



## CCL Exemption Letter Instruction Sheet



### **PURPOSE STATEMENT:**

The purpose of the CCL Exemption Letter form is to document the CCL requirement of having written permission from the child's parent/guardian allowing them to remain in a toddler program up to 36 months of age. The form is only applicable to children attending in classrooms licensed for children ages 18-30 months.

### **TIMELINE:**

The letter is completed no later than 30 months of age during the Early Head Start (EHS) Transition Plan Meeting.

### **STAFF RESPONSIBLE:**

EHS Teacher, EHS Associate Teacher, Site Supervisor

### **INSTRUCTIONS:**

- Enter the date that the letter is being completed and the name of the site.
- List the licensing number attached to the facility.
- Fill out the child's name and date of birth.
- List the date that the Transition Planning meeting occurred.
- List the contact number for the site.
- Both the Site Supervisor and parent/guardian print their names and sign the letter.
- Fax a copy of the completed CCL Letter to Rodney Carey; NHA Facilities Director at (858) 357-8655. He will forward all exemption letters directly to CCL for their records.
- File a copy of the form in the Child File under Section 4: Education.