



## Gather Your Personnel

**Establish a school committee** appointed by your church council. This committee will research, advise and oversee the developmental stages of the new school. Once the school is in full operation, the committee may also monitor school business with monthly reports to the church council. The authority of this committee should never override the authority of the senior pastor or the church council.

**Review your state's education and licensing requirements** for school administrative personnel, teachers and assistants. For preschools and daycares: Contact your state's regulatory agency to determine state licensing requirements.

## Policies and Practices

**Develop a student and employee safety manual** that includes an abuse prevention and reporting policy that is consistent with the current laws in your state, reflecting the standards in the Foursquare Child and Youth Protection Manual.

**Develop a discipline policy** that does not utilize corporal punishment in any way.

**Be aware of the IRS requirement** that you include a statement of racial nondiscrimination in daycare publications and annually publish notice of same in local media.

# Checklist

- **Obtain approval from church council** and submit a resolution to be voted upon in a membership meeting of the congregation.
- **Obtain approval** from your district office.
- **Contact the National Church Office**, which will provide guidelines and assist you through the startup process.
- **Obtain approval from state and local authorities**, meeting all licensing requirements.
- **Contact Foursquare Insurance** and provide proof of adequate insurance.
- **Complete the application** entitled Request For Permission to Start a Christian School or Daycare in an Established Foursquare Church (available at [www.foursquare.org](http://www.foursquare.org) or from the National Church Office) and submit it, with all required signatures, to the National Church office.
- **Receive approval** from the Foursquare Board of Directors.
- **Approval to begin is temporary.** Report your progress to the National Church Office every six months, until full approval is granted.
- **To maintain tax-exempt status**, you will be required to file annual reports with the National Church Office, include a statement of racial nondiscrimination in handbooks and promotional materials, and annually publish notice of racial non-discrimination.

The Foursquare Church

## STARTING A FOURSQUARE CHRISTIAN SCHOOL, PRESCHOOL OR DAYCARE



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**Christian Schools**



### First Steps

# Some Tips Before You Get Started

## Determine Your Mission

Why do you want to start a school, preschool or daycare? How would it align with your church's overall mission and calling?

Will the school be:

- An evangelistic ministry that invites unchurched, non-Christian families to enroll their children?
- A discipleship ministry that enrolls only students who personally profess Jesus Christ as Savior?

Don't start a school for these reasons:

- To improve the church's financial situation
- To compete with existing Christian schools or daycares
- To meet the spiritual or special needs of a few students in your church

## Do Your Research

**Do a feasibility study**, compile a community needs survey, and thoroughly research state and local requirements, including the licensing process, local health department regulations, required permits, and building and fire safety codes—before you make any commitments to starting a school or daycare. The Foursquare Church requires that Christian schools, preschools and daycares be licensed by state and local authorities.

### Get approval from senior pastor and church council.

Plan a congregational meeting with a resolution voted on by membership.

### Get approval from your district supervisor.

**Tour several established Christian schools** or daycares.

## Estimate Start-Up Costs

- Building costs, including loans as well as such modifications as fire alarm systems and restroom/kitchen upgrades
- Equipment: appliances, furniture, toys, playground equipment
- Personnel costs, including taxes and any benefits, as well as background checks, Universal Precautions and CPR certification
- Insurance
- Curriculum, art materials, room décor
- Advertising
- Printing, postage and mailing]
- Bookkeeper
- Office equipment: record-keeping software, filing cabinets, safe



## Build Your Budget

### Payroll questions:

- What is the current average pay rate at schools or daycares in your area?
- Will children of teachers and employees be eligible for discounted tuition?
- Does your church currently file federal and state withholding taxes? If not, establish these accounts.

### Set tuition and fees:

- What is the current average tuition at schools or daycares in your area?
- Will you charge admission or materials fees?
- Will you receive state funding or sliding-scale payments for qualifying low-income families?

### Curriculum

- Schools and preschools: What curriculum will you use?
- Schools: what are the grade level academic expectations for core subjects?