

# Pinellas County License Board for Children's Centers & Family Child Care Homes

Our mission is to protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County

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**Faith Bornoff, M.Ed., Executive Director**  
**Michael G. Mikurak, Chairperson**



## Procedure for Moving and Providing Family Child Care at a Different Residence

- ◆ Screening for the provider, substitute and household members are only valid for 90 days from the closure date of your licensed home.
- ◆ **A family child care home license or temporary permit is nontransferable and valid only for the address for which it was issued.**
- ◆ A temporary permit cannot be issued until the new home is inspected and all requirements for licensure have been met.
- ◆ You may not care for children at your new home until you have received a temporary permit for your new address.
- ◆ Please note that it could take up to two weeks to get the new home licensed, please alert the parents of the children that you care for that you might possibly be closed during this process.

### ***If you are planning to move and resume child care at a new location, you should:***

- ◆ Notify our office as soon as possible for an application, a Plan of Operation and Plan of Evacuation.
- ◆ Submit an application and \$100.00 fee (\$25 for the application and \$75 for the license), along with a Plan of Operation and Plan of Evacuation form prior to the inspection of the new residence.

Your licensing specialist will call to schedule an appointment for a home inspection.

*Please contact your Licensing Specialist if you have questions.*

**Providing child care at an unlicensed address could result in the imposition of an administrative fine, and it is also a criminal misdemeanor and punishable by up to one year in jail.**

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