case-by-case basis

**With Existing License-Exempt Extended Day Before & After School Programs (run by my school with educators hired by my school)**

- Private schools can operate their own existing license-exempt programs while schools are not offering in-person instruction.
  - These programs must be run by the school with educators hired by the school, but can offer care to children who do not attend this school.
- If program previously operated only during before and after school hours, school must obtain a waiver from CCL to operate for the full day.
  - Need to obtain a waiver from CCL if program wishes to operate beyond the current conditions of licensure-exemption.
- See page 10 for [general waiver requirements](#).
- Additional requirements include:
  - Approval from school district or equivalent
  - Local coordination of services with local public health and school districts
  - No more than 16 individuals in a cohort (if local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)
  - In good standing with licensing if current license holder
  - Fire clearance, if applicable (see page 10 for Fire Marshall contact information)
  - Access to digital resources reviewed on case-by-case basis

**Without Existing Extended Day Before & After School Programs**

- Private schools can offer license-exempt care to children, including those from other schools, if they follow health and safety guidelines and remain within the bounds of CCL exemption.
- We suggest you reach out to CCL to confirm that your program can operate within the bounds of license-exempt care.

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2 See footnote on page 2 for explanation of “digital resources.”
I am a Public Recreation Program...

Under normal circumstances, *license-exempt public* recreation programs can *only operate during non-school hours or for fewer than 12 weeks each year*. Examples include summer camps and extended day before and after school programs that operate off school sites. These programs:

- Must be operated by a public entity, including state, city, county, special district, school district, community college district, chartered city, or chartered city and county
- Must have limits on its operating hours

During the COVID-19 pandemic, *license-exempt public* recreation programs can still operate for 12 weeks and serve school-age children throughout the day while schools are not offering in-person instruction (as distance learning is not considered to be normal school hours). To exceed these limits, including operating for an additional 12 weeks, *license-exempt public* recreation programs must apply for a waiver from Community Care Licensing. See page 10 for general waiver requirements. Additional requirements include:

- If on school grounds, approval from school district or equivalent
- No more than 16 individuals in a cohort (however, if a local ordinance requires a stricter maximum group size, the provider must follow the local ordinance requirement)
- Limited to school-age (K-12) – other ages served reviewed on case-by-case basis
- In good standing with Child Care Licensing if current license holders
- Fire clearance, if applicable (see page 10 for Fire Marshall contact information)
- Access to digital resources reviewed on case-by-case basis\(^3\)

If you are a *licensed* public recreation program, please see information for licensed child care centers on page 6.

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\(^3\) See footnote on page 2 for explanation of “digital resources.”
I am a Private Recreation Program...

License-exempt private recreation programs, such as those operated by the YMCA, Girl Scouts of the USA, Boy Scouts of America, Boys and Girls Clubs, Camp Fire USA, organized camps or similar organizations, do not have limitations on ages served, hours of operation, or duration. Examples include summer camps and extended day before and after school programs that operate off school sites. However, if a private recreation program is operating a Child Care program, this program must be licensed.

To exceed existing limits, private recreation programs must apply for a waiver from Community Care Licensing. See page 10 for general waiver requirements. Additional requirements include:

- If on school grounds, approval from school district or equivalent
- No more than 16 individuals in a cohort (if local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)
- Limited to school-age (K-12) – other ages served reviewed on case-by-case basis
- In good standing with Child Care Licensing if current license holders
- Fire clearance, if applicable (see page 10 for Fire Marshall contact information)
- Access to digital resources reviewed on case-by-case basis
- Local coordination of services with local public health and school districts needed

If you are a licensed private recreation program, please see information for licensed child care centers on page 6.

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4 See footnote on page 2 for explanation of “digital resources.”

Updated 12/4/2020
I am a Licensed Child Care Center...

Licensed child care centers can continue to operate based on the parameters of their license and can serve school-age children while schools are not offering in-person instruction.

If a licensed child care center wishes to exceed the limits of its license, it must obtain a waiver from Community Care Licensing. Examples include expanding into additional space, serving children of different ages than already licensed to serve, mixing age groups, and waiving staff qualifications. See page 10 for general waiver requirements. Additional requirements include:

- Follow conditions set forth in PIN 20-04-CCP and PIN 20-15-CCP
- If on school grounds, approval from school district or equivalent
- In good standing with Child Care Licensing
- Fire clearance (see page 10 for Fire Marshall contact information)
- No more than 16 individuals in a cohort (if local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)
- Local coordination of services with local public health and school districts needed
- Access to digital resources reviewed on case-by-case basis\(^5\)

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\(^5\) See footnote on page 2 for explanation of “digital resources.”
I am Family Child Care Home.

Licensed family child care homes can continue to operate based on the parameters of their license and can serve school-age children while schools are not offering in-person instruction.

If a licensed family child care home wishes to exceed the limits of its license, it must obtain a waiver from Community Care Licensing. See page 10 for general waiver requirements. Additional requirements include:

- Follow conditions set forth in PIN 20-04-CCP and PIN 20-15-CCP
- In good standing with Child Care Licensing
- Fire clearance (see page 10 for Fire Marshall contact information)
- No more than 16 individuals in a cohort (if local ordinance requires stricter maximum group size, provider must follow local ordinance requirement)
- Access to digital resources reviewed on case-by-case basis⁶

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⁶ See footnote on page 2 for explanation of “digital resources.”
I am a Parent forming a learning pod for my child...

Cooperative care agreements, or ‘learning pods,’ that adhere to the following requirements are exempt from licensing:

- No more than 12 children receive care in the same place at the same time
- Parents share child care responsibilities (parents or other family members rotate as responsible caregiver with respect to all children in the cooperative)
- Payment is not exchanged for care (although payment for outside activities and materials is allowed)

To exceed these limits, cooperative care agreements must apply for a waiver from Community Care Licensing. See page 10 for general waiver requirements. Additional requirements include:

- No more than 16 individuals (however, if a local ordinance requires a stricter maximum group size, the provider must follow the local ordinance requirement)
- Access to digital resources reviewed on case-by-case basis\(^7\)

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\(^7\) See footnote on page 2 for explanation of “digital resources.”
I am a Family, Friend, and Neighbor Caregiver or Relative Caregiver...

A Family, Friend, and Neighbor Caregiver or Relative Caregiver cares for children from only one family in addition to the caregiver’s own children. This includes family day care homes that provide care for the children of only one family in addition to the operator’s own children and any arrangement where care is provided by a relative. These providers are exempt from licensing, but must register with TrustLine, unless the provider is the child’s grandparent, aunt, or uncle. To provide care beyond these limits, these caregivers must receive a waiver from Community Care Licensing. See page 10 for general waiver requirements. Additional requirements include:

- If Trustline waiver, then group size is limited to 10 children

See PIN 20-04-CCP for more information on TrustLine requirements.
General Waiver Requirements

Community Care Licensing PIN 20-22-CCP (found here) sets forth the following waiver requirements for all programs & care scenarios:

- Ability to follow Industry Guidance for child care providers
- Comply with local health department directives
- Completed CDSS background check, including a criminal record clearance or exemption
- First Aid/CPR training
- Physical distancing & face coverings
- Consumer protection and emergency disaster plan
- Comply with reporting requirements
- Comply with oversight by government authorities, including CDSS
- Allow oversight by video/telephonic conferencing means
- Group size and capacity set by state or local health department, or CDSS Child Care Regional Office
- Age appropriate, environment, equipment, materials, and supplies
- Ability to provide special needs care and supports for children in care, if applicable
- Notify parent/guardian of policies impacted by the waiver
- Post waiver in public location within the home or facility
- 90-day waiver limitation – CDSS may renew after evaluation of need and compliance history

Fire Marshall Contact Information

<table>
<thead>
<tr>
<th>City</th>
<th>Phone Number</th>
<th>Email</th>
<th>City</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alameda</td>
<td>510-749-5885</td>
<td></td>
<td>Livermore</td>
<td>925-454-2361</td>
<td></td>
</tr>
<tr>
<td>Albany</td>
<td>510-528-5775</td>
<td></td>
<td>Newark</td>
<td>510-790-7218</td>
<td></td>
</tr>
<tr>
<td>Berkeley</td>
<td>510-981-5585</td>
<td><a href="mailto:fire@cityofberkeley.info">fire@cityofberkeley.info</a></td>
<td>Oakland</td>
<td>510-238-3851</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:bfdfireprevention@cityofberkeley.info">bfdfireprevention@cityofberkeley.info</a></td>
<td></td>
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</tr>
<tr>
<td>Dublin</td>
<td>925-833-6606</td>
<td><a href="mailto:Darrell.jones@dublin.ca.gov">Darrell.jones@dublin.ca.gov</a></td>
<td>Piedmont</td>
<td>510-420-3038</td>
<td><a href="mailto:bblack@piedmont.ca.gov">bblack@piedmont.ca.gov</a></td>
</tr>
<tr>
<td>Emeryville</td>
<td>510-596-3759</td>
<td></td>
<td>Pleasanton</td>
<td>925-454-2333</td>
<td></td>
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<tr>
<td>Fremont</td>
<td>510-494-4274</td>
<td><a href="mailto:cesar.avila@acgov.org">cesar.avila@acgov.org</a></td>
<td>San Leandro</td>
<td>510-577-3319</td>
<td></td>
</tr>
<tr>
<td>Hayward</td>
<td>510-583-4900</td>
<td><a href="mailto:miles.massone@hayward-ca.gov">miles.massone@hayward-ca.gov</a></td>
<td>Union City</td>
<td>510-675-5320</td>
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