



**Deadline to submit your REGULAR CAMP application: January 15, 2021**

**Required Supporting Documentation:**

1. Valid W-9 with Authorized Signature consistent with name registered in Sunbiz
2. Proof of Operational Experience-Sign in/ out sheets to reflect operation as a summer camp for two (2) consecutive years or Child Care License reflecting operation for two (2) consecutive years **(For NEW Regular Camps only)**
3. Sunbiz registration with active status
4. Health Department License (for year-round childcare provider)
5. DCF Affidavit of Compliance completed, signed, and notarized
6. **PBC School District employees ONLY** - provide a list of staff names and Employee ID numbers on school letterhead, signed by an approved administrator
7. First/Aid CPR Certificate for at least one staff for each location
8. Daily Activity Schedule (see sample - *Daily Activity Schedule* on the website)
9. Field Trip Safety Policy (see sample - *Field Trip Safety Policy* on the website)
10. Field Trip List
11. Summer Camp financial Budget for current camp year demonstrating how your program will be operated during the summer. This must also include your STAFF's payroll salary.
12. Certificate of Insurances (COI) including:
  - a. General Liability with sexual abuse/molestation coverage
  - b. Automobile
  - c. Workers Compensation
  - d. All REQUIRED amounts
13. IRS 990 Form or Comprehensive Financial Audit Report (CFAR) for current year
14. Most recent audit report
15. Documentation of 501(c)(3)