



## **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 document);
- Attach a notarized letter on church letterhead, 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 on church letterhead, signed and dated, from an authorized representative of the church or parochial school (a school operated by a church), 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 may be emailed to [HQW.RegisteredHomes@myflfamilies.com](mailto:HQW.RegisteredHomes@myflfamilies.com) or mailed to the address below:

Department of Children and Families  
Office of Licensing  
2415 N. Monroe St., Suite 400, Room 216  
Tallahassee, Florida 32303



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

## Provider Information:

DCF ID Number \_\_\_\_\_

Name of Facility/Program: \_\_\_\_\_ Capacity: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_

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

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Director 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?

☐ Before school (school age only)

☐ Before school (school age and Pre-K))

☐ Birth – 3 years

☐ Pre-K wraparound/extended day

☐ Drop-In Care

☐ Afterschool (school age only)

☐ Afterschool (school age and Pre-K)

☐ Pre –K (3 and/or 4 year olds)

☐ Summer camp (school age only)

☐ Other (Please specify) \_\_\_\_\_

6. When does the program operate?

☐ School Year Only

Circle all that apply: **Mon Tue Wed Thu Fri Sat Sun**

Hours of Operation: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

☐ Summer Only

Circle all that apply: **Mon Tue Wed Thu Fri Sat Sun**

Hours of Operation: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

☐ Year Round

Circle all that apply: **Mon Tue Wed Thu Fri Sat Sun**

Hours of Operation: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

### Services Provided (Check all that apply):

☐ Full Day

☐ Half Day

☐ Drop In

☐ Night Care

☐ Weekend Care

☐ Before School

☐ After School

☐ Infant Care

☐ Food Served

☐ Transportation

☐ School Year Only

☐ VPK

☐ Head Start

☐ School Readiness

☐ Non-Public School

☐ Gold Seal

☐ School Age Only

☐ Faith Based

☐ 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 on church letterhead from 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  
the Department of Children and Families\***

- Association of Christian Schools International (ACSI)
- Association of Christian Teachers and Schools (ACTS)
- Christian Schools of Florida (CSF)
- Church of God Association of Christian Schools (CGACS)
- COGNIA
- 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 Commission for Early Care and Education Programs (NAC)
- National Accreditation of Christian Private Schools (NACPS)
- National Association for Christian Education (NACE)
- National Association for the Education of Young Children (NAEYC)
- National Lutheran School Accreditation Florida-Georgia District (NLSA-FLGA)
- Nicene Schools International, Inc. (NSII)
- Sonshine Association of Christian Schools, Inc. (SAACS)
- St. Joseph Association of Christian Schools

**\* The above list of accrediting agencies 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 the above listed agencies.**