

## **SUPERVISION II**

### **1. General/Direct II. A.**

- 1.1/2 No Direct Supervision  
Child care staff failed to provide direct supervision of children in the ( ) group of children as evidenced by ( ).
- 1.2/2 Staff Not Properly Situated Playground  
Children in the outdoor play area were not adequately supervised in that ( ).
- 1.3/2 Adequate Supervision While Toileting  
Children did not receive adequate assistance while toileting or bathing as required by their age or need.
- 1.4/2 Isolated Child Out of Sight/Hearing  
Child care personnel failed to keep a child, who was placed in isolation for illness, within direct supervision, as evidenced by ( ).
- 1.5/2 No Additional Adult on Field Trip  
The children's center did not provide an additional adult on a field trip away from the children's center as evidenced by ( ).
- 1.6/1 (S) Children Left Behind  
A child was left without child care personnel supervision inside or outside the children's center, in a vehicle, or at a field trip location away from the children's center.
- 1.7/1 (S) Child Left The Children's Center  
A child was not adequately supervised and left the children's center without child care personnel awareness as evidenced by ( ).
- 1.8/2 Staff Not Awake  
During evening child care hours, child care personnel did not stay awake at all times. Same standard, different wording
- 1.9/2 Additional Staff Member – Evening Hours  
There was not an additional person beyond the required adult-child ratio during evening hours to assist in providing direct supervision.
- 1.10/1(S) Imminent Threat to Children  
One or more children were not adequately supervised in that ( ), which posed an imminent threat to a child, or could or did result in death or serious harm to the health, safety or well-being of a child.
- 1.11/2 Staff with Children More than 8 Hours  
A staff member regularly worked more than 8 hours in a 24 hour period. ( ).
- 1.12/3 Toileting Assistance Not Age Appropriate  
Children did not receive adequate assistance with toileting or bathing in accordance with their age or required needs.
- 1.13/2 Supervision at Mealtime  
Children were not individually fed or supervised during mealtime.
- 1.14/2 Supervision During Water Play Activities  
During water play activities, a child was not within an arm's reach and in the sight of a supervising adult.

- 1.15/3 Not Responding to Individual Needs (SA ONLY)  
Child care personnel did not respond appropriately to the individual needs, special interests, abilities or cultures of the child(ren).
- 1.16/3 Plan for Safe Drop Off/Pick Up (SA ONLY)  
The children's center did not have a plan and/or did not communicate the plan to child care personnel and parents for safe, supervised drop-off and pick-up points and crosswalks.
- 1.17/2 Supervision of Loading (SA ONLY)  
Child care personnel did not supervise drop-off or loading of children to assure child was clear of the perimeter of the vehicle before it moved.
- 1.18/3 Notification of Absence Before Leaving Pick-up Area  
Child care personnel failed to contact the center to initiate notification of the child's parent/guardian of the child's absence prior to leaving the designated pick-up location.
- 1.19/2SR ONLY Insufficient Personnel to Meet Ratio Naptime  
There were insufficient personnel readily accessible to meet ratio requirements during nap time.
- 1.20/2SR ONLY Unsupervised Care or Contact Prior to Completion of Training  
A staff member who had not completed all pre-service training requirements was allowed unsupervised contact or care of children.

**2. Infants Separate: II.A.**

- 2.1/2 Infants with Children 2 Years and Older  
Infants were observed combined with children two years of age and older as evidence by ( ).

**3. Staff Member in Charge/Teacher in Charge (SMIC/TIC): II. A.**

- 3.1/2 No SMIC  
A staff member qualified to be in charge was not on the premises during ( ).

**4. Emergency Person II. A.**

- 4.1/2 No Emergency Person on Premises  
There was no second person on the premises available for emergency purposes as evidenced by ( ).

**5. Authorized Release II. A.**

- 5.1/2 Child Released to Unauthorized Person  
A child was released to an individual known by the child and/or the child's custodial parent/legal guardian in a manner not authorized in writing by the custodial parent(s) or legal guardian(s).
- 5.2/1S Child Released to Unknown Person  
A child was released to an unknown or unrelated individual in a manner not authorized in writing by the Custodial parent(s) or legal guardian(s).

**6. Adult-Child Ratio: II. B.**

Required Ratio Not Met

6.1/2 The adult-child ratio was not met. There was/were ( ) staff supervising ( ) children. ( ).

Staff Under 18 Years Old-Direct Supervision

6.2/2 A child care staff under 18 years old was observed responsible for the direct supervision of children as evidenced by ( ).

**7. Infant Group Size II.C.**

Maximum Size of 6 Exceeded

7.1/2 The maximum group size of 6 infants for ages 2 months to 1 year was exceeded, in that a group of ( ) infants were observed. ( ).

Maximum Size of 10 Exceeded

7.2/2 The maximum group size of 10 infants for ages 1 year to 2 years old was exceed, in that a group of ( ) infants were observed. ( ).

**8. Swimming Pool/Areas: II. D., E.**

No Fence/Wall 6 Feet High

8.1/1 The swimming pool was not securely enclosed by a fence or wall a minimum of six (6) feet high as evidenced by ( ).

Gate Unlocked

8.2/1 The swimming pool was not adequately enclosed as evidenced by a gate that was unlocked.

Children Under 3 Permitted at Pool

8.3/2 Children under 3 years of age were permitted to participate in a program in the pool program at the center as evidenced by ( ).

Center Pool-No Certified Person Present

8.4/1 Children participated in a water activity in the center's pool area and no person with (current life guard) and (swimming instructor) certificate was present. ( ).

No Adult Lookout for Direct Supervision

8.5/1 There was no adult lookout on the deck who was responsible for surveillance of the pool area.

Required Ratios Not Met

8.6/2 During swimming or wading, the ratio of ( ) child care personnel for ( ) children is required, A ratio of ( ) child care personnel for ( ) children was observed.

Water 3 Ft/Beach/Lake-No Lifeguard

8.7/1 (S) When children used a swimming pool that exceeded 3 feet in depth or a beach or lake area, there was no person with lifeguard certification or equivalent present and on duty.

Virginia Graeme Baker Pool and Spa Safety Act

8.8/2 The children's center did not ensure the pool used had drain covers that are in compliance with the Virginia Graeme Baker Pool and Spa Safety Act.

Swimming Pool Accessories Not Available

8.9/2 Swimming occurred in a swimming pool more than six feet in width, length, or diameter and a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity was not available.

- 8.10/2 Staff Not Trained on Swimming Pool Accessories  
The children's center provided a water activity using a swimming pool that exceeds six feet in width, length, or diameter and child care personnel at the pool did not have training on the proper use of a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity.
- 8.11/3 Documentation of Instruction  
The documentation of instruction on the proper use of a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook was not maintained for 12 months.

### **Child Discipline III.**

#### **9. Disciplinary Practices III.**

- 9.1/1 (S) Methods Severe/Humiliating/Frightening  
A method of discipline was used at the children's center that was severe, humiliating, or frightening, in that ( ).
- 9.2/2 Methods Associated with Food/Rest/Toileting  
A form of discipline used by child care personnel was associated with food, rest or toileting.
- 9.3/2 Methods Not Age Appropriate/Constructive  
Child care personnel did not comply with the children's center written disciplinary and expulsion policies.
- 9.4/1 (S) Methods –Spanking/Physical Punishment  
A form of discipline used by child care personnel included the use of spanking or other form of physical punishment.
- 9.5/3 Updated Discipline Policy  
A copy of a changed discipline policy was not available or submitted for review by the Child Care Licensing Program.
- 9.6/3 Discipline/Expulsion Policies Available for Review  
A copy of the disciplinary and expulsion policies were not available for review by the licensing authority.
- 9.7/3 Discipline/Expulsion Policies Policy Provided to Custodial Parents  
The custodial parent or legal guardians were not provided written notification of the children's center disciplinary and expulsion policies.
- 9.8/3 Denial of Play/Method of Discipline Not Constructive  
Child care personnel's use of denial of active play as a form of discipline was not age appropriate.
- 9.9/3 Shaken Baby Syndrome/Abusive Head Trauma Policy  
The children's center did not have a written policy and/or procedures to identify and prevent shaken baby syndrome and abusive head trauma.

### **Reporting Child Abuse and Neglect IV.**

#### **10. Mandatory Reports IV. A.B.C**

- 10.1/1 (S) Act or Omission  
The owner, operator, employee or substitute, while caring for children, committed an act of omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes or Chapter 827, Florida Statutes.

- 10.2/1 (S) Suspicious of Abuse/Neglect Not Reported  
As a mandated reporter, the owner operator, employee, volunteer or substitute failed to report suspected child abuse or neglect as required In Section 39.201, Florida Statutes.
- 10.3/3 Abuse Investigation Knowledge  
Knowledge of an open abuse investigation involving the children's center was not reported to the Child Care Licensing Program within 24 hours or the next day.
- 10.4/2 Appropriate Interaction  
Child care personnel inappropriately interacted with children in care in a manner that was aggressive, demeaning or intimidating in nature.

## **Personnel I; Records V. A.**

### **General Qualifications**

#### **11. General Qualifications/Level II Screening/Background Screening**

- 11.1/1 (S) Unscreened Individual Left Alone with Children  
An unscreened individual was left alone with children in care.
- 11.2/1 (S) Action Not Taken for Disqualified Person  
The personnel record for the individual indicated the person had been arrested for and is awaiting final disposition of, having been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense noted in Section 435.04 Florida Statute, which disqualifies the person from employment and the owner/operator failed to take appropriate action in that ( ).
- 11.3/3 No Employment Application  
See the Personnel Records Summary for ( ) Child Care personnel who did not have an employment application on file.
- 11.4/3 No Date of Employment/Position  
See the Personnel Records Summary for ( ) Child Care personnel who did not have a date of employment or position.
- 11.5/3 No Acknowledgement Form  
See the Personnel Records Summary for ( ) Child Care personnel who did not have a completely signed Acknowledgement Form.
- 11.6/3 Expired Acknowledgement Form  
See the Personnel Records Summary ( ) Child Care personnel with an expired Acknowledgement Form.
- 11.7/2 Background Screening Documentation  
See the Personnel Records Summary for ( ) Child Care personnel where documentation of Level II Clearinghouse screening clearance was missing for child care personnel.
- 11.8/3 No 5 Year Employment History Verification  
See the Personnel Records Summary for ( ) Child Care personnel whose verifications of employment history for the past 5 years was not on file.
- 11.9/2 No 5 Year Re-Screen Completed  
See the Personnel Records Summary for ( ) Child Care personnel whose background screening was not completed within 5 years after the initial screening or after a 90 day break in service.

- 11.10/2 Enrichment Provider Missing Screening  
See the Personnel Records Summary for ( ) Child Enrichment Provider who was missing Level II screening.
- 11.11/2 Enrichment Provider Not Screened Timely  
See the Personnel Records Summary for the Child Enrichment Provider who did not meet the screening requirements prior to providing services.
- 11.12/3 Attestation Not Complete  
See Personnel Records Summary for child care staff with an Attestation of Good Moral Character that was not completed on or before first date of employment or upon change in employers.
- 11.13/3 Attestation Incorrect  
See Personnel Records Summary for child care staff with an Attestation of Good Moral Character that was on file but was incorrect or incomplete. ( ).
- 11.14/3 Acknowledgement Form Not Completed Prior to Employment  
See Personnel Records Summary for child care staff with an Acknowledgement Form that was not completed on or before first date of employment. ( ).
- 11.15/3 Personnel Records Not Available  
Personnel records or copies of records were not being maintained at the children's center and available for review by the licensing authority.
- 11.16/3 Complete History Check Information  
Employment history check did not include all required information including applicants job title, description of regular duties, confirmation of employment dates and level of job performance.
- 11.17/3 Employee/Contractor Roster  
The children's center failed to maintain a current Employee/Contractor Roster for all child care personnel in the Clearinghouse.
- 11.18/3 No DCF Email  
The children's center failed to maintain a copy of the DCF email informing them of the individual's eligibility for a provisional hire in the child care personnel file.
- 11.19/3 Incomplete Level 2 Documentation  
Child care personnel's Level 2 documentation was incomplete in that a copy of the DCF letter/email acknowledging search of the child abuse and neglect registry for individuals screened July 1- December 15, 2016 or a copy of out of state child abuse and neglect registry is missing or a copy of out of state sexual offender/predator registry is missing.
- 11.20/2 Juvenile Records/Adult Household Members Missing  
A children's center that is located in or adjacent to the home of the operator failed to maintain Juvenile Records check for household members aged 12-17 years or background screening documentation for adult household members.

**Education/Credentials; Training, Requirements/Facility Records**  
**12. Education, Training and Other Personnel Records I.B., C. and V.A.**

- 12.1/3 No High School Diploma or Equivalency  
See the Personnel Records Summary for ( ) Child Care personnel without proof of a high school diploma or GED equivalent.

- 12.2/3 Missing Training Transcript  
The children's center did not have documentation, training transcript, of the required training.
- 12.3/3 No Clock Hour Training Finish  
See the Personnel Records Summary for ( ) Child Care personnel who have not completed the 40 clock hour Introductory Child Care Training requirement.
- 12.4/3 Literacy  
See the Personnel Records Summary for ( ) Child Care personnel who do not have documentation of completion of a five hour early literacy and language development of children birth through five course, for child care personnel within 12 months of date of employment in the child care industry and/or the early literacy course documentation was not uploaded in the Florida Pathways/Registry.
- 12.5/3 Late Clock Hour Training Finish  
See the Personnel Records Summary for ( ) Child Care personnel who have documentation to show a completion date of the 40-clock hour training requirement but not within 15 months of employment within the child care industry.
- 12.6/3 Foster Grandparent Training  
A foster grandparent working at the children's center failed to complete the required training.
- 12.7/3 No Start within 90 Days  
See the Personnel Records Summary for ( ) Child Care personnel who did not have documentation to show a start date in the introductory course in child care within 90 days of employment in the child care industry.
- 12.8/3 Infant Care Training  
See the Personnel Records Summary for ( ) Child Care personnel who did not attend the entire Department of Children and Family Services' specialized training course, Infant and Toddler Appropriate Practices, within 90 days of employment in the infant room.
- 12.9/3 Volunteer Number of Hours Worked  
The children's center failed to maintain written documentation for the number of hours the volunteer worked.
- 12.10/3 10 Hour In-Service Training  
See the Personnel Records Summary for ( ) Child Care personnel including volunteers who work 10 hours or more per month who did not complete the 10 hours of in-service training for the previous fiscal year beginning July 1 and ending June 30.
- 12.11/3 Inservice Documentation  
Documentation of in-service training was not done on from C-0108 Child Care In-Service Training Record.
- 12.12/3 Volunteer Acknowledgement Not on First Day  
A Volunteer Acknowledgement was not completed on the first day of volunteering for the volunteer(s) on the Personnel Records Summary.
- 12.13/3 Completed Training Required Children's Centers  
Child care personnel in compliance with school-age training requirements did not complete all children's center training requirements within 120 days of employment at a children's center.
- 12.14/3 Completed Training Required School Age Centers  
School-age personnel in compliance with children's center training requirements did not complete all school-age training requirements within 120 days of employment at a school age center.

- 12.15/3 Volunteer Training  
A volunteer who works more than 10 hours per month did not complete the 40 clock hour Introductory Child Care Training requirement.
- 12.16/3 No Documentation of Safe Sleep Training  
The children's center did not have documented proof that all staff were trained and knowledgeable within 30 days of employment in safe sleep practices and shaken baby syndrome.
- 12.17/3 Person in Charge of School Age Programs  
The individual left in charge at the before-school and/or after-school program was not at least 21 years of age, did not complete the approve 40-hour Introductory Child Care Training or did not complete the special needs or the school age appropriate practices course.
- 12.18/3 Training Not Complete for Returning Personnel  
Program personnel, returning to the industry and who were in compliance with training requirements when they left the industry, did not complete new mandated training within 90 days of employment.
- 12.19/3 No Documented Proof of Fire Extinguisher Training  
The children's center did not have documented proof that all child care personnel were trained and knowledgeable within 30 day of employment in Fire Extinguisher Training.
- 12.20/3SR Pre Service Training Not Complete  
Program personnel did not complete pre-service training requirements prior to unsupervised contact with or care of children, or if supervised, within 90 days of beginning employment or service with the program.

### **13. Staff Credential: I.B.**

- 13.1/3 Inadequate Number of Credentialed Staff  
The number of credentialed staff did not meet requirements, in that the children's center was required to have at least ( ) credentialed staff but had ( ) staff who met qualifications for current staff credentials.
- 13.2/3 Credentialed Staff Did Not Meet Minimum Hours  
The credentialed staff failed to meet the minimum work hours required as documented on time sheets, Personnel schedules or employment records.
- 13.3/3 Active Staff Credential Documentation  
The Training Transcript documenting an active Staff Credential Verification was not on file for the child care personnel.
- 13.4/3SR Only Staff Credentials at Before/After School Programs (School Age Only)  
The public school before and after school program was required to have at least ( ) credentialed staff and had ( ) credentialed staff.

### **14. Director Credential I.B.**

- 14.1/2 No Director Credential for Owner/Operator  
The director responsible for the daily operation of the program did not have an active Director Credential.
- 14.2/2 Director Not On Site Majority of Hours  
The credentialed director was not on site a majority of the hours that the facility is in operation as documented on timesheets, personnel schedules of employment records.

- 14.3/2      Director Has Overlapping Hours  
The director was responsible for the operation of two programs with overlapping hours.
- 14.4/3      Notification of Loss of Director  
The children's center owner failed to notify the Child Care Licensing Program within 5 working days of when the children's center lost their credentialed director or when there was a change in director.
- 14.5/3      Unqualified Staff in Charge in Director's Absence  
The staff designated to be in charge in the absence of the director did not meet the following requirements: ( ).
- 14.6/3      Director Credential Not Maintained for Review  
The Director Credential was not maintained for review by the Child Care Licensing Program.

**Records V. A.**

**15. Records Available**

- 15.1/3      Records Not Available for Review  
Child records or copies of records were not being maintained at the children's center and available for review by the licensing authority.

**16. Children's Records**

- 16.1/3      Missing Required Child Enrollment Form  
See Children's Records Summary for ( ) records missing the required Child Enrollment Form.
- 16.2/3      Incomplete Child Enrollment Form  
See Children's Records Summary for ( ) records with incomplete information.
- 16.3/3      Written Consent  
The children's center did not have written consent before a child participated in activities conducted by the child enrichment service provider.
- 16.4/3      Annual Influenza Information  
The parents of children enrolled were not provided information detailing the causes, symptoms and transmission of the influenza virus.
- 16.5/3      Emergency Medical Release Forms  
See Children's Records Summary for ( ) records with incomplete Emergency Medical Release forms.
- 16.6/3      Missing Student Health Examination Forms  
See Children's Records Summary for ( ) records with missing Student Health Examination Forms.
- 16.7/3      Incomplete Student Health Examination Form  
See Children's Records Summary for ( ) records with incomplete Student Health Examination Forms.
- 16.8/3      Expired Student Health Examination Forms  
See Children's Records Summary for ( ) records with expired Student Health Examination Forms.
- 16.9/3      DH 680 Form Missing  
See Children's Records Summary for ( ) records with missing DH680 Immunization Forms.

- 16.10/3 Incomplete DH681 Form  
See Children's Records Summary for ( ) records with DH681 Religious Exemption from Immunization form that is missing or incomplete.
- 16.11/3 Incomplete DH 680 Immunization Record  
See Children's Records Summary for ( ) records with the Florida Certificate of Immunization that was not acceptable in that the form was not current (expired), an applicable part of the record was not complete, it did not include the signature of the physician or it did not include the date the form was issued by the physician.
- 16.12/3 No Emergency Medical Release Form  
See Children's Records Summary for ( ) records with missing Emergency Medical Release form.
- 16.13/3 Missing Signed Statement that Know Your Child's Children's Center Brochure Was Received  
See Children's Records Summary for ( ) records where a signed statement from the custodial parent(s) or legal guardian(s) attesting that the children's center had provided the PCLB's Know Your Child's Children's Center brochure was not on file.
- 16.14/3 Missing Signed Statement that Discipline/Expulsion Policies Received  
See Children's Records Summary for ( ) records where a signed statement from the custodial parent(s) or legal guardian(s) attesting that the children's center had provided their written disciplinary and expulsion policies was not on file.
- 16.15/3 Missing Signed Statement of Receipt of Food and Nutrition Policies  
A signed statement from the custodial parent(s) or legal guardian(s) attesting that the children's center had provided their food and nutrition policies that included language on food safety and food allergens was not on file for the children.
- 16.16/3 Emergency Care Plan  
A child who has or is at an increased risk for a chronic physical, developmental, behavioral or emotional condition and requires additional services did not have a current emergency care plan included in their file.
- 16.17/3 Authorized Release Information  
See Children's Records Summary for ( ) records without the name, address and phone number of persons authorized to retrieve the child was not included in the Enrollment information.
- 16.18/3 Parent Permission for Special Occasion Food (Food Experience Form)  
Parent permission for special occasion food consumption was not maintained for a minimum of 12 months from the date of each activity. Same standard, different wording
- 16.19/3 General Statement  
The children's center does not have a general statement in the parent handbook/policies to inform parents at the time of enrollment that some children in care may not have current immunizations.
- 16.20/3 Distracted Driver Flyer  
See Children's Records Summary for ( ) records where documentation that the parent(s) or legal guardian(s) of each child were provided information regarding the potential for distracted adults to fail to drop off a child and leave them in the car annually during the months of April and September was not available.

**17. Daily Attendance/Center Closing Log: V.A.**

- 17.1/2 Attendance Not Recorded Accurately  
Staff did not record complete and accurate attendance records to included child's first and last name, time in and out, and date. ( ).
- 17.2/3 Records Maintained for the Past 12 Months  
The children's center did not maintain attendance records for the past 12 months.
- 17.3/3 Attendance Record Not with Staff  
The attendance record was not with the staff and a group of ( ) children located ( ).
- 17.4/2 Attendance Records During an Emergency  
Child care personnel failed to possess a current attendance record and parent contact information during a fire drill, emergency preparedness drill or an actual emergency.
- 17.5/2 Closing Log Not Documented  
Child care personnel failed to sign/date a log verifying that all children had left the premises as evidenced by ( ).
- 17.6/2 Verified Transitions  
Child care personnel failed to verify attendance accuracy at transitions. ( ).
- 17.7/3 Attendance Not Recorded  
Attendance in the classroom for ( ) year old children was not recorded for the date, ( ).  
The number of children present was ( ).
- 17.8/3 Attendance Unavailable for Review  
There were no daily attendance records or they were unavailable for review by the licensing Authority.
- 17.9/3 Child Care Personnel Failed to Ensure Arrival/Departure Times at That Time  
Child care personnel failed to ensure arrival and departure times were complete and accurate at the time of arrival or departure.
- 17.10/3SR ONLY Attendance Not Maintained in Accordance with the Contract  
The children's center did not maintain attendance records in accordance with the contract.

**18. Medication: V. A.**

- 18.1/3 Original Container Not Provided  
Prescription/non-prescription medication, ( ), brought to the children's center was not in the original container.
- 18.2/3 Prescribed Med. Container Not Labeled  
Prescription medication, ( ), brought to the children's center was not adequately labeled, in that labeling did not include information as follows: the name of a physician, child's name, name of the medication, and medication directions.
- 18.3/I (S) Not Dispensed Per Instructions/Wrong Medication  
Written directions on the prescription label or were not followed in that ( ) or a child was given the wrong medication and which posed an imminent threat and could or did result in death or serious harm to the health, safety or well being.

- 18.4/3 Child Resistant Caps  
Medication that was available with child resistant caps was observed without such caps.
- 18.5/3 Expired Med/Not Given-Remained at Center  
Medication which had expired or was no longer being given remained at the children's center.
- 18.6/2 Stored within Reach  
Medication was not stored in a locked area or out of a child's reach.
- 18.7/2 Inaccurate/No Recording-Parent Permission  
The written medication record did not include the following information:  
the child's name, the name of the medication, date, time amount of dosage to be given,  
and signature of the custodial parent or legal guardian.
- 18.8/2 Medication Allergies  
The children's center was notified of allergies to medication and failed to share the information with  
child care personnel nor post it with stored medication.
- 18.9/3 Authorize Admin. Non-Prescription Meds  
The facility did not obtain authorization prior to administering emergency non-prescription medication.
- 18.10/2 Notify After Non-Prescription Meds Given  
The facility did not contact a parent or legal guardian on the date of occurrence after  
dispensing emergency non-prescription medication.
- 18.11/3 Record Not Maintained for 12 Months  
The children's center did not maintain a written record of medication dispensed for a minimum of 12  
months after the last dosage was given.
- 18.12/2 Direction from Medical Personnel to Dispense  
The facility did not have medical personnel direction prior to administering emergency  
non-prescription medication that was not supplied by the parent or legal guardian.
- 18.13/3 Incomplete Recording of Dispensed Medications  
The written medication record was not complete in that ( ).
- 18.14/3 Medication Allergy Not Documented in Child's File  
The children's center was notified of allergies to medication and there was no documentation in the  
child's file.
- 18.15/3 No Documentation in File after Non-Prescription Med Given  
The children's center failed to document in the child's file after dispensing a non-prescription medication  
in an emergency situation.
- 18.16/3 Medication Stored Inappropriately in Food Prep Area  
Medication stored in the food preparation area was not stored in a manner to prevent contamination of  
food, food contact surfaces, or medication.
- 18.17/2 Written Directions Not Followed  
Written directions on the prescription label, the manufacturer's label or from the child's doctor for  
dispensing prescription or non-prescription medication were not followed in that ( ).
- 18.18/2 Medicine Not Dispensed When Needed  
Prescription or nonprescription medication provided for a child was not dispensed when needed in that ( ).

- 18.19/3 Record for Each Child Given Medication  
The children's center did not maintain a record for each child who received medication while in care.
- 18.20/3 Staff Training  
Child care personnel administering medication did not have documentation of education on proper administrative procedures.
- 18.21/2 Sun Safety  
Child care personnel did not ensure sun safety.
- 18.22/2 Sunscreen/Insect Repellant/Diaper Cream Permission  
Parental permission was not obtained prior to administering either sunscreen, insect repellent or diaper cream.
- 18.23/2 Child Given Wrong Medication  
A child was given the wrong medication in that ( )
- 18.24/3 As Needed Documentation  
Additional documentation describing the symptoms that would require the prescription and/or non-prescription medication used on an "as needed" basis to be administered was not on file.
- 18.25/3SRONLY Documentation Retained for 15 Months  
The children's center did not maintain a written record of medication dispensed for a minimum of 15 months.

### **19. License Posted V. A.**

- 19.1/3 License Not Prominently Displayed  
The official license of the children's center was not posted in a conspicuous place within the center.

### **20. Administrative Fine Posted: V. A.**

- 20.1/3 Administrative Fine Not Posted  
The citation for a violation of a licensing standard or requirement of ss. 402.301-402.319 F.S., that resulted in disciplinary action, did not remain posted with the license for a full year after its effective date.

### **21. Accidents/Incidents V. A.**

- 21.1/3 Copy to Parent/Guardian/Individual Authorized to Pick Up  
Child care personnel failed to share the accident or incident report with the custodial parent/legal guardian or individual authorized to pick up the child on the date that the incident occurred.
- 21.2/3 Documentation Not Completed Same Day  
The children's center failed to document accidents/incidents on the day of occurrence.
- 21.3/3 Incomplete/Missing Documentation  
The accidents/incidents documentation of the children's center, dated ( ), did not include the following information:
- 21.4/3 Documentation Not Maintained 1 Year  
The accidents and incidents records of the children's center were not maintained for one year.

21.5/2 Failed To Follow Parent's/Guardian's Instructions  
Child care personnel failed to follow the instructions from the child's custodial parents or legal guardians, in the case of serious illness, accident, injury or emergency to their child.

21.6/2 Report of a Serious Injury or Death to CCLP  
The children's center failed to report a serious injury or death to the licensing authority.

21.7/3SRONLY Documentation Not Maintained for 15 Months  
The accident and incident records of the children's center were not maintained for 15 months.

## **22. Posted/Appropriate Activities: V. A.**

22.1/3 Missing Meals/Snacks/Naptimes  
The written plan of activities did not include meals, snacks or naptimes appropriate for the ages and the times the children are in care.

22.2/3 Schedule Not Followed  
The children's center's written plan of scheduled activities was not followed.

22.3/3 Schedule of Activities Not Posted  
The plan of scheduled activities was not posted in a conspicuous location accessible to custodial parents or legal guardians.

22.4/3 Structured and Unstructured Activities  
The children's center's written plan of scheduled activities did not include a variety of activities that range from structured to unstructured in that ( ).

22.5/3 Gross Motor Activities  
The children's center's plan of activities did not include appropriate physical activity or gross motor activities.

22.6/3 No Balance-Quiet/Active/Indoor/Outdoor  
The written plan of activities for the ( ) group of children did not include a balance of quiet and active play, both indoors and outdoors.

22.7/3 Evening Care  
The schedule for evening care did not include bedtime routines and personal hygiene routines.

22.8/3 No Written Plan of Scheduled Activities  
The center did not have a written plan of activities.

22.9/3 Restraining Devices  
Infant observed in an infant seat (swing, bouncer, etc.) for a time greater than 30 minutes.

22.10/3 Screen Time  
The children's center used electronic media time with children 2 years of age and older for more than two hours a day.

22.11/3 Continuity of Care  
Program has not implemented practices that promote consistency and continuity of care for infants and toddlers.

- 22.12/3 Non-Educational Electronic Use  
The children's center used electronic media that was not for educational purposes or for physical activity for children 2 years of age and older.
- 22.13/3 Electronic Use for Children Under 2 Years of Age  
The children's center used electronic media time with children younger than 2 years of age.
- 22.14/3 No Outdoor Play  
The children's center's written plan of scheduled activities did not include alternate activities in case of inclement weather.
- 22.15/3 Inappropriate Use of Electronic Media-School Age  
The school age center used electronic media inappropriately in that it was not limited to 15 minute increments for activities other than scholastic tutoring.

### **23. Written Plan (Infants) V. A.**

- 23.1/3 Written Plan Missing  
The children's center had no written plan for the care of infants. ( ).
- 23.2/3 Plan Not Longer Current-Needs Changes  
The children's center did not adjust the individualized written plan as the infant's developmental needs changed as evidenced by ( ).
- 23.3/3 No Individualized Plan-Infant Under 1 Year  
The children's center did not have an individualized written plan available for each infant up to 1 year of age; ( ) infants were without a plan.
- 23.4/3 Plan Not Followed  
Although the children's center had the written plan(s) for infants as required the plan was not followed as evidenced by ( ).
- 23.5/3 No Activities that Promote Movement Skills  
For infants in care, the children's center did not provide opportunities for activities that promote the development of movement skills.
- 23.6/3 Outdoor Time Daily  
The children's center did not provide opportunities for outdoor time each day (weather permitting) for infants in care.

### **24. Written Report (Infants) V. A.**

- 24.1/3 Report Not Accessible to Parents  
The daily written report for infants was not accessible to parents ( ).
- 24.2/3 Report Missing Food Intake/Naps/Etc.  
The daily written report for infants did not include the following information: ( ).
- 24.3/3 No Written Report Used  
The children's center did not complete a daily written report for infants that was accessible to parents and included information concerning nutritional intake and times of meals, bowel movements, naps and changes in behavior.

## **25. Field Trips V. A.**

- 25.1/3 Parent Not Advised of Field Trip  
The children's center did not advise custodial parents or legal guardians in advance of a field trip.
- 25.2/3 Date/Time/Location Not Posted 2 Days Prior  
The date, time, and location of the field trip was not posted in a conspicuous location at least two working days prior to the trip.
- 25.3/2 No Parent Permission on File  
The children's center did not obtain either general or individual written permission from parent or legal guardian for a field trip.
- 25.4/3 Permission Not Kept 12 Months  
The children's center did not maintain documentation of parental or legal guardian permission for a minimum of 12 months from the date of each field trip.
- 25.5/3 Emergency Contact Information  
The operator/staff did not have emergency contact information, emergency medical consent and emergency care plans (if applicable) for the children on a field trip or other activity away from the children's center.
- 25.6/3 Documentation Not on File  
Documentation of custodial parent or legal guardian's permission for field trips was not on file for the child(ren).
- 25.7/3SRONLY Permission Not Kept 15 Months  
The children's center did not maintain documentation of parental or legal guardian permission for a minimum of 15 months from the date of each field trip.

## **26. Emergency Plan/Diagram Posted V. A.**

- 26.1/3 No Emergency Plan Posted  
The children's center failed to post an evacuation diagram for emergencies in ( ) classroom(s).
- 26.2/3 Staff Unaware of Emergency Plan/Exits  
Child care personnel were unaware of the emergency plans/exits to provide for the safety of children.
- 26.3/3 Emergency Records Missing from Diagram  
The emergency evacuation diagram(s) of the children's center did not state the location of children's emergency records.

## **Physical Environment VI**

### **27. Fire Inspection VI.B.**

- 27.1/2 No Current Fire Safety Inspection  
The children's center did not have a current and approved fire safety inspection by the local fire authority.
- 27.2/3 No Documented Proof  
The children's center did not have documented proof of an annual fire inspection by the local fire authority.

**28. Telephone VI. B.**

28.1/2 Telephone Not Available to Staff  
The children's center did not have an operable corded telephone available to all child care personnel during hours of operation.

**29. Fire Drills. VI. B.**

29.1/3 Written Record Incomplete  
The written record of fire drills was incomplete and did not include the following ( )

29.2/3 Record of Drills Not Kept for 12 Months  
The center operator did not maintain the record of drills for a minimum of 12 months from the date of the fire drill.

29.3/2 Fire Drills Not According to Regulations  
During the licensure year, fire drills utilizing the approved alarm system were not conducted monthly at various dates and times when children were in care.

29.4/2 Written Record Did Not Include  
Fire drills conducted during the licensure year did not include the following ( ).

29.5/2 Did Not Evacuate  
All adults and children failed to evacuate the children's center when the fire alarm was activated.

29.6/2 TPP-Parent Schedule Not Posted  
The classroom for teen parenting program did not have an outdoor exit and the schedule listing the parents who were scheduled for classes was not posted.

29.7/2 TPP-Adult/Child Ratio Not Met for Drill  
The number of parents present (TPP program) for evacuating the building was insufficient to meet the required adult/child ratio: ( ) persons were required and ( ) persons were present.

29.8/3 Minimum Fire Extinguisher Rating (Food Prep Area)  
The children's center did not have a fire extinguisher with a minimum rating of 2A10BC available in the food preparation area.

29.9/3 Fire Extinguisher Serviced  
The children's center did not have the fire extinguisher serviced and retagged timely.

29.10/3 Fire Extinguisher/Current Certificate  
The children's center did not have a fire extinguisher with a current certificate.

29.11/3 No Fire Extinguisher with Minimum Rating  
The children's center did not have a fire extinguisher with a minimum rating of 2A10BC within 75 feet of rooms occupied by children or in vehicles used to transport children.

29.12/2 Alternate Power Source  
An alternate power source was used by the children's center and was not installed and maintained in accordance with manufacturer's instructions, and/or did not comply with the Florida Building Code or Florida Fire Prevention Code 69A-60, F.A.C.

29.13/3SRONLY Record Not Kept 15 Months  
The children's center did not maintain the record of drills for a minimum of 15 months.

**Indoor Play Space**  
**30. Square Footage (Indoor) VI. C.**

- 30.1/2 Over Capacity for Space/Rooms-25 Sq Ft.  
The minimum of 25 square feet of usable floor space for each child was not met by this children's center which held a valid license on October 1, 1992. The ( ) room has a capacity of ( ) based on 25 square feet per child, and ( ) children were observed in this classroom.
- 30.2/2 Over Capacity for Space/Rooms-35 Sq. Ft.  
The minimum of 35 square feet of usable floor space for each child was not met by this children's center which was licensed after October 1, 1992, or had a one year old children's classroom. The ( ) room has a capacity of ( ) children based on 35 square feet per child, and ( ) children/infants were observed in the classroom.
- 30.3/3 Infant-No Space Available for Floor Play  
The children's center did not provide open indoor play space for infants outside of cribs and playpens.
- 30.4/3 Infants-Room Capacity Exceeded 50 Sq. Ft.  
The room capacity for the group of ( ) INFANTS is based on 50 square feet per child as required for initial licensure after January 1, 1993. The room capacity was exceeded.
- 30.5/3 Infant-Inadequate Space-Developmental Needs not Met  
The open play space for infants in the ( ) area was insufficient for the developmental needs of the infants in care as evidenced by ( ).
- 30.6/3 Square Footage Maintained in Common Areas  
The children's center failed to maintain square foot per child during a non-routine special event in a common or multi-purpose area in accordance with the local fire authority.
- 30.7/2 Not Meeting Required Usable Floor Space  
The children's center did not have the required usable floor space available per child in the ( ) area.
- 30.8/3 Indoor Recreation or Only Evening Care – No Gross Motor Play Space  
For Indoor Recreation facilities or centers that provide only evening care, the program had no designated indoor space that promotes the development of gross motor skills.
- 30.9/3 Exclusive Control of Indoor Floor Space  
The school age program did not provide indoor floor space that was under the exclusive control of the program at all times while children were in care.
- 30.10/3 Inadequate Floor Space for Sedentary Activities  
A room set up exclusively for use during sedentary activities for a school-age program did not have 20 square feet of usable floor space per child observed using the space.

**31. Separate Room (Infants) VI.C.**

- 31.1/3 Group with No Separate Classroom with Wall  
The ( ) infant group was not provided a separate classroom with floor to ceiling walls. ( ).
- 31.2/3 Door/Opening Not Kept Closed  
Staff in the ( ) infant classroom failed to keep a door closed that lead to ( ).

### **32. Outdoor Exit (Infants) VI. C.**

- 32.1/2 Unapproved Room Used-No Exit to Outdoors  
A room used for the care of infants did not have an exit opening directly to the outdoors. ( ).

### **33. Diapering Area (Infants) VI. C.**

- 33.1/2 Diapering Area in Classroom/No Sink  
An infant room did not include a diapering area/diapering area did not contain a hand washing sink; infants were taken to a diapering area outside of the room.
- 33.2/2 Water Exceeds 110 Degrees  
The hot water at the hand-washing sink in the ( ) exceeded 110 degrees Fahrenheit. ( ).
- 33.3/3 Hot/Cold Water Not Always Available  
The hand washing sink in the ( ) does not have hot and cold running water. ( ).

### **34 Lighting VI. C.**

- 34.1/3 Lighting Not Adequate  
All rooms did not have sufficient lighting equivalent to 20 foot candles at three feet from the floor.
- 34.2/3 Lighting Not Sufficient at Naptime  
Lighting was insufficient to visually observe and supervise children, including at naptime.
- 34.3/3 Lighting Insufficient in Close Work Areas  
All reading, painting, and other close work areas did not have lighting equivalent to 50 foot candles.
- 34.4/3 Lighting Inadequate for Supervision  
Lighting in the facility was inadequate in that ( ).

### **35. Temperature and Ventilation VI.C.**

- 35.1/3 65-82 Degree Temperature Not Maintained  
The required inside temperature of 65 degrees to 82 degrees F. was not maintained at all times in that ( ).
- 35.2/3 Heavy Cleaning  
Cleaning (other than general clean up activities) of the room took place while children were present in the room.
- 35.3/3SRONLY Inadequate Ventilation  
All rooms in the children's center were not adequately ventilated in that ( ).

### **36. Clean Good Repair (Indoor Play Space) VI. C.**

- 36.1/3 Areas of Center Not Clean  
An area of the children's center was not cleaned as evidence by ( ).
- 36.2/3 Area of Center Not in Good Repair  
An area of the children's center was observed to not be in good repair ( ).

36.3/2 Fire Hazard  
Fire hazard, such as ( ), was observed in the children's center.

36.4/3 Documentation of Compliance with Structural Changes  
The children's center did not have documentation of approval from the local governing body to verify compliance for structural modifications made to an existing children's center or new building.

36.5/2 Children Endangered by Activity  
During the program's operating hours, an activity occurred in a portion of the building which endangered the health and/or safety of children in care.

**Outdoor Play Space**  
**37. Square Footage (Outdoor) VI. D.**

37.1/2 # on Playground Exceeded Sq. Ft. Required  
The outdoor play space at the children's center, calculated at 90 square feet per child, allowed ( ) children to use the space at one time, but ( ) children were observed in the play area.

37.2/2 # of Infants Exceeded per 45 Sq. Ft. Local  
The outdoor play space at the children's center for infants through 4 months of age, calculated at 45 square feet per child, allowed ( ) infants to use the space at one time but ( ) infants were observed in the play area.

37.3/2SRONLY Inadequate Indoor Floor Space for Urban Program  
A program with a current urban child care designation did not maintain an additional minimum of 45 square feet of usable floor space for at least 25 percent of the program's capacity as a substitution for the required outdoor play area.

**38. Clean/Free of Hazards (Outdoor Play Space): VI. D.**

38.1/3 Debris on Playground  
The children's center's outdoor play area contained litter, nails, glass or other hazards that posed a low potential for harm to children.

38.2/2 Not Clean, Free of Litter, Nails or Hazard  
The children's center's outdoor play area contained littler, nails, glass or other hazards that posed a threat to the health, safety or well-being of the children.

38.3/2 Burn Risk  
Equipment or surfacing on the playground that posed a burn risk was used and a child sustained a burn.

**39. Resilient Surface: VI. D.**

39.1/2 Inadequate Protective Fall Surface  
A resilient surface was not provided beneath and within the fall/use zone for ( ).

39.2/3 Ground Cover Not Maintained  
The ground cover or other protective surface under the ( ) was not maintained.

39.3/3SR ONLY Ground Cover Not Six Inches  
The ground cover or other protective surface under the ( ) was not maintained at a minimum of six inches in depth.

**40. Adequate Fencing: VI. D.**

- 40.1/2 Fence/Wall Not 4 Feet High  
The outdoor play space was not enclosed with fencing or walls a minimum of four feet high as evidenced by ( ).
- 40.2/1 (S) Water Hazard-Fence Disrepair/Missing/etc.  
The outdoor play area of the children's center was not fenced to prevent children's access to a water hazard.
- 40.3/2 Gate Not Secured  
The outdoor play area of the children's center was not adequately fenced, in that a gate on the playground was not secured while children were on the playground. ( ).
- 40.4/2 Holes/Gaps in Fence  
The outdoor play area was not adequately fenced in that it had gaps that could allow children to exit the outdoor play area as evidenced by ( ).
- 40.5/3 Base of Fence  
The base of the fence in the outdoor play area was not at ground level and could allow access by children or animals.
- 40.6/2 No Separate Area for Infants  
The children's center did not provide a separate fenced play area for infants under 2 years of age.
- 40.7/1 Infant Play Area Not Fenced  
The children's center was using an outdoor play area for infants that was not fenced.
- 40.8/3 School Age –Unfenced-No Additional Staff (SCHOOL AGE ONLY)  
The school age center did not have an additional staff member present in the unfenced outdoor play area used for school age children. There were ( ) school age children with only ( ) child care personnel in the outdoor play area.
- 40.9/3 Dirt Build Up At Base  
The fence in the outdoor play area had a buildup (e.g., leaves, soil) at the base on the play area side, causing the fence to be less than the minimum 4 feet in height.
- 40.10/3 Two Exits  
The outdoor play area did not have at least two exits, with at least one of the exits being remote from the building.

**41. Sun/Shade VI.D.**

- 41.1/3 No Shade Available  
The children's center did not provide shade on the playground.

**Napping Space**

**42. Napping Space VI. E.**

- 42.1/3 Two-Foot Spacing Not Provided  
During napping, the minimum spacing of two feet between cot/cribs used by children was not provided for. ( )

- 42.2/3 No Rest Area  
The children's center had no designated area where each child can sit quietly or lie down to rest or nap.
- 42.3/3 Two Solid Barriers  
A child's napping or sleeping space was against more than two solid barriers.
- 42.4/2 Hazardous Napping Space  
The nap/sleep space was under furniture or against furniture that created a hazard.

### **43. Exits Clear VI. E.**

- 43.1/2 Exits Blocked  
The exit area in ( ) was blocked off and inaccessible in an emergency.
- 43.2/3 Exit Areas Not Clear with Fire Regulations  
Exit areas were not clear in accordance with fire safety regulations.
- 43.3/2 Nap Space Interfered with Exits  
The nap/sleep space interfered with exit areas.

### **44. Infant Sleep Positioning**

- 44.1/2 Infant Not Positioned on Back for Sleeping  
A napping or sleeping infant who is not capable of rolling over was not positioned on his/her back on on a firm surface, or was swaddled, and the provider did not have written authorization for an alternate sleep position from a physician in the child's record.
- 44.2/3 No Physician Order  
The children's center did not maintain documentation in the child's record that an alternative position is authorized by a physician and/or the documentation was insufficient in that it did not include ().
- 44.3/2 Sleep Sack  
A sleep sack used did not fit according to manufacturer's recommendations, restricted the infant's arms, or slid up around the infant's face.

### **Bathroom Facilities**

#### **45. Accessible/Operable VI. F.**

- 45.1/3 Toilets/Sinks Not Accessible-Too High  
Toilets/sinks were not easily accessible and at a height usable by the children.

#### **46. Number/Location (Bathrooms) VI. F.**

- 46.1/3 Preschool Not 1 Sink/1 Toilet Per 18  
The children's center did not have the number of toilets and/or sinks required for the licensed capacity.
- 46.2/3 Toilet Opens to Food Prep Area  
Toilet facilities in the ( ) area opened directly into an area where food was prepared. ( ).
- 46.3/3 No Bathing Facility  
The children's center had neither a portable nor permanent bath facility available for bathing children.

- 46.4/2 Infant Bathroom Shared with Preschoolers  
A bathroom adjoining an infant room was shared with preschool children.
- 46.5/3 School Age-Inadequate # Toilets/Sinks  
The school age center did not provide the required number of sinks/toilets, in that two sinks and two toilets are needed for the first 30 children and on additional sink and toilet for every thirty children thereafter; ( ) sinks/toilets were needed and the school age center had only ( ) sinks and ( ) toilets.
- 46.6/3 Bath Facility Not Cleaned After Use  
The bath facility was not cleaned and/or sanitized or disinfected after each use.
- 46.7/3 Infants Not 1 Toilet/2 Wash Basins Per 30  
The program provided care for diapered infants only and did not have at least one toilet and two wash basins for every thirty infants.

#### **47. Bathroom Supplies VI.F.**

- 47.1/3 No Running Water  
Running water was not available and it was not within reach of children using the toileting facility.
- 47.2/3 Toilet Paper Missing  
The toileting facility did not have toilet paper and/or it was not within reach of children.
- 47.3/3 Disposable Towels/Air Dryer Missing  
The toileting facility did not have paper towels or hand drying machines and/or it was not within reach of children.
- 47.4/3 Soap Missing  
The toileting facility did not have soap and/or it was not within reach of children.
- 47.5/3 Trash Receptacle Missing  
The toileting facility did not have a trash receptacle and/or it was not within reach of children.

#### **48. Cleaned/Sanitized (Bathroom) VI.F.**

- 48.1/3 Basins/Toilets Not Sanitized Daily  
The sink and/or toilet was not maintained, in good operating condition, clean and/or sanitized or disinfected.
- 48.2/2 Basins/Toilets Not Sanitized-Health Threat  
The children's center did not maintain the sink, toilet and/or bath facilities used by the children in good operating condition, clean and/or sanitized or disinfected posing a threat to the health, safety or well-being of the children.
- 48.3/3 Potty Chairs Not Cleaned/Sanitized  
Potty chairs were not cleaned and sanitized after each use. ( ).
- 48.4/2 Potty Chairs Not Cleaned/Sanitized-Health Threat  
The cleaning and sanitizing of potty chairs did not take place between use by different children, posing a threat to the health, safety or well-being of the children.

48.5/3 Platforms  
A platform used by children was not safely constructed with an impermeable surface that can be easily cleaned and sanitized or disinfected.

### **Outdoor Equipment**

#### **49. Quantity/Appropriate (Outdoor Equipment) VI. G.**

49.1/3 Not Enough Equipment for # of Children  
The children's center did not have enough equipment for the number of children on the playground as evidenced by ( ).

49.2/3 Equipment Not Age/Developmentally Appropriate  
Equipment available to children in the outdoor play area was not appropriate for the age and developmental level of the children in care in that ( ).

49.3/2 Wading Pool  
A wading pool, or inflatable water slide with a landing area where water collects, was used by children in care.

#### **50. Maintained/Safe (Outdoor Equipment) VI.G.**

50.1/3 Anchored Equipment  
The frame of the ( ) was not securely anchored to the ground or stationary by design.

50.2/2 Unsafe Play Equipment  
The play equipment was not maintained in a safe or sanitary condition for children to use in that ( )

50.3/3 No Drainage  
The equipment used in the outdoor play area was not constructed and maintained according to manufacturer's recommendations and/or to allow for water drainage or open containers for water play were not emptied.

50.4/3 Placement of Equipment  
The placement of ( ) did not allow for adequate distance/clearance from other equipment, fences and objects in the area.

50.5/3 Routine Equipment Inspections  
Inspections were not conducted and documented monthly of all supports, above and below the ground, all connectors, and moving parts.

50.6/3 Inspection Documentation Maintained for 12 Months  
There was no documentation, maintained for 12 months showing, that routine inspections were conducted monthly of all supports, above and below the ground, all connectors and moving parts.

50.7/3 Manufacturer's Instructions Maintained  
The children's center did not maintain the manufacturer's instructions for playground equipment purchased or installed after April 2, 2020 and/or have available for licensing to review.

### **Indoor Equipment**

#### **51. Quantity/Appropriate**

51.1/3 Equip/Toys/Furnishings Not Age/Devel Approp  
Toys, equipment and/or furnishings available to the children in care were not age appropriate in that ( ).

51.2/3 Inadequate Toys/Equipment or Furnishings  
The quantity of toys, equipment and/or furnishings suitable to each child's age and development was inadequate for the number of children in care, in that there were not enough ( ).

51.3/3 Materials Do Not Reflect Diversity  
Materials did not reflect diversity in a representative and respectful manner as evidenced by ( ).

51.4/3 Infant Toys-Inappropriate/Inadequate  
The children's center lacked suitable/an adequate number of infant toys.

## **52. Maintained/Safe (Indoor Equipment)**

52.1/3 Toys/Equipment/Furnishings Unsafe  
Toys/equipment/or furnishings were not safe in that ( ).

52.2/2 Toys/Equipment/Furnishings Pose a Threat  
Toys, equipment, and/or furnishings were not safe in that ( ) and pose a threat to the health, safety and well-being of the children in care.

52.3/3 Toys/Equipment/Furnishings Not Maintained Sanitary  
Toys, equipment and/or furnishings were not maintained in a sanitary condition and not cleaned and sanitized or disinfected following exposure to bodily fluids.

52.4/3 Written Routine Schedule for Cleaning  
The children's center did not have a written routine schedule for cleaning, sanitizing and disinfecting equipment, materials, furnishings and play areas on a daily and/or weekly basis.

52.5/3 Indoor Equipment Not Anchored  
The frame of the ( ) was not securely anchored in the ground or stationary by design.

52.6/3 Monthly Indoor Equipment Inspections  
Inspections were not conducted and documented monthly of all supports, above and below the ground, connectors, and moving parts of the permanent/stationary playground equipment.

52.7/3 Documentation Maintained  
Documentation was not maintained for 12 months showing that routine inspections were conducted monthly of all supports, above and below the ground, connectors, and moving parts of the permanent/stationary playground equipment.

52.8/2 No Resilient Surface  
A resilient surface was not provided beneath and within the fall/use zone.

52.9/3 Resilient Surface Not Maintained  
The resilient surface under the ( ) was not maintained.

52.10/3 No Adequate Distance  
The placement of the ( ) did not allow for adequate distance/clearance from other equipment, fences, and objects in the area.

52.11/3 Not Constructed/Maintained to Manufacturer  
Equipment used in the indoor play area was not constructed and maintained according to manufacturer's recommendations.

### **53. Napping Equipment**

- 53.1/3 Bedding Not Stored in Sanitary Manner  
Bedding and/or linens were not stored in a sanitary manner.
- 53.2/2 Bedding Not Sanitary/Posed Threat  
The bedding available was not sanitary and, poses a threat to the health, safety and/or well-being of children.
- 53.3/3 No Cots/Cribs/Too Few Cots/Cribs  
A cot or crib was not available for all children to be used when napping or sleeping.
- 53.4/2 Bedding Not Safe  
The bedding available was not safe and poses a threat to the health, safety or well-being of a child in care.
- 53.5/3 Sheet(s) Not Secured to Cot  
The cot sheets were not secured to cot(s) as evidenced by the ( ) in the classroom of ( ) year old children supervised by ( ).
- 53.6/3 Bedding Not Laundered Weekly  
The bedding available for children in care was not cleaned and/or sanitized at least once a week, and/or before use by another child.
- 53.7/3 Not Enough Cribs for Infants < 1 Yr. Old  
The children's center did not have an adequate number of cribs with sides for the number of children up to one-year old in care.
- 53.8/3 Appropriate Size  
The bedding available for children in care was not appropriate for the child's size.
- 53.9/3 Multi-Deck Cribs  
The children's center made use of double or multi-deck cribs, cots or beds for children younger than one year of age.
- 53.10/3 Mattress-No Plastic Covering/Cloth Sheet  
The crib mattress for ( ) cribs was not protected by a cloth sheet/plastic covering.
- 53.11/3 Pillows/Blankets not Available  
Pillows and blankets were not available for sleeping children.
- 53.12/3 Soft Items Under Infant  
Pillows or other soft items were observed under a sleeping infant.
- 53.13/3 Linens Laundered if Soiled  
Linens were not laundered at least once weekly or more often if soiled or dirty.
- 53.14/2 Cribs Don't Meet Federal Regulations  
The children's center has cribs that don't meet federal guidelines for construction regulations as Outlined in Title 16, Parts 1219, 1220 & 1221 Code of Federal Regulations.
- 53.15/2 Suffocation Hazards  
Child/ren were placed in a crib with items that could pose a strangulation or suffocation risk.

- 53.16/3 Linens Not Provided  
Linens were not provided for sleeping children.
- 53.17/3 Linens Not Laundered Between Usage by Different Children  
Linens used by more than one child were not laundered between usage.
- 53.8/2 Cribs/Bedding Near Strangulation Hazard  
Cribs, other napping and sleeping bedding being used by a child was not placed a minimum of 18 inches away from window blinds, draperies, or any window treatment/cover that could pose a strangulation or suffocation risk.

#### **54. Infant Toys/Equipment Cleaned/Sanitized Daily VI. H.**

- 54.1/3 Toys Not Cleaned/Sanitized  
Infant toys were not appropriately cleaned and sanitized daily ( ).
- 54.2/3 No Labeled Container for Dirty Infant Toys  
There was no labeled container provided for storage of dirty toys and play materials. ( ).

#### **55. Isolation Area**

- 55.1/3 No Isolation Area  
The children's center did not have a designated isolation area which is isolated, .
- 55.2/3 Isolation Area Not Ventilated or Heated  
The children's center's isolation area was not adequately heated or ventilated.
- 55.3/3 No Cot, Bed, or Mat  
The children's center's isolation area did not have a bed, cot or mat.
- 55.4/3 Unsanitary Storage of Used Linens  
Linens were not changed after each use.
- 55.5/3 Not Stored in Closed Container  
In the isolation area, used linens and/or disposable items were not kept in a closed container until cleaned or thrown away.
- 55.6/3 No Written Exposure Plan  
The children's center did not have a written exposure plan regarding safety precautions for exposure to blood and potentially infectious fluids.
- 55.7/3 Annual Refresher Documentation  
The children's center does not have documentation of all child care personnel on required annual refresher education of the children's center's exposure plan.

### **SAFETY, HEALTH AND SANITATION VII; FOOD AND NUTRITION IX B.**

#### **General Requirements**

#### **56. Health Inspection(s)**

- 56.1/2 No Approved Annual Food Service Inspection  
The children's center did not have proof of a current approved annual food service inspection.

## **57. Premises Free of Health and Safety Hazards**

- 57.1/1 Area Observed to Be Serious Health Hazard  
An area of the children's center was observed to be a serious health hazard to children in care.
- 57.2/1 Area Observed to Be Serious Safety Hazard  
An area of the children's center was observed to be a serious safety hazard to children in care.
- 57.3/3 Safety Deficiencies Observed  
A safety deficiency having a low or no potential for harm to the children in care was observed.
- 57.4/3 Health Deficiencies Observed  
A health deficiency having a low or no potential for harm to children in care was observed.
- 57.5/1 Children Released Due to Serious Violation  
Children were released from a program due to significant violations(s) that posed an immediate threat to the health and safety of children, and they returned before approval of the Child Care Licensing Program.
- 57.6/3 Animals/Birds in Food Prep Area  
Animals or birds were observed in the food storage, preparation or service area.
- 57.7/2 Electrical Outlet Covers  
The children's center did not have electrical outlet covers or the outlet covers were not in place.
- 57.8/3 Indoor/Outdoor Space Inspected Daily  
Indoor and outdoor play areas were not inspected daily for basic health and safety and/or any problems were not corrected before the play area is used by children and/or daily inspection logs were not maintained for 12 months.
- 57.9/2 Guardrails or Barriers  
Guardrails or protective barriers, such as baby gates, were not provided at open sides of stairs, ramps, or other walking surfaces from which there is more than a 30 inch vertical distance to fall.
- 57.10/2 Electrical Device Plugged in Near Water  
An electrical device or apparatus accessible to children was located in a place that could be plugged into an electrical outlet while a person is in contact with a water source, such as a sink, tub, shower area, water table, or swimming pool.
- 57.11/2 Health Deficiency-Moderate  
A health deficiency having a moderate potential for harm to the children in care was observed.
- 57.12/2 Safety Deficiency-Moderate  
A safety deficiency having a moderate potential for harm to the children in care was observed.
- 57.13/2 Center Used for Other Purpose  
The center was used for a business or other purpose unrelated to child care that interfered with compliance with child care standards and/or permitted the presence of unscreened individuals while children were present.
- 57.14/2 Product That Produces Carbon Monoxide Indoors  
The children's center uses a product or device that produces carbon monoxide indoors and the children's

center does not have a carbon monoxide detector installed as required by s.553.885(1), F.S., or local laws.

- 57.15/3 Carbon Monoxide Detector Not Tested  
The children's center has a carbon monoxide detector that was not tested and maintained according To manufacturer's instructions and/or the children's center did not maintain documentation of testing.

### **58. Pest Control VII. A.**

- 58.1/3 Evidence of Vermin  
There was evidence or the presence of rodent or vermin infestation observed as evidenced by ( ).

- 58.2/3 Pest Control While Children Present  
Pest control occurred while rooms were occupied by children ( ).

### **59. Screens**

- 59.1/3 Open Window/Door Not Screened/Maintained  
Screens were not affixed or maintained on all opened doors and windows in the children's center.

### **60. Toxic Hazardous Materials**

- 60.1/2 Cleaning Solution Not Labeled  
A potentially harmful item, ( ), was not labeled as required.

- 60.2/2 Knives/Tools Stored Accessible to Children  
Knives/sharp tools were observed within the reach of children as they were stored ( ).

- 60.3/2 Harmful Items Easily Accessible  
Harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials were accessible to children in care.

- 60.4/3 Storage of Harmful Items - Toxics  
The children's center's storage of harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials allowed access by children in care.

### **61. Animals Immunized/Parents Notified: VII.A.**

- 61.1/3 No Documentation of Immunizations  
The children's center did not have current vaccination records for the pet observed. Vaccinations are available for this type of animal.

- 61.2/3 Parents Not Informed  
Parents were not informed in writing of all animals on the premises.

- 61.3/3 Animals Not Caged  
Animals or birds kept as classroom pets were not caged.

- 61.4/3 Cages Not Cleaned  
Animals or bird cages were not cleaned.

- 61.5/2 Dangerous Animal on Premises  
An animal that was poisonous, venomous, aggressive, or posed a potential threat of harm to children was On the premises of the children's center.

**62. No Firearms/Weapons VII. A.**

62.1/1 (S) Firearms/Weapons on Premises  
A firearm or weapon was observed on the premises. ( ).

**63. No Narcotics/Alcohol/Other Impairing Drugs VII. A.**

63.1/1S Impairing Drugs on Premises or Vehicle  
Narcotics, alcohol, or impairing drugs/paraphernalia, were present on the premises or in vehicles used by the children's center.

**64. No Smoking VII. A.**

64.1/2 Smoking Observed  
Smoking was observed in the children's center, outdoor area, during a field trip or in a vehicle used to transport children, while children were in care.

64.2/3 Evidence that Smoking Occurred  
There was evidence that smoking occurred in the children's center, outdoor area, during a field trip or in a vehicle used to transport children, while children were in care.

64.3/3 Notification of Parents  
The children's center failed to provide notification to custodial parents and/or legal guardians that smoking is prohibited on the premises of the children's center.

**65. Handwashing VII. A.**

65.1/2 Staff-No Hand Wash-Assist Child  
A staff member did not assist children with handwashing ( ).

65.2/2 No Staff Handwashing  
A staff member did not wash their hands ( ).

65.3/3 Sharing Washcloths/Towels or Toothbrush  
Children shared use of toothbrushes, towels or washcloths.

65.4/3 Staff Did Not Wash Hands Properly/Thoroughly  
A staff member did not wash their hands properly/thoroughly in that ( ).

65.5/3 Toothbrush Storage  
Toothbrushes were stored touching each other.

65.6/3 Hand Sanitizer Used Instead of Hand Washing  
Hand sanitizer was used in place of hand washing with soap and running water.

65.7/3 Handwashing Procedures Not Posted  
Hand hygiene procedures, including situations or times, were not posted in food preparation, diapering, and toileting areas.

65.8/2 Open Wound on Staff  
Staff with open wounds and/or injury that inhibits hand washing, was observed preparing food.

**66. Drinking Water VII. A.**

66.1/3 No Clean, Sanitary Drinking Water  
Clean, sanitary drinking water was not available to all children.

66.2/3 Sink/Water Fountain Combo  
A sink/water fountain combination was used inappropriately in that ().

**First Aid, Cardiopulmonary Resuscitation  
67. FA/CPR Certificates VII. B.**

67.1/2 No Staff with Current First Aid Certification  
The children's center did not have at least one child care personnel with current and valid certificate of course completion for first aid training.

67.2/3 Documentation of First Aid Training  
Documentation of first aid training was not on file for child care personnel.

67.3/2 Coverage On-Site and Field Trip First Aid  
The children's center did not have an adequate number of child care personnel appropriately trained in first aid to maintain coverage both on-site and on field trips.

67.4/2 No Staff w/Current CPR Certification  
The children's center did not have at least one child care personnel with current and valid certificate of course completion for infant and child cardiopulmonary resuscitation (CPR).

67.5/3 Documentation of CPR Training  
Documentation of pediatric cardiopulmonary resuscitation certification was not on file for child care personnel.

67.6/2 Coverage On-Site and Field Trip CPR  
The children's center did not have an adequate number of child care personnel appropriately trained in CPR to maintain coverage both on-site and on field trips.

67.7/2 CPR Not Done By On-Site Assessment  
The online CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual.

67.8/3 Sufficient Staff with First Aid Training  
The children's center did not have at least one child care personnel who had current first aid training in each classroom/room/designated space, or outdoor area occupied by children.

67.9/3 Sufficient Staff with CPR Certification  
The children's center did not have at least one child care personnel who had current pediatric cardiopulmonary resuscitation (CPR) certification in each classroom/room/designated space, or outdoor area occupied by children.

**68. First Aid Kit and Materials on Premises/Field Trips VII. B.**

68.1/2 No First Aid Kit on Field Trip or While Away from Center  
First aid kit did not accompany child care personnel on a field trip, or an activity away from the children's center, or while transporting children.

- 68.2/3 FA Kit in Reach of Children  
The children's center first aid kit was within reach of children.
- 68.3/3 Incomplete First Aid Kit  
The first aid kit of the children's center did not contain the following item(s):
- 68.4/2 No Kit on Premises at All Times  
The children's center did not have a first aid kit accessible to child care personnel on the premises at all times.
- 69. Emergency Information Posted/Parent Notification VII.C.**
- 69.1/3 Posted Information Missing/Incomplete  
The children's center's posted emergency information did not include all required information. ( ).
- 69.2/2 No Immed. EMR/Parent Notify-Serious Incident  
Child care personnel failed to immediately contact emergency services and the child's custodial parents or legal guardians in the event of a serious illness/accident/injury/emergency to their child.  
to their child ( ).
- 69.3/3 Emergency Numbers Not Posted  
Emergency telephone numbers/information was not posted on or near all telephones.
- 69.4/3 No Notification of Status/Temp. Closing  
The Child Care Licensing Program office was not notified of the operational status of the children's center within 24 hours following a fire or natural disaster.
- 69.5/2 Emergency Evacuation and Care Plan  
The Plan for Evacuation and Care of Children in Case of Emergencies was not on file in the Child Care Licensing Program office.
- 69.6/2 No Emergency Preparedness Drills Conducted  
The children's center failed to conduct emergency preparedness drills when children were in care.
- 69.7/3 Emergency Preparedness Drills Records Not Maintained  
The children's center failed to maintain records of emergency preparedness drill records for the months of operation for a minimum of 12 months from the date of the emergency preparedness drill.
- 69.8/3 Incomplete Emergency Preparedness Drill Log  
The written record of the emergency preparedness drills was incomplete and did not include the following ( ).
- 69.9/3 Fire and Emergency Preparedness Drill Logs Not Available for Review  
The written record of the fire and emergency preparedness drills conducted were not available at the time of inspection.
- 69.10/3 No Plan for Reporting Threatening Incident  
The children's center did not have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children or child care personnel or volunteers to the licensing authority.

69.11/2 Notification of Threatening Incident  
The children's center failed to notify the licensing authority of an incident or unusual occurrence that was threatening to the health, safety, or welfare of the children or child care personnel or volunteers.

69.12/3 Emergency Plan Incomplete  
The program's emergency plan was incomplete in that it did not ( ).

## **70. Field Trip Communication: VII.C.**

70.1/2 No Communication Device While Away from the Center  
The individual(s) responsible for children while away from the children's center did not have a telephone or other means of instant communication available.

## **Communicable Disease Control**

### **71. Communicable Disease: VII. D.**

71.1/3 Child with Symptoms of Communicable Disease Not Isolated  
A child, child care personnel or other person suspected of having a communicable disease was not placed in isolation or removed from the premises. ( ).

71.2/2 Health Dept. Not Notified of Outbreak  
The operator failed to report a suspected communicable disease outbreak of two or more children or adults who have the onset of similar symptoms within a 72 hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected on a child or child care personnel to the local county health department and/or failed to follow the directions given.

71.3/2 Parent/Legal Guardian Not Notified of Ill Child  
The parents or legal guardians of a child suspected of having a communicable disease were not notified.

71.4/3 Child w/Head Lice Permitted to Return  
A child identified as having head lice was permitted to return to the children's center before treatment had occurred.

71.5/3 Permitted to Return Without Medical Authorization  
A child, child care personnel or other person suspected of contributing to transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual was permitted to return to the children's center without medical authorization.

71.6/3 Treatment of Equipment  
The children's center failed to treat areas, equipment, toys or furnishings which a child with lice had contact with.

## **72. Diapering Practices VII. E.**

72.1/3 Items Unrelated to Diapering  
Items unrelated to diapering were observed on the diaper changing surface or stored in the diaper changing area.

72.2/3 Changing Surface Not Cleaned and/or Sanitized  
Diaper changing surface in ( ) was not cleaned and sanitized or disinfected after each use.

- 72.3/3 Impermeable Surface  
Diaper changing occurred on a surface that was not impermeable.
- 72.4/3 Handwash Sink Used for Other than Handwashing  
The handwashing sink in the ( ) was observed being used for other than handwashing.  
( ) was placed/observed in the sink.
- 72.5/3 Feeding/Diapering Area Not Separate  
The diapering area was not physically separated from the food preparation, service or feeding area.
- 72.6/2 Child Unattended on Changing Surface  
Children were left unattended while being diapered or when changing clothes and/or a safety strap or harness was used on the diaper changing table/surface.
- 72.7/3 Soiled Diaper Not Promptly Changed  
Soiled or wet diapers, clothing or linens were not changed immediately.
- 72.8/2 Diaper Container Accessible to Children  
The container for soiled diapers was accessible to children in the ( ) area.
- 72.9/3 Container Not Emptied/Sanitized Daily  
The container used for the disposal of soiled diapers or the storage of used cloth diapers was not emptied, cleaned and sanitized or disinfected daily.
- 72.10/3 Soiled Cloth Diapers-Procedures Not Followed  
Soiled cloth diapers were not emptied into the toilet and placed in a securely covered container.
- 72.11/3 Diaper Pail Not Plastic-Lined  
Soiled items were not disposed of in a plastic-lined, securely covered container.
- 72.12/3 No Supply of Clean Diapers/Clothing  
There was not a supply of clean diapers, clothing and/or linens.
- 72.13/3 Diapering Area Hand Washing Station  
Diapering occurred in a room that did not have a hand washing station or did not have a hand washing station in an adjoining area.
- 72.14/3 Items Missing from Diapering Hand Washing Station  
The hand washing station in a diapering area did not include ( ).
- 72.15/3 Procedure Not Posted  
Diaper changing procedure was not posted in the changing area and/or was not followed.

## **Transportation VIII.**

### **73. License/Examination VIII. C.**

- 73.1/3 Driver's License Expired/No Proof in Personnel File  
The children's center's driver's personnel file, did not have proof of a current Florida driver's license. ( ).
- 73.2/2 No Valid FL Drivers License  
The driver, ( ), of a vehicle regularly used to transport children, did not have a valid driver's license.

- 73.3/2 Physical Exam Not Current  
The driver, ( ), of a vehicle regularly used to transport children did not have a current annual physical examination which grants medical approval to drive.
- 73.4/3 No Proof of Current First Aid or CPR in Personnel File  
The children's center's driver's personnel record did not have documentation of course completion for first aid training and pediatric cardiopulmonary resuscitation (CPR) procedures.
- 73.5/2 No Current First Aid and CPR  
The children's center's driver did not have a valid certificate of course completion for first aid and pediatric cardiopulmonary resuscitation (CPR) procedures.
- 73.6/3 No Current Driver's Physical in Personnel File  
The driver's personnel file did not include an annual physical examination which grants medical approval to drive.

#### **74. Liability Insurance VIII.D.**

- 74.1/3 No Documentation of Insurance Coverage  
The children's center did not have documentation of current liability insurance for the vehicle(s) used to transport children in care.
- 74.2/2 Inadequate or No Insurance Coverage  
The children's center did not have the required insurance coverage on all vehicles used to transport children in care. ( ).

#### **75. Annual Inspection: VIII.E.**

- 75.1/2 No Current Inspection  
A vehicle(s) used to transport children did not have an annual inspection by a mechanic to ensure it was in proper working order.
- 75.2/3 No Documentation of Current Vehicle Inspection  
The center did not have documentation of an annual vehicle inspection for a vehicle used to transport children in care.

#### **76. Seating Capacity/Restraints VIII. F.**

- 76.1/1(S) No Restraints  
The vehicle had operating seat belts and/or safety restraints for ( ) children and ( ) children were transported at one time.
- 76.2/1(S) Seat Belt Not Age Appropriate  
The use of seat belts by the children's center was not age appropriate for children being transported who required safety restraints. ( ).
- 76.3/1(S) Vehicle Capacity Exceeded  
The number of individuals transported in a vehicle exceeded the manufacturer's designated seating capacity or the number of factory installed seat belts. ( ). The vehicle had a capacity of ( ) and ( ) individuals were transported at one time.
- 76.4/2 Missing, Broken or Non-Operable Restraints  
The vehicle had missing, broken or non-operable seat belts and/or safety restraints.

- 76.5/2 Wheelchairs Secured  
A wheelchair occupant was not properly secured during transport with the wheelchair secured by four tie-downs in a forward-facing direction and with the child secured in a three-point tie restraint or in a federally approved child safety restraint in accordance with the child's needs.
- 76.6/2 Restraints Used After Recall/Expiration  
Child safety restraints were not replaced after a recall, past the manufacturer's "date of use" expiration date, or after being involved in a crash.
- 77. Driver's Attendance Log: VIII.G.**
- 77.1/2 No Log  
The children's center did not maintain a log for all children being transported.
- 77.2/3 Log w/Missing Info  
The center's transportation log for ( ) did not include the following information:
- 77.3/1(S) Child Harmed Dropped at Wrong Location  
The driver of the vehicle failed to drop the child off at the appropriate location.
- 77.4/3 Log Not Kept for 12 Months  
The children's center failed to retain the driver's attendance log for 12 months.
- 77.5/2 Children Not Marked Departing Vehicle  
Upon arrival at the destination, it was determined that the driver of the vehicle or assigned child care personnel failed to mark each child off the log as children departed the vehicle.
- 77.6/1S No Visual Sweep  
Upon arrival at the destination, the driver ( ), of the vehicle, or assigned child care personnel and second adult, ( ), failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle.
- 77.7/2 Adult/Child Ratios Transporting Children  
The required adult/child ratios were not maintained while transporting children.
- 77.8/3 Contact Information  
Contact information and emergency medical consent for children being transported was not maintained in vehicles.
- 77.9/2 Emergency Care Plans and Supplies  
Emergency care plans, supplies and/or medication was not available for children being transported with chronic medical conditions.
- 77.10/2 Vehicle Maintained at Comfortable Temperature  
The interior of vehicles used to transport children was not maintained at a temperature between 65 and 82 degrees Fahrenheit.
- 77.11/2 Procedures for Foot Trips Not Followed  
Upon arrival by foot at the destination, it was determined that the child care personnel failed to conduct roll call, date and initial the log to verify all children were accounted for.
- 77.12/3 Second Person Procedures for Foot Trips Not Followed  
Upon arrival by foot at the destination, it was determined that the second child care personnel failed to witness roll call, date and initial the log to verify all children were accounted for.

77.13/3SR ONLY Log Not Kept for 15 Months

The children's center failed to retain the driver's attendance log for 15 months.

**Food/Nutrition IX AC**  
**78. Food/Nutrition**

78.1/3 Needs for Quantity/Quality Not Met

The children's center did not provide nutritious meals/snacks to meet the daily nutritional needs of the children in that ( ).

78.2/3 No Arrangements w/Parents to Meet Needs

The children's center does not provide meals and snacks, and failed to make arrangements with parents to provide nutritional food for the child. ( ).

78.3/3 Menu Not Planned/Written/Posted

Meal and snack menus were not planned/written/posted in a conspicuous place accessible to parents at the beginning of each week.

78.4/3 Menus Not Dated

Menus were not dated for ( ).

78.5/3 Substitutions Not Noted on Menu

Menu substitutions were not noted on the menu for ( ).

78.6/3 Menu Not Maintained 12 Months

The children's center failed to maintain documentation of meal and snack menus for at least 12 months.

78.7/3 Special Diet Requirement Not Met

The children's center did not maintain information as follows for a child's special diet: a copy of the physician's order, a copy of the diet, a sample meal plan.

78.8/2 Child Given Food After Allergy Notify

A child was given ( ) after the children's center was notified of a food allergy by the parent or legal guardian.

78.9/3 No Food Allergy/Specialized Diet Documentation/Child File

The children's center did not maintain required written documentation of known food allergies in a child's file and/or specialized diet in a child's file.

78.10/3 Special Food Restrictions Shared with Staff

The children's center did not share with staff or post in an easily accessible location, special food restrictions for a child.

78.11/3 Milk/Food Out Longer Than 15 Minutes

Milk and/or food sat out longer than 15 minutes prior to the beginning of the meal.

78.12/3 Food Provided Not Properly Stored/Handled

Food provided by parents/guardians was not properly stored and handled in a sanitary manner to prevent contamination or spoilage.

**79. Food Service**

79.1/2 Infant Not Held/Unable to Support Self

An infant unable to support himself was not held while being fed. ( ).

- 79.2/2 Bottle Propped  
An infant was observed with a propped bottle.
- 79.3/3 Mechanical Device Used  
An automatic feeding device was used and the children's center did not have documentation or authorization from a physician in the child's file.
- 79.4/3 Insufficient Seating for Eating  
The children's center had insufficient age-appropriate seating for the number of children eating meals at one time.
- 79.5/3 Age Appropriate Food  
Children were provided food that was not age appropriate and/or posed a choking hazard.
- 79.6/3 Re-Use of Single Serve Items  
Single service items were not discarded after each use.
- 79.7/3 Bottles/Sippy Cups Brought From Home Not Returned  
Bottles or sippy cups brought from home were not returned to the custodial parent or guardian daily.
- 79.8/3 Plates/Utensils/Sippy Cups/Bottles Provided by Center not Properly Cleaned Between Uses  
Bottles and/or sippy cups provided by the children's center were not washed, rinsed and sanitized between each use.
- 79.9/2 Children Left in High Chairs  
Children were left in high chairs or other confining devices outside of feeding times.
- 79.10/3 Skin Contact Prevention While Serving Food  
Child care personnel while distributing snacks/serving food, did not use napkins, disposable gloves, utensils, or similar items to prevent skin contact with food.
- 79.11/2 Food Too Hot  
Children were permitted to eat hot food before it was sufficiently cooled to be eaten.
- 79.12/1(S) Food Too Hot And Burns Resulted  
Children were permitted to at hot food before it was sufficiently cooled to be eaten and suffered first or second degree burns as a result.
- 79.13/3 Previously Open Baby Food Accepted  
Previously opened baby food jars were accepted at the center.
- 79.14/3 Baby Food from Jar  
Baby food was fed directly from the jar for more than one feeding.
- 79.15/2 Solid Food Fed to Infant Without Authorization  
Solid food and/or cereal was fed to an infant under 4 month of age without authorization from a physician.
- 79.16/3 No Thermometer in Refrigerator/Freezer  
The children's center refrigerator and/or freezer does not have an appropriate thermometer.
- 79.17/2 Refrigerator Thermometer Out of Temp  
A refrigerator was observed without a thermometer or with a thermometer showing a temperature reading greater than 41 degrees Fahrenheit.

79.18/2 Freezer Thermometer Out of Temp  
A freezer was observed without a thermometer or with a thermometer showing a temperature reading greater than 0 degrees Fahrenheit.

### **80. Formula**

80.1/3 Bottles/Sippy Cups Not Labeled  
Bottles and/or sippy cups brought from home were not labeled with child's first and last name.

80.2/3 Bottles of Formula Not Refrigerated  
Prepared bottles brought to the children's center were not properly refrigerated and used within 24 hours.

80.3/3 Leftover Formula/Milk Not Discarded  
Leftover formula/milk in a bottle and sippy cups was not discarded within one hour of serving.

80.4/3 Open Can Commercial-Not Dated/Covered  
Opened cans of ready-to-feed formula were observed in the refrigerator undated/uncovered. ( ).

80.5/2 Food Not Tested  
Heated foods or bottles were not tested before feeding in order to prevent injury.

80.6/3 Formula/Food Not Labeled  
Formula and/or food brought from home was not labeled with the child's first and last name.

80.7/3 Safe Handling of Powered Formula  
Manufacturer or parental instructions were not readily available, child care personnel did not obtain information from the World Health Organization's Safe Preparation, Storage and Handling of Powdered Infant Formula Guidelines.

80.8/3 Written Procedures for Breastmilk Storage  
The children's center did not have written procedures and/or follow procedures for the preparation and storage of expressed breastmilk that ensures the health and safety of all infants.

80.9/2 Breastmilk/Formula Given to Wrong Child  
Breastmilk or formula was fed to the wrong child.

80.10/3 Parent Not Notified of Incident  
Parents of a child who received the wrong breastmilk or formula as well as the parents of a child for whom the breastmilk or formula was intended were not notified immediately of the incident.

80.11/3 No Accident/Incident Form for Wrong Formula/Breastmilk Fed  
An incident involving children being fed the wrong breastmilk or formula was not recorded on an accident/incident form.

80.12/2 Bottle Warming Devices Accessible  
Bottle warming devices were accessible to children.

80.13/2 Bottles/Formula Heated in Microwave  
Bottles and/or formula were heated in a microwave oven.

80.14/2 Bottle Warmed More than Once  
A bottle was warmed more than once.

## **Application, Fee, License X**

### **81. Application, Fee, License X**

81.1/3 Application Not Received  
The application for license renewal was not received within 45 days prior to the expiration date of the current license.

### **82. Capacity: X**

82.1/2 More Children Than Licensed Capacity  
The children's center is licensed to serve ( ) children and ( ) children were observed in care ( ) at the children's center and/or on a field trip.

82.2/3 Capacity Posted in Each Room  
The children's center failed to post the room capacity in each room of the children's center.

## **Advertising XI**

### **83. Advertising XI**

83.1/3 License # Not on Printed Materials  
The license number of the children's center was not included on printed materials. ( ).

83.2/3 License # Not On Existing Sign  
The license number of the children's center was not included with the name of the children's center on the existing sign.

83.3/3 License Number on Advertising  
The children's center failed to include their license number when advertising.

## **Access XII**

### **84. Access- In Person/By Telephone XII.**

84.1/2 Parents Denied Access  
The children's center did not provide the parent(s) or legal guardian(s) access, in person or By telephone, to the children's center during the hours of operation.

84.2/3 Answering Machine-No Emergency Number  
The children's center used an answering machine when children were in care without providing an emergency number. ( ).

84.3/2 Licensing Denied Access  
The owner, operator, employee or substitute failed to grant the licensing authority access to the children's center, or any portion thereof, during the hours of operation.

84.4/3 No Access to Children's Center Records  
The owner, operator, employee or substitute failed to grant the licensing authority access to facility records.

## **Other Regulations**

### **85. Other**

- 85.1/3 Age of Person in Charge  
1.A.5 Personnel in children's centers meet minimum age requirements.  
The person in charge at the time of the inspection was not 21 years of age as evidenced by ( ).  
The person must be at least 21 years of age.
- 85.2/2 Caring for Age Group Not Licensed For  
X.A. 3. The application shall contain the following:  
c. The maximum number of children to be enrolled, ages of children, and hours of care.  
X.F.1.b. The application for change of license is to be filed and approved before the change occurs.  
The children's center has not been approved to care for age ( ) children.
- 85.3/2 Behavior Detrimental to the Progress of a Child  
1.A.4. Personnel in children's center shall not exercise any influence detrimental to the progress, development, health or safety of children.  
The inappropriate behavior of ( ) as evidenced by ( ) was not a positive influence for the development of the children present at that time.
- 85.4/2 Free of Impairment from Mental Illness  
I. A.2. Personnel in children's centers shall be in good health and free from impairment of mental illness. Child care personnel was not in good health and free from impairment from mental illness as evidenced by ( ).
- 85.5/1 (S) Free of Impairment from Drugs or Alcohol  
The operator, employee or substitute was supervising children while using or under the influence of narcotics, alcohol or other drugs that impaired the individual's ability to provide safe child care.
- 85.6/3 Access to Licensing Regulations  
VII.A.16 All children's center personnel shall have access to a copy of Licensing Regulations governing Pinellas County Children's Centers.  
Child care personnel did not have access to Licensing Regulations as evidenced by ( ).
- 85.7/1 (S) Misrepresentation of Information With Harm  
XV. I. 1,2 Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the children's center to a parent/guardian, Child Care Licensing Program or law enforcement that could or did result in the death or serious harm to the health, safety or wellbeing of a child.
- 85.8/2 Misrepresentation of Information  
XV. I. 1,2 Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the children's center to a parent/guardian, Child Care Licensing Program or law enforcement.
- 85.9/2 Interference with Copying Records  
Children's center personnel interfered with or prevented the licensing authority from copying of Facility records, photographing or recording a location/activity on the premises.
- 85.10/1S Licensing Denied Access During Hours of Operation  
The children's center denied the licensing authority access to the child care facility, personnel and/or records during the hours of operation.

**86. Group Size SR ONLY**

86.1/3SR ONLY Inadequate Group Size Observed

A group size of no more than ( ) children is required for (age group). A group size of ( ) was observed.

86.2/3SR ONLY No Active Credential

At least one of the two teachers required to maintain staff to child ratio for a group size of ( ) for ( age group) did not have an active staff credential as recognized by DCF.