



**SINGLE-SKILLS PROGRAM DURING THE SCHOOL YEAR –
REQUEST FOR EXEMPTION FROM REGULATION UNDER 40 TAC
§745.129 (2)**
CHILD CARE LICENSING (CCL)

Purpose: Licensing uses this form to determine whether your program is exempt from DFPS regulation, based on the criteria established in 40 Texas Administrative Code (TAC) §745.129(2) for a single-skills program that operates during the summer.

Instructions: Complete all sections of the form that are relevant to your type of program. If a question does not apply, enter *Not Applicable* in the space provided.

For further clarification, review 40 TAC Chapter 745 (Licensing), Subchapter C, Operations That Are Exempt from Regulation, at http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/rules.asp.

Directions: If you have questions when completing the form, contact your local Licensing office. Please mail the completed form and any other application-related materials to your nearest Licensing office. Information on local Licensing offices can be found at:

http://www.dfps.state.tx.us/Child_Care/Local_Child_Care_Licensing_Offices/default.asp.

SECTION A - IDENTIFYING INFORMATION

Program Name		Program Website	
Address		City	Zip Code
Mailing Address (if different)		City	Zip Code
Name of Owner, Partners, Governing Body, or Sponsoring Organization		Is the governing body nonprofit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Contact Person	Contact Person's Phone Number	Contact Person's Email Address	
Contact Person's Address (Street Address, City, State, Zip Code)			

SECTION B - PROGRAM INFORMATION

Please answer the following questions about your overall program:

What is the overall purpose of your program?
What ages do you serve?
How many children participate in your program?

SECTION B - PROGRAM INFORMATION

What are your program's business hours?

Describe the program that you are requesting an exemption for.

How many days of the week does your program operate?

During what months is your program offered?

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

In the chart below, list the following information about your school-year program:

- Days and hours when children may be present
- Services offered each day when children may be present (services are any component offered as a part of the program, including occasional and daily activities).

	MON	TUES	WED	THUR	FRI	SAT	SUN
Hours (time of day) when children may be present							
Services offered each day when children may be present							

Is the program offered for a full day during school breaks (for example, during Spring break and teacher in-service days)?

- No
 Yes

If yes, list the services provided during school breaks:

Does your program share space with a program that is subject to regulation by the Department of Family and Protective Services?

- No
 Yes

If yes, answer the following:

Describe the buildings or areas that the programs use at the same time:

SECTION B - PROGRAM INFORMATION

Do the programs use the same caregivers?

- No
 Yes

If yes, explain:

Are there any other programs offered at the site?

- No
 Yes

If yes, please explain what other type of program is offered:

SECTION C - REQUIRED DOCUMENTATION

Indicate below the documentation that you are submitting with your exemption request. Submitting the documentation with your request helps us process your request efficiently and effectively.

- Descriptions of all of the services that your program provides and how each service is directly related to the single skill for which the program provides instruction
- Copies of information given to parents about the program (including enrollment forms, policies, schedules, parent guides)
- Daily schedule that describes what children do from the time that they arrive until the time that they leave (if your program offers services during school breaks, include the schedule for those days too)
- Weekly or monthly schedule
- Fees collected for the services provided
- Floor plan (including rest rooms, other areas used by the children, and areas used by other programs that operate at the same time)
- Informational and advertising materials (including Internet pages and links)
- Other information that demonstrates that your program is exempt

SECTION D - SINGLE-SKILLS PROGRAM DURING THE SCHOOL YEAR

Complete this section if the exemption request is based on meeting the requirements for a single-skills program under 40 TAC §745.129(2).

Does your program offer direct instruction in a single skill, talent, ability, area of expertise, or proficiency?

- No
 Yes

If yes, name the skill:

SECTION D - SINGLE-SKILLS PROGRAM DURING THE SCHOOL YEAR

Does your program provide or offer services that are not directly related to a single skill, talent, ability, area of expertise, or proficiency?

- No
 Yes

If yes, explain what type of services:

Does your program offer transportation or snacks?

- No
 Yes

If yes, explain what type of services:

Do you inform parents that the program is not licensed by the state?

- No
 Yes

If yes, explain how you inform parents:

Do you advertise or represent the program as a child care facility, day care center, or licensed before-school or after-school program or as offering any other child care services?

- No
 Yes

If yes, explain how you convey the information to parents?

Does your program offer activities that come with a risk of physical injury (such as martial arts, horseback riding, or archery)?

- No
 Yes

If yes, explain how you inform parents about such physical risks:

Does your program conduct background checks through the Department of Public Safety on all program employees and volunteers who work with the children?

- No
 Yes

Do you collect fees for your program or for any additional services?

- No
 Yes

If yes, list the amount of each fee and the purpose:

SECTION E - HOW DFPS PROCESSES YOUR EXEMPTION REQUEST

If the information you submit does not fully demonstrate that your program is exempt, we may request additional documentation or visit your program to obtain additional information.

If we determine that your program does not meet all of the criteria for an exemption, we will send you a letter stating that you must apply for a permit. The letter will also explain how to request an administrative review if you do not agree with Licensing's decision.

If Licensing determines that your program is subject to regulation, you will be operating illegally, if you continue to operate without meeting Licensing requirements. We may file suit in district court for both a civil penalty and injunctive relief, if you knowingly engage in activities that require a license or registration.

SECTION F - PRIVACY STATEMENT

DFPS values your privacy. For more information, read our privacy policy online at:
www.dfps.state.tx.us/policies/privacy.asp.

SECTION G - CERTIFICATION

I certify that the above description of the program is accurate, true, and complete. I understand that I may be required to provide additional information to show that the program meets all requirements to be exempt from Licensing regulation.

Signature of Owner, Partner, or Head
of Governing Body:

Title

Date Submitted to Licensing: