



**KNOW YOUR CHILD CARE FACILITY**  
Hillsborough County

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 13-5.

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,

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(Name of Parent or Legal Guardian)  
received a copy of the Child Care Brochure.

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(Signature of Parent or Legal Guardian)

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(Name of Child)

This information is for the facility's children's file unless statement is included on enrollment form.

*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.

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 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 qualification 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.

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 year old  | 1:4  |
| 1 year old        | 1:6  |
| 2 year old        | 1:11 |
| 3 year old        | 1:15 |
| 4 year old        | 1:20 |
| 5 years and older | 1:25 |

- ✓ Maintain appropriate transportation vehicles and procedures.
- ✓ Provide parents with written age appropriate 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 sufficient age appropriate furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Instill proper handwashing, toileting and diapering activities.
- ✓ Be accessible and appropriate for all children.

### Training Requirements

- ✓ 45 hour Introductory Child Care Training.
- ✓ 10 hours annual Inservice training.
- ✓ Facility Directors must have a valid Florida Director Credential.

### Health Related Requirements

- ✓ Have established emergency procedures that include:
  - 1-800-962-2873 Florida Abuse Hotline number posted 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 and emergency drills posted.
  - Have a locked storage place for storing medication and hazardous materials.

### Food and Nutrition

- ✓ Posted menus for snacks and meals that provide daily nutritional needs of the children.

### Record Keeping

- ✓ Maintain accurate records that include:
  - Children's health exams and immunization records
  - Medication records
  - Enrollment information
  - Personnel records
  - Accurate daily attendance records
  - Accident and Incident reports
  - Parental permission for field trips

### Additional Information

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

[www.hillsboroughcounty.org/childcarelicensing](http://www.hillsboroughcounty.org/childcarelicensing)

Phone number: (813) 264-3925