



LICENSING GUIDELINES

FAMILY CHILD CARE HOMES

HUMAN SERVICES DEPARTMENT
Children's Services Administration Division
Child Care Licensing and Enforcement Section

"TO REGULATE, ENFORCE AND IMPROVE THE QUALITY OF CHILD CARE
IN BROWARD COUNTY"

WHO IS REQUIRED TO BECOME LICENSED?

Effective January 1, 1991, all Family Day Care Homes in Broward County were required to become licensed.

To operate without a license in Broward County is considered a misdemeanor of the first degree, and is punishable by law.

Section 402.302(5), Florida Statutes, reads as follows:

"Family Day Care Homes" (Family Child Care Homes) means an occupied residence in which child care is regularly provided for children from at least two unrelated families and which receives a payment, fee, or grant for any of the children receiving care, whether or not operated for profit. A family day care home shall be allowed to provide care for one of the following groups of children, which includes those children under 13 years of age who are related to the caregiver.

- a) A maximum of four children birth to 12 months of age.
- b) A maximum of three children from birth to 12 months of age, and other children, for a maximum total of six children.
- c) A maximum of six preschool children if all are older than 12 months of age.
- d) A maximum of 10 children if no more than five are preschool age and of those 5, no more than two are under 12 months of age.

Child care licensing staff is available to assist you at any time during the period of licensure to ensure compliance. Any non-compliance with numbers and ages of children is subject to a fine, not to exceed \$100, as found in S. 402.313, Florida Statutes.

If you have any questions, please contact the Broward County Child Care Licensing and Enforcement Section at (954) 537-2800.

STEPS TO OPEN
A LICENSED FAMILY CHILD CARE HOME

Call for a telephone interview with the "Child Care Quality Specialist" at (954) 537-2800.

- Receive necessary forms
- Review procedure information
- Opportunity for question and answers

Check with statewide training regulations for the actual 30 hour training.

Contact City Hall

- Fire inspection required
- Occupational license, if required

Complete background screening requirements

- Fingerprints - federal criminal records checked
- Local criminal records check
- Affidavit of Good Moral Character

Complete first aid/infant CPR training

Complete the Department's required 30-clock-hour Family Child Care Home training, prior to licensure

Complete the Department's 5-clock hour (or .5 Continue Education Units) Early Literacy and Language Development

Schedule licensing inspection home visit with the Child Care Quality Specialist

LICENSING GUIDELINES

BACKGROUND SCREENING

1. Complete screening is available on the following days at the Child Care Licensing and Enforcement Agency Office.

MONDAY	8:00AM - 3:00 PM
TUESDAY	12:00 PM - 4:00 PM
WEDNESDAY	8:00 AM - 12:00 Noon
THURSDAY	NO SCREENING
FRI DAY	8:00 AM - 12 Noon

All screening documents must be cleared by the Child Care Licensing & Enforcement Office prior to initial licensing.

There is a \$27.25 fee for processing fingerprints. However, notary services are free.

2. Background screening and fingerprinting is required for the provider, substitute, employee, all other adults who are living in the household and volunteers who work 40 hours or more per month. Children 12 and over need delinquency checks which require a fee of \$8.00 per child.

3. All providers are required to have a child abuse registry check initially and annually.

4. Five (5) notarized character references are required for the provider, substitute, employee, volunteer and all other adults who are living in the household.

5. Employment history for the past two (2) years.

TRAINING

Family Child Care Home Training Information can be obtained by calling the Family Child Care Home Training Information Center at 1-888-FL-CCTIC or 1-888-35-22842. Training & Information can also be obtained on the Web @ www.myflorida.com/childcare

Operator must complete:

30-clock-hour Family child Care Home training, prior to licensure
5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development, prior to licensure
First Aid Training, prior to licensure
Infant and Child Cardiopulmonary Resuscitation (CPR), prior to licensure
Annual 10 hour in-service training after the FIRST year of licensing.

Substitute must complete:

3-clock-hour Fundamentals in Child Care training
First Aid Training, prior to licensure
Infant and Child Cardiopulmonary Resuscitation (CPR), prior to licensure

First Aid/Infant CPR training is required for the provider and the substitute.

American Red Cross Emergency Water Safety Certification is required for anyone who uses a swimming pool for the children.

HEALTH

The operator and substitute must also have a physical examination every two years.

FOOD PREPARATION AND NUTRITION

Providers who are preparing food shall read the food hygiene pamphlet entitled "Disease Free Food".

RECORD KEEPING

Operator's File

- Training certificates
- Family health records
- Records of immunization for pets
- Background screening information
- Child abuse and neglect training statement
- Disease Free Food statement

Children's Files

- Enrollment cards with password
- Children's immunization (DCF #680)
- Physical examination (DCF #3040)
- Alternate nutrition plan
- Disciplinary practices
- Hours of operation
- Records of accidents
- Family child care home brochure statement
- Records of medications
- Written instructions for emergency procedures

PHYSICAL FACILITY

Authorization to use the property as a family child care home must be obtained from the property owner prior to licensure.

The home must be clean and safe. Areas accessible to children must be free of toxic substances and rodents.

Electrical outlets must have safety plugs.

There shall be adequate, adjacent outdoor space on the premises. Playground equipment shall be safely installed. Concrete, asphalt, gravel and other non-yielding substances are prohibited beneath any piece of permanently installed playground equipment.

Firearms must be stored, locked and unloaded.

Homes must have a fire extinguisher, (2A-10-BC), which is serviced annually by a licensed fire extinguisher company, and at least one (1) wired-in smoke detector with battery back-up.

Homes must maintain a temperature between 65 F and 85 F.

Homes must have an adequate amount of indoor space for the number of children attending.

Pools, canals and water hazards must be fenced.

A First Aid Kit must be maintained with soap, bandages, cotton balls, gauze pads, adhesive tape, thermometer, tweezers and scissors. A First Aid Manual shall be accessible.

Step-up platforms for easy access to sinks and toilets must be available if necessary.

Diaper pail with secure lid and a potty seat, must be available if necessary.

Appropriate indoor, outdoor toys and equipment are required.

During nap time, infants through the age of twelve (12) months must be in cribs or playpens with sides.

Each child shall have a separate bed, cot, crib, playpen or floor mat. Floor mats shall be at least one (1) inch thick.

TRANSPORTATION

If transportation is provided, drivers and vehicles must meet all state and county requirements.

An annual vehicle maintenance check is required.

All transportation of children must comply with the seat belt and child restraint regulations/requirements.

The FCCH shall not transport children in excess of minimum seating capacity.

To ensure the vehicle equipment is in proper working condition.

START UP COST WORKSHEET

	(per person)	X	(# of persons)	=	(total)
Background screening fee	_____	X	_____	=	_____
a) Delinquency check	_____	X	_____	=	_____
b) 5 year re-screening	_____	X	_____	=	_____
First Aid/CPR course	_____	X	_____	=	_____
Physical Examination	_____	X	_____	=	_____
Fire extinguisher				=	_____
Wired in smoke detector(s)				=	_____
First aid kit				=	_____
Toys and play equipment				=	_____
Occupational license (if necessary)				=	_____
Fencing				=	_____
Advertising				=	_____
License Application Fee				=	<u>\$25</u>
 GRAND TOTAL					 =====