

**THE PARENTS' ROLE**

Quality child care involves not only the child, but also a close working relationship between the caregiver and parents. The parents' responsibility in establishing the relationship includes:

- Providing the caregiver with complete enrollment information including current home telephone number and numbers where they can be contacted during the day, telephone numbers of persons in case of an emergency (friend, neighbor, relative), and names of authorized persons with permission to take the child from the family day care home.
- Providing caregiver current and up-to-date immunization and health records.
- Informing the caregiver of special needs the child may have including: food allergies and dislikes, problems with naptime, toilet habits, favorite toys, and games.
- Asking the caregiver about his or her qualifications and experience in child care.
- Discussing with the caregiver the family day care home's capability to provide activities that meet the needs of all children.
- Making sure the family day care home and equipment are accessible to and appropriate for children with special needs.
- Discussing with the caregiver the family day care home's policy for disciplining children.
- Asking about day care transportation policy. Is it the responsibility of the parents, or does the family day care home provide transportation?
- Asking about the family day care home's hours of operation (including days and times).
- Making sure to be on time when picking up children from the family day care home.
- Notifying the family day care home provider if they are going to be late to pick up their child.
- Never bringing a sick child to the family day care home.
- Notifying the family day care home provider if the child is sick or if the family is going out of town and the child will not be attending.
- Finding out the cost of child care and what this includes. For example, are food, diapers, laundry, toys, and trips extra, or are they included in the fee?
- Finding out what the payment schedule is. Does the parent pay in advance or at the end of the week?
- Making sure the child is dressed adequately for the weather, in clean clothing, and that he/she has an extra set of clothing.

- Asking the caregiver the procedure for dispensing medicine and having signed authorization for caregiver to dispense medicine.
- Participating in the family day care home's special activities and attending conferences.
- Talking with the caregiver about any concerns regarding the child, for example: cuts, scratches, bruises or other injuries which may have occurred at the family day care home as well as discussing the child's progress and participation while at the family day care home.
- Encouraging the children to talk about their experiences in day care.
- Visiting the family day care home during the time the child is in care to observe different activities in which the child is involved.
- Familiarizing themselves with the child care standards used to license the family day care home.

**STANDARDS FOR LICENSING**

This family day care home has met the following child care licensure standards for Pinellas County as outlined in Licensing Regulations Governing Pinellas County Family Day Care Homes. Minimum standards require that:

**Personnel**

- Shall be of good moral character, based upon screening and background checks.
- Meet age requirements.
- Complete a 5-clock-hour early literacy class
- Successfully complete the 30-clock hour Family Child Care Home Training module competency examination.
- Meet the CPR and first aid training requirements.
- Meet health requirements.
- Meet capacity and supervision requirements.

**Physical Facilities**

- The home must meet minimum standards for:
- Building conditions.
  - Pools and spas.
  - Indoor and outdoor play space.
  - Napping space.
  - Bathroom facilities.
  - Food preparation facilities.
  - Indoor and outdoor equipment.

**Sanitation and Safety**

Standards must be met for:

- Sanitary and safe conditions.
- First aid treatment.
- Emergency procedures.
- Fire safety.

**Nutritional Practices**

The meals and snacks served by the caregiver must be of a quality and quantity to assure that the nutritional needs of the child are met.

**Admissions and Recordkeeping**

The family day care home must have for each child:

- Complete enrollment information; current physical examination form; certificate of immunization, and emergency medical release. Exception: health examination and immunization records are not needed for school age children in care.

**Transportation Safety**

Requires the use of restraints or seat belts in vehicles used by child care providers to transport children.

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The statewide toll-free telephone number for reporting child abuse is 1-800-96A-BUSE. Reports of suspected and actual cases of child physical abuse, sexual abuse, and neglect received through the Abuse Registry number are referred to the Sheriff's Department for investigation.

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For more information about child care or to make an appointment for a family day care home file review, contact the Pinellas County License Board at 727-507-4857. To review provider's inspection reports, please visit the website at : [www.pinellashealth.com](http://www.pinellashealth.com) For referral information contact Child Care Referral of Pinellas at 727-507-4857.

# KNOW YOUR CHILD'S FAMILY DAY CARE HOME and LARGE FAMILY CHILD CARE HOME



**PINELLAS COUNTY LICENSE BOARD**  
for Children's Centers and Family Day Care Homes

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Choosing an appropriate child care program is an extremely important decision for both the child and parents and should include the family situation as well as the child's individual needs. The child's age and developmental level are important when selecting the program that will best suit his or her needs.

This brochure provides information about family day care homes and large family child care homes to parents, physicians, health care professionals, teachers, social workers and others working with children. It summarizes the activities which should be available in a quality family day care home and large family child care homes programs, the minimum standards used to license family day care homes and large family child care homes, and the qualities of a good child care provider and the parents' role in working with the family day care home and large family child care homes providers.

### WHAT IS A FAMILY DAY CARE HOME?

A family day care home means child care provided in a place of residence of a family, person, or persons who receive children from more than one (1) additional household, with or without compensation, for the purpose of providing childcare and training. No more than five (5) children under thirteen (13) years of age who are not related to such person or persons by blood, marriage, or adoption may receive care at any given time. 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 day care home. No more than (3) of the five (5) children may be under two (2) years of age unless the provider has completed the requirements and been approved for no more than 3 under 18 months of age. The provider's license or temporary permit will specifically state the license capacity. For the purpose of licensure, a family day care home does not include a provider household caring for children from one (1) additional household.

### WHAT IS A QUALITY CHILD CARE PROGRAM?

Quality child care offers the child healthy social and educational experiences under qualified supervision in a safe, nurturing and stimulating environment. In such a home, children are not only well cared for, but also are encouraged to participate in daily activities appropriate for their ages and individual developmental levels. Through these activities each child will have the opportunity to develop social skills, build independence and self-esteem.

To provide a child with a sense of security, family day care homes should provide a daily schedule that has some flexibility. This schedule should include:

- Indoor and outdoor play.

- Scheduled rest time.
- Active and quiet play.
- Varied early literacy experiences with language and books.
- Activities that are child initiated but caregiver facilitated.
- Organized and free activities.
- Play with other children and solitary play.
- Activities which promote imaginative play and problem-solving.
- Time to listen to music, play instruments, and sing.
- Time to run, exercise, and develop coordination.
- Time for art activities.
- Special time for individual adult attention and interaction.
- Time for meals and snacks.
- Activities which encourage exploration of the natural environment.

A quality family day care home should provide age appropriate toys and games such as grasping toys for infants, nesting cups for toddlers, puzzles, small building toys, pouring experiences and safe scissors for older children. Building toys, such as blocks and accessories, dolls, toy dishes and dress-up clothes enhance imaginary play. All children should have easy access to safe toys.

### Every Licensed Family Day Care Home Must:

- Have a valid license that bears the distinctive seal of Pinellas County and is posted in a conspicuous place within the family day care home. The license states date of issue, expiration, and capacity.
- Not exceed the number of children for which the family day care home is licensed at any given time.
- Ensure that no one smokes indoors or outdoors on the premises of the family day care home while children are in care or in vehicles when transporting.
- Have a written schedule of daily activities.
- Have a posted emergency plan.
- Have a written plan for the evacuation and care of children in case of emergencies and disasters.
- Has the most recent License Board inspection report readily available to parents.
- Have at least one operable corded telephone.
- Have a working fire extinguisher and smoke detector.
- Have a storage place that is out of the reach of children for medicines, cleansers, poisons, sharp instruments, matches, and other dangerous items.
- Accept only medication in the original container and obtain written authorization from the parent before medicine is administered.
- Have a caregiver who is certified in infant/child CPR and first aid.

- Have a First Aid kit.
- Have a separate, observable place to care for children who are sick until picked up by parents.
- Have a physical environment that is clean, uncluttered, and free of hazards.
- Provides equipment and play activities suitable to each child's age and development.
- Have animals and pets immunized.
- Have adequate, safe indoor and outdoor play space and equipment.
- Conduct monthly fire drills with children.
- Have emergency telephone numbers available.
- Have a sturdy, secure fence surrounding the outdoor play area.
- Have clean bathroom facilities that are accessible to children.
- Serve nutritious and appetizing meals and snacks. (Participation in the U.S.D.A. Child Care Food Program is an option for licensed providers.)
- Pass an annual fire inspection for homes with burglar bars.
- Have clean cots, cribs, or beds for naps or rest.
- Have written parental permission prior to transporting children.
- Notify parents in writing of the disciplinary practices used in the home.
- Report suspected child abuse to the statewide toll-free telephone number.
- Provide an approved substitute on a temporary or emergency basis.

### A Child Caregiver Should Be A Person Who:

- Never leaves children unsupervised.
- Has experience and/or training in the area of child care or child development.
- Participates in on-going annual in-service training.
- Meets the minimum age requirement.
- Notifies parents immediately of any illness, accident, or other serious incident.
- Releases children only to persons identified and approved by parents.
- Obtains parent's written permission before taking a child on a field trip.
- Complies with all transportation requirements.
- Informs parents in writing if someone in the home smokes.
- Understands that he/she is required by Florida law to report suspected child abuse and/or neglect.
- Follows sanitary regulations in feeding, diapering, and handling children.
- Takes time to discuss the children's progress or any problem with parents.
- Feels good about his/her work.
- Does not work outside of the home during hours of operation.
- Is friendly and eager to care for children.

- Is responsive, warm, and understanding and gives attention to each child's individual needs.
- Holds, cuddles, and talks to, and plays with children.
- Uses cribs and playpens primarily for rest and sleep.
- Holds infants while feeding. Never props bottles for infant feeding.
- Provides children with daily routines and rules that they can understand.
- Provides children with stimulating, interesting, and educational activities.
- Treats children with respect and helps build self-esteem.
- Manages children's behavior in a positive, constructive and non-threatening manner.
- Provides parents with the family day care home's written rules, guidelines, policies and a copy of "Know Your Child's Family Day Care Home & Large Family Child Care Home" brochure.
- Posts administrative fines for one year after the date of issuance.
- Accepts the family's cultural values.
- Has the most recent License Board inspection report readily available.

### LARGE FAMILY CHILD CARE HOMES

Every licensed large family child care home must meet all requirements of a family day care home and large family child care home, which include the following:

- Operated as a licensed family day care home for two (2) consecutive years in Pinellas County.
- Obtained a Child Development Associate (CDA) for one (1) year.
- Has an employee who meets all licensing requirements for screening and training.
- Completes 10-hours of specialized training within six (6) months of licensure.
- Meets all staff-to-child ratios.
- Has two (2) full-time child care personnel on the premises during hours of operation. One of the two must be the owner or the owner's substitute or occupant of the residence.
- Complies with all transportation requirements, including a driver's log and conducting a physical inspection and visual sweep of the vehicle upon arrival of all destinations.
- Licensed capacity of a large family child care home 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.