

## **APPLICATION FOR FAMILY DAY CARE LICENSE CHECKLIST**

The following items are to be submitted with the application to operate a Family Day Care Facility:

### **ANY OMISSIONS MAY RESULT IN DELAY IN PROCESSING THE APPLICATION.**

- Application & Supplement**- completed and signed with fire and building sign off
- Affidavit of Good Moral Character** completed & notarized (owner, substitute and each household member 18 years of age or older)
- Attachment B** - Local Criminal Background Check (owner, substitute and each household member 12 years of age or older)
- Attachment C** – Abuse Hotline Record Search (one form for owner and including household members.
- Form 5131** - Verification of background screening clearance (owner, substitute and each household member 12 years of age or older)
- Attachment G** - Employment History and References form (owner & substitute only)
- Three (3) letters of reference (applicant & substitute only)
- Physical for owner/operator and substitute
- Infant/child CPR and First Aid Certification for owner/operator & substitute(s)
- TB Risk Assessment results for applicant, substitute and any household member over 12 years.
- Affidavit attesting number of hours that substitute(s) works on behalf of the operator
- Site Plan** (including \$25.00 plan review fee)
- Live Scan is required for background screening, call the Department Background Screening Coordinator for more details.
- \$3.00** for each Attachment B/Local Criminal History Request submitted: check made out to Palm Beach County Sherriff's Office (**PBSO**) for total amount of charges
- Verification of 30 hour Family Day Care training & 5 hour Literacy training**
- Verification that the Substitute(s) have completed the required 6 hour Family Child Care Home Rules course in accordance with applicable rules and regulations**
- Proof of fictitious name registration if applicable.
- Copy of Articles of Incorporation, if applicable.
- Copy of a satisfactory inspection report from the Department

**FAMILY DAY CARE CHECK LIST:**  
**OTHER IMPORTANT ITEMS TO CONSIDER**

- Heat source – adequate and safe. Reverse cycle A/C preferable; no space heaters
- Use of extension cords instead of conduit and outlets prohibited. Check electric outlets capped
- Carpet (clean and in good repair)
- Non-skid throw rugs need to be used or regular rugs with non-skid backing.
- Housekeeping (wall, doors, knobs, etc., general cleanliness, adequate storage)
- Toxic materials maintained in cabinets with key-lock.
- Guns - all types – e.g. pellet, guns, B.B., etc. (to be unloaded with ammunition kept separately & key-locked in cabinet).
- Adequate square footage so that there is enough indoor space to accommodate all ages of children.
- Crawl spaces under building protected by permanent and sturdy skirting.
- Check mats or sleeping arrangement for children to ensure good repair and adequacy.
- Animals, pets appropriately immunized. Large/dangerous animals – kept away from children.
- Shelving and bookcases to be anchored and/or not capable of being toppled over, not top-heavy.
- Water hazards on property or immediate vicinity, requires fencing, & indication on plans to be approved.
- FENCING: Common outdoor space between project type Family Day Care Units requires fencing. Fenced play area available; fence minimum 4 ft high. Screened enclosures do not satisfy fence requirement.
- Adequate lighting throughout house.
- House in good repair: interior and exterior areas.

***Key Words: Safe, Sanitary, Well-maintained***

***EHE-DC-033***  
***Rev. 2/2011***