

Interoffice Memorandum



March 21, 2017

AGENDA ITEM

TO: Mayor Teresa Jacobs  
and  
Board of County Commissioners

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

FROM: Sonya L. Hill, Manager *Sonya Hill*  
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 4/11/17 Consent Agenda/District 6

The Head Start Division requests Board approval of the application for a new 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 Frontline Outreach Head Start. The effective date of this license is from June 5, 2017 through June 5, 2018. The license fee of \$71 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 Frontline Outreach Head Start. This application is only executed by Orange County. (Head Start Division)

SH/kp

C: Randy Singh, Assistant County Administrator  
Wanzo Galloway, Assistant County Attorney, County Attorney's Office  
John Petrelli, Director, Risk Management and Professional Standards  
Yolanda Brown, Manager, Fiscal Division, Family Services Department  
Jamille Clemens, Grants Supervisor, Finance Division  
Patria Morales, Grants Coordinator, Office of Management & Budget

BCC Mtg. Date: April 11, 2017



# APPLICATION FOR A LICENSE TO OPERATE A CHILD CARE FACILITY

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 checked="" type="checkbox"/> Initial <input 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: <b>Frontline Outreach Head Start</b>			Telephone Number (including area code): <b>( 407 ) 293-3000</b> Alternate Telephone Number: ( )				
Street Address of Facility (physical address): <b>3006 C.R. Smith Street</b>		City: <b>Orlando</b>	County: <b>Orange</b>	Zip Code: <b>32805</b>			
Mailing Address of Facility, if different (include city and zip code): <b>2100 E. Michigan Street</b>		<b>Orlando 32806</b>					
E-Mail Address: <b>Tonya.JohnsonHale@ocfl.net</b>		E-Mail: <input type="checkbox"/> Do Not Have E-Mail <input type="checkbox"/> Do Not Wish to Provide	Fax Number (including area code): <b>( 407 ) 836-8981</b>				
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: <b>71</b>			
<b>Days and Hours of Operation – please check AM or PM as applicable:</b>							
	<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: <b>7:30</b>	<input type="checkbox"/> PM	<b>7:30</b> <input type="checkbox"/> PM	<b>7:30</b> <input type="checkbox"/> PM	<b>7:30</b> <input type="checkbox"/> PM	<b>7:30</b> <input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM
Closing Time: <b>5:30</b>	<input type="checkbox"/> AM	<b>5:30</b> <input type="checkbox"/> AM	<b>5:30</b> <input type="checkbox"/> AM	<b>5:30</b> <input type="checkbox"/> AM	<b>5:30</b> <input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM
	<input checked="" type="checkbox"/> PM	<b>5:30</b> <input checked="" type="checkbox"/> PM	<b>5:30</b> <input checked="" type="checkbox"/> PM	<b>5:30</b> <input checked="" type="checkbox"/> PM	<b>5:30</b> <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							
<b>Check all service options that apply:</b>							
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"/>	Program operated as a: (Check Only One) <input checked="" type="checkbox"/> Child Care Facility OR <input type="checkbox"/> School-Age Child Care Program		
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"/>			

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
<b>Local Government</b>		

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 Government			
Entity's Designated Representative (First Middle and or Maiden Last):			
Address of Entity (Street Address):		City:	State: Zip Code:
201 South Rosalind Avenue		Orlando	FL 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)

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? Child Care Facility License, Washington Shores Head Start at the Hope, #C090R088

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 Frontline Outreach 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.

M. J. Lakeanda  
Signature of Owner or Organization's Designated Representative  
Teresa Jacobs, Orange County Mayor

4.11.17  
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 11 day of April, 2017.

Craig A. Stopyra  
SIGNATURE OF NOTARY PUBLIC, STATE OF FLORIDA

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