



PALM BEACH COUNTY HEALTH DEPARTMENT

800 Clematis Street, 4th Floor
West Palm Beach, FL 33401
Phone: 837-5900

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 the operator's own, less than thirteen (13) years of age.
3. Must be free from substance abuse or any mental illness which may be injurious to children.
4. Family day care operators, all other household members over 12 years old and substitutes must complete background screening requirements.
5. Submit the required documentation for background screening at least 6 weeks prior to the expected licensing date to ensure adequate time for processing and clearance.
6. Must obtain approval of Fire Department.
7. Building Department approval required in municipalities. No Building Department sign-off is required in unincorporated Palm Beach County.
8. Premises located at or near any water hazards such as pools, lakes, canals or ditches, etc. or on a busy street, must be fenced for the protection of the children. A site plan showing the location of the house and water hazard or pool must be submitted to plan review for approval prior to licensure.
9. Must have adequate potable water supply and toilet facilities.
10. Where food is served, must have adequate cooking facilities and refrigeration as well as sanitary washing of dishes and utensils.
11. Premises must be kept clean and free from mice, rats, roaches, debris and insects.
12. Outdoor play area shall be fenced in accordance with applicable rules and regulations.
13. Tempered glass is required where there are sliding glass doors.
14. 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 completed within the past 6 months, documented and signed by their health care provider.

15. Emergency numbers must be posted at telephone - 911, Poison Control and Abuse Hotline.
16. First Aid kits with the manual must be available and stocked as required.
17. Thirty-five (35) square feet of usable indoor space per child is needed.
18. Must keep all poisons, detergents, cleaning materials, medicines and items dangerous to children under lock and key.
19. Firearms, if maintained on premises, must be kept unloaded - with ammunition stored separately and both must be kept under lock and key.
20. Keep required enrollment information, emergency authorization, physical examinations, field trip permission and immunization records of all children.
21. 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.**
22. After licensure 10 hours of annual in-service training is required.
23. The entire home and premises shall be subject to inspection by employees of the Palm Beach County Health Department at any time during operation.
24. A copy of the satisfactory inspection must be submitted with the license application.
25. A current First Aid and current CPR certification card are required for the owner/operator and substitute(s). **Proof is to be submitted with application.**
26. Proof of fictitious name registration if applicable.
27. Copy of Articles of Incorporation, if applicable.
28. Liability 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 Facilities.

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