

Child Care Facility Licensing Requirements

Steps to Open a Child Care Facility

- 1 Contact the Building and Zoning Division in the city where the proposed facility will be located. If the facility will be located in unincorporated Broward County, call 954-765-5075. The Building and Zoning office can tell you if the proposed location is zoned for child care. (City numbers can be located in the white pages of the telephone directory under the appropriate city).
- 2 Attend the Child Care Licensing Seminar, Part A. Call 954-357-4800 for the location, date and time. Attendance is required prior to the initial licensing of a facility.
- 3 Review the Broward County Child Care Ordinance No. 2004-2 at www.broward.org/COMMUNITYPARTNERSHIPS/CHILDCARELICENSING/Pages/Default.aspx
- 4 Attend the Child Care Licensing Seminar, Part B.
- 5 Make an appointment with the Child Care Quality Specialist from this office at 954-357-4800 to review the floor plan for the new facility.
- 6 Contact the Fire Rescue Division in the city where the proposed facility will be located or Broward County Fire Rescue Division at 954-831-8210 for unincorporated Broward County. An approved fire inspection is required in order to be licensed by this office.
- 7 If you intend to prepare meals on the premises or provide meals, contact this office for further instructions: 954-357-4800.
- 8 Make an appointment with the Child Care Quality Specialist to visit the facility for a pre-licensing inspection.
- 9 Complete the licensing application and all other required forms. These forms will be reviewed at the final inspection and must be complete prior to issuance of the license.
- 10 Schedule a final inspection for approval of the license. After the final approval submit the application and staff roster with license fee and a \$30.06 non-refundable application fee to this office. The fee is based upon the licensed capacity of the facility.
- 11 If the applicant is a corporation, the corporation must be in good standing and authorized to do business in the State of Florida. Such document shall be required at the time of licensure. Documentation of corporation status can be obtained at www.sunbiz.com.

Highlights of the Broward County Child Care Facility Requirements

BATH FACILITIES

Requirements for daytime hours

Center Capacity No. of Children	Toilets	Sinks	Bathtubs or Showers
5-10	1	1	1
11-15	1	2	1
16-30	2	3	1
31-50	3	4	1
Above 50	3 + 1	4 + 1	1
	For every additional 30 children	For every additional 30 children	

Bath facilities for nighttime care

5-8	1	1	1
9-18	2	2	2
19-30	3	3	3
31-50	4	4	3
Above 50	4 + 1	4 + 1	4
	For every additional 30 children	For every additional 30 children	

INDOOR USABLE PLAY SPACE

For newly licensed facilities, indoor usable play space is calculated at 35 square feet per child. An existing licensed child care facility that has been in continuous operation since before October 1, 1992 retains the previous indoor space calculation of 20 square feet per child. The indoor usable play space at 20 square feet per child will not be affected by a change in ownership due to the sale of an existing child care facility which has remained licensed and open since before October 1, 1992 for this standard to apply.

Smoking is prohibited in any building that is part of a child care facility as well as the playground and any vehicle used to transport the children.

There shall be at least one operable telephone in the child care facility not including a cell phone which is dependent on power for charging, that is neither locked nor located at a pay station that is available to all staff members during all hours of operation.

Nighttime Child Care is after 6:00pm and prior to 6:00am

* Note: Refer to Broward County Child Care Ordinance No 2004-2 for additional requirements. *

OUTDOOR PLAY SPACE

Outdoor play space is calculated at 45 square feet per child. A minimum play area shall be provided for one-half (1/2) of the licensed indoor capacity.

Outdoor play surfaces of concrete, asphalt, gravel and other similar non-yielding substances are prohibited beneath any piece of permanently installed equipment. Non-yielding surfaces shall not exceed one-fourth (1/4) of the required outdoor play space.

DRINKING FOUNTAINS

A minimum of two (2) drinking fountains are required, one inside and one outside, for a licensed capacity of 50 or fewer children. One additional drinking fountain is required for each additional 50 children or any fraction thereof.

RATIOS OF PERSONNEL TO CHILDREN

Age of Children	Ratio	Nap Time
Under 1 year of age	1 staff member for 4 children	4
1 year of age	1 staff member for 6 children	6
2 years of age	1 staff member for 11 children	22
3 years of age	1 staff member for 15 children	30
4 years of age	1 staff member for 20 children	30

5 years of age and older	1 staff member for 25 children	N/A
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In groups of mixed-age ranges where infants are included, one (1) staff member shall not be responsible for more than four (4) children of any age group. In groups of mixed age-ranges where children are one (1) year of age but infants are not included, one (1) staff member shall not be responsible for more than six (6) children of any age group. In groups of mixed-age ranges where neither infants nor children one (1) year of age are included, the child-to-staff ratio shall be determined by the age of the majority of the children in the group.

Special nap time ratios do not apply to children under 24 months of age. During nap time, the staff required to meet the regular ratio requirements MUST be in the building on the same floor AND readily accessible to assist in the event of an emergency.

Florida Director Credential

All licensed child care facilities are required to have a credentialed director. A Director may only supervise one child care facility, unless the facility is a before and after school program only. The director is the on-site administrator/supervisor who must be present in the facility a majority of the time that the facility is in operation, except during evening hours of operation. Every applicant for a license to operate a child care facility or a license for a change of ownership of a child care facility must document that the facility director has a valid Director Credential prior to issuance of the license.

The Director Credential is valid for five (5) years from the date of issue.

Director Credential Certification Requirements

Core Requirements for Both Levels:

- 1 High school diploma or GED;
- 2 Department of Children and Families' Part I Introductory Training, which includes the Behavioral Observation and Screening module (30 Hours);
- 3 Department of Children and Families' Special Needs Appropriate Practices module (10 hours), or 8 hours of in-service training in-service training in serving children with disabilities that meets the statutory requirement for licensing; and
4. One of the following staff credentials:
 - a. Child Development Associate (CDA),
 - b. state approved Florida CDA Equivalency,
 - c. Florida School-Age Certification,
 - d. a formal education exemption qualification (including a wavier),
 - e. or documented employment history recognition exemption.

Foundational Level Requirements:

Education: An approved course in curriculum content area of "Overview of Child Care Center Management."

Exception: For the Foundational Level Credential, directors who have attained another state's recognized Director Credential may receive credit toward the "Overview of Child Care Management" educational component of the credential -subject to approval by the Florida Child Care Director

Credential Program.

Experience: One year of on-site experience as a child care facility director. A temporary Foundational Director Credential will be issued until the experience component has been met.

Advanced Level Requirements:

Education: Must complete one of the following:

- A. Three approved courses for college credit in child care education program administration.
 - *Overview of Child Care Center Management
 - *Child Care and Education Programming
 - *Child Care and Education Organizational Leadership and Management
 - *Child Care and Education Financial and Legal Issues.
- B. A.S. degree in child care center management.
- C. A.S., B.A., B.S. or advanced degree in early childhood education/child development, family and consumer sciences (formerly home economics/child development), school-age child care, or elementary education WITH at least three college credit hours in child care management/ administration, business administration or educational administration
- D. B.A., B.S. or advanced degree other than those listed above, **WITH** three college credit hours in early childhood education/child development or school-age child care **AND** three college credit hours in child care management/ administration, business administration or educational administration.
- E. Five or more years of experience as an administrator or director in a licensed child facility or facility that is legally exempt pursuant to Sections 402.3205 or 402.316, F.S., **WITH** three college credit hours in early childhood/child development or school-age care **AND** three college credits in child care management/administration, business administration or educational administration. All coursework must have been completed within the last ten years.

Before-and-After-School Sites

A director holding a foundational or advanced level Florida Director Credential may supervise multiple before-and after-school sites as follows:

- a. Three (3) sites regardless of the number of children enrolled, or
- b. More than three (3) sites if the combined total number of children enrolled at the sites does not

exceed three hundred fifty (350) children.

- c. The school district may participate in the multi-site supervision option because four (4) year old children are included in public before-and after-school programs.

When a credentialed director is supervising multiple sites, the individual left in charge of the site during the director's absence must meet the following requirements:

- a. Be at least twenty-one (21) years of age;
 - b. Have completed DCF's approved forty (40) clock-hour Introductory Child Care Training (Parts I and II)
- And**
- c. Have completed DCF's basic training in serving children with special needs, whether as part of the Introductory Child Care Training, Part II, specialized training module, Special Needs Appropriate Practices for Children with Special Needs, or through completion of a minimum of eight (8) hours of in-service training in serving children with disabilities, or
 - d. Have completed DCF's School-Age Appropriate Practices specialized training module separately.

Director Credential Renewal Process

The Director Credential will have an initial renewal date after 5 years and every 5 years thereafter.

The completed application, including all required documentation, must be submitted to the Department of Children and Family Services for review and issuance of a Director Credential certificate. All applications must be submitted no earlier than one year prior to the expiration date of the active Director Credential.

The renewal date will be determined by the Director Credential expiration date. If a renewal application is received after the Director Credential expiration date, the Director Credential renewal application will be reviewed, and if approved, a certificate issued with a five-year expiration date based on the date the completed renewal application is processed.

An individual with an inactive Director Credential (one that has lapsed) cannot remain the director of a child care facility until the Director Credential has been renewed.

CDA Credentialed Child Care Personnel Requirements:

One CDA credentialed child care personnel is required for every 20 preschool age children in attendance. Child care personnel who meet the qualifications shall obtain DCF's Form 5206, Staff Credential Verification. A copy of the Staff Credential Verification Form (5206) shall be maintained in the employee's file.

Aide Requirements:

An aide shall have one of the following credentials:

- a. High school diploma
- b. GED
- c. Four years of training or experience in child care

All Child Care staff must be cheerful, friendly and well disposed toward children.

For additional information related to staff qualifications including the director credential contact the Child Care Information Center at 1-888-FL-CCTIC (1-888-352-2842)

TRAINING

Registration for all required training must be completed on-line at www.myflorida.com/childcare/training.

All child care personnel must take an approved forty (40) hour Introductory Child Care training course provided by qualified trainers and approved by the State training coordinating agency.

Child care personnel must begin training by commencing coursework, obtaining an educational exemption or by completing a competency exam within the first 90 days of employment in the child care industry.

All child care staff must complete the five hour Early Literacy class within 12 months of employment in the child care industry.

All training must be completed within one (1) year from the date on which training began.

HEALTH EXAMINATION

A passing health exam is required for all child care personnel prior to employment and must be updated every two (2) years.

FIRST AID and PEDIATRIC CPR

At least two adult staff members shall have First Aid and Pediatric CPR training, and at least one of these staff members shall be on the premises at all times when children are present.

SCREENING and BACKGROUND CHECKS

All owner(s)/director(s) and other child care personnel shall complete the background screening requirements prior to the first day of beginning work in a child care facility. The fingerprinting processing fee is \$57.09 per person, payable by check or money order only.

- 1) Submission of fingerprints – state and federal criminal records check (FBI/FDLE)
- 2) Local Criminal Background Check – Broward County criminal records check
- 3) Affidavit of Good Moral Character
- 4) All owners/directors are required to have a child abuse registry check initially and annually.

Complete screening is available on the following days at the Child Care Licensing and Enforcement Agency office at 2995 N. Dixie Hwy., Ft. Lauderdale, FL 33334.

MONDAY 8:00 AM – 3:00 PM
TUESDAY 12:00 PM – 4:00 PM
WEDNESDAY 8:00 AM - 12:00PM

THURSDAY NO SCREENING
FRIDAY 8:00 AM – 12:00 PM

All screening documents must be cleared by the Child Care Licensing & Enforcement Office prior to the employee's first day of employment and/or a new facility's initial licensing.

There is a \$57.09 fee for processing fingerprints. However, notary services are free.

Full Background Screening is required every five years.

DAILY ROUTINES and PROGRAMS

- 1) Infants: Infants shall have planned activity periods of play suitable to stimulate their interest, opportunities for talking and cuddling with staff members and ample opportunities for exercise outside their cribs on mats or on a clean floor surface. All infants should have a daily outdoor period, weather permitting.
- 2) Other Age Groups: The facility shall have a daily schedule of activities posted in a place accessible to the parents. The activities shall be appropriate to the developmental age of the child. The daily schedule shall include, but is not limited to, the following:

Broad blocks of time for:

Activities in art, language development, music, block building, creative and dramatic play, science, manipulative play, active play and indoor and outdoor play periods.

Time period for providing meals and snacks

Quiet time or nap period

Activities for both indoors and outdoors shall be provided by a flexible daily schedule of regular routines in order to give the children the sense of security they need to help them become self-directing and independent, and to develop a positive self-image. There shall be a sufficient amount of play equipment and materials available for the licensed capacity of the facility.

- 3) Each child three years of age or under shall have a daily rest period of at least one hour on a cot, mat, crib, bed or playpen.

FIELD TRIPS

An additional adult must be present on all field trips away from the child care facility for the purpose of safety to assist in providing direct supervision. A complete first aid kit and a working, fully charged telephone must accompany staff on all field trips.

MENUS

Menus shall be planned, written and posted at the beginning of each week. Records of menus served shall be placed on file and kept for a minimum of three months.

TRANSPORTATION

The following are required to transport children enrolled in a child care facility:

- 1) The driver must have a valid Florida Driver's License.
- 2) For vehicles with a capacity of 16 or more, the driver must have a valid CDL license with endorsements P (passenger) and S (school bus).
- 3) The driver must have an annual physical examination that grants approval to drive.
- 4) The driver must have current certification in First Aid and Pediatric CPR
- 5) All vehicles used to transport children shall be inspected annually by a qualified certified mechanic to ensure proper working order.
- 6) Individual, Age-appropriate, factory installed restraint devices must be used at all times when children are transported by the facility.
- 7) Transportation Logs must be completed each time that children are transported by the child care facility to verify that the facility conducted all of the required to steps ensuring that all children have safely exited the vehicle.
 - a) Children are checked on as they enter the vehicle
 - b) Upon exiting the vehicle children are checked off
 - c) After all of the children have exited the vehicle, the driver conducts a physical and visual sweep checking all of the seats and the floor ensuring that all children have exited the vehicle
 - d) A second staff person completes a second physical and visual sweep of the vehicle verifying the driver's findings.

INSURANCE

At the time of licensure, the owner of a child care facility shall have obtained a comprehensive general liability policy in the amount of \$100,000. This policy must be maintained at all times.

FEES

A child care facility will be assessed a licensing fee and shall be issued a license when it is in compliance with the Health, Safety, Sanitation, Nutrition, Education and Training components of the Child Care Ordinance No. 2004-2.

All 1 year licenses issued under the provisions of Ordinance 2004-2 shall expire annually on the last day of the previous month of issuance and shall be renewed annually.

The fee schedule is as follows:

Up to 50 children	51-150 children	Over 150 children
\$78.14	\$138.24	\$180.03

Note: Fees subject to change.

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Community Partnerships Division**

Board of County Commissioners

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