

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

Our mission is to protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County

Patsy Buker, Executive Director
Judi Vitucci, PhD., Secretary and Acting Chairperson



MEMORANDUM

To: Children's Center Owners and Directors

From: Patsy Buker, Executive Director
Jorie Massarsky, Environmental Supervisor II

Date: July 26, 2013

Subject: Decrease in Regulations for Children's Centers

The regulation regarding Emergency Medical Releases is on page 38 of the current Licensing Regulations Governing Pinellas County Children's Centers. The PCLB made the following changes to it at their regular meeting held on July 25, 2013.

V. Records

A. Facility Records

7. A notarized Emergency Medical Release form must be on file for each child in care. The form is valid for one year from the date of notarization indefinitely unless there is a change in legal guardianship of the child. If there is a change in legal guardian a new notarized Emergency Medical Release Form must be completed by the new legal guardian and the signature of the new guardian notarized within 7 days of the children's center becoming aware of the change in guardianship.

Rationale for change:

In surveying local medical providers, we found that they generally accept Emergency Medical Releases to provide treatment in the absence of the parent or legal guardian as long as the form is signed, dated, and notarized. There is no apparent time limit for the documentation. Having forms signed and notarized annually put an unnecessary burden on parents and providers.

What this means:

The Emergency Medical Release form is still required on a child's first date of attendance. The parent or legal guardian must sign it and have their signature notarized. However, it does not need to be completed annually, as long as there is not a change in the child's legal guardian.

When a children's center learns that a child's legal guardianship has changed, they must obtain a new notarized Emergency Medical Release form signed by the new legal guardian, within (7) seven days, as the old form is no longer valid.

Licensing Specialists will continue to monitor for missing or incomplete Emergency Medical Release forms, but not for expired forms.

Implementation Date: August 25, 2013

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Please remember the following Children's Records regulations remain unchanged:

Preschool

- Current Student Health Exams must be on file for every child enrolled in your program within 30 days of their first date of enrollment. Student Health Exams are good for two years from the date of the examination, which is recorded in the top right corner of the form.
- Current Immunization Records must be on file for any preschool child, age 2- 5, enrolled in your program within 30 days of their first date of enrollment.
- Records of children who are currently enrolled, who have expired forms, will be found in violation. If a child's name appears on an attendance sheet, or sign-in sheet, they are currently enrolled. If you choose to not allow a child to attend your program until you have the required paperwork, **the child must be dis-enrolled, and then re-enrolled with new paperwork.**
- The regulations state that any preschool child who does not have a current Student Health Examination or Immunization Record at 30 days "shall not be allowed to remain in the program".
- Current Immunization Records must be on file for any child under the age of 2, enrolled in your program on the first date of attendance. Again, if you choose to not allow a child to attend your program until you have the required paperwork, the child must be dis-enrolled, and then re-enrolled with new paperwork.

School Age

- Student Health Examinations and Immunization Records are not required for school age children, kindergarten and up.

All Children

- The Flu Brochure must be given out to the parent/guardian of every child enrolled in your program if they are enrolled by September 30th, even if they have received the brochure previously. Documentation of receipt needs to be available for review by your Licensing Specialist and it needs to be dated, so that we can verify that it is for the current year.

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