

**LICENSING REGULATIONS
GOVERNING
PINELLAS COUNTY
LARGE FAMILY CHILD CARE HOMES**

OCTOBER 2009

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**LICENSING REGULATIONS
GOVERNING
PINELLAS COUNTY LARGE FAMILY CHILD CARE HOMES**

Standards contained within these regulations meet or exceed state child care law Chapter 402,
Sections 26-319, Florida Statutes and Chapter 65C-20, Florida Administrative Code.

CHAPTER 61-2681
(Amended by Chapters 70-893 and 2007-277)

Ch 61. p2

AN ACT DEFINING AND REGULATING CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES IN PINELLAS COUNTY; REQUIRING THE PROCUREMENT OF LICENSES AND THE PAYMENT OF AN APPLICATION FEE FOR THE OPERATION OF SUCH CENTERS AND HOMES AND PROVIDING FOR THE GROUNDS AND THE PROCEDURE FOR THE SUSPENSION OR REVOCATION THEREOF; CREATING PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS AND FAMILY DAY CARE HOMES, AND PRESCRIBING ITS MEMBERSHIP, POWERS AND DUTIES; PRESCRIBING MINIMUM STANDARDS FOR THE OPERATION OF SUCH CENTERS AND HOMES AND PROVIDING A PENALTY FOR VIOLATION; AUTHORIZING TAX AND APPROPRIATION BY THE BOARD OF COUNTY COMMISSIONERS; REPEAL CHAPTER 57-1738, LAWS OF FLORIDA; PROVIDING A GRACE PERIOD.

Ch 61. p2

**BE IT ENACTED BY THE LEGISLATURE
OF THE STATE OF FLORIDA**

Chapter 61-2681 became a law without the Governor's approval. Filed in Office Secretary of State June 22, 1961.

Chapter 70-893, amending the above became a law without the Governor's approval. Filed in Office Secretary of State June 21, 1970.

Ch 61. S.23.

It is declared to be the intent of the legislature that, if any section, subsection, sentence, clause, or provision of this act is held invalid, the remainder of the act shall not be affected.

PURPOSE

The purpose of this act is to protect the health, safety, and mental development of children cared for in children's centers and family day care homes in Pinellas County as defined below.

DEFINITIONS

Ch 402.302(8)(a)(b)
3/6/06

Large Family Child Care Home - A large family child care home means an occupied residence in which child care is regularly provided for children with or without compensation from at least two (2) unrelated households and which has at least two (2) full-time child care personnel on the premises during the hours of operation. One (1) of the two (2) full-time child care personnel must be the operator or the operator's substitute. A large family child care home must first have operated as a licensed family day care home for two (2) consecutive years in Pinellas County with an operator who has had a child development associate credential or its equivalent for one (1) year, before seeking licensure as a large family child care home. A large family child care home shall be allowed to provide care for one of the following groups of children, which shall include those children under 13 years of age who are related to the caregiver:

- a maximum of 8 children from birth to 24 months of age
- a maximum of 12 children, with no more than 4 children under 24 months of age

Ch 65C-20.013(1.)

Large family child care homes must meet and comply with all standards of this rule at all times unless there are insufficient numbers of children in care to meet the definition of a large family child care home in which case an additional employee is not required.

65C-20.013 5(a)1.

Active – Active means the status of a candidate's awarded credential or certification in which requirements have been successfully met.

65C-20.013 5(a)2.

Begin training for child care personnel - Begin training for child care personnel means a candidate's commencement of at least one (1) of the child care training courses listed in Section 402.305(2)(d), F.S. This may be accomplished by classroom attendance, acquiring an educational exemption from training, beginning a department approved online child care training course, or by completion of a department approved competency examination within the first 90 days of employment in the child care industry. The large family child care home is responsible for obtaining documentation from child care personnel.

Ch 65C-22.003(1)(b)

Child Development Associate (CDA) - Child Development Associate (CDA) means a national credential, recognized throughout the United States and the world, issued by the Council for Early Childhood Professional Recognition in Washington, D.C.

65C-20.013 5(a)3.

Early Childhood Education – Early Childhood Education means coursework, certification, a credential or degree that specializes in children ages birth through eight (8).

65C-20.013 5(a)4.

Expired – Expired means the status of a candidate's awarded credential or certification that is not eligible for renewal.

65C-20.013 5(a)5.

Florida Child Care Professional Credential (FCCPC) – Florida Child Care Professional Credential (FCCPC) , pursuant to Section 402.305(3)(b), F.S., means a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)." A list of approved and recognized FCCPC programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.

- 65C-20.013 5(a)6. **Florida Department of Education Child Care Apprenticeship Certificate (CCAC)** - Florida Department of Education Child Care Apprenticeship Certificate (CCAC) means a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
- 65C-20.013 5(a)7. **Florida Department of Education Early Childhood Professional Certificate (ECPC)** - Florida Department of Education Early Childhood Professional Certificate (ECPC) means a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
- 65C-20.013 5(a)8. **Florida Department of Education School-Age Professional Certificate (SAPC)** - Florida Department of Education School-Age Professional Certificate (SAPC) means a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with school-age children and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
- Ch 65C-20.013(2)(a) **Full Time Employee** - Full time employee means one additional staff person at least 18 years of age, who is on the premises of a home operating as a large family child care home.
- Ch 65C-20.013(2)(b) **Hours of Operation** - Hours of operation means the hours of the day or night that a large family child care home has enough children in care to meet the definition of a large family child care home.
- 65C-20.013 5(a)9. **Inactive** - Inactive means to the status of a candidate's awarded credential or certification that remains eligible for renewal.
- 65C-20.013 5(a)10. **National Early Childhood Credential (NECC)** - National Early Childhood Credential (NECC) pursuant to Section 402.305(3)(c), F.S., is an early childhood credential approved by the department and recognized by licensing authorities in at least five (5) states that incorporates 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and includes at least two (2) methods of formal assessment. This includes the Child Development Associate (CDA) credential issued by the Council for Professional Recognition in Washington, DC. A list of approved and recognized NECC programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
- Ch 65C-20.013(2)(c) **Operator** - Operator means the occupant and licensee of the large family child care home who is at least 21 years of age and responsible for the overall operation of the home.
- 8/3/05 **State Approved CDA Equivalency (CDAE)** - State approved CDA equivalency (CDAE) means a training program that has been approved by the Department of Children and Family Services as meeting or exceeding the criteria established for an equivalency program.

Ch 65C-20.0013(2)(d)
11/7/07

Substitutes for the Employee - Substitute for the employee means a competent adult, at least 18 years of age, who is available to take the place of the employee on a temporary or emergency basis. The substitute must meet screening and training requirements as set forth in these regulations.

65C-20.013 5(a)11.

Training Transcript - Training Transcript means the electronic documentation of statutorily mandated training and staff credential qualifications for child care personnel. Training transcripts may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.

65C-20.013 5(a)12.

Weighted score - Weighted score means a scaled score, rather than a percentage score, based on the difficulty of the exam and determined by competency exam professionals in consultation with subject matter experts.

I. PERSONNEL

A. General Qualifications

Ch 65C-20.008(3)(a.)
2/7/07

1. An application will not be considered complete until the License Board receives proof of background screening clearance on the operator/applicant of the family day care home and all other household members, and substitutes who are subject to background screening. A screening conducted under this rule is valid for five (5) years, at which time a statewide re-screening must be conducted. The 5-year re-screening must include, at a minimum, statewide criminal records checks through the Florida Department of Law Enforcement and a local criminal records check.

Ch. 65C-20.013(4)(d)
4/1/09

For the employee and the substitute for the employee, the operator/applicant must within five (5) days of employment at the family day care home or large family child care home submit to the License Board office background screening information.

For the employee, the operator/applicant must within five (5) days of employment at the family day care home or large family child care home submit to the License Board office background screening information.

Prior to background screening clearance, all employees while working with children must be under the observation and supervision of the operator or the operator's substitute.

3/6/02

2. The operator and the home must meet the following requirements:

8/3/05

- a. Must have been licensed as a family child care home in Pinellas County for two consecutive years.

3/6/02

b. Shall meet all of the requirements in *Licensing Regulations Governing Pinellas County Family Day Care Homes*. An application for a large family child care home license will be considered as long as none of the following has occurred within the two (2) years prior to application:

- (1) placement on the Pinellas County License Board enforcement plan
- (2) imposition of a Class I Administrative Fine
- (3) a finding of overcapacity

Ch 65C-20.013(2)(c)

c. Must have had a Child Development Associate credential or its equivalent for one year.

Ch 65C-20.013(5)(b)(1.)
8/3/05

3. The operator of a large family child care home may not work outside of the home or conduct a business from the home during the hours when the large family child care home is operating. Other child care staff may not work outside of the home or conduct a business while responsible for providing direct supervision to children in care. In the event of rental or leased property the operator shall be the individual who occupies the residence.

B. Training

Ch 65C-20.013(5)(b)

1. Large Family Child Care Home Operators. In addition to the training requirements identified in B. Staff Training large family child care home operators must:

Ch. 65C-20.013(5)(b)(1.)

Possess a CF-FSP Form 5206, April 2005, Staff Credential Verification Confirmation or one (1) of the following credentials for a minimum of one (1) year prior to Large Family Child Care Home licensure.

An active National Early Childhood Credential (NECC); an active Birth Through Five or School-Age Florida Child Care Professional Credential (FCCPC) (formerly known as the Child Development Associate Equivalency); an active Florida Department of Education Child Care Apprenticeship Certificate (CCAC), Early Childhood Professional Certificate (ECPC) or School-Age Professional Certificate (SAPC); or meet the formal educational qualification requirement outlined on CF-FSP Form 5211, January 2008, Staff Credential Application, which is incorporated by reference. An Employment History Recognition Exemption will not be accepted to meet the minimum staff credential requirements for Large Family Child Care Homes.

- Ch. 65C-20.013(5)(b)(1.)(a.)* a. A candidate must complete CF-FSP Form 5211, January 2008, Staff Credential Application.
- Ch. 65C-20.013(5)(b)(1.)(b.)* b. An Employment History Recognition Exemption and a School-Age (FCCPC) will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK).
- c. Credential Renewal Requirements.
- Ch. 65C-20.013(5)(b)(1.)(c.)(I)* (I) A National Early Childhood Credential must be renewed through the agency that awarded the credential. Prior to December 31, 2008, a National Early Childhood Credential may comply with the Birth Through Five Florida Child Care Professional Credential renewal process referenced in subparagraph 65C-20.013(5)(b)1.b.2., F.A.C., if the credential was issued prior to December 31, 2003.
- Ch. 65C-20.013(5)(b)(1.)(c.)(II)* (II) To maintain an active Birth Through Five FCCPC, every five (5) years a candidate must renew their Birth Through Five FCCPC by completing CF-FSP Form 5273, April 2006, Birth Through Five Florida Child Care Professional Credential Renewal Application, which is incorporated by reference. CF-FSP Form 5273 may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
- Ch. 65C-20.013(5)(b)(1.)(c.)(II)(a.)* (a) A Birth Through Five FCCPC Renewal will be documented on CF-FSP Form 5270. Renewal applications will be submitted by the candidate no earlier than one (1) year prior to the end of the active date of the Birth Through Five FCCPC.
- Ch. 65C-20.013(5)(b)(1.)(c.)(II)(b.)* (b) Individuals with a Birth Through Five FCCPC issued before December 31, 2003 will renew the credential by submitting a completed CF-FSP 5273 with the required documentation by December 31, 2008. A Birth Through Five FCCPC issued after December 31, 2003 will have a renewal date of five (5) years from the date of issuance.
- Ch. 65C-20.013(5)(b)(1.)(c.)(II)(c.)* (c) An individual with an inactive Birth Through Five FCCPC will submit a renewal application for a period of up to three (3) years after the end of the Birth Through Five FCCPC active period. The application will be reviewed and, if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5273 is processed.
- Ch. 65C-20.013(5)(b)(1.)(c.)(II)(d.)* (d) For purposes of participation in the Voluntary Pre-Kindergarten (VPK) Program, an individual must ensure an active credential by July 1, 2006.

Ch. 65C-20.013(5)(b)(1.) (c.) (III)

(III) To maintain an active School-Age FCCPC, every five (5) years a candidate must renew their School-Age FCCPC by completing CF-FSP Form 5307, April 2006, the School-Age Florida Child Care Professional Credential Renewal Application, which is incorporated by reference. CF-FSP Form 5307 may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare. A School-Age FCCPC will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK).

Ch. 65C-20.013(5)(b)(1.) (c.) (III)(a.)

(a) A School-Age FCCPC renewal will be documented on CF-FSP Form 5270. Renewal applications shall be submitted no earlier than one (1) year prior to the end of the active date of the School-Age FCCPC.

Ch. 65C-20.013(5)(b)(1.) (c.) (III)(b.)

(b) An individual with an inactive School-Age FCCPC shall submit a renewal application for the period of up to three (3) years from the end of the School-Age FCCPC active period. The application will be reviewed and, if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5270 is processed.

Ch. 65C-20.013(5)(b)(1.) (c.) (IV)

(IV) To maintain an active Florida Department of Education Child Care Apprenticeship Certificate (CCAC) or Early Childhood Professional Certificate (ECPC), every five (5) years a candidate must renew their CCAC or ECPC by completing CF-FSP Form 5309, April 2006, Florida Department of Education Child Care Apprenticeship Certificate (CCAC) and Early Childhood Professional Certificate (ECPC) Renewal Application, which is incorporated by reference. To maintain an active Florida Department of Education School-Age Professional Certificate (SAPC), every five (5) years a candidate must renew their SAPC by completing CF-FSP Form 5308, April 2006, Florida Department of Education School-Age Professional Certificate (SAPC) Renewal Application, which is incorporated by reference. CF-FSP Forms 5308 and 5309 may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.

Ch. 65C-20.013(5)(b)(1.) (c.) (IV)(a.)

(a) A Florida Department of Education CCAC, ECPC or SAPC renewal will be documented on CF-FSP Form 5310, April 2006, Certificate for Florida Department of Education Child Care Apprenticeship Certificate (CCAC)/Early Childhood Professional Certificate (ECPC)/School-Age Professional Certificate (SAPC) Program Renewal, which is incorporated by reference. CF-FSP Forms 5308 and 5309, as applicable, for renewal will be submitted by the candidate no earlier than one (1) year prior to the end of the active period of the Florida Department of Education CCAC, ECPC, or SAPC.

Ch. 65C-20.013(5)(b)(1.) (c.) (IV)(b.)

(b) An individual with an inactive Florida Department of Education CCAC, ECPC, or SAPC may submit CF-FSP Form 5308 or 5309 for a period of up to three (3) years from the end of the Florida Department of Education CCAC, ECPC, or SAPC active period. CF-FSP Form 5308 or 5309, as applicable, will be reviewed and, if approved, a CF-FSP Form 5310 will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5308 or 5309 is processed.

Ch. 65C-20.013(5)(b)(1.)*(c.)(V)*

(V) A staff credential awarded for formal educational qualifications does not need to be renewed to remain active.

Ch. 65C-20.013(5)(b)(2.)

2. Within six (6) months of licensure, large family child care operators must successfully complete 10 clock-hours of specialized training from the Department of Children and Family Services' Part II specialized training courses as evidenced by successful completion of a competency examination with a weighted score of 70 or better. These courses include:
 - a. Infant and Toddler Appropriate Practices (10 hours),
 - b. Preschool Appropriate Practices (10 hours),
 - c. School-Age Appropriate Practices (10 hours),
 - d. Special Needs Appropriate Practices (10 hours),
 - e. Basic Guidance and Discipline (5 hours online),
 - f. Computer Technology for Child Care Professionals (5 hours online),
 - g. Early Literacy for Children Ages Birth Through Three (5 hours online),
 - h. Early Childhood Computer Learning Centers (5 hours online), or
 - i. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).

Ch. 65C-20.013(5)(b)(2.)*(j)*

Child care operators have one (1) opportunity, if they choose, to exempt from one (1) or more of the department's Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better. Exemption examinations are not available for the department's online Part II specialized training courses.

Ch. 65C-20.013(5)(b)(2.)*(k)*

3. The Department of Children and Family Services or its designated representative shall exempt individuals with a:

Ch. 65C-20.013(5)(b)(2.)*(k)(I)*

(a) B.A., B.S., or advanced degree in Early Childhood Education or Preschool Education from the Infant and Toddler Appropriate Practices course and Preschool Appropriate Practices course.

Ch. 65C-20.013(5)(b)(2.)*(k)(II)*

(b) B.A., B.S., or advanced degree in Elementary Education from the School-Age Appropriate Practices course.

Ch. 65C-20.013(5)(b)(2.)*(k)(III)*

(c) B.A., B.S., or advanced degree in Exceptional Student Education from the Special Needs Appropriate Practices course.

Ch. 65C-20.013(5)(c)

4. Large Family Child Care Home Substitutes. Prior to taking care of children, substitutes for the operator of large family child care homes and substitutes for the large family child care home employee who work 40 hours or more per month on average during a 12 month period must:

Ch. 65C-20.013(5)(c)(1.)

a. Successfully complete the Department of Children and Family Services' 30 clock-hour Family Child Care Home training, as evidenced by successful completion of a competency based examination(s) offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better. Individuals who have successfully completed the mandatory 30 clock-hour Family Child Care Home training prior to January 1, 2004 are not required to fulfill the competency examination requirement.

- Ch.65C-20.013(5)(d)(2.)* b. Training completed successfully will be documented on the training transcript or on CF-FSP Form 5267, April 2006, Child Care Training Course Completion Certificate, which is incorporated by reference. CF-FSP Form 5267 may be obtained from the Department of Children and Family Services' website at www.myflorida.com/childcare by clicking on the training link.
- Ch.65C-20.013(5)(d)(2.)(a)* (1) A copy of the CF-FSP Form 5267 or training transcript must be included in each staff member's child care personnel record and maintained at each child care home.
- Ch.65C-20.013(5)(d)(2.)(b)* (2) A copy of the CF-FSP Form 5267 or training transcript for the operator of a child care home must be included in the License Board's file.
- Ch.65C-20.013(5)(d)(3.)* 6. Within 12 months of date of employment in the child care industry, complete a single course of training in early literacy and language development of children ages birth through five (5) that is a minimum of five (5) clock-hours or .5 CEUs. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma. In order to meet this requirement, employees must complete one (1) of the following:
- Ch.65C-20.013(5)(d)(3.)(a)* a. One (1) of the department's online literacy courses available on the Department of Children and Family Services' website at www.myflorida.com/childcare; or
- Ch.65C-20.013(5)(d)(3.)(b)* b. One (1) of the department's approved literacy training courses. A list of these courses may be obtained from the licensing authority or the Department of Children and Family Services' website at www.myflorida.com/childcare (no additional courses will be approved by the department); or
- Ch.65C-20.013(5)(d)(3.)(c)* c. One (1) college level early literacy course (for credit or non-credit) if taken within the last five (5) years.
- Ch.65C-20.013(5)(e)* 7. Substitutes for an employee at a large family child care home. Prior to caring for children, substitutes for an employee at a large family child care home who work less than 40 hours a month on average during a 12 month period shall complete the department's six (6) clock-hour Family Child Care Home Rules and Regulations training, as evidenced by successful completion of a competency based examination offered by the Department of Children and Family Services or its designated training representative prior to caring for children as documented on the Department of Children and Family Services' CF-FSP Form 5267 and the Department of Children and Family Services' training transcript. Large family child care substitutes who have successfully completed the three (3) clock-hour Fundamentals of Child Care or the 30 clock-hour Family Child Care Home training are not required to complete the six (6) clock-hour Family Child Care Home Rules and Regulations course.
- Ch.65C-20.013(5)(f)* 8. Documentation of Training. Training completed successfully will be documented on the training transcript or on CF-FSP Form 5267.

Ch 65C-20.013(4)(c)

9. Large family child care homes must have one person on the premises during all hours of operation who has a valid certificate of course completion for infant and child cardiopulmonary resuscitation (CPR) procedures and first aid training.

Ch 65C-20.013(6)(a)

10. Annual In-Service Training
All large family child care home operators and employees must complete a minimum of 10-clock hours of in-service training or 1 CEU, annually during the state's fiscal year beginning July 1 and ending June 30. These hours are in addition to required training such as CPR, first aid, and Child Care Water Safety Course or a current equivalent.

Ch 65C-20.013(6)(b)

The annual 10-clock-hours or one (1) CEU of in-service training concentrating on children ages birth through 12 must be completed in one (1) or more of the following areas (college level courses will be accepted):

- a. Health and Safety, including universal precautions
- b. Nutrition
- c. Child development - typical and atypical
- d. Child transportation and safety
- e. Behavior management
- f. Working with families
- g. Design and use of child oriented space
- h. Community, health and social service resources
- i. Child abuse
- j. Child care for multilingual children
- k. Working with children with disabilities in child care
- l. Safety in outdoor play
- m. Literacy
- n. Guidance and discipline
- o. Computer technology
- p. Leadership development/program management and staff supervision
- q. Age appropriate lesson planning
- r. Homework assistance for school age care
- s. Developing special interest centers/spaces and environments or
- t. Other course areas relating to child care or child care management.

Ch 65C-20.0139(6)(c)

11. Documentation of the in-service training must be recorded and maintained at the family day care home for each fiscal year.

In addition to maintaining the training documentation for the current fiscal year, the in-service training documentation for the previous two (2) fiscal years must also be maintained at the large family child care home for review by the License Board.

College level courses that cover the above topics may also be counted to meet the annual in-service training requirement.

C. Supervision

- Ch 402.302(8)(a)(b)*
1. A large family child care home shall be allowed to provide care for one of the following groups of children, which shall include those children under 13 years of age who are related to the caregiver:
 - a. a maximum of 8 children from birth to 24 months of age
 - b. a maximum of 12 children, with no more than 4 children under 24 months of age
- Ch 65C-20.013(7)(a)*
2. In a large family child care home direct supervision must be maintained at all times during the hours of operation. Direct supervision means watching and directing children's activities within the area designated as usable indoor floor space or outdoor play space and responding to each child's needs.
- Ch 65C-20.013(7)(b)1.
11/7/07*
3. In addition to the number of staff required to meet staff to child ratios, if there are more than five (5) children participating on a field trip away from the large family child care home, there must be one (1) additional adult present on the field trip per each five (5) children, or any fraction thereof, to provide direct supervision to the children. Where some children remain in the home, the adult supervision shall be maintained and if more than 5 children are being cared for in total, both on the field trip and in the large family child care home, two child care personnel must be on the premises of the large family child care home. At no time shall the total number of children in attendance at any given time exceed the licensed capacity.
- Ch 65C-20.013(8)(e)*
4. An adult must remain within sight and hearing of children being transported in a vehicle so as to be able to respond to the needs of the children at all times.

II. RECORDS

A. Facility Records

- Ch 65C-20.013(9)(a)*
1. Each age group or class must have a written and followed plan of scheduled activities posted in a place accessible to the parents. The written plan must meet the needs of the children being served and include scheduled activities which:
 - a. promote emotional, social, intellectual, and physical growth
 - b. include quiet and active play, both indoors and outdoors
 - c. include meals, snacks, and nap times, if appropriate for the age and the times the children are in care
- Ch 65C-20.013(9)(a)1.*
- Ch 65C-20.013(9)(a)2.*
- Ch 65C-20.013(9)(a)3.*
- Ch 65C-20.013(9)(b)*
2. A permission and transportation release form, signed by the parent or legal guardian of the children in care, must be on file for planned and unplanned activities.
- Ch 65C-20.013(9)(b)2.*
3. Emergency medical forms signed by the parent or legal guardian and emergency contact numbers must accompany the children on all field trips.

III. SAFETY, HEALTH, AND SANITATION

A. Emergency Procedures

- Ch 65C-20.013(9)(b)1.* 1. A telephone or other means of instant communication shall be available to the operator, employee, or other adult responsible for children during all field trips. Cellular phones, two way radio devices, citizen band radios, and other means of instant communication are acceptable.
- Ch 65C-20.013(11)(d)2.* 2. The large family child care home shall maintain and retain a written record of monthly fire drills as specified in family day care homes regulations.
- Ch 65C-20.013(11)(d)1.* 3. The operator shall prepare an emergency evacuation plan including a diagram of safe routes by which the operator, employee, and children may exit each area of the home in the event of fire or other emergency requiring evacuation. This plan shall be posted.

IV. PHYSICAL PLANT HOUSING LARGE FAMILY CHILD CARE HOMES

- Ch 65C-20.013(11)(a)* **A. Building** Large family child care homes shall conform to state standards adopted by the State Fire Marshall, Chapter 69A 4A-36 Florida Administrative Code, and Uniform Fire Safety Standards for Child Care Facilities and shall be inspected annually.

B. Indoor Floor Space

- Ch 65C-20.013(11)(b)1.* 1. A large family child care home must have thirty-five (35) square feet of usable indoor floor space per child, which does not include bedrooms unless it can be demonstrated that these bedrooms are used as multipurpose activity rooms.
- Ch 65C-20.013(11)(b)2.* 2. Usable indoor floor space refers to that space available for indoor play and activities. Usable indoor floor space is calculated by measuring at floor level from interior walls and by deleting space for stairways, toilets and bath facilities, permanent fixtures, and non-moveable furniture. Kitchens, offices, laundry rooms, storage areas, hallways, and other areas not used in normal day-to-day operations are not included when calculating usable indoor floor space.
- Ch 65C-20.013(11)(b)3.* 3. Shelves or storage for toys and other materials shall be considered as usable indoor floor space if accessible to children.
- Ch 65C-20.013(11)(b)4.* 4. Where infants are in care, they shall have open indoor floor space outside of cribs and playpens.

C. Outdoor Play Space

*Ch 65C-20.013(11)(c)1.
3/9/05*

1. Fencing, including gates, must be continuous and shall not have gaps that would allow children to exit the outdoor play area. The base of the fence must remain at ground level, free from erosion or buildup.

*Ch. 65C-20.013(11)(c)(2)
12/5/01, 4/1/09*

2. All family day care homes must have a minimum of fifty (50) square feet per child of usable outdoor play area located on the property and which is exclusively used for the children attending while in care or residing at the family day care home.

Ch 65C-20.013(11)(c)6.

3. All equipment, fences, and objects on the large family child care home's premises shall be free of sharp, broken, and jagged edges and properly placed to prevent overcrowding or safety hazards in any one area.

D. Equipment

Ch 65C-20.013(11)(b)5.

1. Large family child care homes shall make available toys, equipment, and furnishings of a quantity suitable for each child to be involved in activities.

Ch 65C-20.013(11)(b)6.

2. Toys must be safe and maintained in a sanitary condition.

Ch 65C-20.013(11)(c)3.

3. All large family child care homes shall provide equipment and play activities suitable to each child's age and development.

Ch 65C-20.013(11)(c)4.

4. All play equipment shall be securely anchored, unless portable by design, in good repair, maintained in safe condition, and placed to ensure safe usage by the children.

Maintenance shall include checks at least every other month of all supports, above and below the ground, all connectors, and moving parts.

Ch 65C-20.013(11)(c)5.

5. Permanent playground equipment must have a ground cover or other protective surface under the equipment, which provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.

Ch 65C-20.013(11)(c)7.

6. All equipment used in the outdoor play area shall be constructed to allow for water drainage and maintained in a safe and sanitary condition.

V. TRANSPORTATION

- Ch 65C-20.013(8)(a)*
11/7/07
- A. When any vehicle is used by a large family child care home to provide transportation, the driver shall have a valid Florida driver's license in accordance with sections 322.03(1), F.S.
- Ch 65C-20.013(8)(b)*
- B. All large family child care homes must maintain current insurance coverage on all vehicles used to transport children in care, and documentation thereof.
- Ch 65C-20.013(8)(c)*
- C. The maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts.
- Ch 65C-20.013(8)(d)*
- D. Each child, when transported, must be in an individual factory installed seat belt or federally approved child safety restraint, unless the vehicle is excluded from this requirement by F.S..
- Ch 65C-20.013(8)(e)*
- E. An adult must remain within sight and hearing of children being transported in a vehicle so as to be able to respond to the needs of the children at all times.
- Ch 65C-20.013(8)(f)(2)(b)*
1. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle.
- Ch 65C-20.013(8)(f)(2)(c)*
4/1/09
2. Sign, date and record the driver's log immediately verifying that all children were accounted for and driver's log is complete.
- Ch 65C-20.013(8)(f)*
- F. Prior to transporting children and upon the vehicle(s) arrival at its destination the following shall be conducted by the driver(s) of the vehicle(s) used to transport the children:
- Ch 65C-20.013(8)(f)1.*
1. A driver's log shall be maintained for all children being transported in the vehicle. The log shall include each child's name, date, time of departure and time of arrival, signature of driver and signature of second staff member to verify driver's log and the fact that all children have left the vehicle. The log shall be retained for a minimum of six (6) months.
- Ch 65C-20.013(8)(f)2.*
2. Upon arrival at the destination the driver of the vehicle shall:
- Ch 65C-20.013(8)(f)2.a.*
- a. Mark each child's name off the log as the child departs the vehicle.
- Ch 65C-20.013(8)(f)2.b.*
- b. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle.
- Ch 65C-20.013(8)(f)2.c.*
- c. Sign, date and record the driver's log immediately, verifying that all children were accounted for and that the visual sweep was conducted.

- Ch 65C-20.013(8)(f)(3) 3. Upon arrival at the destination a second adult shall:
 - Ch 65C-20.013(8)3.a. a. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle.
 - Ch 65C-20.013(8)3.b. b. Sign, date and record the driver's log immediately verifying that all children were accounted for and driver's log is complete.
- Ch 65C-20.013(8)(g) G. Smoking is prohibited in all vehicles being used to transport children.
- Ch 65C-20.013(8)(h) H. When one (1) staff takes some children on a field trip and one (1) staff remains on the premises with the remainder of the children in care, the operator or employee transporting children is totally responsible for the care and supervision of those children and shall follow the transportation guidelines for a family day care home as defined in V. TRANSPORTATION.

Board Standard
6/4/03

VI. CHILD DISCIPLINE

- Ch 402.305(12)(a) A. Minimum standards for child discipline practices shall ensure that age-appropriate, constructive disciplinary practices are used for children in care. Such standards shall include at least the following requirements:
 - Ch 402.305(12)(a)1. 1. Children shall not be subjected to discipline, which is severe, humiliating, or frightening.
 - Ch 402.305(12)(a)2. 2. Discipline shall not be associated with food, rest, or toileting.
 - Ch 402.305(12)(a)3. 3. Spanking or any other form of physical punishment is prohibited.
- Ch 402.305(12)(a)3.(b) B. Prior to admission of a child to a large family child care home, the operator shall notify the parents in writing of the disciplinary practices used in the home.
- Ch 65C-20.013(10)(b) C. All large family child care home operators and personnel including substitutes of a large family child care home must comply with the home's written disciplinary policy.
- Ch 65C-20.013(10)(c) D. A copy of the written discipline policy must be available for review by parents or legal guardian and the licensing specialist.

VII. APPLICATION, LICENSE, FEES

- Ch 65C-20.013(3)(a) A. Application for a license or for renewal of a license to operate a large family child care home shall be made on forms provided by the Pinellas County License Board. A License to operate a Large Family Child Care Home may be used to operate a Family Day Care Home, when the number of children in care meets the definition of a Family Day Care Home. A license to operate a Family Day Care Home cannot be used to operate a Large Family Child Care Home.

B. Fees.

1. The License Board is authorized to charge an application fee not in excess of twenty-five dollars (\$25.00) for each large family child care home for which a license is sought. All large family child care home application fees are set at \$25.00.
- 11/7/07 2. In addition to the application fee, each large family child care home will be charged a license fee of \$50.00.
- 11/7/07 3. Prior to issuance of a temporary permit or license, the applicant or provider must pay all unpaid fees and/or fines owed the License Board including but not limited to application and license fees; training and training materials fees; and copying fees.
- 9/11/09 4. Pursuant to Florida law, restitution for dishonored checks shall be made within 7 days of receiving notice from the Pinellas County Health Department. Restitution for the dishonored check and any fees shall be made by money order, cashiers check or cash. Unless paid in full within the time specified, the license shall be deemed null and void and immediately returned to the Child Care Licensing Program office.

The holder of such check may turn over the dishonored check and all other available information relating to the dishonored check to the States Attorney for criminal prosecution. Additionally, there may be criminal action for triple the amount of the check, but in no case less than \$50, together with the amount of the check, a service charge, court costs, reasonable attorney fees, and incurred bank fees, as provided in F.S. 68.065.

C. Annual Renewal of License.

- Ch 65C-20.008(1) 1. Family Day Care Homes and Large Family Child Care Homes licensed under Licensing Regulations shall make application for renewal of his/her license on forms to be furnished by the License Board.
- 5/14/09 a. Approximately 90 days prior to the expiration of a license, the licensing program shall provide renewal application and forms to the provider addressing all licensing renewal requirements including background screening.
- Ch 65C-20.008(2) b. At least forty-five (45) days prior to the expiration date of the current license, the provider must submit to the licensing program a completed renewal application including all required forms and background screening information to ensure that a lapse of licensure does not occur.
- 5/14/09 c. A fine of \$50.00 shall be imposed for failure to submit a completed renewal application at least 45 days prior to the expiration date of the current license.

Ch 65C-20.008(3)

- d. All background screening **clearances must** be received by the licensing program prior to the expiration of the current license in order to issue a renewal license. If screening clearances have not been received by the expiration date of the license, a renewal license will not be issued, the home will be closed, and the provider must reapply for a family day care home license.

VIII. ENFORCEMENT

Ch 65C-20.013(1)

- A. Large family child care homes shall meet all requirements in *Licensing Regulations Governing Pinellas County Family Day Care Homes* in addition to the requirements listed herein.

2/1/06

- B. Large Family Child Care Homes will be subject to the same policies and procedures found in Section XIII. ENFORCEMENT OF FAMILY CHILD CARE HOMES.

Ch 402.3131(1)(a)

- C. The Pinellas County License Board may impose an administrative fine, not to exceed \$1,000.00, for failure to comply with licensure requirements.

The Pinellas County License Board for Children's Centers and Family Day Care Homes and its services are funded by the Juvenile Welfare Board and the Department of Children and Family Services.

