



Interoffice Memorandum

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
MAY 06 2014 NP/KH

AGENDA ITEM

April 9, 2014

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

FROM: Lonnie C. Bell, Jr., Director   
Family Services Department  
Head Start Division  
**Contact: Khadija Pirzadeh, (407) 836-8912**

SUBJECT: Florida Department of Children and Families  
Application for a License to Operate a Childcare Facility  
BCC Meeting 5/6/14 Consent Agenda/District 6

The Head Start Division requests Board approval of a renewal license application between Florida Department of Children and Families and Orange County. This license will allow the Head Start Program to provide comprehensive early childhood development for preschool children and support to their families at Callahan Head Start. The effective date of this license is from July 6, 2014 through July 6, 2015. The license fee of \$62 will be paid with Head Start funds. This is in accordance with legal and policy guidelines with no cost to the County.

This is a standard application for a license that is required by Florida Department of Children and Families for all licensed childcare facilities. The County Attorney's Office and Risk Management Division have reviewed this application in the past for Head Start Centers currently in operation.

**ACTION REQUESTED: Approval of Florida Department of Children and Families Application for a License to operate a Childcare Facility at Callahan Head Start. This application is only executed by Orange County. (Head Start Division)**

LB/kp

C: Linda Weinberg, Deputy County Administrator, County Administrator's Office  
Wanzo Galloway, Assistant County Attorney, County Attorney's Office  
John Petrelli, Manager, Risk Management Division  
Yolanda S. Brown, Manager, Fiscal Division, Family Services Department  
Jamilie Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grants Coordinator, Office of Management & Budget



# APPLICATION FOR A LICENSE TO OPERATE A CHILD CARE FACILITY

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

PLEASE TYPE OR PRINT LEGIBLY  
USING BLUE OR BLACK INK

MAY 06 2014 NF/KH

**Instructions:** All information on this application must be truthful and correct. Complete this application in its entirety, as appropriate. Not all sections apply. Incomplete applications will not be accepted. Please contact the licensing agency if there are any questions relating to this application.

**\*FOR LICENSE RENEWALS ONLY:** Renewal of this license is contingent upon the payment of any fines previously imposed as a sanction against this license that was not contested, or that was affirmed at an administrative hearing. If, at the time of this license renewal application, there is a pending administrative hearing resulting from a proposed fine, it shall not affect the renewal of this license.

## SECTION 1. PROGRAM INFORMATION (THIS SECTION MUST BE COMPLETED IN ITS ENTIRETY)

Application Type (Choose One): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> *Renewal Year <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Revision of Existing License			
Name of Facility as it is to appear on license:  Callahan Head Start		Telephone Number (including area code): ( 407 ) 245-0910 Alternate Telephone Number: ( 407 ) 245-0281	
Street Address of Facility (physical address): 101 Parramore Street	City: Orlando	County: Orange	Zip Code: 32805
Mailing Address of Facility, if different (include city and zip code): 2100 E. Michigan Street Orlando 32806			
E-Mail Address: Toinette.Stenson@ocfl.net	E-Mail: <input type="checkbox"/> Do Not Have E-Mail <input type="checkbox"/> Do Not Wish to Provide	Fax Number (including area code): ( 407 ) 318-3216	
Is this facility located in or adjacent to the home of the owner/operator? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, all household members must be identified and background screening completed. Please attach a list of family members with their names and dates of birth.		Maximum Capacity: 62

**Days and Hours of Operation – please check AM or PM as applicable:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/> 24 hour care	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input checked="" type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM
Opening Time:	7:30 <input type="checkbox"/> PM	7:30 <input type="checkbox"/> PM	7:30 <input type="checkbox"/> PM	7:30 <input type="checkbox"/> PM	7:30 <input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM
Closing Time:	5:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	5:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	5:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	5:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	5:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

Months of Operation:  School Year Only  12 months  Other

**Check all service options that apply:**

Full Day <input checked="" type="checkbox"/>	Half Day <input type="checkbox"/>	Drop-In <input type="checkbox"/>	Night Care <input type="checkbox"/>	Before School <input type="checkbox"/>
After School <input type="checkbox"/>	Weekend <input type="checkbox"/>	Infant Care (0-1) <input type="checkbox"/>	Food Served: <input checked="" type="checkbox"/>	Transportation <input type="checkbox"/>

**Program operated as a:** (Check Only One)

Child Care Facility

OR

School-Age Child Care Program

## SECTION 2. OWNERSHIP TYPE (CHECK ONE)

<input type="checkbox"/> Individual Ownership - Not incorporated	Individual Owner	Complete Sections A and E
<input type="checkbox"/> Corporation	Corporation Documentation required	Complete Sections B and E
<input type="checkbox"/> Partnership - Not Incorporated	Partnership Documentation required	Complete Sections C and E
<input checked="" type="checkbox"/> Other Entity - Not Incorporated	e.g. School Board, Local Government Before & After School programs, Parks and Recreation, Faith Based	Complete Sections D and E

## SECTION A. INDIVIDUAL OWNERSHIP - NOT INCORPORATED (Special Instructions: One owner)

Name (First Middle and or Maiden Last):			
Date of Birth:		Social Security Number*:	
Home Address:		City:	State: Zip Code:
Telephone Number (including area code): ( )			

**SECTION B: CORPORATION (Special Instructions: Upon initial application for child care licensure, attach Articles of Incorporation, which must include the names, the title/office, address, and telephone number for each member of the Board of Directors. Also attach the name and telephone number of the corporation's registered agent. Failure to continuously maintain a registered office and/or registered agent in Florida is grounds for revocation of this license. For RENEWAL applications for child care licensure attach a current copy of Certificate of Status/Certificate of Authorization from the Department of State, available through SunBiz.org.)**

Name of Corporation:			Corporate And FEIN #:		
Address of Corporation:			Incorporated in which State?		
			If out of state, is the corporation registered in the State of Florida? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please register prior to submitting an application.		
City:	State:	Zip Code:	Telephone Number (including area code): (      )		
Designated Corporate Representative:			Date of Birth:	Social Security Number*:	
Home Address:			City:	State:	Zip Code:

**SECTION C: PARTNERSHIP – NOT INCORPORATED (Special Instructions: Attach a copy of the Partnership Agreement annually. Attach additional sheets as applicable if more than two partners.)**

Partner #1 (First Middle (Maiden) Last):			
Date of Birth:	Social Security Number*:		
Home Address (street address):	City:	State:	Zip Code:
Telephone Number (including area code): (      )			
Partner #2 (First Middle (Maiden) Last):			
Date of Birth:	Social Security Number*:		
Home Address (street address):	City:	State:	Zip Code:
Telephone Number (including area code): (      )			

**SECTION D: OTHER ENTITY – NOT INCORPORATED (Special Instructions: These are programs operated by School Boards, before and after school programs, faith based programs and other non-incorporated entities.)**

Name of Entity: Orange County, Florida			
Entity's Designated Representative (First Middle and or Maiden Last): Ajit Lalchandani, County Administrator			
Address of Entity (Street Address): 201 S. Rosalind	City: Orlando	State: FL	Zip Code: 32801
Telephone Number (including area code): (407 ) 836-6590			

**SECTION E: ON-SITE DIRECTOR INFORMATION - To be completed by all applicants (Special Instructions: An On-site Director holds a Director Credential and is responsible for the day-to-day operation of the facility and is required to be on-site the majority of operating hours. A Multi-site Director holds a Director Credential and supervises multiple before-school and after-school programs for a single organization as follows: (a) Three sites regardless of the number of children enrolled or (b) More than three sites if the combined number of children does not exceed 350.)**

Name: (First Middle and or Maiden Last)			
Date of Birth:		Social Security Number*:	
Home Address:		City:	State: Zip Code:
Telephone Number (including area code): ( )		If Applicable, Name of Multi-Site Programs and enrollment:	

**SECTION 3: ATTESTATION (To be completed by all applicants)**

Has the owner, applicant, or director ever had a license denied, revoked, or suspended in any state or jurisdiction, been the subject of a disciplinary action, or been fined while employed in a child care facility?  
 Yes  No If yes, please explain: (attach additional sheet(s) if necessary)

Have you or anyone identified as a party to ownership ever held a license (child care, foster care, cosmetology, etc.) with any state agency in any capacity other than a driver's license?  
 Yes  No If yes, where, what type of license, license number, and under what name? FL Childcare Facility License for Callahan Head Start, Certificate No. C090R0089

I hereby attest that the information contained in this section is truthful and correct under penalty of perjury. \_\_\_\_\_  
Initial

Pursuant to section 402.3054, F.S., child enrichment service providers shall be of good moral character based upon screening, using level 2 standards in Chapter 435, F.S. If this facility utilizes a child enrichment service provider, it is the responsibility of the director to ensure that the child enrichment service provider is screened accordingly and parents/guardians provide written consent before a child may participate in activities conducted by the child enrichment service provider.

The Health Insurance Portability and Accountability Act (HIPAA) requires that personally identifiable health information must be protected from disclosure and maintained in a manner to prevent inadvertent disclosure to the public and to otherwise assure the privacy of such information. Your signature on this application indicates that you agree to comply with the requirements of HIPAA by protecting the confidentiality of employee and children's health records in your possession.

Pursuant to section 435.05(3), F.S., each employer must attest via signed affidavit compliance the provisions of Chapter 435.04, F.S. By signing below, I Teresa Jacobs, Applicant of Callahan Head Start Child Care Facility, do hereby affirm that all child care personnel meet the statutory requirements for background screening.

Falsification of application information is grounds for denial or revocation of the license to operate a child care facility. Your signature on this application indicates your understanding and compliance with this law.

*Teresa Jacobs*  
 Signature of Owner or Organization's Designated Representative  
 Teresa Jacobs, Orange County Mayor

5.6.14  
 Date

*m* Person completing application if other than Owner or Organization's Designated Representative.

Name: (Please Print)	Orange County
Khadija Pirzadeh, Contract Administrator, Head Start Division	
Telephone number including area code:	
( 407 )	836-8912



Sworn to and subscribed before me this 6 day of May, 20    .

Michelle Frank  
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

Michelle Frank  
(Print, Type, or Stamp Commissioned Name of Notary Public)



(Check one)

Affiant personally known to notary

OR

Affiant produced identification

Type of identification produced: \_\_\_\_\_

**Do Not Write Below this Line – Official Use Only**

Date Fee Received	Amount	Check Number	Received By Signature/Initials	Date Fee Forwarded to Fiscal Office
Sexual Offender Address Cross Reference ( <a href="http://offender.fdle.state.fl.us">http://offender.fdle.state.fl.us</a> )	Date of Search	Conducted by Signature/Initials	Exact Address Match <input type="checkbox"/> Yes <input type="checkbox"/> No	