



FSSA/IDOE Joint FAQs

In partnership, the Indiana Family and Social Services Administration (FSSA) and the Indiana Department of Education (IDOE) have created the following Frequently Asked Questions (FAQ) document for issues related to the intersection of non-public (private) schools and early childhood programs serving children under the age of five. The information in this FAQ does not, and is not intended to, constitute legal advice; instead, all information, content, and materials in this document are for general informational purposes only. If you have questions on how to become a non-public (private) school or a program that is exempt from being licensed or registered as a child care program, you should consult with an attorney.

Q: If a program has a non-public (private) school number from the Indiana Department of Education is it considered a non-public (private) school?

A: No, not necessarily. A non-public (private) school number issued by the Indiana Department of Education does not necessarily qualify a program as a school.

Q: If a program has a non-public (private) school number from the Indiana Department of Education is it exempt from being licensed or registered as a child care facility by the Indiana Family and Social Services Administration?

A: No, not necessarily. A non-public (private) school number from the Indiana Department of Education does not necessarily qualify a program as a school. A program is only exempt from being licensed or registered by the Indiana Family and Social Services Administration if it does not meet the definition of a child care center under Indiana Code (IC) 12-7-2-28.4, a child care home under IC 12-7-2-28.6, or a child care ministry under IC 12-7-2-28.8 or if it meets one of the exemptions under IC 12-17.2-2-8. The child care definitions and exemptions can be found on Indiana Family and Social Services Administration, Office of Early Childhood and Out of School Learning's website under Laws, Rules, and Related Policies. If you think that your program is exempt from being licensed or registered as a child care facility, please contact the Indiana Family of Social Services Administration, Division of Family Resources at Oecoslcorrespondence-fssa@state.in.us or 1-877-511-1144 to verify whether or not that is the case.



Q: If a program has a kindergarten is it exempt from being licensed as a child care facility by the Indiana Family and Social Services Administration?

A: No, not necessarily. If a program provides child care for infants and toddlers under the age of three in the same building as the kindergarten, then the program as a whole must be licensed or registered as a child care facility by the Indiana Family and Social Services Administration. If you think that your program is exempt from being licensed or registered as a child care facility, please contact the Indiana Family of Social Services Administration, Division of Family Resources at Oecoslcorrespondence-fssa@state.in.us or 1-877-511-1144 to verify whether or not that is the case.

Q: Can there be two separate programs in the same building?

A: Typically, no. In order for two programs to operate separately in the same building they must have separate entrances, be closed off from each other, and have separate facilities that are used by each program. If you think that your program is exempt from being licensed or registered as a child care facility, please contact the Indiana Family of Social Services Administration, Division of Family Resources at Oecoslcorrespondence-fssa@state.in.us or 1-877-511-1144 to verify whether or not that is the case.

Q: If a program has infants through kindergarten, can the infants and toddlers under three years old be licensed by the Indiana Family and Social Services Administration while, at the same time, the preschool and kindergarten children are exempt from licensure?

A: No. There cannot be an exemption for only part of a program. The entire program would need to meet one exemption in order for the program to be exempt from licensure or registration by the Indiana Family and Social Services Administration. If you think that your program is exempt from being licensed or registered as a child care facility, please contact the Indiana Family of Social Services Administration, Division of Family Resources at Oecoslcorrespondence-fssa@state.in.us or 1-877-511-1144 to verify whether or not that is the case.



Q: Can two different parts of a program be exempt for two different reasons?

A: No. Multiple exemptions cannot be used at the same time by the same program. Either a whole program is exempt under the same exemption or a whole program needs to be licensed or registered by the Indiana Family and Social Services Administration. If you think that your program is exempt from being licensed or registered as a child care facility, please contact the Indiana Family of Social Services Administration, Division of Family Resources at Oecoslcorrespondence-fssa@state.in.us or 1-877-511-1144 to verify whether or not that is the case.

Q: If a public or non-public (private) school wants to add Pre-K as a grade, what is the process?

A: For all public, accredited, or registered non-public (private) schools, this would need to be accomplished through a corporation amendment for a grade reconfiguration. Corporation amendments may be submitted to IDOE during the corporation amendment window, which typically runs from May 1 to September 1. Please note that submissions outside this window will not be accepted. For more information on the corporation amendment process, including documentation and submission requirements, please send an email to the Office of School Accountability at SchoolAccountability@doe.in.gov.

Q: What if I have general questions about Pre-K expansion in schools?

A: If schools are interested in starting or expanding their Pre-K Program, they can contact IDOE's Pre-K Expansion Specialist, Sarah Parks-Reese, at sparksreese1@doe.in.gov.