

South Carolina Department of Social Services
Child Care Licensing

**ORIGINAL OR CONTINUING REGISTRATION STUDY
FOR A FACILITY OPERATED BY A RELIGIOUS BODY OR GROUP**

| | |
|---|--|
| Name of Facility: | County: |
| Physical Address: (Street, City, State, Zip Code) | Telephone: |
| Mailing Address, If Different from Physical Location: (Street, City, State, Zip Code) | Hours Facility Operates: From: To: |
| Name of Facility Director: | |

This is to certify that the above-named facility is owned and operated by the following faith-based or publicly recognized religious educational or religious charitable institution.

| | | |
|--|-----------------|-------|
| Name of Organization: | | |
| Address: (Street, City, State, Zip Code) | Telephone: | |
| Official Signature: | Official Title: | Date: |

The following information shall be prepared prior to the DSS visit for the original or continuing registration study:

- A. An approval letter from the local zoning board (for new facilities only).
- B. Requests for sanitation (DSS Form 2905) and fire inspections (DSS Form 2941).
- C. Completed and signed original application (DSS Form 2902).
- D. Completed list of staff (DSS Form 2946).
- E. Completed list of children (DSS Form 2945).
- F. Completed Central Registry Checks on all current staff (DSS Form 2924).
- G. State fingerprint results for all current staff.
- H. Copies of current certificates for basic first aid and child/infant cardiopulmonary resuscitation for caregivers. (At least one certified caregiver must be on the premises at all times while facility is in operation.)
- I. Sample of weekly menu, including snacks and beverages.
- J. Training records for director and caregivers on file. (For renewals only.)

As director/operator, in accordance with the provisions of Sections 63-13-110 and 63-13-1010 through 63-13-1080, Code of Laws of South Carolina, I will comply with all of the requirements applicable to religious bodies or groups including floor space, staff:child ratios and staff training.

Director's Signature