



**Early Learning Coalition of the Nature Coast**  
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

# **HEALTH AND SAFETY ASSESSMENTS**

## **License-Exempt Child Care Centers**

### **Frequently Asked Questions**

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## INTRODUCTION

The Coalition recognizes that children must be cared for and educated in early learning environments which are healthy and safe in order for them to have the opportunity to grow to their highest potential. Some School Readiness providers hold licenses issued by the Department of Children and Families, and as such, are held accountable to the standards developed by the State of Florida. These programs include licensed child care facilities and licensed family child care homes. Oversight of these early learning programs is provided by DCF Child Care Licensing staff.

The Coalition also allows non-licensed, legally operating early education and care providers to offer the School Readiness program. These non-licensed provider types include license-exempt child care facilities and registered or informal family child care homes. In order to document the health and safety of those facilities, the Board has adopted the ELCNC-24 Health and Safety Assessments. The tool was designed to hold non-licensed providers to the same minimum standard developed by the State of Florida for early learning environments.

The Coalition's Board developed the Health and Safety Assessment to closely mirror the requirements of the Department of Children and Families' Licensing Standards. State regulations of the child care industry can be found in Florida Statutes Sections 402.26 – 402.319 and in the Florida Administrative Code Chapters 65C-20 (Family Day Care Standards and Large Family Child Care Homes) and 65C-22 (Child Care Standards). These documents may be updated by the Florida Legislature, and when this occurs, the Coalition's Health and Safety Assessment is revised to match any new requirements, to the greatest extent possible.

The Coalition's Early Learning Program Operating Procedure (ELPOP) outlines the requirements and processes for the implementation of the ELCNC-24 Health and Safety Assessments on both potential and existing School Readiness providers. The information can be reviewed in Chapter 3, Section 3.13. The ELPOP and the ELCN-24 Health and Safety Assessments are available on the Coalition's website at [www.elc-naturecoast.org](http://www.elc-naturecoast.org). ELPOP Chapter 3, Section 3.13 states:

### 3.13 Health and Safety Assessments

- A. The Coalition recognizes that on-going health and safety assessments are crucial for the health and safety of children. The Health and Safety assessment instrument is designed to assess the general health and safety of subsidized child care arrangements and to help providers recognize unsafe conditions and if necessary to improve their child care environments.
- B. The Coalition will conduct health and safety pre-assessments of potential School Readiness providers, utilizing the appropriate ELCNC-24 Health and Safety Pre-Assessment/Assessment and the guidelines stated below:
  1. The Health and Safety Pre-Assessment is designed to review the health and safety standards of potential School Readiness providers that are interested in entering into an agreement to provide School Readiness services. Potential providers must successfully meet all of the requirements in the Health and Safety Assessment prior to execution of a School Readiness contract.

2. When a potential School Readiness provider is identified, Coalition staff will set up a meeting with the site director and review the Health and Safety Assessment process. Coalition staff will provide technical assistance as needed to assist the provider in preparing for the assessment. When the potential provider feels ready for the assessment, the provider will notify the Coalition. After notification, Coalition staff must conduct the assessment within two weeks.
  3. The observer will state the purpose of the visit to the program representative and greet all staff.
  4. The observer will observe all classrooms that are interested in providing School Readiness services; however, no more than six (6) classrooms will be observed in one day.
  5. After all indicators are completed the observer will review the document with the program representative. If all indicators are met the program will be considered ready to enter into a School Readiness contract. The provider must have the opportunity to execute the contract within thirty (30) days.
  6. If all indicators are not met the observer and provider will develop a technical assistance plan. The plan will include a timeline (not to exceed thirty (30) days) for the activity established in the corrective action plan and the date for the observer to conduct an assessment of the completed corrective action plan. If the program successfully implements all activities in the corrective action plan the program will be considered ready to enter into a School Readiness contract. If the program does not meet all of the activity listed in the corrective action plan the observer will continue to work with the provider until all indicators are met.
  7. The observer will provide the owner/director with a copy of the completed assessment and if necessary the corrective action plan within seven (7) days of the visit.
  8. Licensed Family Child Care Homes and Licensed Centers who have been inspected by the local licensing department within the last six (6) months may be exempt from the Health and Safety Pre-Assessment process. The Coalition must collect a copy of the licensing department's inspection of the provider. If the provider met all of the indicators listed on the licensing department's inspection the provider will be considered ready to enter into a subsidized child care contract. If the provider did not meet all of the indicators the observer may conduct an additional assessment or develop a corrective action plan in compliance with the above.
- C. The Coalition must conduct unannounced on-going health and safety assessments on all School Readiness providers at a minimum of twice per year or as often as deemed necessary by the Coalition. Inspections conducted by the local licensing authority within the last six (6) months may be utilized as an assessment to meet this requirement.
1. If a provider fails to meet any indicator during on-going health and safety assessments (or licensing inspection) the provider must be placed on a corrective action plan. The Coalition

must follow the School Readiness Agreement Termination and Reinstatement policies described earlier.

2. If the local licensing authority fails to conduct an inspection on a licensed site within the six (6) month time frame, Coalition staff will visit the site to conduct the health and safety assessment inspection.
3. If an out of county provider does not have any Nature Coast School Readiness children enrolled, the Coalition health and safety assessment inspection requirement will be suspended. If at any time a parent wishes to enroll a Nature Coast School Readiness child in the facility, Coalition staff will conduct a health and safety assessment PRIOR to the child attending the program.
4. If an in-county provider does not have any Nature Coast School Readiness children enrolled and the contract has been placed on in-active status, the Coalition health and safety assessment inspection requirement will be suspended. If at any time a parent wishes to enroll a School Readiness child at the facility, Coalition staff will conduct a health and safety inspection PRIOR to the child attending the program, unless the most recent inspection has been completed satisfactorily during the previous six (6) months.

There may be a variety of consequences to School Readiness providers that do not adhere to the requirements of the Health and Safety Assessment. Those requirements are also outlined in the Early Learning Program Operating Procedures, Chapter 3, Section 3.1 (C)(1)(g), which states:

### 3.1 General Services

#### C. School Readiness Provider Agreement Termination and Reinstatement Procedure:

1. School Readiness providers are required to maintain compliance with a variety of mandates, as outlined in the School Readiness Provider Agreement & Attachments. Consequences of non-compliance may range from being placed on at-risk status, probationary status, or contract termination. This document is designed to help providers to better understand the consequences of non-compliance in a variety of areas, as well as how to go about addressing non-compliance issues.

At-risk status indicates to a School Readiness provider that attention is needed in this area. The duration of the at-risk status may vary. There are no immediate consequences to being placed on at-risk status.

Probationary status indicates that a School Readiness provider is in a state of serious non-compliance. The duration of the probationary status may vary. The consequences of probationary status include:

- o The School Readiness program is ineligible to participate in any Coalition grant opportunities, such as the Accreditation Mini Grant Program, the Inclusion Grant Program, the Provider Recruitment/Expansion Program, and the Quality Initiatives Mini Grant Program, as well as any other grant programs that may be implemented.

- o The School Readiness program's owner is ineligible to participate in the Professional Development Reimbursement Program and the Teacher Incentive Payment (TIP) Program.

Immediate termination of a School Readiness Provider Agreement may occur if a condition or situation exists that poses imminent danger to children of injury or death. This condition or situation may be identified by the Coalition, the Department of Children & Families, and/or a law enforcement agency. Also, immediate termination will occur if the School Readiness provider fails to submit appropriate insurance and licensing documentation, as outlined in the School Readiness provider agreement and attachments.

g. Health and Safety Issues – Non-licensed Providers

School Readiness providers are required to maintain early learning environments which are safe and healthy for the children in attendance. Compliance is monitored by the Coalition utilizing the approved Health and Safety Checklist, which mirrors Department of Children and Families Child Care Licensing requirements as stated in Florida law. The Coalition will conduct at least two inspections each fiscal year of all non-licensed providers. Providers are required to comply with 100% of the applicable items on the checklist. If non-compliances are noted, providers are required to comply with any corrective action plans developed by the Coalition staff conducting the inspection. Corrective action periods will be established by the inspector as appropriate to the identified non-compliance area.

The ELCNC-22 School Readiness Provider Non-Compliance Report will be submitted by the Program Manager or designee.

Consequences of non-compliance with this requirement are:

At-risk status	Probationary status	Termination
<p><u>At-risk status does not apply to this area of non-compliance.</u></p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>	<p>If the follow up inspection shows continued non-compliance, probationary status will be imposed. The provider will remain on probation until the next regularly scheduled inspection. If compliance is achieved at that time, the probationary status will be lifted. If compliance is not achieved, another corrective action plan must be developed and implemented.</p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>	<p>If a provider remains on probationary status for health and safety issues for two full inspection cycles, the Coalition will consider termination of the agreement for the health and well-being of children.</p> <p>NOTE: Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.</p>

In an effort to assist School Readiness providers and program directors with developing an understanding of the Health and Safety Assessment, this Frequently Asked Questions document has been developed. Most of the clarification is derived from the State of Florida requirements for early childhood environments. Providers should also reference the most current state child care requirements, available at the Department of Children and Families website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). Additional questions can be referred to the Coalition's Program Managers at the local offices of the Coalition.



## Health & Safety Assessment (Pre-Assessment) License-Exempt Child Care Centers

### GENERAL REQUIREMENTS

**Item #1: License displayed/citation posted – Where should I post my license-exempt certificate and other related documents?**

The provider must display a current license-exempt certificate from the DCF-approved license-exempting agency in a conspicuous location within the facility. In addition to posting the license-exempt certificate, the child care facility must post with the license:

- each citation for violation of any standard or requirement of the license-exempting agency,
- an explanation, written in simple language, of each citation, and
- a description, written in simple language, of the corrective action, if any, taken by the facility for each citation, including the date on which the corrective action was taken.

Each citation, explanation, and description of corrective action shall remain posted for 1 year after the citation's effective date.

**Item #2: Licensed capacity – How do I know how many children can be present in my facility?**

The total number of children present in the facility may never exceed the capacity as reflected on the annual license-exempt certificate.

**Item #3: Minimum age requirements – How old does the person in charge of the facility have to be?**

In the absence of the operator, there must be a staff person at least 21 years of age in charge of the child care facility and on the premises at all times.

**Item #4: Ratio sufficient – What are the allowable ratios for each age group? What about groups of mixed ages of children?**

The staff-to-child ratio, as established in Section 402.305(4), F.S., is based on primary responsibility for the direct supervision of children, and applies at all times while children are in care.

Maximum ratios are as follows:

- Infants – 1:4
- 1 year – 1:6
- 2 years – 1:11
- 3 years – 1:15
- 4 years – 1:20
- 5+ years – 1:25

Mixed Age Groups:

1. In groups of mixed age ranges, where children under one year of age are included, one staff member shall be responsible for no more than four children of any age group, at all times.
2. In groups of mixed age ranges, where children one year of age but under two years of age are included, one staff member shall be responsible for no more than six children of any age group, at all times.
3. In groups of mixed age ranges, where all children are over the age of two, ratios must be calculated based on the age of the majority of the children in the group.

**Item #5: Supervision – What are the requirements for the supervision of children in my care?**

1. Direct supervision means watching and directing children's activities within the same room or designated outdoor play area, and responding to the needs of each child. Child care personnel at a facility must be assigned to provide direct supervision to a specific group of children, and be present with that group of children at all times. When caring for school-age children, child care personnel shall remain responsible for the supervision of children in care, shall be capable of responding to emergencies, and are accountable for children at all times, including when children are separated from their groups.

2. During nap time, supervision requires that staff be in close proximity, within sight and hearing of all the children. All other staff required to meet the staff-to-child ratio shall be within the same building on the same floor, and must be readily accessible and available to be summoned to ensure the safety of children. Nap time supervision, as described in this section, does NOT include supervision of children up to 24 months of age, who must be directly supervised at all times.
3. No person shall be an operator, owner, or employee of a child care facility while using or under the influence of narcotics, alcohol, or other drugs that impair an individual's ability to provide supervision and safe child care.
4. Additional supervision requirements:
  - a. In addition to the number of staff required to meet the staff-to-child ratio, for the purpose of safety, one additional adult must be present on all field trips away from the child care facility to assist in providing direct supervision.
  - b. If a child care facility uses a swimming pool that exceeds three feet in depth or uses beach or lake areas for water activities, the child care facility must provide one person with a certified lifeguard certificate or equivalent unless a certified lifeguard is on duty and present when any children are in the swimming area. In situations where the child care facility provides a person with a certified lifeguard certificate or equivalent, that person can also serve as the additional adult to meet the requirements of the paragraph above.
  - c. A telephone or other means of communication shall be available to staff responsible for children during all field trips. Cellular phones, two-way radio devices, citizen band radios, and other means of instant communication are acceptable.

**Item #6: Driver's License, physician certification, and First Aid/CPR training – What qualifications does someone need to be able to transport children in a business vehicle?**

For the purposes of this section, vehicles refer to those that are owned, operated, or regularly used by the child care facility and vehicles that provide transportation through a contract or agreement with an outside entity. Parents' personal vehicles used during field trips are excluded from meeting these requirements.

When any vehicle is regularly used by a child care facility to provide transportation, the driver shall have the following:

- A valid Florida driver's license
- An annual physical examination which grants medical approval to drive, and valid certificates of course completion for First Aid and Infant & Child CPR training.

**Item #7: Vehicle inspected/insured – What are the requirements for business vehicles that are used to transport children?**

All child care facilities must comply with insurance requirements outlined in the Coalition's operating procedures, if they transport School Readiness children.

All vehicles regularly used to transport children shall be inspected annually by a mechanic to ensure proper working order. Documentation by the mechanic shall be maintained in the vehicle.

**Item #8: Seat belts and child restraints – What are the requirements for seat belt usage in my business vehicle?**

The maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed safety belts.

Each child, when transported, must be in an individual factory installed seat belt or federally approved child safety restraint, unless the vehicle is excluded from this requirement by Florida Statutes.

**Item #9: Transportation – What requirements are there for documenting children that are being transported in a business vehicle?**

When transporting children, staff-to-child ratios must be maintained at all times. The driver may be included in the staff-to-child ratio. Prior to transporting children and upon the vehicle's arrival at its destination, the following shall be conducted by driver of the vehicle used to transport children:

1. Driver's Log. A log shall be maintained for all children being transported in the vehicle. The log shall be retained for a minimum of four months. The log shall include each child's name, date, time of departure, time of arrival, signature of driver, and signature of second staff member to verify the driver's log and that all children have left the vehicle.
2. Upon arrival at the destination, the driver of the vehicle shall:
  - a. Mark each child off the log as the children depart the vehicle;
  - b. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle; and
  - c. Sign, date and record the driver's log immediately, verifying that all children were accounted for, and that the visual sweep was conducted.
3. Upon arrival at the destination, a second staff member shall:
  - a. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle; and
  - b. Sign, date and record the driver's log immediately, verifying that all children were accounted for and that the log is complete.

Each vehicle shall be equipped with contact information for all children being transported. When transporting children with chronic medical conditions (such as asthma, diabetes or seizures), their emergency care plans and supplies or medication shall be available. The responsible adult shall be trained to recognize and respond appropriately to the emergency.

**Item #10: Planned activities – What types of activities must I offer the children in my care, and how should that be documented?**

Each age group or class must have a written and followed plan of scheduled daily activities posted in a conspicuous location accessible to parents. The written plan must meet the needs of the children being served and include scheduled activities that:

1. Promote emotional, social, intellectual and physical growth;
2. Include quiet and active play, both indoors and outdoors; and
3. Include meals, snacks and nap times, if appropriate for the age and the times the children are in care.

Providers are encouraged to advise parents or legal guardians of their child's activities on a daily basis and to participate in the program's activities.

**Item #11: Field trip permission – How must I notify parents about field trips, and how should I document that children have parental permission to participate?**

Parents or legal guardians must be advised in advance of each field trip activity. The date, time, and location of the field trip must be posted in a conspicuous location at least two working days prior to each field trip. Written parental permission must be obtained in the form of a general permission slip. If special circumstances arise where notification of an event cannot be posted for two working days, individual permission slips must be obtained from the custodial parent or legal guardian for each child participating on the field trip. Documentation of parental permission for field trips shall be maintained for a minimum of four months from the date of each field trip.

**Item #12: Child discipline – What are the guidelines for my discipline policy? What types of punishment are off-limits?**

Verification that the child care facility has provided, in writing, the disciplinary policy used by the facility shall be documented on the enrollment form with the signature of the custodial parent or legal guardian.

All child care personnel must comply with the facility's written disciplinary policy. Such policies shall include standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited for all child care personnel.

**Item #13: Discipline policy – Do I have to let the Coalition see my discipline policy?**

A copy of the facility's current written disciplinary policy must be available to the Coalition to review for compliance with Section 402.305(12), F.S.

## PHYSICAL ENVIRONMENT

**Item #14: Facility environment – What are my responsibilities pertaining to the safety of children in my facility?**

All child care facilities must be clean, in good repair, free from health and safety hazards and from vermin infestation.

During the hours that the facility is in operation, no portion of the building shall be used for any activity which endangers the health and safety of children.

It is the responsibility of the director/operator to ensure all areas of the facility are free from fire hazards, such as, lint build up in heating and air vents, filters, exhaust fans, ceiling fans, and dryer vents.

**Item #15: Toxic substances and hazardous materials – How can I keep children safe when they are attending my facility?**

All areas and surfaces accessible to children shall be free from toxic substances and hazardous materials.

Animals must be properly immunized, free from disease, and clean. Parents must be informed in writing of all animals on the premises. Such information may be provided by way of a conspicuously posted notice or bulletin, policy handbook, parent flier, or a statement included on the enrollment form. Documentation of current immunizations must be available for review upon request by the licensing authority.

No firearms or weapons as defined in Section 790.001, F.S., shall be allowed within any building or upon any person located on the premises, excluding federal, state or local Law Enforcement Officers.

No narcotics, alcohol, or other impairing drugs shall be present on the premises.

Pursuant to Chapter 386, F.S., smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children. Owners/operators are to notify custodial parents and legal guardians, in writing, that smoking is prohibited on the premises of the child care facility.

Design and construction of a new child care facility or modifications to an existing facility must meet the minimum requirements of the applicable local governing body.

**Item #16: Supplies labeled and stored – How must we handle harmful or dangerous items to protect the safety of children?**

All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, including knives, sharp tools, and other potentially dangerous hazards, shall either be stored in a locked area or must be inaccessible and out of a child's reach.

**Item #17: Lighting – How bright must my school be?**

All rooms must have and maintain appropriate lighting to allow for supervision, and for safe methods of entering and exiting each room. In reading, painting, and other close work areas, sufficient lighting must be present on the work surface.

During naptime, lighting must be sufficient to visually observe and supervise children.

**Item #18: Temperature and ventilation – What temperature must I keep in my school? How do I ensure that the air is safe for children and staff?**

An inside temperature of 65° to 82° degrees Fahrenheit must be maintained at all times.

Cleaning shall not take place while rooms are occupied by children except for general clean-up activities which are a part of the daily routine.

Pest control shall not take place while rooms are occupied by children.

**Item #19: Indoor floor space – What are the requirements for indoor areas?**

Usable indoor floor space refers to that space available for indoor play, classroom, work area, or nap space. Usable indoor floor space for the facility as a whole should be measured by the license-exempting agency when calculating capacity of the facility. Kitchens, offices, laundry rooms, storage areas, hallways, and other areas not used in the normal day-to-day operations must not be included when calculating capacity based on usable indoor floor space. Square footage per child calculations may be based on the regulations of the license-exempting agency and in accordance with the local fire authority requirements.

Where infants are in care, they shall have open indoor floor space outside of cribs and playpens. The space used for play may be interchangeable with space used for cribs and playpens.

The capacity of each room must be posted in a conspicuous location within the room.

When common or multi-purpose rooms are used for dining or occasional large group assembly activities and/or special events, the applicable square footage requirement of usable space for each child does not apply for that period of time only; however, the facility must maintain minimum square footage per child in accordance with the local fire authority requirements.

**Item #20: Outdoor area/square footage – How big should my playground be?**

There shall be a minimum of 45 square feet of usable, safe, and sanitary outdoor play area per child, one year of age and older. A minimum outside play area shall be provided for one-half of this identified population.

The outdoor play area shall be calculated at the rate of 45 square feet per child in any group using the play area at one time.

**Item #21: Outdoor play area – What do I need to do to help my children be safe on the playground?**

The outdoor play area shall be clean, free from litter, nails, glass, and other hazards.

The outdoor play area shall provide shade.

During outdoor play, personnel must situate themselves in the outdoor play area so that all children can be observed and direct supervision provided.

**Item #22: Fencing – Do I have to have a fence around my playground? If so, what are the requirements?**

The facility's outdoor play area shall be fenced in accordance with local ordinances to prevent access by children to all water hazards, within or adjacent to outdoor play areas, such as pools, ditches, retention and fish ponds.

The outdoor play area shall have and maintain safe and adequate fencing or walls a minimum of four feet in height. Fencing, including gates, must be continuous and shall not have gaps that would allow children to exit the outdoor play area. The base of the fence must remain at ground level and be free from erosion or build-up to prevent inside or outside access by children or animals.

For the purposes of child care facilities that are providing care to school-age children, a fence is not required if all the following conditions are met:

1. The children using the outdoor play area are in five-year-old kindergarten and grades one or above;
2. One additional staff member above the established staff-to-child ratios provides direct supervision during all outdoor activities;
3. The outdoor play area is bordered by a road or street open to travel by the public with a posted or un-posted speed limit of no more than 25 miles per hour, or where the posted or un-posted speed limit is no greater than 35 miles per hour, and the playground is a minimum of 30 feet from the edge of the road; and
4. The licensing authority has provided written authorization to the program to operate without a fence.

Infants in care shall be provided opportunities for outdoor time each day that weather permits.

**Item #23: Individual bedding – If children nap at my facility, what are the requirements for sleeping materials?**

For the purposes of these standards, sleeping refers to the normal night time sleep cycle while napping refers to a brief period of rest during daylight or early evening hours.

Each facility must include a designated area where each child can sit quietly or lie down to rest or nap. When not in use, napping space and usable indoor floor space may be used interchangeably.

Children up to one year of age must be in an individual crib, portacrib, or playpen with sides. Crib sides must be raised and secured while an infant is in the crib, and bar spacing may not exceed two and three-eighths (2 3/8) inches. Cribs must meet the construction regulations as outlined in Title 16, Parts 1508 & 1509, Code of Federal Regulations, January 2009, which is incorporated by reference. A copy may be obtained from the department's website, [www.myflorida.com/childcare](http://www.myflorida.com/childcare). No double or multi-deck cribs, cots or beds may be used.

When napping or sleeping, young infants who are not capable of rolling over on their own shall be positioned on their back and on a firm surface to reduce the risk of Sudden Infant Death Syndrome (SIDS) unless an alternate position is authorized in writing by a physician. The documentation shall be maintained in the child's record.

Each child in care must be provided safe and sanitary bedding to be used when napping or sleeping. Sleep bedding includes beds, cribs, or mattresses (excluding an air mattress or a foam mattress). Nap bedding includes sleep bedding, cots, playpens, or floor mats. Floor mats must be at least one inch thick, and covered with an impermeable surface cleaned and sanitized or disinfected after each use. Bedding must be appropriate for the child's size. Nap bedding is not required for school-age children; however, the program or facility shall provide an area for those children choosing to rest.

**Item #24: Bedding and linens – How often do I have to wash nap blankets, sheets, etc.?**

Linens, if used, must be laundered at least once each week and more often if soiled or dirty. Linens, if used for more than one child shall be laundered between usages. Linens must be provided when children are sleeping, and pillows and blankets must be available.

Linens, when not in use, must be stored in a sanitary manner which prevents the spread of germs or lice from other linens.

**Item #25: Nap/sleep space requirements – How far apart must children be at nap time?**

A minimum distance of 18 inches must be maintained around individual napping and sleeping spaces, except a maximum of two sides of a napping or sleeping space may be against a solid barrier, such as a wall. The solid side of a crib does not meet the requirement of a solid barrier.

Napping and sleeping spaces shall not be under furniture or against furniture that may create a hazard.

**Item #26: Exit areas clear – What are the requirements for exit areas in my school?**

Napping and sleeping spaces shall not interfere with exit areas, which must remain clear in accordance with fire safety regulations.

**Item #27: Crib requirements – How do I ensure that the cribs I use are safe for children?**

Children up to one year of age must be in an individual crib, portacrib, or playpen with sides. Crib sides must be raised and secured while an infant is in the crib, and bar spacing may not exceed two and three-eighths (2 3/8) inches. Cribs must meet the construction regulations as outlined in Title 16, Parts 1508 & 1509, Code of Federal Regulations, January 2009, which is incorporated by reference. A copy may be obtained from the department's website, [www.myflorida.com/childcare](http://www.myflorida.com/childcare). No double or multi-deck cribs, cots or beds may be used.

**Item #28: Toilets and basins – How many toilets must I have, and how often do I have to clean them?**

Each child care facility shall provide and maintain toilet and bath facilities that are easily accessible, and at a height usable by the children. Platforms are acceptable when safely constructed, with an impervious surface that can be easily cleaned and sanitized or disinfected.

For facilities having from one to 15 children, there shall be one toilet and one wash basin. There shall be one additional toilet and basin for every 30 children thereafter.

If only diapered infants are cared for in the facility, then one toilet plus two basins per 30 infants are required.

Toilet facilities shall not open directly into an area where food is prepared. A toilet facility may open directly into an area used by children where food is served.

Each basin and toilet must be maintained in good operating condition, clean, and sanitized or disinfected as needed, at least once per day.

**Item #29: Potty chairs – What are the requirements for potty chairs, if I choose to use them?**

Potty chairs, if used, shall be in addition to the toilet requirements, and shall be cleaned and sanitized or disinfected after each use.

**Item #30: Bath facilities and supervision – How must I supervise children that are using the bathroom? What are the requirements for facilities to bathe children if necessary?**

Children must receive supervision and care in accordance with their age and required needs, and be accounted for at all times while bathing or toileting.

At least one portable or permanent bath facility shall be provided and be available for bathing children. The portable or permanent bath facility shall be clean and must be sanitized or disinfected after each use.

**Item #31: Bathroom supplies and equipment – What do I have to have available for children in the bathrooms?**

Running water, soap, trash receptacles, toilet paper, and disposable towels or hand drying machines that are properly installed and maintained shall be available and within reach of children using the toileting facility.

**Item #32: Operable phone – Do I have to have a corded telephone?**

There shall be at least one corded telephone in the child care facility that is neither locked nor located at a pay station that is available to all staff during the hours of operation.

**Item #33: Fire drills and emergency preparedness – What are the requirements for fire drills and other emergency preparedness activities?**

Unless statutorily exempted, all child care facilities shall conform to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Standards for Life Safety and Fire Prevention in Child Care Facilities, and shall be inspected annually. A copy of the current and approved annual fire inspection report by a certified fire inspector must be on file with the licensing authority.

The child care facility must properly maintain fire extinguishers at all times.

The operator shall prepare and post an emergency evacuation plan in each room of the facility, excluding restrooms, including a diagram of safe routes by which the personnel and children may exit in the event of fire or other emergency requiring evacuation.

During the fiscal year, fire drills shall be conducted a minimum of 10 times and be conducted at various days and times when children are in care, and shall not occur less than 30 days apart. A current attendance record must accompany staff out of the building during a drill or actual evacuation, and be used to account for all children. The fire drills conducted must include, at a minimum:

1. One fire drill during the established napping/sleeping times,
2. One fire drill using a different/alternate evacuation route, and
3. One fire drill in the presence and at the request of the Coalition in coordination with the operator or designee.

The operator shall maintain a written record of the fire drills showing the date, number of children and staff in attendance, evacuation route used, and time taken for all individuals to evacuate the premises. Each fire drill record shall be maintained for a minimum of one year from the date of the fire drill.

When the facility's fire alarm is activated, all adults and children must evacuate the facility.

The operator shall develop a written emergency preparedness plan to include, at a minimum, procedures to be taken by the child care facility during a fire, lockdown and inclement weather (tornadoes).

Emergency preparedness drills shall be conducted when children are in care. Each drill, excluding fire drills, outlined in the emergency preparedness plan must be practiced a minimum of one time per year, documentation of which must be maintained for one year. A current attendance record must accompany staff during the drill or actual emergency and must be used to account for all children.

The operator shall maintain and post in a conspicuous location a written record of emergency preparedness drills showing the type of drill, date conducted, number of children and staff in attendance, and time taken for all individuals to complete the drill.

Documentation of conducted fire and emergency preparedness drills must be available at the time of the inspection. Documentation produced after the inspection shall not meet the licensing standard or corrective action requirements.

After a fire or natural disaster, the operator must notify the Coalition within 24 hours as to their operational status in order for the Coalition to ensure health standards are being met for continued operation.

**Item #34: Window screens – Do I have to have screens on the windows or doors of my school?**

All buildings, when the windows or doors are open, must have and maintain screens to prevent entrance of any insect or rodent. Screens are not required for open air classrooms and picnic areas.

**Item #35: Proper hand-washing – What are the requirements for hand-washing? Can we use hand sanitizer instead?**

Employees, volunteers, and children shall wash their hands with liquid soap and running water, dry thoroughly, and follow personal hygiene procedures for themselves, or while assisting others. Sanitizer does not take the place of hand washing.

At a minimum, hands must be washed before handling or eating food, after diapering or toileting, after outdoor play, and after contact with bodily fluids.

Hand washing facilities that include a basin with running water, soap, trash receptacle, and disposable towels or hand drying machines that are properly installed and maintained shall be provided in the infant room or in an adjoining room which opens into the room where infants or children with special needs in diapers are in care, and in all restrooms for children and adults.

Hands shall be washed and dried thoroughly after each diapering or toileting procedure, and all surfaces touched shall be cleaned and sanitized or disinfected to prevent the spread of germs. If gloves are worn for diaper changing, hands must be washed following the removal of gloves. A new pair of gloves must be worn each time a child is diapered.

Hand washing sinks shall not be used for food service preparation or food clean up.

**Item #36: Drinking water available – Do I have to offer children water throughout the day?**

Safe drinking water shall be available to all children. If disposable cups are used, they must be discarded after each use.

**Item #37: Sanitary diapering – What diapering procedures must I use?**

Hand washing facilities that include a basin with running water, soap, trash receptacle, and disposable towels or hand drying machines that are properly installed and maintained shall be provided in the infant room or in an adjoining room which opens into the room where infants or children with special needs in diapers are in care.

Hands shall be washed and dried thoroughly after each diapering or toileting procedure, and all surfaces touched

shall be cleaned and sanitized or disinfected to prevent the spread of germs.

Hand washing sinks shall not be used for food service preparation or food clean up.

The diaper changing area shall be physically separated from the food preparation, food service, and feeding area.

When children in diapers are in care, there shall be a diaper changing area with an impermeable surface that is cleaned and sanitized or disinfected after each use.

Children must be attended at all times when being diapered or when changing clothes.

Items unrelated to diaper changing shall not be stored in the diaper changing area nor shall they be placed on the diaper changing table.

**Item #38: Diaper disposal – How should I dispose of soiled diapers?**

There shall be a supply of clean diapers, clothing, and linens at all times. When diapers, clothing, or linens that are in use become soiled or wet, they shall be changed immediately, and properly disposed of.

Soiled disposable diapers shall be disposed of in a plastic lined, securely covered container that is not accessible to children. The container shall be emptied, cleaned and sanitized or disinfected at least daily.

Soiled cloth diapers shall be emptied of feces in the toilet and placed in a securely covered container that is not accessible to children. The container shall be emptied, cleaned and sanitized or disinfected, at least, daily.

**Item #39: Indoor equipment – What kind of equipment must I have and how should I keep it clean?**

A child care facility shall make available toys, equipment, and furnishings suitable to each child's age and development and of a quantity for each child to be involved in activities.

Toys, equipment, and furnishings must be safe and maintained in a sanitary condition, and shall be cleaned and sanitized or disinfected immediately if exposed to bodily fluids, such as saliva.

**Item #40: Outdoor equipment – What are the requirements for playground equipment?**

A child care facility shall provide and maintain equipment, and play activities suitable to each child's age and development.

All playground equipment shall be securely anchored, unless portable or stationary by design, in good repair, maintained in safe condition, and placed to ensure safe usage by the children. Maintenance shall include inspections, at least every other month, of all supports above and below the ground, and all connectors and moving parts. Documentation of maintenance inspections shall be retained for one year.

Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment that provides resilience, and is maintained to reduce the incidence of injuries to children in the event of falls.

All equipment, fences, and objects on the facility's premises shall be free from sharp, broken and jagged edges and properly placed to prevent overcrowding or safety hazards in any one area.

All equipment used in the outdoor play area shall be constructed and maintained to allow for water drainage, and must be maintained in a safe and sanitary condition.

**TRAINING**

**Item #41: Training requirements – What type of training must staff obtain, and when must it be completed?**

**Definitions:**

- (a) "Active" is the status of a candidate's awarded credential or certification which demonstrates that the

credential requirements have been successfully met.

- (b) "Before-School and After-School site" refers to a program, regardless of location, that provides child care for children who are at least five years old and who are enrolled in and attend a kindergarten program or grades one and above during a school district's calendar year. This is limited to programs that provide care only before and after the recognized hours of a district's school day, and on teacher planning days, holidays, and intercessions that occur during the school district's official calendar year.
- (c) "Begin training for child care personnel" refers to a candidate's commencement of at least one of the child care training courses listed in Section 402.305(2)(d), F.S. This may be accomplished by classroom attendance in a department-approved training course, acquiring an educational exemption from a department-approved training course, beginning a department-approved online child care training course, or by receiving results from a department-approved competency examination within the first 90 days of employment in the child care industry in any licensed Florida child care facility. The child care facility is responsible for obtaining documentation from child care personnel.
- (d) "Continuing Education Unit (CEU)" is a standard unit of measure of coursework used for training and credential purposes. The department will accept CEUs from education institutions accredited and recognized by the U.S. Department of Education, or nationally affiliated state professional organizations.
- (e) "Department" means the Florida Department of Children and Families
- (f) "Director," means "operator" as defined in Section 402.302(11), F.S. and is the on-site administrator or individual who has the primary responsibility for the day-to-day operation, supervision, and administration of a child care facility.
- (g) "Director Credential" is a department-approved comprehensive credential that consists of education, and experiential requirements as referenced in paragraph (8)(a) below.
- (h) "Early Childhood Education" refers to coursework, certification, a credential or degree specific to children ages birth through eight years.
- (i) "Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., 16 certifies successful completion of a department-approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight years, and at least two methods of formal assessment that offers two areas of certification. "Birth Through Five" (formerly the department-approved CDA Equivalency training programs) and "School-Age" (formerly the Florida School-Age Certification). Credentials must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate, which is incorporated by reference. A copy of CF-FSP 5270 may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). Active credentials are valid for five years from the date of issuance. A list of approved and recognized FCCPC programs may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).
- (j) "Florida Department of Education Child Care Apprenticeship Certificate (CCAC)" is a department-approved child care credential that consists of a minimum of 120 hours of early childhood instruction, and 480 contact hours with children ages birth through eight years, and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). Active credentials are valid for five years from the date of issuance. Credential renewal certificates must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate.
- (k) "Florida Department of Education Early Childhood Professional Certificate (ECPC)" is a department-approved child care credential that consists of a minimum of 120 hours of early childhood instruction, and 480 contact hours with children ages birth through eight years, and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). Active credentials are valid for five years from the date of issuance. Credential renewal certificates must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate.
- (l) "Florida Department of Education School-Age Professional Certificate (SAPC)" is a department-approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with school-age children, and that meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained from the

department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). Active credentials are valid for five years from the date of issuance. Credential renewal certificates must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate.

- (m) Foster Grandparents” are directly supervised volunteers who participate in the federal program pursuant to 45 Code of Federal Regulations part 2552. Foster grandparents work with one or more children with special or exceptional needs in child care programs. Foster grandparents are not counted in the staff-to-child ratio. Foster grandparents shall be required to have 100% attendance in the following department’s training courses: Child Care Facility Rules and Regulations; Health, Safety, and Nutrition; Identifying and Reporting Child Abuse and Neglect; and Special Needs Appropriate Practices. Foster grandparents are not classified as child care personnel, and they may not be assigned the roles of teacher’s aides, group leaders or other similar positions.
- (n) “High School Diploma, GED and/or College Degree” means a diploma or degree obtained from institution accredited and recognized by U.S. Department of Education. High school diplomas issued by private schools that are registered with the Florida Department of Education will be accepted. If a high school diploma is earned outside the U.S., it must be translated by someone who is a member of the American Translators Association, an approved credential evaluation agency approved by the Bureau of Educators Certification, or an accredited college/university. If a college degree is earned outside the U.S., it must be evaluated by an approved credential evaluation agency approved by the Bureau of Educators Certification or an accredited college/university to be equivalent to a U.S. degree.
- (o) “Inactive” refers to the status of a candidate’s awarded credential or certification that is no longer active; however, remains eligible for renewal.
- (p) “National Early Childhood Credential (NECC)” pursuant to Section 402.305(3)(c), F.S., is an early childhood credential approved by the department and recognized by licensing authorities in at least five states that incorporates 120 hours of early childhood instruction, and 480 contact hours with children ages birth through eight years, and that includes at least two methods of formal assessment. This includes the Child Development Associate (CDA) credential issued by the Council for Professional Recognition in Washington, DC. A list of approved and recognized NECC programs may be obtained from the department’s website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).
- (q) “Professional contribution,” for the purpose of Director Credential renewal, demonstrates a dedication to early childhood or school-age education outside of the child care program responsibilities.
- (r) “Training Transcript” is the electronic documentation of statutorily mandated training and staff credential qualifications for child care personnel. Training Transcripts may be obtained from the department’s website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).
- (s) “Weighted score” means a scaled score, rather than a percentage score, based on the difficulty of the exam and determined by competency exam professionals in consultation with subject matter experts.
- (t) “Year of experience” is equivalent to a minimum of 1040 hours of paid and/or nonpaid documented work experience.

#### Training Requirements:

Child care personnel must successfully complete the department’s 40 hour Introductory Child Care Training, as evidenced by successful completion of competency based examinations offered by the department or its designated representative with a weighted score of 70 or better. Child care personnel who successfully completed the mandatory 40 hour Introductory Child Care Training prior to January 1, 2004 are not required to fulfill the competency examination requirement.

1. All child care personnel must begin training within 90 days of employment and successfully complete training within 12 months from the date training begins. Training completion may not exceed 15 months from the date of employment in the child care industry in any licensed Florida child care facility.
2. The 40 hour Introductory Child Care Training requirement is divided into two parts. Part I is comprised of 30 hours of training that consists of the department’s training courses, developed by the department, identified below:
  - a. Child Care Facility Rules and Regulations;

- b. Health, Safety, and Nutrition;
- c. Identifying and Reporting Child Abuse and Neglect;
- d. Child Growth and Development; and
- e. Behavioral Observation and Screening.

3. Part II is comprised of 10 hours of training that consists of a selection from the department's specialized training courses:
  - a. Infant and Toddler Appropriate Practices (10 hours),
  - b. Preschool Appropriate Practices (10 hours),
  - c. School-Age Appropriate Practices (10 hours),
  - d. Special Needs Appropriate Practices (10 hours),
  - e. Basic Guidance and Discipline (5 hours online),
  - f. Early Literacy for Children Age Birth to Three (5 hours online),
  - g. Early Childhood Computer Learning Centers (5 hours online), or
  - h. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).
4. Child care personnel in compliance with the school-age requirements in paragraph 65C-22.008(4)(c), F.A.C., shall be considered in compliance with the child care personnel training requirements.
5. Child care personnel who left the child care industry in compliance with training requirements, upon returning, shall be granted 90 days to comply with any new mandated training requirements. Completion of such training may be counted toward the in-service training requirement.
6. Child care personnel who left the child care industry not in compliance with training requirements must complete required training prior to re-employment.
7. Child care personnel employed at the same child care facility prior to October 1, 1992, with no break in employment with the same employer, are exempt from completing Part II of the child care training.

Pursuant to Section 402.305(2)(d)5., F.S., all child care personnel must complete a single course of training in early literacy and language development of children ages birth through five years that is a minimum of five clock-hours or .5 CEUs.

1. All child care personnel must complete early literacy training within 12 months of date of employment in the child care industry. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma.
2. In order to meet the literacy training requirement, child care personnel must complete one of the following:
  - a. One of the department's online literacy courses available on the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare); or
  - b. One of the department's approved literacy training courses. A list of these courses may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). (No additional courses will be approved by the department); or
  - c. One college level early literacy course (for credit or non-credit) if taken within the last five years.

#### Exemptions from the Introductory Child Care Training:

Competency Examination Exemptions: Child care personnel have one opportunity, if they choose, to exempt from one or more of the department's Introductory Child Care Training courses prior to attending training by achieving a weighted score of 70 or better on the corresponding competency examination(s). If the Part II training course is only available online, exemption examinations are not available.

Educational Exemptions: The department or its designated representative shall exempt from the Health, Safety and Nutrition; Child Growth and Development; and Behavioral Observation and Screening courses those child care

personnel who meet one of the following educational qualifications:

- a. Associate's degree or higher with six college credit hours in early childhood/child growth and development or degree in elementary education with certification to teach any age birth through 6th grade.
- b. An active National Early Childhood Credential (NECC) or an active Birth Through Five Florida Child Care Professional Credential (FCCPC).

The department or its designated representative shall exempt child care personnel with a Bachelor's degree or higher in Early Childhood Education or Preschool Education from the Infant and Toddler Appropriate Practices course and Preschool Appropriate Practices course.

The department or its designated representative shall exempt child care personnel with a Bachelor's degree or higher in Elementary Education from the School-Age Appropriate Practices course. The department or its designated representative shall exempt child care personnel with a Bachelor's degree or higher in Exceptional Student Education from the Special Needs Appropriate Practices course.

There are no educational exemptions from the Child Care Facility Rules and Regulations and the Identifying and Reporting Child Abuse and Neglect courses, or from the department's online training courses.

#### Documentation of Training:

Effective October 1, 2010, the department's Training Transcript will be the only acceptable verification of successful completion of the department's training. Training completion documented on CF-FSP Form 5267, March 2009, Child Care Training Course Completion Certificate, which is incorporated by reference, will no longer be accepted by the department after October 1, 2010, nor will any previous version of the form. Form CF-FSP 5267 is provided to participants upon completion of a department approved training course. A copy of the department's Training Transcript may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).

A copy of the CF-FSP Form 5267 until October 1, 2010, or Training Transcript must be included in each staff member's child care personnel record and maintained at each child care facility.

A copy of the CF-FSP Form 5267 until October 1, 2010, or Training Transcript for the director of a child care facility must be included in the department's official licensing file.

Training documented on CF-FSP Form 5267 that is not included on an individual's Training Transcript must be sent to the department or designated representative prior to October 1, 2010, to be documented on the individual's Training Transcript.

As of October 1, 2010, any course completion certificate not documented on the Training Transcript will be considered invalid, requiring that the course(s) be retaken. Until the coursework is retaken and completed, child care facilities will be out of compliance with the mandated training standard.

#### Item #42: 10 hour in-service – What are the minimums for annual in-service hours for staff?

All child care facility personnel must complete a minimum of 10-clock-hours or one CEU of in-service training annually during the state's fiscal year beginning July 1 and ending June 30.

The annual 10-clock-hours or one CEU of in-service training concentrating on children ages birth through twelve, must be completed in one or more of the following areas (college level courses will be accepted):

1. Health and safety, including universal precautions;
2. Infant and/or child CPR;
3. First Aid (may only be taken to meet the in-service requirement once every three years);
4. Nutrition;
5. Child development – typical and atypical;
6. Child transportation and safety;
7. Behavior management;

8. Working with families;
9. Design and use of child oriented space;
10. Community, health and social service resources;
11. Child abuse;
12. Child care for multilingual children;
13. Working with children with disabilities in child care;
14. Safety in outdoor play;
15. Literacy;
16. Guidance and discipline;
17. Computer technology;
18. Leadership development/program management and staff supervision;
19. Age appropriate lesson planning;
20. Homework assistance for school-age care;
21. Developing special interest centers/spaces and environments; or
22. Other course areas relating to child care or child care management.

Documentation of the in-service training requirement must be recorded on CF-FSP Form 5268, March 2009, Child Care In-Service Training Record, which is incorporated by reference, and included in the child care facilities' personnel records. CF-FSP Form 5268 may be obtained from the department website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). A new in-service training record is required each fiscal year. The in-service training records for the previous two fiscal years must also be maintained at the child care facility for review by the licensing authority.

Mandated 40-clock-hour introductory child care training, Parts I and II, may be used to meet the annual in-service training requirement during the first fiscal year of employment.

All child care personnel continuously employed or hired between July 1 and June 1 of the state's fiscal year must complete the annual in-service training requirement. This includes any changes in employment from one program to another.

Child care personnel continuously employed or hired between July 1 and June 1 of the fiscal year who do not complete the required annual in-service training during any given year must complete the remaining in-service training hours within 30 days of the noncompliance finding by the Coalition. These hours cannot be used to meet the current year's in-service training requirements.

**Item #43: Credentialed staff – How many teachers must maintain a current credential?**

**Staff Credential Requirement:**

Pursuant to Section 402.305(3), F.S. a licensed child care facility must have a minimum of one credentialed staff member for every 20 children.

1. A credentialed staff member is defined as a child care professional who has been issued a Staff Credential Verification documented on the individual's Training Transcript. Florida law requires that VPK instructional personnel possess an appropriate credential. If the department identifies that a designated VPK teacher does not have an active credential, the department will notify the local Early Learning Coalition or its designated representative.
2. To apply for a staff credential verification, a candidate must complete CF-FSP Form 5211, March 2009, Florida Child Care Staff Credential Verification Application, which is incorporated by reference, and may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). The candidate must meet one of the following five qualifications as cited on CF-FSP Form 5211:
  - a. An active National Early Childhood Credential (NECC).
  - b. Formal Educational Qualifications.
  - c. An active Birth Through Five Child Care Credential awarded as a Florida Child Care Professional Credential (FCCPC); Florida Department of Education Child Care Apprenticeship Certificate (CCAC), or Early Childhood Professional Certificate (ECPC). An active School-Age Child Care Credential awarded as a Florida Child

Care Professional Credential (FCCPC) or School-Age Professional Certificate (SAPC). Graduates who successfully complete a school-age training program offered by a branch of the U.S. Military will be recognized as having met the School-Age FCCPC requirement. A School-Age FCCPC will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK).

d. Employment History Recognition Exemption. An Employment History Recognition Exemption shall not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK) or towards a Director Credential. Applications for Employment History Recognition Exemption will not be accepted after July 1, 2006.

#### Calculation of Number of Personnel Necessary:

The required number of credentialed staff for a facility shall be calculated as follows:

1. Child care facilities with 19 or fewer children or that operate less than eight hours per week are not subject to the staff credential requirement.
2. For every 20 children, a child care facility must have one child care staff member who meets the staff credential requirement. Based on this formula, child care facilities with 20-39 children must have one credentialed staff member, facilities with 40-59 children must have two credentialed staff members, and so on. The Coalition will calculate the number of credentialed personnel required based on daily attendance.
3. Child care personnel meeting the staff credential requirement in paragraph (7)(a) above must work at the facility a minimum of 20 hours per week. A credentialed staff person must be on-site during all operational hours for those facilities that operate 20 hours or less per week.
4. Nap time and lunch times are excluded from this calculation.
5. Volunteers who work at the facility a minimum of 20 hours per week and meet the credential requirement may be included in calculating the credential ratio.
6. Children who are five years old, and who are enrolled in and attend a kindergarten program or grades one and above are excluded from the credential ratio.
7. An individual with an inactive credential is ineligible to be counted as a credentialed staff member pursuant to subparagraph (7)(a)1. above until the credential is renewed or the individual meets one of the qualifications listed in paragraph (7)(a) above.

#### On-Site Documentation:

A copy of the Training Transcript for each credentialed staff member must be maintained on-site at the child care facility, in the employee personnel file, for review by Coalition staff. Child care facilities must maintain written documentation of credentialed personnel's work schedules. Examples of written documentation are employee time sheets, personnel work schedules, and employment records.

#### Staff Credential Renewal:

1. To maintain an active National Early Childhood Credential, it must be renewed through the agency that awarded the original credential. Once renewed, for licensing purposes, individuals must complete a CF-FSP25 Form 5211, Florida Child Care Staff Credential Verification Application to have the individual's Training Transcript updated with renewed credential information.
2. A staff credential awarded for formal education qualifications is always active and does not need to be renewed.
3. To maintain an active Birth Through Five or School-Age Child Care Credential, every five years a candidate must complete the renewal Section of the CF-FSP Form 5211; if all criteria are met, the individual's Training Transcript will be updated with renewed credential information. Renewal applications may be submitted by the candidate no earlier than one year prior to the end of the active period of the Birth Through Five or School-Age Child Care Credential. An individual with an inactive Birth Through Five or School-Age Child Care Credential may submit a renewal application, but while inactive the individual shall not be counted to meet the staff credential requirement. The application will be reviewed, and if approved, a certificate will be issued with a renewal date of five years from the date the renewal requirements are met.
4. A staff credential awarded for Employment History Recognition Exemption is always active and does not need to be renewed.

**Director Credential Requirement:**

Pursuant to Section 402.305(2)(f), F.S., every child care facility must have a credentialed director. An individual with an inactive Director Credential is ineligible to be the director of a child care facility. An applicant for the Director Credential must meet the requirements referenced in CFFSP Form 5290, March 2009, Florida Child Care Director Credential and Renewal Application, which is incorporated by reference. CF-FSP Form 5290 may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). All applications and documentation will be verified, and if complete, the credential will be issued by the department or designated representative on CF-FSP Form 5252, April 2006, Florida Director Credential Certificate, incorporated by reference. Form CF-FSP 5252 is issued to participants upon meeting the requirements for issuance of a Director Credential.

1. An individual may not be the director of child care facilities that overlap in the hours of operation.
2. Each child care facility must have a credentialed director who is on-site a majority of hours, excluding weekends and evening hours that the facility is in operation. Documentation of majority of hours must be maintained and available for review by the Coalition.
3. Child care facility owners must notify the Coalition within five working days of when the facility loses a credentialed director or when there is a change of director. The facility may operate for a period not to exceed six months without a credentialed director, while a new person obtains the credential or the facility hires a staff member with a current director's credential.

The following exceptions to the Director Credential apply:

1. A credentialed director is not required during evening hours as defined in Section 402.302(6), F.S.
2. Pursuant to Section 402.305(1)(c), F.S., a credentialed director may supervise multiple before-school and after-school sites as outlined in paragraph (8)(c) below.

Director Credential Requirement for before-school and after-school sites:

1. A credentialed director may supervise multiple before-school and after-school sites 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 total number of children enrolled at the sites does not exceed 350. In calculating the total number of children enrolled, the number of children in the before school and after school programs shall be calculated and viewed as separate programs.
  - c. In counties where the public school district has included four year old children in public before school and after school programs, the school district may participate in the multi-site supervision option. Public school districts which serve four year old children in the before school and after school programs are required to have a credentialed staff person pursuant to the credentialing requirements above in order to accommodate the four year old children.
2. When a credentialed director is supervising multiple sites, the individual left in charge of the site during the director's absence must meet the following requirements:
  - a. Be least 21 years of age;
  - b. Have completed the approved 40 clock-hour Introductory Child Care Training approved by the department; and
  - c. Have completed the department's Part II specialized training course, Special Needs Appropriate Practices, or completed a minimum of eight hours of in-service training in serving children with disabilities; or
  - d. Have completed the department's School-Age Appropriate Practices specialized training module.

**Director Credential Renewal:**

1. To maintain an active Director Credential at either level, candidates must complete the renewal section of the CF-FSP Form 5290, March 2009, Florida Child Care Director Credential and Renewal Application, which may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).
2. A Director Credential renewal, as documented on CF-FSP Form 5252, Florida Director Credential Certificate is active for five years from the date of issuance. The completed renewal application, including all required

documentation, may be submitted to the department for review, and issuance of a Director Credential Renewal Certificate no earlier than one year prior to the end of the active period of the Director Credential. The Director Credential renewal date is determined by the end date of the active period.

3. If a renewal application is received after the end of the active period for the Director Credential, the Director Credential Renewal Application will be reviewed, and, if approved, a certificate will be issued with a renewal date of five years from the date the completed renewal application was processed.

## HEALTH-RELATED REQUIREMENTS

**Item #44: Communicable disease control – How do we help keep children from getting sick? When do we have to send them home?**

Children in care shall be observed on a daily basis for signs of communicable disease. Any child, child care personnel or other person in the child care facility suspected of having a communicable disease shall be removed from the facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms of the disease are no longer present. A child's condition shall be reported to the custodial parent or legal guardian. Signs and symptoms of a suspected communicable disease include the following:

1. Severe coughing, causing a child to become red or blue in the face or to make a whooping sound;
2. Difficult or rapid breathing;
3. Stiff neck;
4. Diarrhea (more than one abnormally loose stool within a 24 hour period);
5. Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness;
6. Pink Eye;
7. Exposed, open skin lesions;
8. Unusually dark urine and/or gray or white stool;
9. Yellowish skin or eyes; or
10. Any other unusual sign or symptom of illness.

A child identified as having head lice shall not be permitted to return until the following day, and only provided that treatment has occurred and has been verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred. The child care facility must also treat areas, equipment, toys, and furnishings with which the child has been in contact.

### Isolation Area:

Each facility shall have a designated isolation area for a child who becomes ill at the facility. Such space shall be adequately ventilated, heated, and equipped with a bed, mat, or cot, and materials that can be cleaned and sanitized or disinfected easily. Linens shall be changed after each use, and used linens shall be kept in a closed container in the isolation area until cleaned. Disposable items shall be kept in a closed container in the isolation area until thrown away. The isolated child must be within sight and hearing of a staff person at all times. The child must be carefully observed for worsening conditions.

### Outbreaks:

Operators are required to notify the local county health department immediately upon any suspected outbreak of communicable disease in accordance with Chapter 64D-3, F.A.C., Communicable Disease Control, and must follow the health department's direction. A suspected outbreak occurs when two or more children or employees have the onset of similar signs or symptoms, as outlined in subparagraphs (1)(a)1.-10. above, within a 72-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee.

**Item #45: First aid requirements – What must I keep in my first aid kit, and where should the kits be located?**

At least one first aid kit must be maintained on the premises of the child care facility at all times. A first aid kit must also accompany child care staff when children are participating on field trips. Each kit shall be in a closed container and labeled "First Aid." The kits shall be accessible to the child care staff at all times, and kept out of the reach of children. Each kit must, at a minimum, include:

1. Soap,
2. Band-aids or equivalent,
3. Disposable non-porous gloves,
4. Cotton balls or applicators,
5. Sterile gauze pads and rolls,
6. Adhesive tape,
7. Thermometer,
8. Tweezers,
9. Pre-moistened wipes,
10. Scissors, and
11. A current resource guide on first aid and CPR procedures.

**Item #46: CPR requirements – Who has to have CPR certification?**

Each child care facility must have at least one staff member with current and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. One staff member satisfying these training requirements shall be present at all times that children are in care at the facility, on field trips, and during all transportation activities.

Certificate(s) of course completion are valid based on the time frames established by each first aid and CPR training program, not to exceed three years. CPR courses must include an on-site instructor-based skills assessment by a certified CPR instructor. Documentation that identifies staff members who have met the first aid and infant and child cardiopulmonary resuscitation (CPR) training requirement shall be kept on file at the child care facility and be available for review by the Coalition.

**Item #47: Emergency telephone numbers – Where do I have to post emergency telephone numbers?**

Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, the county public health unit, and the facility's address, and directions to the facility, including major intersections and local landmarks, must be posted on or near all facility telephones, and shall be used to protect the health, safety and well-being of any child in care.

**Item #48: Accident/incident notification and documentation – What do I have to tell parents about accidents or injuries their children might sustain while at school? How do I document that I have shared the information?**

Custodial parents or legal guardians shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child, and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed. If the custodial parent or legal guardian cannot be reached, the facility owner will contact those persons designated by the custodial parent or legal guardian to be contacted under these circumstances, and shall follow any written instructions provided by the custodial parent or legal guardian on the enrollment form.

All accidents and incidents which occur at a facility or while a child is in the care of facility staff must be documented on the day they occur. This documentation must be shared with the custodial parent or legal guardian on the date of occurrence. Documentation shall include the name of the affected party, date and time of occurrence, description of occurrence, actions taken and by whom, and appropriate signatures of facility staff and custodial parent or legal guardian. The documentation must be maintained for one year. If the parent or legal guardian does not pick up the child on the date of occurrence of the accident or incident, the individual authorized to pick up the child must sign and be provided a copy of the accident/incident form.

**Item #49: Medication – Do I have to give medicine to children when their parent asks me to? If I choose to dispense medication, what are the rules for how that is done?**

Child care facilities are not required to give medication; however, if a facility chooses to do so, the following shall apply:

- (a) The facility must have written authorization from the custodial parent or legal guardian to dispense prescription and non-prescription medications. This authorization must be dated and signed by the custodial parent or legal guardian and must contain the child's name; the name of the medication to be dispensed; and

the date, time and amount of dosage to be given. This record shall be initialed or signed by the facility personnel who gave the medication.

- (b) Any known allergies to medication or special restrictions must also be documented, maintained in the child's file, shared with staff, and posted with stored medication.
- (c) Prescription and non-prescription medication brought to the child care facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.
- (d) In the event of an emergency, non-prescription medication that is not brought in by the custodial parent or legal guardian can be dispensed only if the facility has written authorization from the custodial parent or legal guardian to do so.
- (e) Any medication dispensed under these conditions must be documented in the child's file, and the custodial parent or legal guardian must be notified on the day of occurrence.
- (f) The facility must maintain a record for each child receiving medications that documents the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained for a minimum of four months after the last day the child received the dosage.
- (g) All medicine must have child resistant caps, if applicable, and shall either be stored in a locked area or must be inaccessible and out of a child's reach.
- (h) Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled at the facility.

## FOOD AND NUTRITION

### Item #50: Meals and snacks – What are the rules for feeding children when they're at school?

If a facility chooses to supply food, it shall provide nutritious meals and snacks of a quantity and quality to meet the daily nutritional needs of the children. The USDA MyPyramid, April 2005, which is incorporated by reference, shall be used to determine what food groups to serve at each meal or snack, and the serving size of the selected foods for children ages two and older. The categories "oils" and "discretionary calories" may not be considered food groups. Copies of the USDA MyPyramid may be obtained from the USDA website at [www.mypyramid.gov](http://www.mypyramid.gov). Using the USDA MyPyramid, breakfast shall consist of at least three different food groups, lunch and dinner shall consist of at least four different food groups, and snacks shall consist of at least two different food groups. Operators who participate in the USDA Food Program shall provide nutritious meals and snacks in accordance with the Department of Health and the USDA requirements.

All child care facilities approved by the Environmental Health Section to prepare food shall have documentation on file from the Department of Health verifying the facility meets the applicable requirements as specified in Chapter 64E-11, F.A.C., Food Hygiene.

If a facility chooses not to provide meals and snacks, arrangements must be made with the custodial parent or legal guardian to provide nutritional food for the child.

If a special diet is required for a child by a physician, a copy of the physician's order, a copy of the diet, and a sample meal plan for the special diet shall be maintained in the child's file. If the custodial parent or legal guardian notifies the child care facility of any known food allergies, written documentation must be maintained in the child's file for as long as the child is in care. Special food restrictions must be shared with staff and must be posted in a conspicuous location.

Meal and snack menus shall be planned, written, and posted at the beginning of each week. Menus shall be dated and posted in the food service area and in a conspicuous place accessible to parents. Any menu substitution shall be noted on the menu. Daily meal and snack menus shall be maintained for a minimum of four months for licensing

<p>purposes. Operators who participate in the USDA Food Program must keep menus in accordance with the Department of Health and the USDA requirements.</p>
<p><b>Item #51: Meal and snack menus – How must I inform parents about the food we’ll be serving?</b>  Meal and snack menus shall be planned, written, and posted at the beginning of each week. Menus shall be dated and posted in the food service area and in a conspicuous place accessible to parents. Any menu substitution shall be noted on the menu. Daily meal and snack menus shall be maintained for a minimum of four months for licensing purposes. Operators who participate in the USDA Food Program must keep menus in accordance with the Department of Health and the USDA requirements.</p>
<p><b>Item #52: Food service – How must I offer food to children?</b>  Children shall be individually fed or supervised at feeding, and offered foods appropriate for their ages.</p>
<p><b>Item #53: Bottles sanitary and labeled – If the young children bring bottles or sippy cups to school, how must I handle them?</b>  There shall be no propped bottles. If a child cannot hold the bottle, then a staff person or volunteer must hold the bottle during feeding. There shall be no automatic feeding devices unless medically prescribed. Formula shall be refrigerated and handled in a sanitary manner at all times.</p> <p>All bottles and sippy cups prepared and used continuously throughout the day or brought from home shall be individually labeled with the child’s first and last name. Sippy cups and bottles brought from home shall be returned to the custodial parent or legal guardian daily.</p> <p>Heated foods and bottles must be tested before feeding to ensure heat is evenly distributed and to prevent injury to children.</p>
<p><b>Item #54: Sufficient seating – Do children have to sit to eat meals and snacks?</b>  Facilities shall provide sufficient age appropriate seating so that children are seated at tables for meals.</p>
<p><b>Item #55: Single service items – How must I serve food to children?</b>  Single service paper or plastic plates, utensils, and cups shall not be reused. Plates, utensils, cups, bottles, and sippy cups provided by the facility that are not disposable shall be washed, rinsed, and sanitized between uses.</p>
<p><b>RECORDKEEPING</b></p>
<p><b>Item #56: Records – Where are the rules that tell me how long to keep records of the children in my facility?</b>  Records required to document compliance with Section 402.305, F.S., and rules adopted thereunder, shall be maintained at the facility, and shall be available during the hours of operation for review by the Coalition.</p> <p>Copies of required records are acceptable for documentation. Original documents are the property of the party providing the information.</p>
<p><b>Item #57: Children’s health/immunization records – What records do I have to keep in the children’s files, and how long are they considered to be current?</b>  The child care facility is responsible for obtaining for each child in care a current, complete and properly executed Student Health Examination form DH 3040 (June 2002), which is incorporated herein by reference and may be obtained from the local county health department, from the parent or legal guardian or a signed statement by authorized professionals that indicates the results of the components of the Student Health Examination form are included in the health examination. The Student Health Examination shall be completed by a person given statutory authority to perform health examinations.</p> <p>The Student Health Examination or the signed statement is valid for two years from the date the physical was performed. An up-to-date version must be on file for as long as the child is enrolled at the facility.</p> <p>The child care facility is responsible for obtaining for each child in care a current, complete and properly executed Florida Certification of Immunization form Part A-1, B, or C, DH 680 (April 2009), or the Religious Exemption from Immunization form, DH 681 (July 2008), which are incorporated herein by reference, from the custodial parent or legal guardian. DH Form 680 and DH Form 681 may be obtained from the local county health department.</p>

Immunizations received out-of-state are acceptable; however immunizations must be documented on the Florida Certification of Immunization form and must be signed by a physician practicing in the State of Florida. Specific immunization requirements are included and detailed in the most current edition of the "Immunization Guidelines-Florida Schools, Child Care Facilities and Family Day Care Homes" as promulgated by the Florida Department of Health.

If the custodial parents or legal guardians fail to provide the documentation required within 30 days of enrollment, the facility shall not allow the child to remain in the program.

School-aged children attending public or non-public schools are not required to have student health examination and immunization records on file at the child care facility as such records are on file at the school where the child is enrolled.

If the custodial parents or legal guardians need assistance concerning these requirements, the facility shall refer them to the Department of Health or to the child's physician.

Medical records in this section are the property of the custodial parent or legal guardian and must be returned to them when the child withdraws from the facility. The medical records are transferable if the child attends another facility.

**Item #58: Enrollment information on file/current – What information should be collected at enrollment, and what should I give to parents? How do I document that I have provided the correct information to parents?**

The facility operator shall obtain enrollment information from the child's custodial parent or legal guardian prior to accepting a child in care. This information shall be documented on CF-FSP Form 5219, March 2009, Child Care Application for Enrollment, which is incorporated by reference, or an equivalent form that contains all the information required by the department on CF-FSP Form 5219. CF-FSP Form 5219 may be obtained from the licensing authority or on the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).

Enrollment information shall be kept current and on file.

The child shall not be released to any person other than the person(s) authorized or in the manner authorized in writing by the custodial parent or legal guardians.

There shall be signed statements from the custodial parents or legal guardian that the child care facility has provided them with the following information:

- The department child care facility brochure, CF/PI 175-24, October 2007, Know Your Child Care Facility, which is incorporated by reference. This brochure may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare). Local licensing agencies may use an equivalent brochure approved by the department.
- The child care facility's written disciplinary policy.
- Annually, during the months of August and September, the child care facility director must provide parents with information detailing the causes, symptoms, and transmission of the influenza virus. To assist providers, the department developed a brochure, CF/PI 175-70, June 2009, Influenza Virus, Guide to Parents, which may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).
- Prior to beginning volunteering in a child care facility, a CF-FSP 5217, March 2009, Volunteer Affidavit, which is incorporated by reference, and may be obtained from the department's website [www.myflorida.com/childcare](http://www.myflorida.com/childcare), must be completed and on file at the child care facility for the volunteer.

**Item #59: Personnel records – What records must I keep on my employees (and myself)?**

Records shall be maintained and kept current on all child care personnel, as defined by Section 402.302(3), F.S., and household members if the facility is located in a private residence. These shall include:

- (a) An employment application with the required statement pursuant to Section 402.3055(1)(b), F.S.
- (b) Position and date of employment.

- (c) CF-FSP Form 5337, March 2009, **Child Abuse & Neglect Reporting Requirements**, which is incorporated by reference, must be signed annually by all child care personnel.
- (d) Current Level 2 screening documents
- (e) Copies of training information and credentials as described in subsections 65C-22.003(4), (6) and (7), F.A.C., as applicable.
- (f) If the employee provides transportation on behalf of the facility, the driver's license and driver physical examination documentation must be on file. A copy of the current driver's license and the physician certification, or another form containing the same elements of the physician certification, granting medical approval to operate the vehicle, and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures must also be maintained in the driver's personnel file.

**Item #60: Background screening documents – What is required to ensure that all staff members are legal to work with children?**

**Initial Screening:**

Screening information must be documented on CF-FSP Form 5131, March 2009 Background Screening and Personnel File Requirements, which is incorporated by reference. Screening includes the following:

1. Level 2 screening as defined in Section 435.04 F.S., which includes at a minimum Federal Bureau of Investigations (FBI), Florida Department of Law Enforcement (FDLE), and local law enforcement records checks. Any out-of-state criminal offense, which if committed in Florida, would constitute a disqualifying felony offense, shall be treated as a disqualifying felony offense for screening purposes under this rule.
2. An employment history check must include the previous two years, which shall include the applicant's job title and a description of their regular duties, confirmation of employment dates, and level of job performance. Failed attempts to obtain the employment history must be documented in the personnel file, and include date, time, and the reason the information was not obtained.
3. CF Form 1649A, January 2007, **Child Care Attestation of Good Moral Character**, which is incorporated by reference, must be completed for all child care personnel annually or in accordance with the local licensing authority. A copy of the CF Form 1649A may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).

**Re-Screening:**

A screening conducted under this rule is valid for five years, at which time a statewide re-screen must be conducted.

1. The five year re-screen is required for all child care personnel.
2. The five year re-screen must include, at a minimum, statewide criminal records checks through the FDLE and a local criminal records check.
3. CF Form 1649A, **Child Care Attestation of Good Moral Character** must be completed for all child care personnel annually. A copy of the CF 1649A may be obtained from the department's website at [www.myflorida.com/childcare](http://www.myflorida.com/childcare).
4. Re-screening. Re-screening information for all child care personnel must be documented on CF-FSP Form 5131 March 2009, Background Screening and Personnel File Requirements.
5. A copy of all background screening clearance documents for the director and owner must be included in the department's official licensing file or in accordance with the appropriate local licensing agency requirements.
6. Note: if the facility participates in the VPK Program, all personnel included in the VPK application MUST be fully screened every five years, rather than re-screened.

**Break In Employment:**

Child care personnel must be re-screened as outlined in (4)(d) above following a break in employment in the child care industry that exceeds 90 days.

**Leave of Absence:**

If child care personnel take a leave of absence, such as maternity leave, extended sick leave, migrant child care programs, etc., re-screening is not required unless the five year re-screen has come due during the leave of absence.

**Item #61: Daily attendance – How must I document children’s attendance?**

Daily attendance of children shall be taken and recorded by the child care facility personnel, documenting the time when each child enters and departs a child care facility or program. The custodial parent or guardian may document the time when their child(ren) enter and depart the child care facility or program. However, child care facility personnel are responsible for ensuring that attendance records are complete and accurate. Such records shall be maintained for a minimum of four months. Attendance forms used for Voluntary Pre-Kindergarten or School Readiness may be used if applicable.

**Item #62: Emergency plan/posted – What is an evacuation plan, and where must I post it?**

The operator shall prepare and post an emergency evacuation plan in each room of the facility, excluding restrooms, including a diagram of safe routes by which the personnel and children may exit in the event of fire or other emergency requiring evacuation.

**ENFORCEMENT**

**Item #63: Access/child abuse or neglect, misrepresentation – Must parents be allowed to access their children anytime I am open? What are my responsibilities as far as the abuse and/or neglect of children?**

**Access:**

A child care facility must provide the custodial parent or legal guardian access, in person and by telephone, to the child care facility during the facility’s normal hours of operation or during the time the child is in care.

**Child Safety:**

Acts or omissions that meet the definition of child abuse or neglect provided in Chapter 39, F.S., constitute a violation of the standards in Sections 402.301-.319, F.S.,

Failure to perform the duties of a mandatory reporter pursuant to Section 39.201, F.S., constitutes a violation of the standards in Sections 402.301-.319, F.S.



**Early Learning Coalition of the Nature Coast**  
 Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

**Health & Safety Assessment (Pre-Assessment)**  
**License-Exempt Child Care Centers**

Name of Facility:	Name of Operator:	License-Exempt Agency:
Address:		
Authorized Capacity:	Number of Staff Present:	Number of Children Present:
Assessor Name:	Date:	Time In <input type="text"/> Time Out <input type="text"/>

An item marked "√" indicates COMPLIANCE. An item marked "X" indicates NON-COMPLIANCE and requires corrective action by the specified due date. An item marked "N/A" indicates that the standard was not monitored during the assessment visit.

For detailed requirements, refer to Florida Administrative Codes 65C-22 Child Care Standards and Florida Statutes 402.26 – 402.319 Child Care Legislation.

Rating	Item #	Criteria	Due Date
		<b>GENERAL REQUIREMENTS (65C-22.001)</b>	
	1	License displayed/citation posted	
	2	Licensed capacity	
	3	Minimum age requirements 65C-22.001(3) & F.S.402.305 (2)(c)	
	4	Ratio sufficient (4)(a, b) & F.S.402.305(4)(a)(b)	
	5	Supervision 65C-22.001(5)(a-d), 65C-22.001(6)(f), 65C-22.002(4)(c), 65C-22.007(2)	
	6	Driver's license, physician certification, and First Aid/CPR training 65C-22.001(6)(a), 65C-22.002(6)(a)	
	7	Vehicle inspected/insured 65C-22.001(6)(b, c) & F.S.402.305(10)	
	8	Seat belts and child restraints 65C-22.001(6) (d, e)	
	9	Transportation 65C-22.001(6)(f, g)	
	10	Planned activities 65C-22.001(7)(a)	
	11	Field trip permission 65C-22.001(7)(b), 65C-22.001(6)	
	12	Child discipline 65C-22.001(8)(a, b) & F.S. 402.305 (12)	
	13	Discipline policy 65C-22.001(8)(c)	
		<b>PHYSICAL ENVIRONMENT (65C-22.002)</b>	
	14	Facility environment 65C-22.002(1)(a, b, c)	
	15	Toxic substances and hazardous materials 65C-22.002(1)(d, f, g, i)	
	16	Supplies labeled and stored 65C-22.002(1)(f)	
	17	Lighting 65C-22.002 (2)(a-c)	
	18	Temperature and ventilation 65C-22.002(2)(d, e)	
	19	Indoor floor space	
	20	Outdoor area/square footage	
	21	Outdoor play area 65C-22.002(4)(c, h)	
	22	Fencing 65C-22.002(4)(d, e)	
	23	Individual bedding 65C-22.002(5) (a, c), 65C-22.002(8)(c), 65C-22.008(3)(g)	

Rating	Item #	Criteria	Due Date
	24	Bedding and linens 65C-22.002(8)(c)	
	25	Nap/sleep space requirements 65C-22.002 (5)(b)	
	26	Exit area clear 65C-22.002(5)(b)2	
	27	Cribs requirements 65C-22.002(5)(c, d)	
	28	Toilets and basins 65C-22.002(6)(a)(b)1(c)(g)	
	29	Potty chairs 65C-22.002(6)(b)2	
	30	Bath facilities and supervision 65C-22.002(6)(d, e)	
	31	Bathroom supplies and equipment 65C-22.002(6)(f)	
	32	Operable phone 65C-22.002(7)(b)	
	33	Fire drills and emergency preparedness 65C-22.002(7)(c), 65C-22.006(5)(e)	
	34	Window screens 65C22.002(8)(a)1	
	35	Proper hand-washing 65C-22.002(8)(a)2, 4 & (b)1	
	36	Drinking water available 65C-22.002(8)(a)3	
	37	Sanitary diapering 65C-22.002(8)(b)1-8	
	38	Diaper disposal 65C-22.002(8)(b)8	
	39	Indoor equipment 65C-22.002(9)(a)	
	40	Outdoor equipment 65C-22.002(9)(b)	
		<b>TRAINING (65C-22.003)</b>	
	41	Training requirements F.S.402.305(2)(d) & (3)	
	42	10 hour in-service 65C-22.003(5)(a-d)	
	43	Credentialed staff 65C-22.003(7), 65C-22.003(8)	
		<b>HEALTH-RELATED REQUIREMENTS (65C-22.004)</b>	
	44	Communicable disease control 65C-22.004(1)	
	45	First aid requirements 65C-22.004(2)(a-c)	
	46	CPR requirements 65C-22.004(2)(a, b)	
	47	Emergency telephone numbers 65C-22.004(2)(d)1	
	48	Accident/incident notification and documentation 65C-22.004(2)(d)2-3	
	49	Medication 65C-22.004(2)(d)2-3	
		<b>FOOD AND NUTRITION (65C-22.005)</b>	
	50	Meals and snacks 65C-22.005(1)(a-d)	
	51	Meal and snack menus 65C-22.005(1)(d)	
	52	Food service 65C-22.005(3)(a)	
	53	Bottles sanitary and labeled 65C-22.005(3)(c-e)	
	54	Sufficient seating 65C-22.005(3)(f)	
	55	Single service items 65C-22.005(3)(b)	
		<b>RECORDKEEPING (65C-22.006)</b>	
	56	Records 65C-22.006(1)(a, c)	
	57	Children's health/immunization records 65C-22.006(2)(a-c), (3)(c), F.S.402.305(9)	
	58	Enrollment information on file/current 65C-22.006(3)	
	59	Personnel records 65C-22.003(4)(a), 65C-22.006(4)(5), F.S.402.3055(1)(b)	
	60	Background screening documents 65C-22.006(4) & F.S.402.3054(3), 435.04(1), 435.05(1)(a, c)	
	61	Daily attendance 65C-22.001(10), 65C-22.006(5)	
	62	Emergency plan/posted 65C-22.002(7)(d)	
		<b>ENFORCEMENT (65c-22.001)</b>	
	63	Access/child abuse or neglect, misrepresentation 65C-22.001(9)(11), F.S.402.319	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Items that cannot be physically observed may be documented through the operator’s program policy and procedure or an appropriate notification process.

I hereby certify receipt of my Health and Safety Assessment. I understand that if an “X” is marked in the box next to any criteria that my School Readiness contract will be placed in an at-risk status. I understand that I must correct all areas marked with an “X” by the due date listed. Further, I understand that the assessor will return on or after the latest due date listed to verify my corrections to each area noted.

_____ Provider Name (Please Print)	_____ Provider Signature	_____ Date
_____ Assessor Name	_____ Assessor Signature	_____ Date
_____ Assessor’s Supervisor Name	_____ Assessor’s email	_____ Phone Number

**NOTE:**  
Non-compliance issues which pose imminent danger to a child will result in the immediate termination of the School Readiness provider agreement.



**Early Learning Coalition of the Nature Coast**  
 Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties

**Health and Safety Assessment Corrective Action Outcome Notice  
 License-Exempt Child Care Centers**

Name of Facility:		Name of Operator:		License-Exempt Agency:	
Address:					
Authorized Capacity:		Number of Staff Present:		Number of Children Present:	
Assessor Name:		Date:		Time In <input style="width: 50px; height: 20px;" type="text"/>	Time Out <input style="width: 50px; height: 20px;" type="text"/>
Criteria Number	Original Assessment Date	Due Date	Post Assessment Date	Compliance indicator. <sup>1</sup>	Assessor Comments

I hereby certify receipt of my Health and Safety Assessment Corrective Action Plan Outcome Notice. I understand that if an “x” is indicated in the “Compliance Indicator” column that my Certificate Agreement may be immediately suspended and I may not receive reimbursement for child care services until all of the following occur:

1. I correct the out of compliance area and request the assessor to visit my center and verify correction.
2. The assessor verifies and documents the correction.
3. I receive written notification that my suspension has been revoked including the date the suspension is lifted.

Further, I understand that the parents of the children under my care will be notified of the suspension and provided the opportunity to transfer their children from my facility to another facility currently providing School Readiness services.

\_\_\_\_\_  
 Provider Name (Please Print)

\_\_\_\_\_  
 Provider Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Assessor Name

\_\_\_\_\_  
 Assessor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Assessor’s Supervisor Name

\_\_\_\_\_  
 Assessor’s email

\_\_\_\_\_  
 Phone Number

<sup>1</sup> An item marked “√” indicates COMPLIANCE. An item marked “X” indicates NONCOMPLIANCE and requires corrective action by the specified due date. An item marked “N/A” indicates that the standard was not monitored during the assessment visit.