



**For daycares and preschools only**

Briefly summarize the childcare licensing requirements (relevant to your operation) for daycares/preschools in your state. This information usually is found on the state Department of Children and Family Services website.

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**If your state requires your facility to be licensed or registered, please attach a copy of the application for approval.**

Has your facility received approval from fire safety authorities? \_\_\_\_ Yes \_\_\_\_ No

**If yes, please attach documentation.** If no, please explain \_\_\_\_\_

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Has your facility received approval from the local health department? \_\_\_\_ Yes \_\_\_\_ No

**If yes, please attach documentation.** If no, please explain \_\_\_\_\_

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Do you plan to participate in state tuition-assistance programs for low-income families? \_\_\_\_ Yes \_\_\_\_ No

**For schools only**

Briefly summarize your state's Department of Education requirements (relevant to your school) for church-run schools. This information usually is found on the state Department of Education website.

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What are your state's educational and certification requirements for teachers at church-run schools?

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What are your state's compulsory attendance requirements, including no. of required school days per year?

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What are your state's health and immunization laws? \_\_\_\_\_

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What type of curriculum will you use? \_\_\_\_\_

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**Please attach a copy of your school's teacher contract.**

**Finances, Insurance, Transportation**

Will the proposed school/day care be church-owned and operated? \_\_\_ Yes \_\_\_ No If yes, who (church council or other governing authority) will serve as the school board? \_\_\_\_\_

If no, please explain. \_\_\_\_\_

Are you aware of your responsibility and do you agree to withhold income, Social Security and Medicare taxes from wages paid to non-ministerial personnel working in your school/daycare and forward those funds to the proper authorities? \_\_\_ Yes \_\_\_ No

Do you agree to make federal payroll tax deposits on a weekly basis, make state and local tax deposits monthly or as required by your locality, and file IRS Form 941 and Foursquare Worker’s Compensation reports on a quarterly basis? \_\_\_ Yes \_\_\_ No

What employee benefits will be provided to school/daycare personnel? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you charge tuition? \_\_\_ Yes \_\_\_ No If yes, please attach a balanced budget for operation. If no, how will the proposed school/daycare be supported? \_\_\_\_\_

Have you consulted the Foursquare Insurance Department (213.989.4400), regarding insurance coverage requirements? \_\_\_ Yes \_\_\_ No

Will you have Foursquare insurance coverage, or coverage with another carrier? \_\_\_\_\_

What additional insurance expenses will you incur with the operation of a school/daycare?  
\_\_\_\_\_

Do you anticipate using vans or buses to transport children? \_\_\_ Yes \_\_\_ No If yes, briefly state applicable state and/or local laws governing the use of vans or buses for schools and daycares, including driver, insurance and seatbelt/child safety seat regulations. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach a school/daycare employee salary schedule, tuition schedule, and proposed budget.**

## **Policies**

Have you set up a procedure for criminal background checks for paid and volunteer workers?  Yes  No

The policy of the International Church of the Foursquare Gospel is that corporal punishment not be administered in its schools or daycares. Is your school/daycare in agreement with this position?  Yes  No

What are your state's laws regarding the reporting of child abuse? \_\_\_\_\_

Have you established a reporting procedure with your staff?  Yes  No

Have you and your staff read the Foursquare Child and Youth Protection Manual and viewed the Child and Youth Protection Training Series videos (available at [www.foursquare.org](http://www.foursquare.org))?  Yes  No

Have you complied with the IRS requirement that you include a statement of racial nondiscrimination in all daycare/school publications and annually publish notice of the same in local media?  Yes  No

### **Sample nondiscriminatory statement:**

The \_\_\_\_\_ school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic and other school-administered programs.

Have you established a well-organized record-keeping system for all student, faculty, employee and financial records? (Student records for kindergarten through high school should be kept in fireproof storage.)

Yes  No

**Please attach a copy of your employee handbook and your parent handbook.**

## **Recap of Requested Documents**

**With this report, please include the following documents:**

- Copy of state license application (if required)
- Copy of fire safety approval
- Copy of local health department approval
- Teacher contract (for schools)
- Employee salary schedule
- Tuition schedule
- Proposed balanced budget
- Employee handbook
- Parent handbook

# **Council Request for Foursquare Board Approval to Open and Operate a Christian School/Day Care**

At a duly called meeting of the MEMBERSHIP of the \_\_\_\_\_  
(Legal name)  
 Foursquare Church held on \_\_\_\_\_,  
(Date)  
 the following recommendation of the church council was  
 presented by the pastor and voted upon:

**RESOLVED: That we petition the Board of Directors of the International Church of the Foursquare Gospel for permission to open and operate a Christian school in conjunction with the**

\_\_\_\_\_ **Foursquare Church.** \_\_\_\_\_  
(Legal name) (Church code)

It is understood that all properties secured and buildings erected for the purpose of conducting such a school shall be held in the name of the International Church of the Foursquare Gospel, a religious corporation of California and that application be made and permission be secured the same as for all other church properties.

Total active church members: \_\_\_\_\_ State exact number of members voting: \_\_\_\_\_ Yes \_\_\_\_\_ No

At a duly called meeting of the CHURCH COUNCIL of \_\_\_\_\_  
(Legal name)  
 Foursquare Church \_\_\_\_\_,  
(Church code) held on \_\_\_\_\_,  
(Date) it was

**RESOLVED: That upon the majority vote of the church membership, we petition the Board of Directors of the International Church of the Foursquare Gospel to authorize the above petition.**

Signatures of Church Council Members:

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

\_\_\_\_\_  
 Signature of Pastor

\_\_\_\_\_  
 Signature of Church Administrator/Secretary

## **For District Use Only:**

I have reviewed this application and recommend it to the National Church Office for approval by the Board of Directors:

District: \_\_\_\_\_

\_\_\_\_\_  
 Signature of District Supervisor

\_\_\_\_\_  
 Date

**Mail completed report, along with all attachments, to:  
 Foursquare Schools, Preschools and Daycares  
 Attn: Beth Mead  
 1910 W. Sunset Blvd., Suite 200  
 Los Angeles, CA 90026**