



HILLSBOROUGH COUNTY OFFICE OF CHILD CARE LICENSING
3110 CLAY MANGUM LANE
BUILDING 39
TAMPA, FLORIDA 33618
TELEPHONE (813) 264-3925
FAX: (813) 264-2118
WEBSITE: hillsboroughcounty.org/childcarelicensing

GENERAL INFORMATION RE: FAMILY CHILD CARE HOME LICENSURE

Thank you for your interest in becoming a licensed Family Child Care Home Provider. This packet is designed to help you get a Family Child Care Home license.

A Family Child Care Home is an occupied residence in which child care is regularly provided for children unrelated to the Operator where a payment/fee is received for any of the children in care. The number of preschool and school age children is limited by the Hillsborough County Ordinance No. 05-9, as amended by Hillsborough County Ordinance No. 09-58, hereafter collectively referred to as the "Ordinance", regulating Family Child Care Homes.

The Hillsborough County Child Care Licensing Office regulates licensing and provides technical assistance to all Family Child Care Homes in the County, including the municipalities of Tampa, Temple Terrace, Plant City and all of Hillsborough County.

If you live in a deed restricted community it is recommended that you check with your home owner's association before applying for a family child care license.

Licensing Requirement: The following are highlights of licensing requirements that must be completed before you can be licensed. All the requirements are listed in the Hillsborough County Ordinance, Rules & Regulations No. 05-9, and the "Ordinance".

- 1) You and everyone 18 years of age or older in your household must have a background screening. This consists of a child abuse check (CAHRS) local law enforcement check, a state criminal record check and a national check through the FBI. The cost is \$38.25 per person. You may not be eligible for licensing if you or anyone in your household pleaded guilty, nolo contendere, or was found guilty of disqualifying offenses. You must complete a juvenile delinquent check on everyone in your household 12 years through 17 years of age. The cost is \$8.00 each.
- 2) You must complete a First Aid Class and an Infant/Child CPR Class.
- 3) You must complete the 30 clock hour (5 module) state mandated Family Child Care Course. It is offered online at www.myflorida.com/childcare. The cost of the training online is \$10.00 for each module, a total of \$50.00 for the online training. After you complete the 30 hour training then you must pass a competency test. The cost of the test

is \$1.00 for each hour of training; the total cost for the testing is \$30.00. You can also take the 30 hour training in person instead of online. The cost is slightly different. The classroom 30 clock hour FCC Training is offered in Spanish and English on Saturdays and in the evening.

- 4) You must have a fenced outside play area that is a minimum of 500 square feet. The fence must be a minimum of 4' in height.
- 5) You must have sufficient toys & equipment for infants, toddlers, preschoolers and after school children for inside your home and outside in your fenced family child care play area.
- 6) Your home must be clean, safe, sanitary, and in good repair.
- 7) You must have a satisfactory fire inspection. The average cost is \$50.00.
- 8) If you have a pool, it must be either fenced (4 ft high or higher) or enclosed to prevent child access from any door or window in your home and locked to prevent children from having access to the pool area.
- 9) If you have well water, you will need a Family Child Care Home Well Water Permit from the Health Department (307-8015). The cost is initially \$125.00 and each annual fee of \$65.00 plus the cost of quarterly well water testing.

Steps for Getting a Family Child Care Home License:

- 1) Send in a completed Pre-Application with a \$25.00 non-refundable fee in the form of a check or money order made payable to BOCC (Board of County Commissioners).
- 2) After we receive your Pre-Application and fee, you will be contacted by mail and registered for the next available consultation class. At this class you will receive all the information you need to get a family child care home license including the Hillsborough County Ordinance, Rules and Regulations No. 05-9, and the "Ordinance" and more information on the 30 clock hour FCC Training.
- 3) Once you complete all the requirements, contact the Senior Family Child Care Home Licensing Inspector at 264-3925 extension 563 for a home inspection.
- 4) Once you pass your home inspection, you will receive your license in seven (7) to ten (10) working days.

The Hillsborough County Child Care Licensing Program provides various services to the provider and to the community.

Services to Providers:

- 1) Information regarding child care legislation, meetings, workshops and child care related services.
- 2) Technical assistance to new and existing caregivers on all issues relating to child care.
- 3) Information on child care development and health & safety risk reduction.

Services to Parents and the Community:

- 1) Public review of Family Child Care Home files at our office and on the state website myflorida.com/childcare.
- 2) Assurance that Family Child Care Providers and their homes meet all applicable city, county and state regulations regarding health, fire, sanitation, safety and training.
- 3) Information to the public regarding the requirements for operation of a Family Child Care Home.
- 4) A complaint intake program for parents with concerns relating to any child care facility in Hillsborough County (813) 264-3925.