



Tennessee Department of Human Services
PDO Exemption Request Checklist

Request date:

Exemption Program: Parent's Day Out

Program Name:

Primary Contact:

Alternate Contact:

Valid contact phone number and e-mail

The physical address of the program

Existing and all future programs have registered with the department their intent to operate PRIOR to offering the service

Operated by a religious institution or religious organization that provides custodial care and services for children of less than school age.

No child attends more than two (2) days in each calendar week for no more than six (6) hours each day.

Days program will operate

Hours of operation

Program maintains records that include, at a minimum, dates and times of each child's attendance.

Records and forms will be made available during regular business hours to the commissioner or commissioner's designee

Per 71-3-503.(e), the request is notarized.

Additional information to support your program's exemption request:

Ages of children served

The number of participants anticipated

Copy of registration form and/or website for registration

Flyers/brochures/advertisements

Parent hand-outs

Social media page(s)