

FOURSQUARE SCHOOL/DAYCARE START-UP CHECKLIST

PROSPECTIVE SCHOOL/DAYCARE'S INITIAL STEPS:

- ☐ 1. Request & receive **approval from the sponsoring church council** and **submit a resolution to be voted upon in a membership meeting** of that congregation.
- ☐ 2. Request & receive **approval from the appropriate district office.**
- ☐ 3. **Contact the National Church Office** for guidance and assistance through the start-up process and reporting phases.

NCO Education Department Contact:

Yadira Jameson, Admin Assistant

213.989.4528

YJameson@foursquare.org

- ☐ 4. Research and fulfill all **state and local licensing requirements.**
- ☐ 5. **Contact Foursquare Insurance for guidance** on insurance options and obligations, then **submit proof of adequate insurance** coverage to the Foursquare Insurance department.

Foursquare Insurance Information:

<https://www.foursquare.org/insurance>

213.989.4403

888.635.4234

insurance@foursquare.org

- ☐ 6. Complete the **application (a.k.a. "Request For Permission to Start a Christian School or Daycare in an Established Foursquare Church" form)** and submit it with all required signatures and the supporting documentation specified in the application to the National Church Office.

"REQUEST" APPLICATION (see attached document in email)

LIST OF DOCUMENTATION TO ACCOMPANY APPLICATION:

- ___ Copy of completed state license application (if required by state)
- ___ 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

MAILING ADDRESS FOR SUBMISSION OF APPLICATION & ACCOMPANYING DOCUMENTATION:

Foursquare Schools, Preschools, & Daycares
1910 W. Sunset Blvd, Suite 430
Los Angeles, CA 90026
ATTN: Yadira Jameson

- ☐ 7. Adhere to and publish **IRS-required non-discriminatory policies**, including:
 - ___ Statement of the nondiscrimination policy in the school's charter
 - ___ Listing of the school's nondiscrimination policy on the school's website(s) and literature (brochures, catalogs, handbooks, etc.)
 - ___ Annual publishing and/or broadcasting of the racial nondiscrimination policy in local media (newspaper, radio, or TV)
- ☐ 8. Complete the annual reporting requirement (submitted each fall to the NCO Education Department), including:
 - ___ Report to Confirm Tax Exemption
 - ___ Report of Financial Practices

TAX EXEMPTION REPORTING FORM DOWNLOAD LINK:

<https://foursquare-org.s3.amazonaws.com/assets/education/Annual Report to Confirm Tax Exemption FILLABLE.pdf>

FINANCIAL PRACTICES REPORTING FORM DOWNLOAD LINK:

<https://foursquare-org.s3.amazonaws.com/assets/education/Annual Report of Financial Practices FILLABLE.pdf>

- 9. Contact the approved accreditation agency you have chosen and request information regarding accreditation and document this on your Foursquare application.

NEXT STEPS:

- ☐ • Application and materials will be **reviewed by the Foursquare Board of Directors** which will make a determination as to **initial, provisional approval**.
- ☐ • Following the Foursquare BOD's temporary approval, **six-month progress reports shall be made to the National Church Office until full approval is granted**.
- ☐ • Unless otherwise authorized by the ICFG Board, a Foursquare church-related **school must be organized as a part of the local Foursquare which operates it, including use of the same Employer Identification Number (EIN)** by both the church and the school/daycare.
- ☐ • A church-operated school wishing to qualify as a Foursquare Christian school must also **secure membership in the Association of Christian Schools International (ACSI)**.
- ☐ • A Foursquare Christian school shall maintain **adequate record-keeping standards** according to federal, state, and denomination mandates. (NCO can provide up to date guidance on these standards.)