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 Child 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. A Family Child Care Home shall include household pre-school aged children whether present or not, and household school aged children 13 years of age when on the premises of the family child care home or on a field trip with children enrolled in care. A Family child Care Home is defined by one of the following three (3) options:

A) A maximum of six children, if no more than three are under 18 months of age.

B) A maximum of six preschool aged children, if no more than three are under 18 months of age, and all are older than 12 months of age.

C) A maximum of 10 children total* (at least 2 of the 10 children need to be Household Children.) The maximum number of Child Care Children allowed is eight at any given time, of which, a maximum of eight children in Child Care Status. Of the 10 total children, no more than five are pre-school age, and of those five, no more than three are under 18 months of age, and of those three, no more than two are under 12 months of age.

*At least two (2) of the above 10 children need to be Household Children. The maximum number of Child Care Children allowed is eight at any given time.

To be eligible to open a Large Family Child Care Home, the applicant must have been licensed as a Family Child Care Home in Pinellas County for two consecutive years, must have an active Child Development Associate credential or its equivalent for one (1) year, and must meet all requirements in Licensing Regulations Governing Pinellas County Family Child 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 Child Care Home. The caregiver must have a substitute who is also required to be 21 years of age or older:
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 federal criminal records check which requires the submission of fingerprints and clearance prior to receiving a temporary permit and every five years thereafter.
2. Submission of the Central Abuse Hotline Record Search form and clearance prior to receiving a temporary permit and annually thereafter.
3. Household members between the ages of 12-17 are not required to be fingerprinted but must be screened for delinquency records through the Central Abuse Hotline Record Search form and through a Florida Department of Law Enforcement Criminal Records.

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 quick 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 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 relating to sexual battery
794.011 relating to prohibited acts of persons in familial or custodial authority
796 relating to prostitution
798.02 relating to lewd and lascivious behavior
800 relating to lewdness and indecent exposure
806.01 relating to arson
812 relating to theft, robbery and related crimes, if the offense is a felony
817.563 relating to fraudulent sale of controlled substances, if the offense was a felony
825 relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult
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
825.04 relating to incest
827 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
827.05 relating to negligent treatment of children
827.071 relating to sexual performance by a child
843 relating to resisting arrest with violence
843.025 relating to depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
843 relating to aiding in an escape
843.12 relating to aiding in the escape of juvenile inmates in correctional institution
843.13 relating to aiding in the escape of juvenile inmates in correctional institution
847 relating 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 any other person involved in the offense was a minor
916 relating to sexual misconduct with certain forensic clients and reporting of such sexual conduct
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 relating to sexual misconduct in juvenile justice programs
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 License Board office and ask to speak with a licensing specialist.
CUSTOMER RIGHTS AND RESPONSIBILITIES

Customers of the License Board 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