



**PALM BEACH COUNTY
HEALTH DEPARTMENT**

September 1, 2011

TO: Child Care Facility Owners/Operators
SUBJECT: Renewal of **Facility License/Certificate** for 2012

Your license/certificate to operate a child care facility expires on December 31, 2011. Chapter 77-620 Special Acts, Laws of Florida, as amended, requires a valid license/certificate to operate a child care facility. The Palm Beach County Rules and Regulations Governing Child Care Facilities require you to submit a renewal application with the documents listed below **no later than November 1, 2011.** You must submit your renewal application on time to receive your new license/certificate before your current license/certificate expires. Send your renewal application and related documents to:

Child Care Licensing
Palm Beach County Health Dept.
Environmental Public Health
P.O. Box 29
(800 Clematis St.)
West Palm Beach, FL 33402

RENEWAL PACKET:

For your convenience, a checklist is provided on the other side of this page as a guide to completing the renewal documentation. Please review carefully. An incomplete application or missing documents will delay processing of your application, and may subject you to enforcement action for non-compliance with license renewal requirements.

If you have any questions concerning the completion of the forms to be submitted for renewal of your license/certificate, please do not hesitate to contact this office at 561-837-5900.

FEES:

An invoice is enclosed indicating the amount of the fee and submittal details. You are encouraged to submit the fee along with the application, but you may choose to submit the fee at a different date, separate from the application. The annual license/certificate fee must be paid before a license/certificate can be issued.

/Enclosures

Please turn over

Revised 8/2011

FACILITY RENEWAL CHECKLIST

for Y- 2012

√	Item for Renewal
	<p>Completed application form.</p> <p>It is important to read the application carefully and complete all necessary sections. The owner or the owner's designated representative and the on-site director must sign the application. (The person signing as the owner must provide a letter of designation from a corporate officer if not the owner or corporate officer.)</p>
	<p>Annual Fire Inspection Report.</p> <p>Submit a copy of the satisfactory annual fire inspection report that has been completed with in the past year by the local fire inspector.</p>
	<p>Child Care Facility Current Personnel List Affidavit.</p> <p>Facility shall submit to the Palm Beach County Sheriffs' Office (PBSO) Local Criminal History checks for all employees and volunteers (Release of Information Form Attachment B for Child Care Employees & Volunteers, along with \$3.00 per employee/volunteer payable to the PBSO). The Attachment B for your employees and volunteers is a white form. Please make copies as needed. (The Local Criminal History check forms for Directors and Owners are submitted to the Health Department on the yellow forms. See below)</p> <p>Completed Child Abuse & Neglect Reporting Requirements Form – This is required of all child care personnel, annually for license renewal. This is a white form please make copies as needed.</p> <p>This Affidavit shall be completed and notarized following your facility's receipt of the clearance letters from the Sheriff's Office for all current employees and volunteers.</p>
	<p>Completed AFFIDAVIT OF GOOD MORAL CHARACTER for Owners & Operator (<i>3 page yellow form</i>) should be notarized and submitted directly to the Health Department with the completed packet.</p> <p>The Affidavit of Good Moral Character (<i>3 page white form</i>) should also be completed for each employee of your facility, notarized and kept in the employee file at your facility. A copy of this 3 page form is included in this packet. Please make copies as needed.</p>
	<p>Release of Information Form (Attachment B, Child Care Owners & Operators & Family Day Care Personnel, along with \$3.00 payable to the PBCSO per request form). These forms are yellow and are to be submitted directly to the Health Department with the completed packet along with the payment (check or money order).</p>
	<p>Special Note: All owners and directors are screened directly by the Health Department; you must submit the yellow forms and payment with your application packet.</p>
	<p>Copy of DCF Training Transcript for Director/Operator – proof of active director credential.</p>
	<p>Completed Central Abuse Hotline Record Search Form for Person signing as Owner (<i>yellow form</i>) should be submitted with the completed packet directly to the Health Department.</p>
	<p>Copy of vehicle(s) inspection, if applicable. Vehicle inspection is to be completed by a certified mechanic and on the form provided in this packet. A separate inspection form is to be completed for each vehicle. Copies may be made if additional ones are needed.</p>
	<p>Copy of Vehicle Insurance Certificate – proof that the vehicles used for transporting children are insured.</p>
	<p>Copy of Certificate of Liability Insurance with Palm Beach County Health Department as the certificate holder</p>
	<p>Copy of the Certificate of Worker's Comp. insurance with Palm Beach County Health Department as the certificate holder.</p>
	<p>Review all documents to ensure that all forms are completed, signed where needed and notarized when needed.</p> <p>Submitting Incomplete documents will delay the licensing of your facility.</p>