

## Notification of Operation

### 2020-2021 School Year

Use the following form to notify the Pennsylvania Department of Human Services, Office of Child Development and Early Learning (OCDEL) of intent to provide care and/or educational support to school-age children in a non-licensed part-day school-age child care (SACC) program or Learning Pod (Pod) during the 2020-2021 school year.

**Instructions:** Prior to operation, complete the following table and Attestation Statement and email both documents to [RA-PWDRACERT@PA.GOV](mailto:RA-PWDRACERT@PA.GOV) with the subject line “**Notification of Operation.**” Retain a copy of this form to demonstrate that the form was submitted-- the program will receive confirmation that OCDEL received the form.

NAME OF SERVICE LOCATION:	LOCATION ADDRESS: <i>(if multiple locations, include all addresses)</i>
LEGAL ENTITY/INDIVIDUAL:	PRIMARY POINT OF CONTACT NAME:
1. TELEPHONE NUMBER:	PRIMARY POINT OF CONTACT E-MAIL:
2. ALTERNATIVE TELEPHONE NUMBER:	SECONDARY E-MAIL:
DAYS OF OPERATION:	NUMBER OF CHILDREN IN ATTENDENCE:
HOURS OF OPERATION:	AGES OF CHILDREN IN ATTENDENCE:
SCHOOLS SERVED: <i>(Name of school districts, charter schools, or nonpublic schools in which the children served are enrolled)</i>	COUNTY(IES) SERVED:
WEBSITE ADDRESS (if applicable)	<input type="checkbox"/> This Notification is for a Pod

## ATTESTATION STATEMENT

I do hereby attest and certify that the information above is true and correct to the best of my knowledge and belief. I understand that information may be shared with other Department of Human Services programs, the Department of Education, the Department of Health, and the Office of the State Inspector General. Further, I understand that the penalty for false swearing (affirming false information to mislead a public servant) is a misdemeanor of the third degree pursuant to Section 4903(b) of the Criminal Code and that I can be penalized by fine, imprisonment, or a combination of these for making any false statements.

- Yes, I understand that all programs that care for school-age children must comply with the Pennsylvania Child Protective Services Law and maintain copies of staff and volunteer background clearances onsite for review if inspected and all adults who work at a program are considered Mandated Reporters.
- Yes, I understand that programs must develop and post a COVID-19 Health and Safety Plan that complies with DOH and CDC Guidelines and the Plan must be made available to the families of the enrolled children.
- Yes, I understand that an Emergency Plan must be created and submitted to the local emergency management agency.
- Yes, I understand all levels of the building or facility must have a functioning fire detection system.
- Yes, I understand that communication with families of enrolled children must include the expectations and services provided by the program and should specify the level of ability to assist with each enrolled child's educational support.
- I understand the program must comply with Orders issued by the Governor or Secretary of Health.
- I understand that I may be subject to inspection and that DHS identified staff must be allowed to enter the premises, review documents and records, and interview staff and children.
- I understand that failure to implement the elements in OCDEL Announcement # C-20-11 can subject my program to enforcement action by the Department for unlicensed operation of a child care center or group child care home.

Signature \_\_\_\_\_

Name *(please print)* \_\_\_\_\_

Title \_\_\_\_\_