

**Summer Program** **Frequently Asked Questions**

(Summer School for Credit Recovery is NOT a DFPS Summer Program)

1. **Do I need an exemption or license to operate a summer program?**
	1. Yes, you must have an exemption or license to operate a summer program. If you do not receive an exemption for the programs listed below, the summer program must be licensed by the state to operate.
2. **Does the summer program exemption or license apply to high schools?**

No, if the summer programs are for 9th -12th graders. **If the high school is hosting summer programs for grades below 9th grade, then yes, you will need to request an exemption or license**.

1. **What summer program will qualify for an exemption**?
	1. Accredited Educational Facility for Grades Pre-Kindergarten and Above (8th grade)

(as an extension of the school curriculum)

FORM J-800-2820

* + 1. Criteria for exemption:

(A) The educational facility operates primarily for educational purposes;

(B) The educational facility operates the program;

(C) All children in the program are at least pre-kindergarten age; and

(D) The Texas Education Agency (TEA) or the Southern Association of Colleges and Southern Association of Colleges and Schools (SACS) accredits the educational facility; or the Texas Private School Accreditation Commission (TEPSAC) accredits the educational facility*. TCCED is an approved accreditation agency recognized by (TEPSAC).*

* 1. Single-Skills Based Program -FORM J-800-2832
		1. Criteria for exemption:

(A) The program offers direct instruction in a single skill, talent, ability, expertise, or proficiency; (For example, running a volleyball or robotics camp).

 (B) The program does not provide or offer services that are not directly related to a single skill, talent, ability, expertise, or proficiency, but may offer transportation and snacks;
(C) The program does not advertise or represent that the program is a child-care facility, day-care center, or licensed before-school or after-school program or that the program offers child-care services;
(D) The program informs parents that the program is not licensed by the state;
(E) The program informs parents of the physical risk a child may face while participating in the program; and
(F) The program conducts background checks using information that is obtained from the Department of Public Safety for all program employees and volunteers who work with children.

* 1. Program of Limited Duration (short-term)- This would apply to programs not connected to the school curriculum or a single-skill based program. FORM J-800-2839
		1. Criteria for exemption:

(A) The program operates for less than three consecutive weeks and less than 40 days in a period of 12 months; and

(B) It is not a part of an operation subject to our regulation.

1. **How long can a program run with an exemption?**
	1. There is no time limit on how long the program operates, except for the short-term program exemption. (See short-term program above)
2. **How long does it take to receive notice/approval from the Texas Department of Family and Protective Services (TDFP) for the exemption?**
	1. TDFP has 21 days to approve or deny an exemption.
	2. If your exemption request is denied, notify TCCED and an Administrative Review can be requested.
3. **Once a school is exempt, do they have to re-apply the next year?** No, the school does not have to re-apply to DFPS, but the school administrator will need to submit documentation to TCCED for yearly approval. The principal will follow the PRINCIPAL PROCESS and superintendent will follow the SUPERINTENDENT PROCESS except for #2 below. *PLEASE NOTE: If your program changes or moves to a different location, you will need to contact DFPS to ensure you continue to meet the exemption criteria*

1. **Can summer programs be opened to the public?** Yes, if the program meets one of the three

 exemptions listed above. The superintendent and the TCCED must be notified if the school

 program is opened to the public.

1. **Is summer school for credit recovery a DFPS summer program****?** No, therefore an exemption

is not required BUT if the school has an afternoon program that is not for credit recovery then the school will need to apply for one on the exemptions listed above.

 9. **Can a school host multiple single skills program?** Yes, but the school must apply for an

 exemption for each single skills program being offered.

**EXEMPTION SUBMISSION PROCESS**

PRINCIPAL PROCESS:

1. Develop a summer program as: 1) as extension of the school curriculum or 2) single-skills based program or 3) short -term program.
2. Complete the appropriate exemption form from Texas Department of Family and Protective Services (TDFPS) and sign the last section titled “certification”.
3. Submit a description of your summer program. **IMPORTANT: *If the program exemption is for the Accredited Educational Facility, please include a curriculum alignment for the program***.
4. Submit the following forms to the superintendent for approval

Appropriate Exemption Form

Summer Program Description

Curriculum Alignment, if applicable

SUPERINTENDENT PROCESS:

1. Review and submit a letter of approval to the Director of Education supporting the school's summer program(s).
2. Attach the appropriate Texas Department of Family and Protective Services Exemption form to TCCED for each school’s summer program.

TCCED PROCESS:

1. The Director of Education will review the superintendent's letter of approval and the summer program information for each school.
2. The Director of Education will submit a letter to the DFPS validating that the school is recognized and fully accredited by the Texas Catholic Conference Accreditation Commission.
3. The Director of Education will submit the Exemption information (submitted by the superintendent) directly to the Texas Department of Family and Protective Services.

Link to Forms:

(Depending on your anti-virus software, you might need to do the following when opening the links below:

*Once you click on the hyperlink, you will be asked if you would like to open this file click* “**Ok”,**

*then you will be asked* -*What do you want to do with (form #).pdf? click* **“Save”,**

*and then click* **“Open”**

If for any reason the links are not operating properly, please go to [www.dfps.state.tx.us](http://www.dfps.state.tx.us) , once on the DFPS site type in the name of the form in the “search here” box, click on “go”, click on “DFPS-DFPS Forms” and scroll and search for the form by number.

[Accredited Educational Facility for Grades Pre-Kindergarten and Above](https://www.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=2820.pdf)

[FORM J-800-2820](https://www.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=2820.pdf)

[Single-Skills Based Program](https://www.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=2832.pdf)

[FORM J-800-2832](https://www.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=2832.pdf)

[Short-Term Program](https://www.dfps.state.tx.us/application/Forms/showFile.aspx?NAME=2839.pdf)

FORM J-800-2839

The FAQ and the process has been reviewed by the DFPS Subject Review Expert and accepted by the Texas Department of Family and Protective Services on December 19, 2016.

Implemented January 1, 2017