



**TOWN OF ROCKLAND
REMOTE LEARNING FACILITY/RESIDENCE APPLICATION**

Person/ Organization/ Group Applying:

Lead contact person and affiliation (if any):

Lead contact person's phone number:

Lead contact person's email address:

Address of proposed location:

Proposed hours of operation:

Dates of operation:

Number of individuals on site:

Student to Staff Ratio:

Signature of applicant:

Printed name of applicant:

Brief Statement about purpose of the Remote Learning Enrichment Program and activities to be conducted during the program:

Brief Statement about the health and safety guidelines that the Remote Learning Enrichment Program will follow (EEC or DESE):

See below for a list of documents that must be completed and submitted before your application for a license exemption can be fully processed. You are strongly encouraged to complete these documents as soon as possible and submit them in advance. This will expedite the licensing process.

Application checklist and attachments:

- Completed Application Form
- Application fee of \$75 per location
- Property Owner Authorization (if not owner)
- Plan detailing measures to ensure that the person or entity will maintain a 1:13 staff to children ratio in a *facility* and 1:8 staff to children in a *residence*.
- Plan detailing measures to maintain stable groups no larger than 26 school-aged children in a center and no larger than 8 school-aged children in a residence and all following the state’s physical distance requirement.
- Affidavit and/or evidence that the person and/or entity has completed Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI) and Department of Children and Families (DCF) child welfare checks for all staff members, volunteers and adults who will be around children. Paperwork also kept on-site.
- Written attestation that all children (K-12) attending are enrolled in public or private school.
- Self-attestation affidavit stating that the entity will follow all Department of Early Education and Care (EEC) and Department of Elementary and Secondary Education (DESE) health and safety guidance requirements. See link: <https://eeclead.force.com/resource/1599624793000/RemoteSelfAttestation>

STAFF ONLY CHECKLIST:

- Completed application packet
- Remote Self Attestation Form
- In person site visit to facility or residence
- Building Department review (Building Code & Access)
- Police Department review (CORI, SORI & DCF)
- Fire Department review (Fire Code)
- Board of Health review (Health Code)
- Permit number / card assigned
- Monitoring Dates** (: _____)

FOR MUNICIPAL APPROVAL – SEE SIGNED MUNICIPAL ATTESTATION FORM (<https://eeclead.force.com/resource/1599624793000/MunicipalAttestation>) AND APPROVAL LETTER :