



LICENSING FILES—WHAT TO LOOK FOR *

Licensing early care and education facilities are required to post their licensing and any citations (negative consequences) they have received along with administrative actions taken. Records of complaints not resulting in citations are available only through the licensing office.

Before enrolling your child in any licensing early care and education facility or home, it is recommended that you review the provider's licensing records. The provider information listed below is available for inspection by contacting your local licensing office at (727) 507-4857.

APPLICATION: (annual) gives:

Name of owner
Name of operator
Board of Directors, as applicable
Location, capacity, ages served, services provided

EARLY CARE AND EDUCATION INSPECTION CHECKLIST: (Covers health and safety issues)

Centers minimum 3 per year
Family Early care and education Homes minimum 2 per year

FIRE INSPECTION: (minimum 1 per year)

ENVIRONMENTAL HEALTH CHECKLIST:

Centers 2-4 per year
Family Early care and education Homes, varies by county
Includes food services

COMPLAINTS AND INVESTIGATION FINDINGS:

If any complaints are present be sure to note not only the number of complaints and finding (outcome of complaints investigation), but also the nature of the complaint(s) and whether or not the issue(s) are of importance to you.

BACKGROUND SCREENING:

Background screening information will not be in the provider file. If a provider is licensed, it implies that they have met screening requirements.

CITATIONS OR ADMINISTRATIVE ACTIONS

NOTE: If you are uncertain or concerned about any information found in a provider's file, please ask the licensing office staff for assistance.

* Information provided by the Department of Children and Families, Licensing Office 7/96

BACKGROUND SCREENING REQUIREMENTS FOR EARLY CARE AND EDUCATION PERSONNEL

All early care and education personnel including owner/operators, employees, and volunteers must undergo security background screening investigations. Each person must also be of good moral character to work with children as determined through screening and background checks as outlined below. All early care and education personnel unemployed for more than 90 days must be re-screened.

OWNERS/OPERATORS

- Affidavit of Good Moral Character, signed and notarized, at time of initial application and every 5 years thereafter
- Employment history check for the past two years, at time of initial application only
- Florida Abuse Hotline checked during initial application and annually thereafter
- Fingerprinting
- Local and state (FDLE) criminal and juvenile records check during initial application and every five years thereafter
- Federal criminal records check (FBI) during initial application only

EARLY CARE AND EDUCATION PERSONNEL

- Affidavit of Good Moral Character, signed and notarized, at time of initial application and every 5 years thereafter
- Employment history check for the past two years, at time of initial application
- Fingerprinting
- Local and state (FDLE) criminal and juvenile records check during initial application and every five years thereafter
- Federal criminal records check (FBI) during initial application only

VOLUNTEERS

- Volunteers who work 40 hours or more per month must be screened in the same manner as early care and education personnel, which includes initial statewide criminal records check in place of fingerprinting.
- Volunteers who work less than 40 hours a month are exempt from screening provided they are under direct and constant supervision of screened early care and education personnel.

LARGE & SMALL FAMILY EARLY CARE AND EDUCATION HOMES

(requirements for household residents and substitutes)

- Must meet owner/operators requirements stated above.
- All persons over the age 12 residing in a family early care and education home must also be screened.
- Persons 12-18 are not required to be fingerprinted, but must be screened for delinquency records.
- Screening is not required for persons under age 12.
- Persons providing substitute care must meet Operators requirements.

Pinellas County Mandated 'Adult to Child' Ratios

Early Care and Education Center:

The following table outlines the minimum standards for the care of children in a licensed early care and education facility as established by Pinellas County License Board for Children's Centers & Day Care Homes. In groups where children of varying ages are combined, the number of staff shall be determined by the age of the youngest child within the group.

Adult to Child Ratio	Pinellas County Adult to Child Ratios
1:3	1. For children from birth through 1 year of age, there must be one early care and education personnel for every 3 children.
1:5	2. for children 1 year of age or older, but under 2 years of age, there must be one early care and education personnel for every 5 children
1:10	3. For children 2 years of age or older, but under 3 years of age, there must be one early care and education personnel for every 10 children
1:15	4. For children 3 years of age or older, but under 4 years of age, there must be one early care and education personnel for every 15 children.
1:20	5. For children 4 years of age or older, but under 5 years of age, there must be one early care and education personnel for every 20 children.
1:25	6. For children 5 years of age or older, there must be one early care and education personnel for every 25 children

Family Child Care Home:

The following table outlines the different combinations that ONE family child care provider may care for at one time. A provider can meet only one category (a, b, c or d) at a time. However, he/she is not limited to one category on the registration/license and may change to a different category at various times throughout the day or week. *Also, providers' own children are included in the count (0-12yrs)*

Infant 0mos-2 yrs	Preschool 2yrs-5yrs	School-age 5yrs-12yrs	Total	Pinellas County Adult to Child Ratios
3	0	0	1:3	a) A maximum of three children from birth to 2 years of age
3	2	0	1:5	
3	0	2		b) A maximum of three children from birth to 2 years of age, and other children, for a maximum total of five children
3	1	1		
0	5	0	1:5	c) A maximum of five preschool and school age children if all are older than 2 years of age
0	4	1		
0	3	2		
2	3	0	1:5	d) A maximum of 5 children if no more than three of those five, are under 2 years of age
2	2	1		
2	1	2		
2	0	3		
1	4	0		
1	3	1		
1	2	2		
1	1	3		
1	0	4		
0	5	0		
0	4	1		
0	3	2		
0	2	3		
0	1	4		
0	0	5		

Large Family Child Care Home:

The following table outlines the different combinations that TWO family child care providers may care for at one time. This home can only meet one category (a or b) at a time. However, he/she is not limited to one category on the registration/license and may change to a different category at various times throughout the day or week. ***Both of the providers' own children are included in the count (0-12yrs).***

Infants/Toddlers 0-24 months old	24months – 12 Years old	Adult to Child Ratio	State Statue 402.302 (8)
8	0	2-8	a.) <i>A maximum of 8 children from birth to 24 months of age</i>
7	1	2-8	
6	2	2-8	
5	3	2-8	
4	8	2-12	b.) <i>A maximum of 12 children, with no more than 4 children under 24 months of age</i>
3	9	2-12	
2	10	2-12	
1	11	2-12	
0	12	2-12	

For more information call Child Care Resource & Referral at 727-547-5750 or toll free at 866-764-0436.