



THANK YOU FOR YOUR INTEREST IN FAMILY CHILD CARE IN PINELLAS COUNTY

The following is a summary of the requirements found in Licensing Regulations Governing Pinellas County Family Day Care Homes.

DO I NEED A LICENSE TO CARE FOR CHILDREN IN MY HOME?

YES if you care for unrelated children or children from more than one additional household in your home.

WHAT IS A FAMILY CHILD CARE HOME?

Family Child Care Home – A family child care home means an occupied place of residence of a family person, or persons who regularly provide child care and training for children from at least two (2) unrelated households, with or without compensation, for no more than five (5) children at any given time under thirteen (13) years of age who are not related to such person or persons by blood, marriage or adoption. This includes preschool household members whether present or not and children of any age who are in the operator's care and do not reside in the family child care home. Of those five (5) children, no more than three (3) of the five (5) children may be under two (2) years of age, or no more than three (3) of the five (5) children may be under eighteen (18) months of age if the provider has proof of completion of an approved training course. A family child care home shall provide child care for a period less than 24 hours per day per child.

If you are interested in caring for 5 children with no more than 3 under 18 months, please call our office and request to speak to a licensing specialist.

To be eligible to open a large family child care home, the applicant must have been licensed as a family day care home in Pinellas County for two consecutive years, must have had a Child Development Associate credential or its equivalent for one year, and must meet all requirements in Licensing Regulations Governing Pinellas County Family Day Care Homes. There are additional requirements. If you are interested at a later date, contact your licensing specialist.

WHAT IS THE PURPOSE OF THE FAMILY CHILD CARE LICENSING PROGRAM?

The purpose is to protect and promote the health, safety, and mental development of children cared for in family child care homes in Pinellas County.

AGE REQUIREMENTS

The caregiver must be 21 years of age or older and a resident of the family day care home. The caregiver must have a substitute who is also required to be 21 years of age or older:

WHAT DO I HAVE TO DO TO MY HOME TO BECOME LICENSED?

The attached FAMILY CHILD CARE HOME CHECKLIST includes requirements your home must meet. Review it carefully and bring your questions along with this packet of information with you to the 30-clock-hour Family Child Care Home training course. During the 30-clock-hour Family Child Care Home training course, meeting regulations, procedures, recordkeeping, and services for child care will be discussed.

Also, following the directions for background screening found on the website www.pclb.org listed on the Child Care Homes page. If you have questions, call the Child Care Licensing Office at 727-507-4857. To become licensed may take approximately 4 months.

QUALIFICATIONS FOR LICENSURE

All licensed family child care providers and substitutes must be of good moral character as determined through screening and background checks facilitated through our office. Members of the family child care provider's family including children 12 years of age and older, any person(s) residing in the home, and substitutes and employees are considered personnel and must be screened in the same manner as the family child care provider.

Good moral character is determined in part by the following records check:

1. A one time federal criminal records check which requires the submission of fingerprints and clearance prior to receiving a temporary permit.
2. Submission of the Central Abuse Hotline Record Search form and clearance prior to receiving a temporary permit and annually thereafter.
3. A local criminal records check and clearance prior to receiving a temporary permit and every five years thereafter.
4. Household members between the ages of 12 - 18 are not required to be fingerprinted but must be screened for delinquency records through the Central Abuse Hotline Record Search form.

If you or any household member has been found guilty, regardless of adjudication, of any of the following crimes you may be disqualified from being a caregiver. Please call the License Board office if specific information is needed.

Sections:	393.135	relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
	394.4593	relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct
	415.111	relating to adult abuse, neglect, or exploitation of aged persons or disabled adults
	741.30	relating to domestic violence and injunction for protection (defined in 741.28) means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
	782.04	relating to murder
	782.07	relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
	782.071	relating to vehicular homicide
	782.09	relating to killing an unborn child by injury to the mother
	784.011	relating to assault, if the victim of the offense was a minor
	784.021	relating to aggravated assault
	784.03	relating to battery, if the victim of the offense was a minor
	784.045	relating to aggravated battery
	784.075	relating to battery on a detention or commitment facility staff
	787.01	relating to kidnapping
	787.02	relating to false imprisonment
	787.04(2)	relating to taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
	787.04(3)	relating to carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
	790.115(1)	relating to exhibiting firearms or weapons within 1,000 feet of a school
	790.115(2)(b)	relating to possessing an electric weapon or device, destructive device, or other weapon on school property
	794.011	relating to sexual battery
Former s	794.041	relating to prohibited acts of persons in familial or custodial authority
Chapter:	796	relating to prostitution
Section:	798.02	relating to lewd and lascivious behavior
Chapter:	800	relating to lewdness and indecent exposure
Section:	806.01	relating to arson
Chapter:	812	relating to theft, robbery, and related crimes, if the offense is a felony
Sections:	817.563	relating to fraudulent sale of controlled substances, only if the offense was a felony
	825.102	relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult
	825.1025	relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
	825.103	relating to exploitation of an elderly person or disabled adult, if the offense was a felony
	826.04	relating to incest
	827.03	relating to child abuse, aggravated child abuse, or neglect of a child
	827.04	relating to contributing to the delinquency or dependency of a child
Former s	827.05	relating to negligent treatment of children
	827.071	relating to sexual performance by a child
	843.01	relating to resisting arrest with violence
	843.025	relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
Sections:	843.12	relating to aiding in an escape
	843.13	relating to aiding in the escape of juvenile inmates in correctional institutions
Chapters:	847	relating to obscene literature
	874.05(1)	relating to encouraging or recruiting another to join a criminal gang
	893	relating to drug abuse prevention and control, only if the offense was a felony or if any other person involved in the offense was a minor
	916.0175	relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct
	944.35(3)	relating to inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
	944.46	relating to harboring, concealing, or aiding an escaped prisoner
	944.47	relating to introduction of contraband into a correctional facility
	985.4045	relating to sexual misconduct in juvenile justice programs
	985.4046	relating to contraband introduced into detention facilities

FAMILY CHILD CARE PERSONNEL INFORMATION

1. Have you ever had a license denied, revoked, or suspended in any state or jurisdiction or been the subject of disciplinary action or been fined while operating a family child care home or other child care facility?
_____ Yes _____ No
2. To the best of your knowledge and belief, have any of the members of your household ages 12 years and older or your substitute been convicted of any of the disqualifying acts or offenses listed on the previous page?
_____ Yes _____ No
3. Are you or any household member or your substitute currently the subject of an investigation by the Department of Children and Family Services or any law enforcement agency?
_____ Yes _____ No

If you answered yes to any of the above questions, please call the Child Care Licensing office and ask to speak with a licensing specialist.

WHAT IS MY NEXT STEP?

If after you have completed reviewing **THANK YOU FOR YOUR INTEREST IN FAMILY CHILD CARE IN PINELLAS COUNTY**, you wish to be a licensed family child care home provider, please do the following:

- Go to the website www.pclb.org and on the Child Care Homes page follow the directions for completing the attached forms. If you have questions, call the Child Care Licensing office at 727-507-4857.
- If you do not have access to a computer in your home and cannot go to your local library, you may call the Child Care Licensing Office at 727-507-4857 and request a packet.

FAMILY CHILD CARE HOME CHECKLIST

Following are some of the requirements listed in Licensing Regulations Governing Pinellas County Family Day Care Homes. All are required to obtain a license and should be helpful to you in reviewing the health and safety procedures in your home.

INSIDE YOUR HOME

1. YES NO An adequate number of safe, age appropriate play materials, toys, and books are accessible to children.
2. YES NO A written schedule of daily activities that is flexible and appropriate for the ages of children in care is available.
3. YES NO All cleaning supplies, chemicals, sprays, medicines, vitamins, mouthwashes, fluoride toothpaste, cosmetics, perfumes, colognes, after-shave lotion, razor blades, alcoholic beverages, vanilla extract, matches, etc., are moved out of reach of children. *Toxic materials must be removed from low kitchen/bathroom cabinets even if locks are installed.*
4. YES NO All of the above items have been removed from accessible medicine cabinets. *Medicine cabinets are accessible in most homes.*
5. YES NO Knives, scissors, corn cob holders, pizza cutters, and other sharp objects are stored out of reach of children. Small items such as batteries, paper clips, and coins are also kept out of reach.
6. YES NO Separate towels, washcloths, and cups are available for each child. *Disposable products if used, will be discarded after each use.*
7. YES NO Designated diapering area has been arranged with provision for sanitizing the impermeable surface, proper disposal of diapers, and hand washing.
8. YES NO Arrangements have been made for age appropriate sleep space. Cribs, port-a-cribs, or playpens are available for infants through 12 months of age. Separate bedding is available if beds of family members are used. *Sleeping on the floor, on couches, on foam or air mattresses is prohibited.*
9. YES NO Pets have current vaccinations. Pet foods and litter boxes are inaccessible to children.
10. YES NO Safety plugs are in all unused electrical outlets.
11. YES NO Electrical cords and extension cords are in good repair.
12. YES NO Cigarettes, ashtrays, and lighters are out of reach of children. There will be no smoking when children are present.
13. YES NO Fireplaces, potbelly, or wood burning stoves are inaccessible to the children if used for heat while children are in care.
14. YES NO Fans and portable heaters are out of reach of children and meet federal safety requirements. Unvented kerosene heaters may not be used.
15. YES NO The home is properly ventilated and the temperature maintained between 65 - 82 degrees Fahrenheit.
16. YES NO Firearms are unloaded and out of reach of children. Ammunition is stored separately from firearms and is out of sight and reach of children. *Exception: Firearm cases or racks within reach of children must be locked to prevent removal of firearms by children.*
17. YES NO Smoke detector(s) is in working order.
18. YES NO All flammable materials are stored away from heat sources (outlets, water heaters, stoves, heating units).
19. YES NO Evacuation plan indicating escape routes and location of children's records has been posted. Emergency numbers and directions to the home have been posted near a telephone.
20. YES NO A 2-A:10-B:C fire extinguisher is accessible, tagged, and in compliance with the state fire code.

- 22. YES NO Sanitary and orderly conditions are maintained throughout the home. Plumbing fixtures, furnishings, equipment, floors, carpets, walls, and bedding are clean, sanitary and in good condition.
- 23. YES NO Homes shall have one (1) toilet, one (1) bathtub, and one (1) lavatory for handwashing purposes provided no more than eight (8) persons use the facilities.
- 24. YES NO The home is free of peeling or chipping paint. *Lead testing will be required in homes where peeling or chipping paint is present.*
- 25. YES NO Rodents and vermin are exterminated. Pest control will not take place in rooms while children are present.
- 26. YES NO Arrangements have been made for keeping attendance records and maintaining files for children in care. *A full explanation and master copies of required forms will be provided at the initial inspection.*
- 27. YES NO The home has at least one (1) corded telephone.
- 28. YES NO First aid supplies-soap, Band-Aids®, disposable non-porous gloves, cotton balls or applicators, sterile gauze pads and rolls, adhesive tape, thermometer, tweezers, pre-moistened wipes, scissors, and a current resource guide on first aid and CPR procedures.
- 29. YES NO Locks on all doors that lead to the outside or to off limits areas, including sliding glass and screen doors, are inaccessible to children (approximately 5 feet from the floor). If hook and eye locks have been used, they are the spring type. Decals have been placed at a child's eye level on sliding glass doors.
- 30. YES NO Burglar bars are not on the windows or doors of the home.

OUTSIDE YOUR HOME

- 31. YES NO Play area is fenced. The sturdy, secure fence is a minimum of four (4) feet in height.
- 32. YES NO Play equipment is in safe condition. Swing sets, climbing equipment, etc., are securely anchored. There is a resilient surface to cushion falls under the play equipment.
- 33. YES NO Yard is cleared of trash, loose concrete blocks, boards, building materials, yard tools, appliances, auto parts, etc.
- 34. YES NO An operable pool alarm has been installed in the pool or the pool is surrounded by a sturdy secure four (4) sided fence at least four (4) feet in height.
- 35. YES NO Gates and/or doors leading to the pool area have locks that are inaccessible to children and will be kept locked when children are in care. *Pools are off limits to the day care children, caregiver, and substitute while children are in care.*
- 36. YES NO Foundation of house and crawl space are safely enclosed.
- 37. YES NO Garage is cleared of debris, paper, rags, and combustible rubbish.
- 38. YES NO Paints, varnishes, gasoline, and any other combustible liquids have been stored in safe containers with tightly fitting caps or seals and are out of reach if in areas accessible to children.
- 39. YES NO All exits of the home leading to the outside are free of any obstructions.
- 40. YES NO Fenced-in outdoor play area has a minimum of fifty (50) square feet per child.
- 41. YES NO The base of the fence meets ground level.
- 42. YES NO Lakes, ditches, ponds, canals, or other water hazards bordering the home are fenced a minimum of four (4) feet in height.

There are additional requirements for homes with pools. Contact the License Board office for this information.



CUSTOMER RIGHTS AND RESPONSIBILITIES

Customers of the Child Care Licensing Program include family child care providers, children's center directors and staff, parents, persons from other agencies or organizations and the general public.

Customers have the right to service that:

Does not discriminate against any person because of race, color, religion, sex, national origin, citizenship, disability/handicap, marital status, veteran status, age, or sexual orientation

Is courteous, respectful, fair, and timely

Offers correct and complete information

Is respectful of cultural and individual differences

Satisfies American Disability Act (ADA) requirements, making reasonable accommodations as necessary

Provides informative technical assistance/consultation for services, regulations and procedures

Accepts grievances in a nonjudgmental manner that demonstrates interest and concern

Notifies the customer of our public record policy

Maintains nonpublic records in a confidential manner

Customers have the responsibility to:

Provide true, accurate, and complete information

Seek information and clarification of regulations and procedures

Pay fees for services when applicable

Notify the agency of unusual incidents, changes to scheduled appointments

Expect enforcement action when noncompliance occurs in regulated programs and cooperate with License Board staff in the development of improvement plans

Respect deadlines and submit information in a timely manner

Give Pinellas County License Board two weeks notice when accommodations are needed in order to be provided services in accordance with ADA regulations

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