



### Child Care Facilities Religious Exemption Certificate Application

**This is a:**  **Renewal**  
(Check One)  
 **New Application**

#### Tell Us About The School or Program:

##### Part A: Contact Information

School Name: _____
Web Site URL: _____
Physical Address: _____
City: _____ Zip: _____ County: _____
Mailing Address: (if different) _____
City: _____ State: _____ Zip: _____ County: _____
Office E-Mail: _____ Email Contact Person: _____
Office Phone: _____ Office Fax: _____
Name(s) of any other agencies with which you are registered: _____
_____

##### Part B: Administrative Contact Information:

Administrator: _____
Cell Phone: _____ E-Mail: _____
Additional Contact (Name/Position): _____
Cell Phone: _____ E-Mail: _____

**Part C: Religious Exemption Certificate Fees:**

\_\_\_\_\_ **New School Phase I: \$200** As soon as payment is received, the Child Care Facilities Inspection Checklist will be sent for the school administrative staff to review and prepare for the upcoming inspection. This is the process that is commonly referred to as the “self-study phase.” Through the self-study procedure, a program conducts a systematic and thorough examination of all its components in light of its stated mission. The manual will “prompt” you through this examination.

The Inspection Checklist provides the Child Care Facility with a thorough preview of the inspection process, compliance areas and required documentation. Once the Checklist has been completed the Phase II payment of \$550 is sent to the FCCPSA administrative office, the site visit will be scheduled.

Once the site visit is completed, the school will be provided with a Site Visit Review. The review will address any remaining questions, or documentation required. When any remaining documentation or corrections have been completed, the Religious Exempt from Licensure Accreditation Certificate will be issued. The Child Care Facility must notify DCF of compliance and upload the certificate through the DCF web portal.

*The Application for Religious Exemption is valid for six (6) months and is non-refundable.*

**Phase II: Annual Site Visit \$550:** \_\_\_\_\_ **Renewal Visit**      \_\_\_\_\_ **New Site Visit**

All child-care facilities are required to have a site visit annually. As soon as payment is received, the site visit will be scheduled. If requested, the Child Care Facilities Inspection Checklist will be sent for the school administrative staff to review prior to the inspection.

**Part D: Please enclose a copy of the following items:** (Or email a pdf version to the FCCPSA office.)

\_\_\_\_\_ School Brochure      \_\_\_\_\_ School Philosophy, including a Statement of Faith

*Please return this completed form with your payment and the required items from section C.*

**Total Amount Enclosed: \$ \_\_\_\_\_ (Make check payable to FCCPSA.)**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this signed form with your payment to:

FCCPSA  
P.O. Box 5100  
Deltona, FL 32728-5100

If you have any questions,  
please call or email the office:  
Joe Gibilisco, President  
(386) 218-5310  
joe.gibilisco@fccpsa.org