



**PROCESS FOR APPLYING FOR FLORIDA APPROVAL PROGRAM  
EARLY EDUCATION/AFTER CARE PROGRAMS (NEW OR RENEWAL)**

Complete this checklist and submit online with other required documents with your 2024-2025 Online Program Approval Application. Questions: Email [early\\_education@acsi.org](mailto:early_education@acsi.org) or contact Tammy Hicks at (850)380-3154.

**Program Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Renewal:** Your current approval certificate expires on September 30, 2024. The Department of Children and Families will be notified on October 1, 2024, of schools that have not renewed.

Currently approved programs renewing on or before August 16, 2024..... \$450  
 Currently approved programs renewing on August 17 or afterwards (late fee) .....\$550

**New Programs:** Once you submit these documents and \$500 fee, preferably two months prior to your scheduled opening date, your program will be pre-inspected in light of ACSI approval standards.

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1. Y **2024-2025 ACSI Membership Renewal** (June 2024 emailed invoice can be paid online) or **2024-2025 ACSI Membership Application** (New programs: Visit [acsi.org](http://acsi.org) and click on “Join” to apply for membership.)
2. Y **2024-2025 Approval Program Online Application** and fee (credit card payment only)  
This online application is submitted with a separate fee.
3. Y **ACSI Florida Approval Program Standards** Affirmation of compliance with these standards is by digital signature on online application (#2 above)

**Submit the following documents separately with the online Approval Application:**

4. Y **2024-2025 Staffing Form**
5. Y **Calendar** (Schedule of school holidays and breaks)

**Upload the following documents separately or as one scan together (in order shown below) with the online Approval Application:**

6. Y **Checklist** – This document showing all requirements are being met toward program approval.
7. Y **Letter from Pastor of Verification of Church Affiliation** (notarized)
8. Y **Director Credential**
9. Y **Childcare Attestation of Good Moral Character** (Director only)
10. Y **Certificate of Liability Insurance**  
(The address included at bottom left of form should be “**Association of Christian Schools International, P.O. Box 62249, Colorado Springs, CO 80962.**” This insurance should include a minimum of \$1 million in liability coverage as well as sexual abuse limits of not less than \$250,000 per occurrence and Director’s and Officer’s Coverage. Student accident insurance is strongly encouraged for all students.)
11. Y **Fire Marshal’s Inspection Report** – valid within the last 12 months
12. Y **Fire Drill/Emergency Preparedness Chart** for last 12 months
13. Registrations of all vehicles used to transport children.
14. Proof of insurance for all vehicles
15. Cleared vehicles inspections within 12 months for all vehicles