



Interoffice Memorandum

BCC Mtg. Date: Mar. 1, 2016

AGENDA ITEM

February 18, 2016

TO: Mayor Teresa Jacobs
and
Board of County Commissioners

THRU: Lonnie C. Bell, Jr., Director *DC For LCB*
Family Services Department

FROM: Sonya L. Hill, Manager
Head Start Division
Contact: Khadija Pirzadeh, (407) 836-8912
Sonya Hill, (407) 836-7409

SUBJECT: Florida Department of Children and Families
Application for a License to Operate a Child Care Facility
BCC Meeting 3/1/16 Consent Agenda/District 6

The Head Start Division requests Board approval of the application for a renewal license between the 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 Southwood Head Start. The term of this license is from April 29, 2016 through April 29, 2017. The license fee of \$100 will be paid with Head Start funds.

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 and execution of Florida Department of Children and Families Application for a License to Operate a Child Care Facility at Southwood Head Start. This application is only executed by Orange County. (Head Start Division)

SH/kp

- C: George A. Ralls, M.D., Deputy County Administrator
- Wanzo Galloway, Assistant County Attorney, County Attorney's Office
- Yolanda S. Brown, Manager, Fiscal Division, Family Services Department
- John Petrelli, Director, Risk Management and Professional Standards
- Jamille Clemens, Grants Supervisor, Finance Division
- Patria Morales, Grants Coordinator, Office of Management & Budget



APPLICATION FOR A LICENSE TO OPERATE A CHILD CARE FACILITY

BCC Mtg. Date: Mar. 1, 2016

PLEASE TYPE OR PRINT LEGIBLY
USING BLUE OR BLACK INK

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 <u>2016</u> <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Revision of Existing License							
Name of Facility as it is to appear on license: Southwood Head Start					Telephone Number (including area code): (<u>407</u>) <u>254-6768</u>		
Street Address of Facility (physical address): 6225 Brookgreen Avenue					City: Orlando		County: Orange
Mailing Address of Facility, if different (include city and zip code): 2100 E. Michigan Street					Orlando		32806
E-Mail Address: Hope.Cranford@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): (<u>407</u>) <u>355-5770</u>		
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: 127	
Days and Hours of Operation – please check AM or PM as applicable:							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<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: <u>7:30</u>	<input type="checkbox"/> PM	<u>7:30</u>	<input type="checkbox"/> PM	<u>7:30</u>	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM
Closing Time: <u>5:30</u>	<input type="checkbox"/> AM	<u>5:30</u>	<input type="checkbox"/> AM	<u>5:30</u>	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM
	<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> PM	<input checked="" type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM
Months of Operation: <input type="checkbox"/> School Year Only <input checked="" type="checkbox"/> 12 months <input type="checkbox"/> Other							
Check all service options that apply:						Program operated as a: (Check Only One)	
Full Day	Half Day	Drop-In	Night Care	Before School	<input checked="" type="checkbox"/> Child Care Facility		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR		
After School	Weekend	Infant Care (0-1)	Food Served:	Transportation	<input type="checkbox"/> School-Age Child Care Program		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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
Local Government		

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):					
Address of Entity (Street Address): 201 S. Rosalind Avenue			City: Orlando	State: FL	Zip Code: 32801
Telephone Number (including area code): (407) 836-6590					

Background screening of owners, operators, and directors who by definition are child care personnel is required by 402.305(2). Social security numbers are also used for identification purposes when performing the background screening required by 402.305, and 402.308, F.S.

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)

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

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 Child Care Facility
 License Certificate No. C090R0251

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 Southwood 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

3.1.16
 Date

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

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



Sworn to and subscribed before me this 1st day of March, 2016.

Craig A. Stopyla

SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

Craig A. Stopyla

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



CRAIG A. STOPYRA
MY COMMISSION # FF 199641
EXPIRES: February 15, 2019
Bonded Thru Budget Notary Services

(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 (http://offender.fdle.state.fl.us)	Date of Search	Conducted by Signature/Initials	Exact Address Match
			<input type="checkbox"/> Yes <input type="checkbox"/> No