



PALM BEACH COUNTY HEALTH DEPARTMENT
901 Evernia Street
West Palm Beach, FL 33401
Phone: 355-3018

HIGHLIGHTS OF FAMILY DAY CARE REQUIREMENTS FOR LICENSE

1. Operators must be twenty-one (21) years of age or over.
2. Maximum capacity - five children, including your own, under thirteen (13) years of age.
3. Must be free from alcohol, drug abuse or any mental illness which may be injurious to children.
4. Family day operators must be of good moral character as determined by screening, fingerprinting and background checks. (This requirement includes household, family members residing in the Family Day Care Facility and substitutes).
5. Must obtain approval of Fire Department.
6. Building Department approval in unincorporated areas is no longer required.
7. Premises located at or near any water hazards such as pools, lakes, canals or ditches, etc., must be fenced for the protection of the children. A sketch showing the location of the house and water hazard or pool must be submitted to plan review for approval.
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.
10. Premises must be kept clean and free from mice, rats, roaches, debris and insects.
11. Outdoor play area shall be fenced in accordance with applicable rules and regulations.
12. Tempered glass is required where there are glass sliding doors.
13. The operator and substitute must obtain a physician's statement that they are in good physical health and able to care for children. All adult household members, children over twelve (12) years, and the substitute(s) must have a T.B. Risk Assessment Test and documented and signed by their health care provider within the past 6 months.

14. Post emergency numbers at telephone - 911, Poison Control and Abuse Hotline.
15. First Aid kits with manual must be available and stocked as mandated in Article IX, A of the Rules.
16. Thirty-five (35) square feet of usable indoor space per child is needed.
17. Must keep all poisons, detergents, cleaning materials, medicines and items dangerous to children under lock and key. Obtain and maintain lock box to refrigerate medication. Kiddy locks, chains with locks and privacy locks are not acceptable.
18. Firearms, if maintained on premises, must be kept unloaded - with ammunition stored separately and both must be kept under lock and key.
19. Keep required enrollment information, emergency authorization, physical examinations, field trip permission and immunization records of all children.
20. Family day care operators shall complete the Department of Children & Families approved 30 hour Family Day Care course, and the 5 hour training in early literacy prior to licensure. Substitutes shall complete required training in accordance with applicable rules and regulations. **Proof is to be submitted with application.**
21. In-service training -10 hours of annual in-service training required subsequent to licensure.
22. The entire home and premises shall be subject to inspection by employees of the Palm Beach County Health Department at all times during operation, and prior to licensing and operation.
23. A current First Aid and current CPR certification card are required for both owner/operator and substitute(s). **Proof is to be submitted with application.**
24. Fictitious name affidavit or proof thereof is applicable if you utilize any other name besides your legal name.
25. Copy of Articles of Incorporation, if applicable.
26. Insurance is not required but is recommended for the owner's own protection.

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

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