

Request for Permission to Start a School, Preschool or Daycare in an Established Foursquare Church

Foursquare Christian Schools, Preschools and Daycares • 213.989.4528 • yjameson@foursquare.org

General Information

Update: As of April 2020 new schools, preschools, and daycares can only be sponsored by a church in the Covenant model. Charter churches would need to transition to covenant prior to opening a school, preschool, or daycare. As of this date, all schools sponsored by Foursquare churches must be accredited by seeking accreditation with approved agencies.

Legal Name of Church _____ Church Fsq ID _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Church EIN _____

Senior Pastor _____ Pastor's e-mail _____

Name of Proposed School _____

Please list all property (real estate/buildings) owned by the church _____

School Location Address (if different from church) _____

City _____ State _____ Zip _____

School Mailing Address (if different from church) _____

City _____ State _____ Zip _____

School Administrator _____ Admin's e-mail _____

Type of Program

Check the type of program(s) you anticipate operating:

☐ Daycare **If daycare**, please check all that apply:

☐ Infant care (under 18 mos.)
☐ 18 mos. through age 5
☐ Before/after school care for K - elementary
☐ Summer all-day care for K - elementary

Days/hours of operation _____

Does daycare operate year-round? ____Yes ____No If no, during which months does it operate? _____

____ Preschool (part-time instructional classes for ages 2-5)

Days/hours/months of operation_____

____ Kindergarten only ____ Elementary (K through grade 5)

Middle School (grades 6-8) High School (grades 9-12)

Other (please explain) _____

All programs: What is the projected opening date? (Month) _____ (Year) _____

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.

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 _____

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

If yes, please attach documentation. If no, please explain _____

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

For schools only

All Foursquare sponsored schools must be accredited or be seeking accreditation with an approved agency.

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.

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

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

What are your state's health and immunization laws? _____

What type of curriculum will you use? _____

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

All Foursquare sponsored schools must be accredited or be seeking accreditation with an approved agency.

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)? ____ 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:

- Statement regarding the accreditation agency you are choosing to work with
- 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 _____, the following recommendation of the church council was
(Date)
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

(Legal name) ***Foursquare Church.*** _____
(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 _____, held on _____, it was
(Church code) (Date)

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: Yadira Jameson
1910 W. Sunset Blvd., Suite 430
Los Angeles, CA 90026***