



CHILD CARE PROGRAMS & INSPECTIONS GUIDE

TYPES OF CHILD CARE PROGRAMS

Finding the right child care program for your child is a critical decision to make. Knowing what the requirements are and the inspection process for a child care provider is also an important factor to understand when making such an important decision that can impact your child's life.

There are 5 types of child care programs, as defined by Florida statutes, which are licensed or recognized as licensure exempt providers by the Pinellas County License Board.

- CHILDREN'S CENTER
- LARGE FAMILY CHILD CARE HOME
- FAMILY CHILD CARE HOME
- NON-PUBLIC PROGRAM
- RELIGIOUS EXEMPT PROGRAM

CHILDREN'S CENTER

A children's center includes any day nursery, nursery school, or other facility whatsoever which provides child care, with or without compensation for five (5) or more children under thirteen (13) years of age, not related to the operator by blood, marriage, or adoption for less than 24 hours per day per child,

See [Procedures for Opening a Children's Center](#) for more information on what is required to operate a Children's Center.

LARGE FAMILY CHILD CARE HOME

A large family child care home means an occupied residence in which child care is regularly provided for children with or without compensation from at least two (2) unrelated households and which has at least two (2) full-time child care personnel on the premises during the hours of operation. A maximum of 12 children, with no more than 4 children under 24 months of age may be cared for or a maximum of 8 children from birth to 24 months of age.

See [Family Child Care Home](#) for more information on what is required to operate a Large Family Child Care Home.

LICENSED FAMILY CHILD CARE HOME



A Licensed Family Child Care Home is an occupied residence in which child care is regularly provided for children from at least two unrelated households with or without compensation. The family child care home shall be allowed to provide care for one of the following groups of children, that shall include household children under 13 years of age, when on the premises of the family child care home or on a field trip with children enrolled in care. A maximum of six (6) children, if no more than (3) are under eighteen (18) months of age, OR a maximum of six (6) preschool age children, if no more than three (3) are under eighteen (18) months of age AND all are older than twelve (12) months of age OR a maximum of ten (10) children total (at least two (2) of the ten (10) children need to be household children.

See www.pclb.org [Family Child Care Home](#) for more information on what is required to operate a Licensed Family Child Care Home.

NONPUBLIC PROGRAM

Programs for children who are at least three (3) years of age, but under five (5) years of age shall not be deemed to be child care and shall not be subject to Licensing Regulations provided the programs in the school are operated and staffed directly by the schools, provided the majority of the children enrolled in the schools are five (5) years of age or older. Programs for children which are not licensed shall substantially comply with the minimum child care standards. "Substantial compliance" means that level of adherence which is sufficient to safeguard the health, safety and well-being of all children in care.

RELIGIOUS EXEMPT PROGRAM

A Religious Exempt Program is a children's center that has requested religious exemption as it is an integral part of a church or parochial school conducting regularly scheduled classes, courses of study or educational programs accredited by or a member of an organization which publishes and requires compliance with its standards for health, safety, and sanitation; provided that minimum requirements of the Pinellas County License Board, as to health, safety and sanitation and the screening requirements are met. They are inspected twice a year for these areas.

Contact the Pinellas County License Board at www.pclb.org for more information on what is required to become a religious exempt provider.

TYPES AND FREQUENCY OF INSPECTIONS

The Pinellas County License Board's Child Care Licensing Program is responsible for the county-wide monitoring of programs that provide services that meet the statutory definition of "child care." This is accomplished through the inspection of child care providers to ensure



the consistent application of child care standards established by Florida statute and rule and Chapter 61.

There are 6 types of inspections conducted by the Pinellas County License Board:

- INITIAL/NEW HOME INSPECTIONS
- ROUTINE INSPECTIONS
- ABBREVIATED INSPECTIONS (CHILDREN'S CENTERS ONLY)
- RE-INSPECTIONS
- RENEWAL INSPECTIONS
- COMPLAINT INSPECTIONS
- SCHOOL READINESS INSPECTIONS

The frequency and type of an inspection depends on the program and the services provided. Licensed child care facilities are inspected 2 times during the licensure year (or approximately every 5-7 months). Licensed family and large family child care homes are inspected 2 times a year.

INITIAL/NEW HOME INSPECTION

The initial or new home inspection is an on-site visit that takes place prior to licensure. Unlike other types of inspections, the initial or new home inspection is conducted by appointment at the convenience of all parties involved. Compliances with all applicable items on the inspection checklist must be verified and all findings of non-compliance resolved prior to licensure. For this reason, this inspection may actually include an initial inspection as well as several re-inspections. After successful completion of an initial inspection a temporary permit is issued.

ROUTINE INSPECTION

A routine inspection is an on-site unannounced inspection of licensed providers conducted to verify compliance with all applicable items on the standard classification summary. A routine inspection may find some standards non-compliant, in which case either a corrective action statement is required to be submitted or a re-inspection is conducted.

ABBREVIATED INSPECTION

An abbreviated inspection is conducted in lieu of a routine inspection when a children's center achieves "abbreviated inspection" status. In order to reach abbreviated status, a provider must not have any Class I or Class II violations for two years. Like a routine inspection an abbreviated inspection is an on-site unannounced routine visit. The abbreviated inspection is a condensed inspection where specific key indicator standards are monitored for compliance.



Although the abbreviated inspection is considered a “right” of licensed providers, any item found in non-compliance that is not on the abbreviated checklist may be added to the abbreviated inspection or a full routine inspection may be conducted. An abbreviated inspection should never be conducted in lieu of the renewal inspection. If a provider is cited for a Class I or Class II they immediately lose their abbreviated inspection status.

RE-INSPECTION

A re-inspection is a follow-up inspection that is conducted as a result of a finding of serious health and safety violations during a previous inspection. A re-inspection may be required to ensure that corrective action for the noncompliant standard has been completed. A re-inspection generally includes only those items that were found noncompliant during the previous inspection, unless

1. If additional non-compliant items are observed during the re-inspection. When this occurs, the licensing specialist may either add just the items that are non-compliant or may conduct a full routine inspection if needed.

RENEWAL INSPECTION

Prior to the submission of the renewal packet for approval, the licensing specialist must complete a full on-site renewal inspection. A renewal inspection includes a file review of all personnel and documentation of an annual children’s records inspection in children’s centers, and all children’s files review in Family Child Care Homes. The renewal inspection should be scheduled in sufficient time to allow for corrective action and re-inspection prior to the license expiration date.

COMPLAINT INSPECTION

A complaint inspection is an on-site investigation conducted as a result of a report that a child care provider may have violated child care standards. The purpose of the complaint investigation is to determine whether the allegations can be verified. A complaint inspection generally includes only those items on the standard classification summary that relate to the complaint allegations, unless additional non-compliance items are observed during the inspection. In that case, additional standards may be added to the complaint investigation or a full routine inspection may be conducted.



SCHOOL READINESS INSPECTION

The federal government works with states to support low-income working families by providing access to child care through the federal Child Care Development Block Grant (CCDBG). Florida uses CCDBG funds to subsidize child care providers who offer school readiness services and early childhood education for children of low-income families, children in protective services who are at risk of abuse, neglect, or abandonment, and for children with disabilities. Families also use these subsidies to purchase child care services from providers who offer school readiness.

In order for a child care program to qualify to be a school readiness provider, a school readiness inspection must be conducted once annually as part of the school readiness provider contract between the program and the [Office of Early Learning](#) (OEL). These inspections are conducted by the Pinellas County License Board Child Care Licensing Program in partnership with OEL. A school readiness inspection is an on-site unannounced inspection during which compliance with all applicable items on the school readiness standard classification summary is verified. When a school readiness inspection results in findings of non-compliances, in which case a re-inspection will be conducted and the local Early Learning Coalition is notified.

NON-COMPLIANCES & CLASSIFICATION OF VIOLATIONS

During an inspection if an item on the standard classification summary is found to be out of compliance the specialist will determine if the correction can be "completed at time of the inspection." If it is determined that the provider will need reasonable time to correct the non-compliance(s) a due date for each violation will be determined and documented on the inspection report.

Each standard on the classification summary includes specific substandard citations which are assigned a violation level. There are three types of violation levels.

"Class 1 Violation"-is the most serious type of non-compliance. Class 1 violations are issued for occurrences that could result, or do result, in death or serious harm to the health, safety and well-being of a child. This includes overt abuse and negligence in relation to the operation and maintenance of children's center or home.

"Class 2 Violation"- is a less serious violation in nature than Class I violations, and could potentially pose a threat to the health, safety, or well-being of a child, although the threat is not imminent.

"Class 3 Violation"- is the least serious violation in nature and pose a low potential for harm to children in care.

PROGRESSIVE ENFORCEMENT

The goal of the licensing program is to prevent non-compliance issues through guidance, education, technical assistance and positive interactions with providers before problems occur. When enforcement actions do become necessary, the steps in the Pinellas County License Board's enforcement process are generally sequential in nature and based on the provider's continued noncompliant history over the previous two year period. Some violations however, due to their severity, require more immediate and impactful intervention.

Different progressive enforcement mechanisms from technical assistance to license revocation are employed as escalating measures in the Pinellas County License Board's progressive Enforcement model (see below).



Fine Amounts

Violation	Class 1	Class 2	Class 3	Health/Immunization
1 st	\$100 - \$500 *	Technical Support	Technical Support	Technical Support
2 nd	\$100 - \$500 *	\$50.00	Technical Support	Technical Support
3 rd	\$100 - \$500 *	\$60.00 (per day)	\$25.00	\$25.00
4 th	\$100 - \$500 *	\$75.00 (per day) **	\$30.00 (per day)	\$30.00
5 th	\$100 - \$500 *	\$100.00 (per day) ***	\$40.00 (per day) **	\$40.00 (per day)
6 th	\$100 - \$500 *	\$100.00 (per day)	\$50.00 (per day) ***	\$50.00 (per day) **

- * Class 1 fines will be staffed, and are not to be given in the field, without prior discussion with Executive Director and Supervisor.
- ** An administrative complaint shall be issued placing the provider's license on probation status (a Probationary License) for a period not to exceed six (6) months in addition to the dollar amount assessed.
- *** The CCLP shall issue an administrative complaint to suspend, deny or revoke the license in addition to the dollar amount assessed.

If 3 state class 1 fines are issued within a 2 year period, the CCLP must issue an administrative complaint to suspend, deny or revoke the license in addition to the dollar amount assessed.

Any class 2 or class 3 fine that you feel should be given "per day" must be cleared with the appropriate supervisor before issuance.

For Class 2 and 3 fines, the dates of the previous violations of that standard should be looked at carefully to make sure that they were within the last 2 years.

HOW TO READ AN INSPECTION REPORT?

The components that make up an inspection report are-the provider's demographic information, inspection information, and the standard classification summary that applies to that provider. Each standard is given a status of a compliance, noncompliance, not monitored or not applicable.

If a non-compliance has occurred the description and violation level will appear under the standard. Additional comments from the licensing specialist may also appear. A due date will appear if it's determined that the provider needs time to correct non-compliance items. "Completed at time of inspection" will be displayed when an item is corrected prior to the end



of the inspection.

	Child Care Facility Information Name: Child's License #: C Address: City: Pinellas Park State: FL Zip Code: Phone Number: Capacity: 75 Owner/Director/Staff Responsible: License Expiration Date: 10/1/2017
	Inspection Information Type: Routine Date: 11/29/2016 Arrival/Departure Time: 11:30 AM to 03:00 PM

INSPECTION CHECKLIST

SUPERVISION II	
01. General/Direct II. A. <u>Non-Compliance Description</u> 01-04 Children did not receive adequate supervision while toileting or bathing. <u>Comments</u> A two year old was allowed to go to the restroom outside of the classroom unaccompanied. The director stated that they have a teacher's assistant who will now be responsible for accompanying all 2 year olds to the restroom. <u>Due Date</u> Completed at time of inspection <u>Violation Level</u> Class 2	Noncompliance
02. Infants Separate: II.A.	Not Applicable
03. Staff Member in Charge/Teacher in Charge (SMIC/TIC): II. A.	Compliance
04. Emergency Person II. A.	Compliance

WHERE TO FIND THE INSPECTION REPORTS?

The Pinellas County License Board is responsible for making inspection reports available for public access. Inspection reports for licensed child care providers can be found on the Child Care Program webpage- www.pclb.org. Providers can be searched by zip code, city, provider address, provider's name or license number. Click [here](#) to search for a provider in your area.