



**Municipality of Anchorage  
Child Care Licensing Program**

Office Use Only

**REQUEST FOR EXEMPTION FROM CHILD CARE LICENSURE**

**Section A – Owner Information**

Name of Owner (First and Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_ Owner Phone Number(s): \_\_\_\_\_

**Section B – Facility Information**

Facility Name: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

1. The child care facility is located in: ☐ a residence (home) or ☐ other building. If in other building, describe where the program will be located:

\_\_\_\_\_  
\_\_\_\_\_

2. Describe the purpose of the program:

\_\_\_\_\_  
\_\_\_\_\_

3. Number of children enrolled or planning to enroll: \_\_\_\_\_

4. Are or will all of the children be related to the Owner? ☐ Yes ☐ No

If Yes, submit proof of relationship of each child in care to the owner (for example: birth certificates, marriage certificates, and etc.).

5. Age range of children enrolled or planning to enroll: \_\_\_\_\_

6. Hours of operation: \_\_\_\_\_ ☐ am ☐ pm to \_\_\_\_\_ ☐ am ☐ pm

7. Days of operation: \_\_\_\_\_

8. Length of program: (for example year-round, summer only, other):

\_\_\_\_\_  
\_\_\_\_\_

9. Will the owner be responsible for the children in care? ☐ Yes ☐ No

If No, attach a copy of the program's policy regarding the responsibility of children while attending the program.

**Section C– Exemptions. Please check the applicable exemption citations for your program:**

- ☐ A facility that provides supervised educational training or instruction for children three years and older in which any child attends no more than six hours a week with no more than three hours in a 24-hour period
- ☐ A facility in which child care is regularly provided and each child's parent is on the premises within reasonable proximity and accessibility to the child
- ☐ A facility located on a United States Department of Defense or United States Coast Guard installation that is located on federal property, or a facility certified as a family child care provider by a branch of the United States Department of Defense or by the United States Coast Guard
- ☐ A recreational program that allows children to attend but that does not assume responsibility for care of the children
- ☐ A daytime therapeutic program of supervised, educational, and rehabilitative services for children with special needs or with behavioral problems
- ☐ A program whose primary function is educational and that
- (A) is certified as a pre-elementary school under AS 14.07.020 and 4 AAC 60;
- (B) serves children ages three through five years and, under 4 AAC 60.020, is exempt from 4 AAC 60; or
- (C) is operated as a Head Start preschool program required to meet standards established under 42 U.S.C. 9836a;
- ☐ A temporary facility that provides care for one specific one-time occurrence scheduled for less than five weeks in any 12-month period, including a conference or weekend seminar; for purposes of this paragraph, a temporary facility does not include a day camp or similar facility or program
- ☐ A facility that regularly provides care to four or fewer children who are not relatives of the caregiver; “regularly provides care” means that a child is enrolled for regular care, regardless of whether that child receives full-time or part-time care
- ☐ A facility in which the caregiver is a relative of all of the children
- ☐ A facility in which the caregiver is caring for a child in the child's own home, regardless of whether the caregiver is a relative of the child
- ☐ A public or private elementary school program, kindergarten through grade six, lasting seven or fewer hours each day; the exemption in this paragraph does not apply to child care provided at the school site before or after school
- ☐ A day camp or similar facility or program that:
- (A) holds a current accreditation or certification from the American Camping Association or another national accreditation group with standards the department finds are substantially similar to the requirements of this chapter; a facility or program that believes it should be exempt under this paragraph shall submit the standards to the department for review and approval;
- (B) provides services for children age five years and older;
- (C) operates more than five weeks in any 12-month period; and
- (D) operates only during summer, winter, and spring school breaks.
- ☐ A Tribal Facility: Approved by the Office of Child Care and a tribal lead agency in accordance with the Child Care Development Fund requirements under 45 C.F.R. Part 98, Subpart 1.

**Submit copies of the following documents with this form: Program advertisements, State of Alaska Business License, parent newsletters, enrollment forms, contracts for services and any other program information that explains your program operations.**

I certify that the above description of the program is accurate and true. I understand that I may be required to provide additional information.

\_\_\_\_\_  
Printed name of Owner or Operator

\_\_\_\_\_  
Title (if Applicable)

\_\_\_\_\_  
Signature of Owner or Operator

\_\_\_\_\_  
Date