



Selecting A Family Day Care Home Provider

This brochure was created by the Department of Children and Families, Child Care Program Office pursuant to s. 402.313(9), F.S.

FAMILY DAY CARE

What Is Family Day Care?

Family day care is defined as child care for children in small group sizes from at least two unrelated families. Care is provided in the operator's home located in a residential neighborhood.

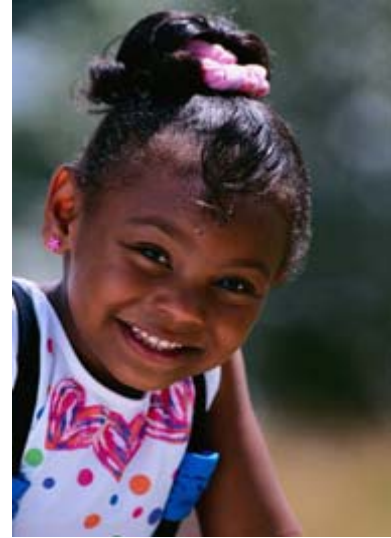
There are three types of family day care home arrangements that are authorized by the Florida Statutes (F.S.) and the Florida Administrative Code (F.A.C). They are as follows:

- Registered Family Day Care Homes (s. 402.313, F.S.)
- Licensed Family Day Care Homes (s. 402.313, F.S. and 65C-20, F.A.C.)
- Licensed Large Family Day Care Homes (s. 402.3131, F.S. and 65C-20, F.A.C.)

Registered Family Day Care Home

Registered homes are not licensed or inspected by the Department of Children and Families; however, they are required to provide the following information to the department on an annual basis:

- ✓ Name and address of the home.
- ✓ Name of the operator.
- ✓ Number of children served.
- ✓ Proof of a written plan to provide at least one competent adult to be available to substitute for the operator in an emergency.
- ✓ Proof of screening and background checks.
- ✓ Proof of completion of 30-hour training requirement prior to caring for children.
- ✓ Proof of 10-hour in-service training.
- ✓ Proof of completion of the required continuing education units or clock hours.
- ✓ Proof of completion of Registered Family Child Care Home Self-Evaluation Check list.
- ✓ Proof that immunization records of children are kept current.
- ✓ Comply with statutory capacity (s. 402.302(7), F.S).



Licensed Family Day Care Home

Operator Requirements

- ✓ Good moral character based upon screening.
- ✓ Must be at least 18 years old.
- ✓ Must complete 30-hour family child care training (prior to caring for children).
- ✓ Must complete 10-hour annual in-service training.
- ✓ Must complete 0.5 continuing education unit or 5 clock hours of approved training in early literacy and language development birth to 5 years of age.
- ✓ Must be certified in first aid training and infant and child cardiopulmonary resuscitation.

Capacity Requirements/Ratio

- ✓ Licensed capacity includes one of the following groups, including those children under 13 years old related to the operator:
 - 4 children birth to 12 months; or
 - 3 children birth to 12 months and other children for a total maximum of 6 children; or
 - 6 preschool children if all are older than 12 months; or
 - 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months.

Note: Twelve counties currently have ordinances requiring the licensing of all family day care homes. These counties are Alachua, Broward, Clay, Dade, Duval, Hillsborough, Nassau, Palm Beach, Pinellas, Polk, Sarasota, and St. John's. In the absence of an ordinance, licensure is voluntary.

Licensed Large Family Child Care Home

Operator Requirements

- ✓ Good moral character based upon screening.
- ✓ Must be at least 21 years old.
- ✓ Must complete 10-hours of Part II Child Care training within 6 months of licensure.
- ✓ Must complete 10-hour annual in-service training.
- ✓ Must complete 0.5 continuing education unit or 5 clock hours of approved training in early literacy and language development birth to 5 years of age.
- ✓ Must have a Child Development Associate Credential (CDA) or equivalent for one year prior to licensure as a large family child care home.
- ✓ Must be licensed as a family day care home for 2 consecutive years in Florida prior to licensure as a large family child care home.
- ✓ At least one person must be on the premises during the hours of operation that is certified in first aid training and infant and child cardiopulmonary resuscitation.

Capacity Requirements/Ratio

- ✓ Licensed capacity includes those children under 13 years old related to the operator and is as follows:
 - 8 children birth to 12 months; or
 - 12 children if not more than 4 children are under 24 months.

LICENSING STANDARDS

Every licensed family day care home and large family child care home must maintain licensing standards that include, but are not limited to, the following:

General Requirements

- ✓ Meet screening and background checks.
- ✓ Supervise appropriately; watch and direct children's activities.

Staffing Requirements

- ✓ Must not be employed outside of home during hours of operation.
- ✓ Must provide a written plan to provide a substitute on a temporary or emergency basis.

Health Requirements

- ✓ Animals and pets must be immunized.
- ✓ Toxic and hazardous materials and potentially dangerous items must be inaccessible to children.
- ✓ Must meet swimming pool and fencing requirements.
- ✓ Must have operable smoke detector and fire extinguisher.
- ✓ Nutritional food, if food is offered.
- ✓ Individually labeled towels and wash cloths.
- ✓ Diaper changing area cleaned and sanitized.
- ✓ Fully stocked first aid kit.

- ✓ Emergency numbers readily available including the Florida Abuse Hotline.
- ✓ Conduct monthly fire drills with children and have natural disaster plan.

Health Records

- ✓ Maintain immunization, health records and children's health examinations.
- ✓ Maintain enrollment information and medical authorization.

PARENT'S ROLE

The parent's role in quality child care is vital to its success. When looking for an appropriate provider that meets both your needs and the needs of your child, the following quality indicators should be considered:

Quality Caregivers

- ✓ Greet the children when they arrive.
- ✓ Communicate with parents.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Are attentive to and interact with the children.

Quality Environments

- ✓ Are clean, safe, and inviting.
- ✓ Provide an atmosphere that is bright and pleasant.
- ✓ Provide easy access to a variety of age-appropriate toys.

Quality Activities

- ✓ Include social interchanges with all children.
- ✓ Provide a daily balance of play time, story time, activity time, and quiet time.
- ✓ Are appropriate for each age group.

To report non-compliance with state licensing standards, please contact your local licensing office.

For additional information, please visit
www.myflorida.com/childcare
or contact your local licensing office below:

To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.