



Notification of Child Care Facility Operation Religious Exemption from Licensure Allowance, s. 402.316, F.S.

For an **initial** notification to the Department of the operation of a child care facility under the allowance for Religious Exemption from Licensure.

- Complete the entire form below;
- Attach a current Accreditation or Membership Certificate, as required by your accrediting or membership agency (the list of recognized accrediting agencies is on the last page of this form);
- Attach a notarized letter, signed and dated, from an authorized representative of the church or parochial school, stating and describing how the child care facility is an integral part of the church or parochial school; and,
- Attach an Attestation of Compliance with background screening requirements.

The acknowledgement from the Department may be provided as evidence of exemption from licensure to other state agencies or funding entities.

The Department will use the information provided in this notification to post on the Department's Provider Web Search. The information about your child care facility can be used to assist parents/legal guardians searching for child care arrangements available.

To notify the Department of **ongoing** operation of a child care facility that meets the criteria of s. 402.316, F.S., and to receive annual acknowledgement by the Department as to the operation:

- Submit a completed form annually;
- Attach a current Accreditation or Membership Certificate;
- Attach a current notarized letter, signed and dated, from an authorized representative of the church or parochial school, stating and describing how the child care facility is an integral part of the church or parochial school; and,
- Attach an Attestation of Compliance with background screening requirements.

This form, notarized letter(s), the church's Accreditation/Membership Certificate(s), and Attestation of Compliance are to be mailed to the address below:

Florida Department of Children and Families
Child Care Program Office – Credential Unit
2415 North Monroe St., Suite 400, Room N216
Tallahassee, Florida 32303-4190



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Provider Information:

DCF ID Number: _____

Name of Facility/Program: _____ Capacity: _____

Physical Address: _____
Street

City County Zip Code

Mailing Address (if different): _____
Street

City Zip Code

Phone Number: _____ Email Address: _____

Director's Name: _____

1. Is the program currently licensed or certified by any other agency, entity, or holds a religious exemption from licensure?

☐ Yes ☐ No

2. a. Who operates the program (provides services to the children)?

- ☐ Church
- ☐ Parochial School (operated by a church)
- ☐ Non-Public School
- ☐ Corporation or LLC
- ☐ Individual Owner
- ☐ Partnership – not incorporated
- ☐ Other (please provide specifics):

b. What is the legal name of the entity indicated in 2A? _____

3. Accrediting/Membership Organization: _____

4. Date accreditation/membership was initially granted or most recently renewed: _____





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Program Description:

5. What kind of program is being operated?

- | | |
|---|---|
| <input type="checkbox"/> Before school (school age only) | <input type="checkbox"/> Afterschool (school age only) |
| <input type="checkbox"/> Before school (school age and Pre-K) | <input type="checkbox"/> Afterschool (school age and Pre-K) |
| <input type="checkbox"/> Birth – 3 years | <input type="checkbox"/> Pre-K (3 and/or 4 year olds) |
| <input type="checkbox"/> Pre-K wraparound/extended day | <input type="checkbox"/> Summer camp (school age only) |
| <input type="checkbox"/> Drop-In Care | <input type="checkbox"/> Other (please specify): _____ |

6. When does the program operate?

- ☐ School Year Only
- Check all that apply: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Hours of Operation: _____ ☐ AM / ☐ PM to _____ ☐ AM / ☐ PM

- ☐ Summer Only
- Check all that apply: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Hours of Operation: _____ ☐ AM / ☐ PM to _____ ☐ AM / ☐ PM

- ☐ Year Round
- Check all that apply: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Hours of Operation: _____ ☐ AM / ☐ PM to _____ ☐ AM / ☐ PM

Services Provided (check all that apply):

- | | | | |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Full Day | <input type="checkbox"/> Half Day | <input type="checkbox"/> Drop In | <input type="checkbox"/> Nigh Care |
| <input type="checkbox"/> Weekend Care | <input type="checkbox"/> Before School | <input type="checkbox"/> After School | <input type="checkbox"/> Infant Care |
| <input type="checkbox"/> Food Served | <input type="checkbox"/> Transportation | <input type="checkbox"/> School Year Only | <input type="checkbox"/> VPK |
| <input type="checkbox"/> Head Start | <input type="checkbox"/> School Readiness | <input type="checkbox"/> Non-Public School | <input type="checkbox"/> Gold Seal |
| <input type="checkbox"/> School Age Only | <input type="checkbox"/> Faith Based | <input type="checkbox"/> Urban Zone | |



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Attach and Submit Information:

Be sure to attach the following documents:

- **Current Accreditation/Membership Certificate**
- **Notarized letter signed and dated from the an authorized representative of the church or parochial school stating the program is an integral part of the church or parochial school and describing how the program is an integral part of the church or parochial school that is conducting regularly scheduled classes, courses of study, or educational programs**
- **Attestation of Compliance for Background Screening Requirements**

I attest the above information is true and correct and that the facility is an integral part of the above-referenced church or parochial school conducting regularly scheduled classes, courses of study, or educational programs accredited by, or by a member of, an accrediting organization which publishes and requires compliance with its standards for health, safety and sanitation, pursuant to section 402.316(1), Florida Statutes.

I further attest the facility is in compliance with the Florida Statutes in regards to meeting the minimum requirements of the applicable local governing body as to health, sanitation, and safety as well as background screening requirements (ss. 402.305, 402.3055, 435.04, 435.05 and 435.06, Florida Statutes).

Have you ever been employed in a child care program that had a license denied, revoked or suspended in any state or jurisdiction?

☐ Yes ☐ No

While employed in a child care program, have you ever been the subject of disciplinary action, or been the party responsible for a child care facility receiving an administrative fine or other disciplinary action?

☐ Yes ☐ No

I am aware that pursuant to s. 402.319(1), F.S. any omission, falsification, misstatement, or misrepresentation constitutes a misdemeanor of the first degree punishable as provided in s. 775.082 or s. 775.083, F.S., and may result in the loss of the facility's exemption from licensure.

Name of Director

Name of Church Leader

Signature

Signature

Date

Date



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Accrediting Agencies Recognized for Religious Exemption by DCF*

Association of Christian Schools International (ACSI)
Association of Christian Teachers and Schools (National) (ACTS-N)
Christian Schools of Florida (CSF)
Church of God Association of Christian Schools (CGACS)
Florida Association of Christian Colleges & Schools, Inc. (FACCS)
Florida Catholic Conference (FCC)
Florida Coalition of Christian Private Schools Accreditation (FCCPSA)
Florida Council of Independent Schools (FCIS)
Florida League of Christian Schools (FLOCS)
Green Apple Association of Children's Services (GAACS)
National Accreditation Board of Merkos L'Inyonei Chinuch
National Accreditation of Christian Private Schools (NACPS)
National Association for Christian Education (NACE)
National Accreditation Commission for Early Care and Education Programs (NAC)
National Association for the Education of Young Children (NAEYC)
National Lutheran School Accreditation Florida-Georgia District (NLSA-FLGA)
New Beginnings Christian Center Accreditation (NBCCA)
Nicene Schools International, Inc. (NSII)
Sonshine Association of Christian Schools, Inc. (SAACS)
St. Joseph Association of Christian Schools

***The above is a list of accrediting agencies that may be used by child care facilities operating under the religious exemption allowance of s. 402.316, F.S. The Department of Children and Families neither recommends nor endorses any of these agencies.**