

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

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



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Executive Director

FAMILY CHILD CARE HOME PLAN OF OPERATION

The Plan of Operation must be filled in completely. Please make a copy and file both the original and the copy in your file. You will be asked to mail the original to the License Board with the application later.

Visit <http://pclb.org> to review a copy of the Licensing Regulations (pages are reference to help answer questions)

Please answer all questions. If the question does not apply to your home, mark it not applicable (NA).
A licensing specialist will review the plan and call you if additional information is needed.

Name of applicant _____ Telephone Number (corded telephone) _____

Address _____
City State Zip Code

1. List everyone who lives in your home, including yourself.

Name	Birthdate	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Is there a smoker in the home, including e-cigarettes? yes no

If so, attach a sample copy of the letter that will be given to the parents/guardians notifying them of a smoker in the home. (refer to page 33)

3. Have you read the Licensing Regulations Governing Pinellas County Family Day Care Homes and are you able to perform the functions required of a child care provider as described in Licensing Regulations Governing Pinellas County Family Day Care Homes? yes no

If no, explain: _____

18. Have any of your pets bitten or injured anyone or do they jump on people, scratch, growl and/or snap at strangers? yes no

Note: Any animal who, according to the records of Pinellas County Animal Services, has bitten a human more than once or has exhibited aggressive behavior or has been declared dangerous, shall not be on the property of the family day care home.

If yes, explain how you will keep them separate from children inside and outside the home:

Inside the home: _____

Outside the home: _____

Are the pet toys out of the reach of children? _____

Where is the pet food being stored in the home? _____

If dog food label states "keep out of reach of children," the dog food must be inaccessible to the children in day care.

19. Where is your diapering area? (refer to page 41-42) _____

a. Type of impermeable surface: (plastic mat, changing table with pad & changing pad)

If a changing table is being used, the strap or harness should not be used.

b. How will you clean and sanitize? _____

c. Do you have a covered container for soiled diapers? yes no

d. Where is it located? _____

20. Which areas of the home, if any, do you want to make off limits to children? (Doors to those areas must have locks inaccessible to children and must be locked when children are in care).

a. What type of locks are being used on all exit doors? _____

b. Are all exit doors in the home clear (not blocked)? (refer to page 34) yes no

Adequate space must be available to accommodate children's activities. The licensing specialist will inspect all off-limits areas for fire hazards and to verify capacity during every visit.

21. **Supervision of children in care means:** (refer to page 22)

"At all times, which includes when the children are sleeping. The operator shall remain responsible for the supervision of the children in care and capable of responding to the emergencies and needs of the children. During the daytime hours of operation, children shall have adult supervision, which means watching and directing children's activities, both indoors and outdoors, and responding to each child's needs." (Licensing Regulations Governing Pinellas County Family Day Care Homes and Large Family Child Care Homes, Section, I.C.2).

a. What will you do if the trash needs to be taken to the curb while children are in care?

b. If a child is dropped off by a school bus or van, how you would ensure that the child gets to the front door without you assisting the bus/van driver?

c. What will you do if your pet escapes from your home while children are in care?

d. How will you get your mail while children are in care? _____

e. When transporting children in care, what will be your plans for getting gas, milk, and for securing the children in the car?

f. Requirements for transporting the children: (refer to page 42-43)

1. Valid Florida Driver's License: Expiration date _____

2. Automobile insurance: Expiration date _____

3. Automobile inspection: Expiration date _____

4. Do you have federally-approved child safety restraints for use when transporting the children?

yes no

5. Do you have a cell phone or other means of instant communication when transporting the children?

yes no

6. How will you obtain permission to transport the children?

7. If you need to transport more children than your car allows, who will assist you with transporting children?

g. Medication (refer to page 27)

Do you plan on giving any type of medication?

yes no

Prescription and non-prescription medications that are used on an "as-needed" basis, require the parent/legal guardian to provide additional documentation or the authorization form to describe the symptoms that would require the medication to be given. Use of diaper creams and insect repellants may only be utilized with written permission from the parent/legal guardian. Manufacturer instructions should be followed.

22. **DISCIPLINE POLICY** (refer to page 47)
Attach a copy of the written Discipline Policy that will be used in your home.

23. **EXPULSION POLICY** (refer to page 47)
Attach a copy of the written Expulsion Policy that will be used in your home.

24. **DISCIPLINE**
Verification that the home has provided the parent or guardian a written copy of the Disciplinary and Expulsion Policies used by the home must be documented on the enrollment form with the signature of the custodial parent or legal guardian.

25. **EMERGENCY PROCEDURES AND NOTIFICATION** (refer to page 30)
The operator shall have a procedure for responding when an immediate emergency medical response is required.

What is your Procedure?

The home must have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, and welfare of the children, staff or volunteers by the licensing authority. ***Please attach a copy of the plan.***

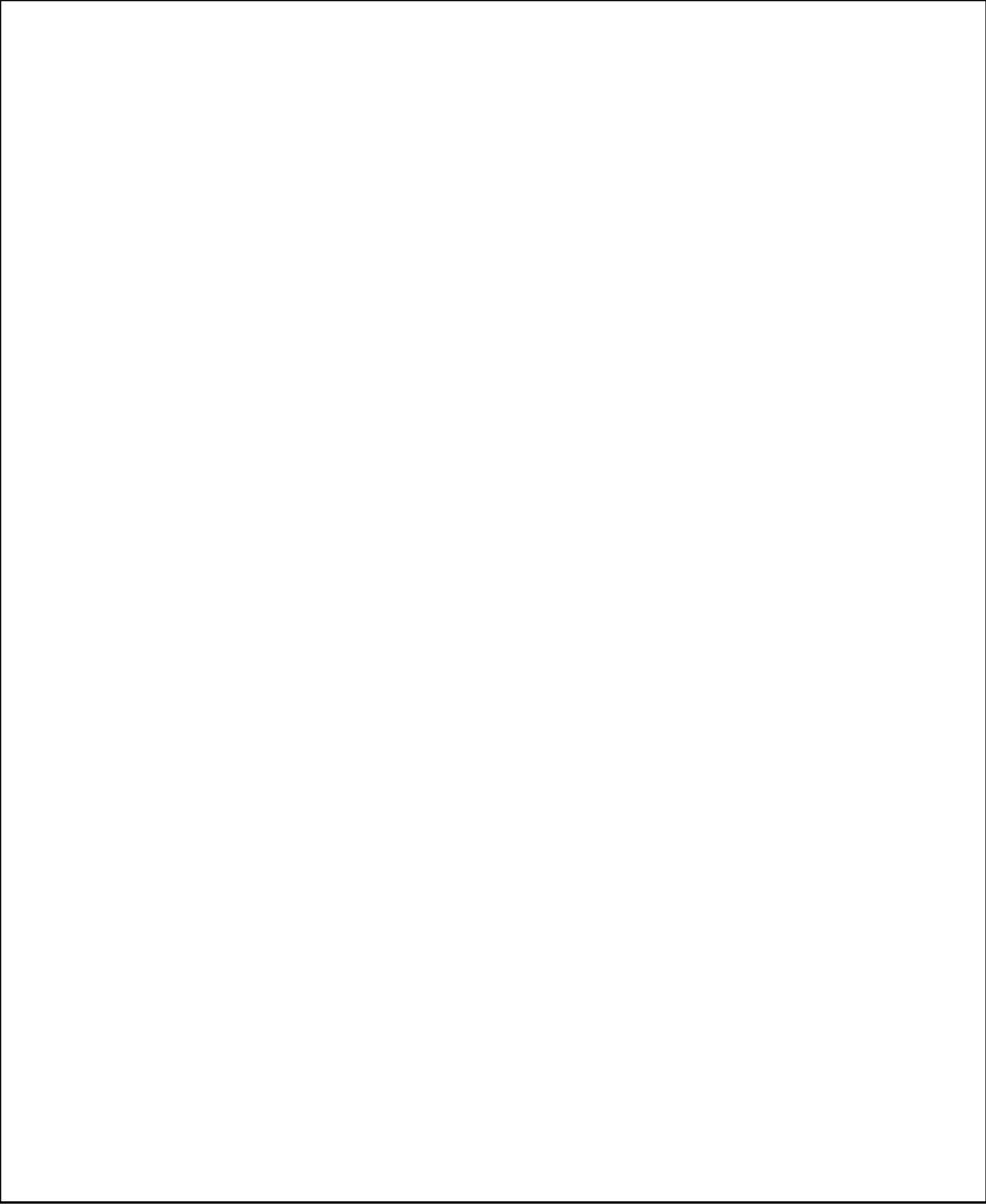
The following types of incidents must be addressed:

- Lost or missing child
- Suspected maltreatment of a child
- Injuries or illness requiring hospitalization or emergency treatment
- Death of a child or staff member
- Presence of a threatening individual who attempts or succeeds in gaining entrance to the home

26. **EMERGENCY PLAN** (refer to page 30)
On the following page, draw a floor plan of your home. Indicate the exits and where you will keep the children's records.

EMERGENCY PLAN

A COPY OF THIS PLAN MUST BE POSTED CONSPICUOUSLY.



27. **FIRST AID KIT** (refer to page 29)

- a. The first aid kit must be clearly labeled "FIRST AID" and must, at a minimum, include:
- Liquid soap and/or hand sanitizer (to be used with supervision if hands are visibly soiled and if no water is present)
 - Adhesive bandages
 - Disposable, non-porous gloves
 - Cotton balls or applicators
 - Sterile gauze pads or rolls
 - Adhesive tape
 - Digital thermometer
 - Tweezers
 - Pre-moistened wipes
 - Scissors
 - Bottled water (for cleaning wounds or eyes)
 - A current resource guide on first aid and CPR procedures

28. Land-Line Telephone: (The location of the land-line telephone cannot be in an off-limits area). (refer to page 30)

- a. Emergency numbers (must be posted near all telephones)

- Police/Fire/Ambulance: **911**
- Poison Information Center: **1-800-222-1222**
- Abuse Hotline: **1-800-962-2873**
- Epidemiology (to report communicable diseases): **727-507-4346**
- Substitute or Employee:

- Non-Emergency Telephone

- Address (list major crossroads, intersections, landmarks): _____

29. **FIRE DRILLS** (refer to page 31)

Monthly, a fire drill must be conducted utilizing the approved alarm system or smoke detectors. When the alarm is sounded, all adults and children must evacuate the home. Document all drills.

30. **INDOOR PLAY SPACE** (refer to page 35)

My home has thirty-five (35) square feet of usable indoor floor space per child? yes no

How will you get the children out of the house safely in an emergency?

What type of equipment do you have in your home that can be used during a fire drill to help you remove the children safely from the home? (Eg: wagon, stroller, playpen with wheels)

Where are emergency numbers posted? _____

What are the directions to your home from the closest major intersection? _____

31. **DAILY ATTENDANCE SHEET** (refer to page 27)

Attach a copy of the daily attendance sheet you will use to document the times the children enter and depart the home.

If a child does not arrive at the home or the agreed-upon designated pickup location, the operator must communicate as early as possible (within one hour of the child's scheduled arrival), with the custodial parent/legal guardian; if there was no prior communication from the custodial parent/legal guardian of the child's absence. If the operator is unable to reach the child's parent/guardian, emergency contacts must be notified.

32. **DAILY SCHEDULE** (refer to page 28)

Show the routine you will establish with children in care. Describe how you will accommodate any family member with special needs, transport your own children to school, or provide home schooling. *

Before children arrive:

Breakfast time:

Morning activity:

Outdoor activity:

Lunch time:

Afternoon nap time:

Afternoon activity:

Snack time:

Outdoor activity:

After the children go home:

Overnight care – Bedtime Routines:

*** If home schooling, please provide a schedule that will accommodate the needs of both day care child(ren) or your own child(ren).**

33. **HOME MAINTENANCE SCHEDULE** (refer to page)

Children's toys will be sanitized every _____

Equipment will be sanitized every _____

Walls, carpeting, and furniture will be cleaned every _____

Home will be treated with pest control every (refer to page 41) _____

Outdoor play area will be maintained every _____

Pool/spa will be maintained every(refer to page 37-39) _____

The locks on the doors and gates leading to the pool will be checked every _____

The pool alarm will be tested every _____

34. **a. INVENTORY OF TOYS AND EQUIPMENT**

List the name and number of each of toys you have for children's use. You need to have some items for each age group. Refer to the information in your 30-clock hour Family Child Care Home Training packet or call your licensing specialist for information.

INFANT/TODDLER TOYS	PRESCHOOL TOYS	SCHOOL-AGE TOYS

b. OUTDOOR EQUIPMENT (climbing equipment, sand box, slide, swings, etc.)

List outdoor equipment:

What outdoor equipment is available for infants (birth-24 months)?

Exits: Outdoor play area must have two exits. One is the home itself, the other should be a gate.

List outdoor play area exits:

Permanent playground equipment must have a resilient surface underneath. Swing set must be anchored with a resilient surface underneath all of the fall zones such as mulch, interlocking mats, sand, and rubber mulch.

What type of resilient surface do you plan to use? (refer to page 37)

c. NAPPING EQUIPMENT

(refer to page 39)

Cribs_____ # Playpens/Porta-cribs_____ # Cots_____

A crib certificate is required if a crib is being used.

Safe Sleep Plan- submit a written plan for safe sleep practices. (refer to page 40)

*Submit a written plan outlining the sleeping arrangements of the children

d. OTHER EQUIPMENT (refer to page 22)

High chairs_____ # Booster seats_____ # Child-size tables/chairs_____

(harness must be used)

e. OUTDOOR PLAY SPACE

Where will children play outside?

During day care hours, how will you ensure that the outdoor play area is free of animal feces?

Do you have a separate area for your pet(s) to use? Where? _____

35. MENU PLAN/NUTRITIONAL PRACTICES (refer to page 44-45)

Write sample menus for children in care for a one-week period. Refer to the examples in your 30-clock hour course or visit the U.S. Department of Agriculture website and review the food pyramid for additional information at: <https://www.cnpp.usda.gov/food-guide-pyramid-young-children-graphic-resources>.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
B R E A K F A S T					
L U N C H					
S N A C K					

36. Food Preparation & Storage: (refer to page 46-47)

Do you own an alcohol thermometer? The law requires that an alcohol thermometer be placed in the refrigerator and freezer.

How will you handle opened packages of dried goods?

How will you handle the storage of perishables?

How will leftovers be handled?

How will you ensure that the food preparation is clean and free of dust, dirt, food particles and grease deposits at all times?

How are food containers, plastic containers, boxes and bags being stored in the home?

37. TRAINING DOCUMENTATION: (Attach copies of cards)

CPR Certificate:

Applicant: _____ (Expiration Date)

Substitute: _____ (Expiration Date)

First Aid Certificate:

Applicant: _____ (Expiration Date)

Substitute: _____ (Expiration Date)

Safe Sleep/Shaken Baby Certificate:

Applicant: _____ (Expiration Date)

Substitute: _____ (Expiration Date)

Home Swimming Pools Water Safety Course:

Applicant: _____ (Expiration Date)

Substitute: _____ (Expiration Date)

Fire Extinguisher Training:

Applicant: _____ (Expiration Date)

Substitute: _____ (Expiration Date)

Blood Borne Pathogens Training

Applicant: _____ (Expiration Date)

Substitute: _____ (Expiration Date)

Submit a written plan regarding safety precautions to follow in the event there is exposure to blood and potentially infectious fluids.