

# Pinellas County License Board for Children's Centers & Family Day Care Homes

Lourdes Benedict, Chairman  
Patsy Buker, M.Ed., Ed. S., Executive Director



## MEMORANDUM

To: Children's Centers Owners/Directors

From: Patsy Buker, Executive Director  
Jorie Massarsky, Supervisor

Date: October 28, 2010

**Subject: Final Agency Action on Increased Standards Effective December 1, 2010  
Final Agency Action on Decreased Standard Effective October 6, 2010**

The Pinellas County License Board met on October 6, 2010 and approved three increases to standards and two decreases to standards for Pinellas County.

The following are the **increases** that were approved at the October 6, 2010 Board meeting and become effective on December 1, 2010.

### I. Personnel

#### C. Training Requirements

7. Child care personnel in compliance with the school-age training requirements in Licensing Regulations Governing Pinellas County Children's Centers shall have 120 days to complete "Child Growth and Development", "Behavior Observation and Screening", and an approved 5 hour Early Literacy course, if they have not already done so as part of their school-age training requirements. Successful completion of such training may also be counted as part of the in-service training requirement.

Implementation Date: December 1, 2010

How to maintain compliance: If you hire someone in a children's center that has previously worked at and satisfied the requirements for training at a school age center, but they do not have the training required to work at a children's center, they will have 120 days from the date of hire indicated on their employment application to sit through training or take and pass the competency test of the above named modules. A training transcript should be placed in their personnel file documenting completion dates. If they choose to sit through the trainings, then the hours will count toward the 10 hour annual in-service training requirement.

### I. Personnel

#### C. Training Requirements

11. School-age child care personnel in compliance with the children's center training requirements in Licensing Regulations Governing Pinellas County Children's Centers shall have 120 days to complete "School Age Appropriate Practices", if they have not already done so as part of their child care training requirements. Successful completion of such training may be counted toward the in-service training requirement.

Implementation Date: December 1, 2010

How to maintain compliance: If you hire someone in a school-age center that has previously worked at and satisfied the requirements for training at a children's center, but they do not have the training required to work at a school-age center, they will have 120 days from the date of hire indicated on their employment application to sit through training or take the competency test for the above named module. A training transcript should be placed in their personnel file documenting completion dates. If they choose to sit through the training, then the hours will count toward the 10 hour annual in-service training requirement.

## V. Records

### A. Facility Records

#### 8. Medication

g. 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 and with medical personnel direction.

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.

Implementation Date: December 1, 2010

How to maintain compliance: Obtain parental/legal guardian permission to administer non-prescription medication in the event of an emergency, and if directed to do so by medical personnel. Keep the permission in the child's file. If an emergency occurs, contact medical personnel to determine what medication should be given and at what dose. Document the child's name, the medication given, the amount and who directed you to administer the medication. Document that you called the parent to notify them that the medication was administered on the same form. Have the parent/legal guardian sign and date the document, indicating notification on the date of occurrence. Document that you called the  
Maintain this documentation as you would any information regarding the dispensing of medication and have it available for review by your licensing specialist.

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The following are the **decreases** that were approved at the October 6, 2010 Board meeting and became effective on October 6, 2010.

## V. Records

### A. Facility Records

#### 8. Medication

~~f. All medicines must have child resistant caps, if applicable, and must be stored separately and locked out of a child's reach.~~

f. 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.

How to maintain compliance: Store medications either locked or in an area that is inaccessible and out of a child's reach, like a high shelf. Medications, like Epipens, or other medications that need to be administered in emergency situations and which need to be readily available for a child, should be stored out of a child's reach, but easily accessible to a staff member. They may be carried by the staff member if the child leaves their classroom, and the medication might need to be administered in another area of the children's center. When being transported, the medication must remain inaccessible, meaning that it must stay with the staff member. Backpacks, satchels or fanny packs are convenient means of carrying such medications on a staff

member's person.

Implementation Date: October 6, 2010

## **V. Records**

### **A. Facility Records**

#### 5. Children's Health Requirements

g. No infant shall be admitted to the children's center without first obtaining immunizations appropriate to the age according to standards.

State Sheltered or Dependent infants may be admitted to a children's center without first obtaining immunization records providing such records will be submitted within 30 day of the infant's admittance according to state law.

How to maintain compliance: Obtain paperwork from the case manager from the community based care agency that states that the infant is State Sheltered and Dependent and place it in the child's file. During an inspection show the paperwork to your licensing specialist. Remain in contact with the caseworker ensure that the required immunization record is given to you for the infant's file within 30 days.

Implementation Date: October 6, 2010

As always, we appreciate your dedication to providing safe and high quality care for children. If you have any questions, or require further information, please feel free to contact us at our office at (727) 507-4857.