

# Licensing Standards

## Hillsborough County Child Care Licensing Ordinance

Every licensed child care facility should maintain licensing standards that include, but are not limited to, the following:

### General Information

- ✓ Have a valid license posted for parents to see.
- ✓ Have all staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 yr. old	1:4
1 yr. old	1:6
2 yrs. old	1:11
3 yrs. old	1:15
4 yrs. old	1:20
5 yrs. old & older	1:25

- ✓ Maintain appropriate transportation vehicles. (If transportation is provided)
- ✓ Provide parents with written disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.
- ✓ Maintain usable indoor floor space for playing, working, and napping.

### Physical Environment

- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Equipped with age and developmentally appropriate toys, bathroom facilities and other furnishings.
- ✓ Provide isolation area for children who become ill.

- ✓ Instill proper hand washing, toileting, and diapering activities.
- ✓ Be accessible and appropriate for all children.

### Training Requirements

- ✓ 40 hour Introductory Child Care Training.
- ✓ 10 hour Inservice Training
- ✓ Facility Directors must have a director credential posted in the facility.

### Health Related Requirements

- ✓ Have established emergency procedures that include:
  - 1-800-962-2873 Florida Abuse Hotline number along with other emergency numbers.
  - staff trained in first aid and CPR on the premises at all times.
  - fully stocked first aid kit.
  - a working fire extinguisher and monthly fire drills with children and staff.
- ✓ Have a locked storage place for storing medication and hazardous materials.

### Food and Nutrition

- ✓ Post a meal and snack menu that provides daily nutritional needs of the children. (If meals are provided)

### Record Keeping

- ✓ Maintain accurate records that include:
  - children's health exam/immunization record
  - medication records
  - enrollment information
  - personnel records
  - daily attendance
  - accidents and incidents
  - parental permission for field trips and medications.

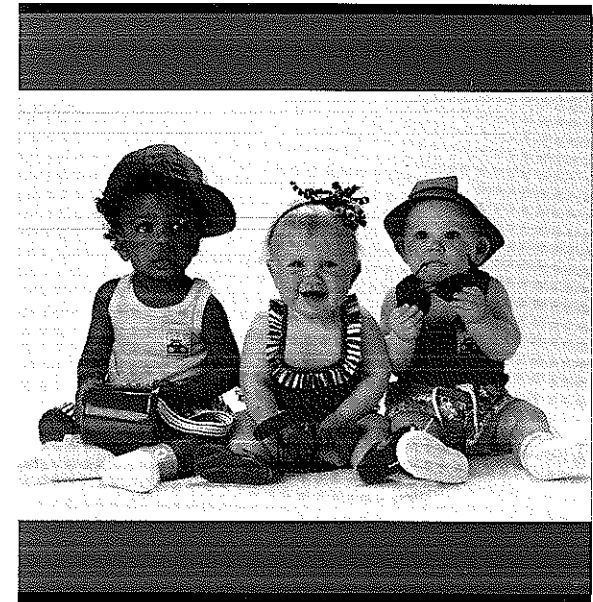
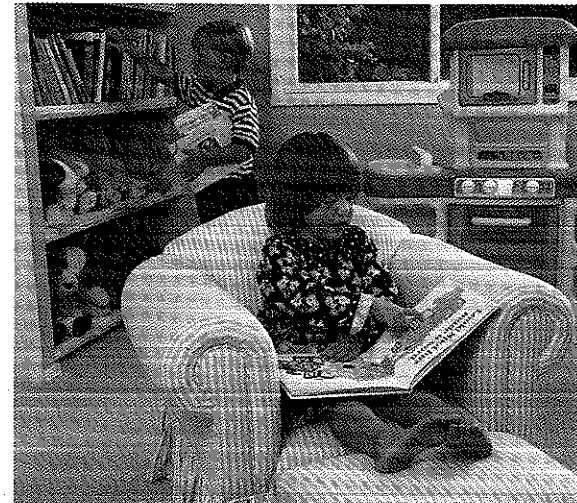
### Additional Information

For further information about child care or specific child care facilities, please contact the Hillsborough County Childcare Licensing Program Website:

[www.hillsboroughcounty.org/childcare/licensing](http://www.hillsboroughcounty.org/childcare/licensing)  
Phone number: 264-3925

Provider Search Website: (specific facility information)

<http://www.Myflorida.com/childcare/provider>



# KNOW YOUR CHILD CARE FACILITY



Choosing an appropriate child care program is an important decision for both the parent and the child. Family needs as well as the child's individual needs should be considered in this process, including the child's age and developmental level.

This brochure is intended to provide helpful information regarding child care facilities. It summarizes the quality indicators of a child care facility, the parent's role in quality care, and some of the minimum standards used to license child care facilities.

This child care facility has met the state minimum child care licensure standards as outlined in section 402.305, Florida Statutes and Hillsborough County Child Care Licensing Ordinance.

License Issued on \_\_\_/\_\_\_/\_\_\_  
License Expires on \_\_\_/\_\_\_/\_\_\_

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## CHILD CARE BROCHURE STATEMENT

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(Chapter 402.3125, F.S.)

On, \_\_\_/\_\_\_/\_\_\_,  
I,

\_\_\_\_\_  
(Name of Parent or Legal Guardian)

received a copy of the Child Care Brochure.

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

\_\_\_\_\_  
(Name of Child)

This information is for the child care file.

## Quality Child Care

Quality child care offers the child healthy, social and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment.

Children in quality child care settings also participate in daily age-appropriate activities that help develop essential skills, build independence and instill self-respect.

When evaluating child care settings for quality, the following quality indicators should be considered:

### Quality Caregivers

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.
- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.

- ✓ Demonstrate knowledge of the social and emotional needs and developmental tasks for all children.

- ✓ Communicates with parents.

### Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

### Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, and dancing and other varied activities.
- ✓ Include exercise and coordination development.
- ✓ Include free and organized activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem-solve.

## Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:

- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualifications and experience of child care staff as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility and participate in special activities as well as scheduled meetings and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child if they are sick.

