Public Works and Environmental Services Department
Consumer Protection Division
Child Care Licensing and Enforcement
One North University Drive, Suite A203
Plantation, Florida 33324 • 954-357-4800

APPLICATION FOR EXEMPTION FROM LICENSURE

Please answer the following questions. Child Care Licensing and Enforcement (CCLE) will determine if your facility is subject to licensure as a "child care program," pursuant to Section 402.302(1), Florida Statutes, and Chapter 7, Broward County Code of Ordinances, or determine if your program meets the qualifications for an exemption from same.

PROGRAM INFORMATION		
Program Name:		
Corporation Name:		
Street Address:	City:	Zip Code:
Mailing Address:	City:	Zip Code:
Telephone Number:	Fax Number:	
Authorized Representative:	Telephone Number:	
Email Address:		
Days of Operation:	How many hours are children allowed on site:	Age range of children:

PROGRAM OVERVIEW	
1. What is the purpose of the program? (*Provide a description of the program.)*	
2. Who will be in charge of the program and what are the individual's qualifications?	
3. Is the program currently in operation? ❑ Yes ❑ No	Cease and Desist issued? ❑ Yes ❑ No
4. Describe the physical location of the program(s). Who owns the building/real property?	

5. Is there an outdoor play area? ❑ Yes ❑No
If yes, is it adjacent to the facility where the program will be/is located? ❑ Yes ❑No (Please describe)

6. Are the parents required to remain on the premises at all times while the children are in attendance at the program?
❑ Yes ❑No

7. Are there children, even those as young as five years of age, who are allowed to enter and leave the program at any time without permission, prior arrangements, or supervision? ❑Yes ❑No
If yes, does the program clearly indicate that they **do not assume responsibility** for the supervision of the children?
❑Yes ❑No

8. Is the program operated by or affiliated with a national membership non-profit organization that certifies membership organizations as of February 1, 2017 in at least ten (10) states, and that was created for the purpose of providing activities that contribute to the development of good character or good sportsmanship, or to the education or cultural development of minors in this state, and that charges a membership fee for children and may receive grant funding for services? ❑ Yes ❑No
If yes, what is the name of national association and website address. _____

(Please attach certificate of membership)

9. Has the program ever applied for or previously been licensed, registered or exempt by CCLE?
❑ Yes ❑ No
If yes, was the license ever suspended, revoked, or application for licensure denied? ❑ Yes ❑No
(Please provide dates and details.)

10. Is the program currently designated as a DCF Gold Seal Quality Care Provider? ❑ Yes ❑ No
If no, does the program intend to apply to become a DCF Gold Seal Quality care provider? ❑ Yes ❑ No

11. Is the program to be offered currently accredited, certified, or a member of any organization? ❑Yes ❑No
If yes, by what agency or authority? *(Provide a photocopy of your current certification, membership, if applicable.)*

12. When will the program be offered? ❑ Year round ❑ School year ❑ Summer only ❑ Holidays
❑ Early release days ❑ Other _____

PROGRAM SERVICES

1. Are the services provided strictly instructional or tutorial/academic in nature? ❑ Yes ❑ No
Provide a detailed schedule of all activities offered by the agency for the program from the time the child arrives at the facility to the time the child leaves the facility, including any transportation.)

2. If the answer to #1 above is yes, does staff assist with activities beyond the program's instructional or tutorial/ academic activities? ❑ Yes ❑ No *(If yes, explain)*

3. Does the program provide time for children to engage in activities such as, but not limited to, homework, watching movies, playing video games, etc., until parental pickup? ❑ Yes ❑ No *(If yes, explain)*

4. In the tables below please indicate any instructional and tutorial/academic activities that are offered to the children in the program. *Please list any additional instructional activities provided.*

Instructional Activities		**Duration In Minutes**	**Instructional Activities**		**Duration In Minutes**
Computer/Technology	❑ Yes ❑ No	_____	Arts and Crafts	❑ Yes ❑ No	_____
Academics/STEM	❑ Yes ❑ No	_____	Gymnastics	❑ Yes ❑ No	_____
Ballet/dance	❑ Yes ❑ No	_____	Test Preparation	❑ Yes ❑ No	_____
Martial arts/Karate	❑ Yes ❑ No	_____	Music	❑ Yes ❑ No	_____
Sports	❑ Yes ❑ No	_____	Other: _____		
Tutoring	❑ Yes ❑ No	_____	_____		
Arts and Crafts	❑ Yes ❑ No	_____	_____		

5. Does the enrollment information clearly define the duration of each instructional/tutorial session? ❑ Yes ❑ No

6. If non-instructional activities are included, please indicate the duration of each activity below.
Please list any additional non-instructional activities provided.

Non-Instructional Activities		**Duration In Minutes**	**Non-Instructional Activities**		**Duration In Minutes**
Free Play	❑ Yes ❑ No	_____	Meals/Snacks	❑ Yes ❑ No	_____
Sports Activity	❑ Yes ❑ No	_____	Homework	❑ Yes ❑ No	_____
Other: _____			Other: _____		
_____			_____		

7. Does the enrollment information clearly define the duration of each non-instructional session? ❑ Yes ❑ No

8. How is the program presented to the parents? *(Attach copies of promotional literature advertisement, brochure, flyers, etc., provided to parents or the public.)*

Do any of your flyers, brochures or promotional materials including vehicles indicate that the program offered is aftercare? ❑Yes ❑ No

9. Are meals or snacks provided? ❑Yes ❑ No (If yes, Please answer the following questions.)

- Are meals prepared on site? ❑Yes ❑ No
- Are snacks prepared on site? ❑Yes ❑ No
- Are prepackaged meals provided? ❑Yes ❑No
- Are prepackaged snacks provided? ❑Yes ❑ No
- Are drinks/snacks requiring refrigeration provided? ❑Yes ❑ No
- Are drinks/snacks not requiring refrigeration provided? ❑Yes ❑ No

10. Is transportation provided? ❑Yes ❑ No. Is transportation provided by an outside entity? ❑Yes ❑ No
If yes, please provide name of entity providing transportation.

11. Please describe the nature of the transportation.

12. Are all vehicles that are transporting children equipped with child safety alarm devices? ❑Yes ❑ No

PROGRAM FUNDING
1. How is the program funded? *(Attach a list of all grants, donations, trusts, etc. received with the names of the funders, purpose of funding, and amount of funding)*
2. Does the program have a contract with the Early Learning Coalition (ELC) to provide School Readiness services? ❑ Yes ❑ No
3. Does the program plan to apply for School Readiness funding? ❑ Yes ❑ No
4. Are there any fees, dues, tuition, grants, or other payment arrangements made for the care of the children? ❑Yes ❑ No (*Please describe (how much, how often, etc.)*

If the County determines that the program, as presented, is not subject to licensure as a child care program, a written exemption letter will be provided. The exemption status is valid for one year from the date the exemption is granted, unless there are any changes to the location of the program, ownership of the program, activities schedule, ages of children enrolled in the program, daily duration of the program, or any other changes that alter the structure or nature of the program in such a manner from how it was initially presented, that licensure is required. A revised Exemption Application is required any time there is any substantive change to the program as described in this paragraph.

I hereby attest that, to the best of my knowledge and belief, the information contained in this Application is truthful and correct. This Application may be withdrawn at any time the applicant so desires.

_____ _____

Printed Name of Authorized Representative Signature of Authorized Representative

_____

Date

MAIL OR EMAIL APPLICATION TO:

Melinda Harrison, Child Care Licensing Supervisor
Childcare Licensing and Enforcement Section
1 N University Drive • Plantation, Florida 33324
mcharrison@broward.org

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Date application received:	Date site visit conducted:
Exemption granted/denied	Date issued/exp.