



PALM BEACH COUNTY HEALTH DEPARTMENT

800 Clematis Street, 4th Floor

West Palm Beach, FL 33401

Phone: 837-5900

HIGHLIGHTS OF CHILD CARE REQUIREMENTS FOR LICENSE OR CERTIFICATE

1. Directors must be twenty-one (21) years of age or over.
2. Maximum capacity includes all children on site at the facility, as well as those children away from the facility on field trips, and this may not be exceeded.
3. Child care staff must be free from substance abuse or any mental illness which may be injurious to children.
4. Child Care owners and/or directors must be of good moral character as determined by screening, fingerprinting and background checks.
5. Must obtain approval of Fire Department.
6. Must obtain approval of Building & Zoning Department(s).
7. Water hazards such as pools, lakes, canals or ditches, etc., must be fenced for the protection of the children. A fenced play yard is required unless specifically exempted.
8. Must have adequate potable water supply and toilet facilities.
9. Where food is served, must have adequate cooking facilities and refrigeration as well as sanitary washing of dishes and utensils. Contact the Health Department for information regarding applicable food permit.
10. Premises must be kept clean and free from mice, rats, roaches, debris and insects.
11. Tempered glass is required where there are sliding glass doors.
12. The owner, director and staff must obtain a physician's statement that they are in good physical health and able to care for children. A T.B. Risk Assessment or report of T.B. skin test or a chest X-ray read and documented negative and signed by their health care provider within the past 6 months must be provided.
13. Emergency numbers shall be posted at telephones - 911, Poison Control and Abuse Hotline.
14. First Aid kits with the manual must be available and stocked as required.

15. Thirty-five (35) square feet of usable indoor space per child is needed.
16. Must keep all poisons, detergents, cleaning materials, medicines and items dangerous to children under lock and key.
17. No firearms shall be kept on the premises, except on the person of security personnel who are licensed to carry a firearm.
18. Keep required enrollment information, emergency authorization, physical examinations, field trip permission and immunization records of all children.
19. Child Care Facility directors shall have the Florida Director Credential prior to licensure.
20. Shall be subject to inspection by employees of the Palm Beach County Health Department at any time during operation.
21. A copy of a satisfactory inspection report must be submitted with the license application.
22. Proof of fictitious name registration, if applicable.
23. Copy of Articles of Incorporation, if applicable.
24. Proof of Insurance is required: a certificate of liability insurance listing the Palm Beach County Health Department as certificate holder or additional insured. Proof of worker's compensation insurance or a notarized affidavit attesting that worker's compensation insurance is not applicable.

This handout should be read in conjunction with (and not substitute for) the Palm Beach County Rules and Regulations Governing Child Care Facilities.

Please Note: Prior to advertising, the Child Care Facility must be licensed and the license number must appear in the advertisement.