

LICENSING REGULATIONS GOVERNING PINELLAS COUNTY FAMILY CHILD CARE HOMES LARGE FAMILY CHILD CARE HOMES New State Changes Effective July 12, 2010

I. PERSONNEL

Ch 402.302(3)

A. General Qualifications. Personnel in Family Child Care Homes

3. Shall Be of Good Character

Ch 65C-20.008(5)

Signed statements (Child Care Licensing Program Form CF-FSP 5337, March 2009) that the operator, employees, and substitute(s) understand the statutory requirements for professional's reporting of child abuse and neglect must be signed annually by the operator and substitute.

Every year the Provider and Substitute must sign the form provided by the Child Care Licensing Program that states they understand they are required by law to report to child abuse investigators through the Abuse Hotline at 800-96-ABUSE. The form will be requested at renewal with the Attestation of Good Moral Character and will be kept in the provider's file.

I. PERSONNEL

Ch 402.302(3)

A. General Qualifications. Personnel in Family Child Care Homes

3. Shall Be of Good Character

Ch 435.04

65C-20.008(3)(a)1.

a. Level 2 Screening Standards, which includes at a

minimum Federal Bureau of Investigation (FBI), Florida Department of Law Enforcement (FDLE), and local criminal records checks.

Ch 65C-20.008 (3)(a)(2)

- b. An employment history check for the operator and substitutes is required as part of background screening, must include the previous two (2) years and must be maintained in the License Board file. An employment history check conducted under this rule, shall include the applicant's position description, confirmation of employment dates from previous job(s), and level of job performance.

This is not a new requirement for Pinellas County, but was for the State. Compliance is already ensured as these items are collected prior to licensure or approval of provider, employee, and/or substitute.

I. PERSONNEL

Ch 402.302(3)

A. General Qualifications. Personnel in Family Child Care Homes

Ch 65C-20.008(4)(c)

8/3/05

7. Family child care home providers, applicants, substitutes, household members, and employees as outlined in Section 402.313, F.S. must be re-screened following a break in operation of the family child care home which exceeds 90-days. A person in this category must undergo the same level of screening that was required at the time of initial operation of the family child care home. If the operator/applicant takes a leave of absence, such as maternity leave, extended sick leave, etc., re-screening is not required unless the 5-year re-screen has come due during the leave of absence.

This is just a change in reference.

I. PERSONNEL

Ch 402.302(3)

A. General Qualifications. Personnel in Family Child Care Homes

Ch 65C-20.008(3)(a)(4)

14. Initial screening submission and clearance documentation must be maintained in the Child Care Licensing Program's licensing file.

The Child Care Licensing Program must keep certain information in the file and does not require anything from providers.

B. Staff Training

Ch. 65C-20.009(3)(b)

3. Prior to licensure and caring for children, family child care home substitutes who work **less than 40 hours a month** on average during a **6 month** period shall complete the Department of Children and Family Services' six (6) clock-hour Family Child Care Home Rules and Regulations training, as evidenced by successful completion of a competency based examination offered by the Department of Children and Family Services or its designated training representative prior to caring for children. Training completed successfully will be documented on the Department of Children and Family Services' CF-FSP Form 5267 or the Department of Children and Family Services' child care training transcript.

Ch. 65C-20.009(2)(b)3.

Family child care home operators must maintain written documentation (i.e. time records) of the hours a substitute worked in their home each day for the preceding twelve (12) months.

The 1st change means a substitute working less than 40 hours is now a 6 month average, instead of a 12 month average.

The 2nd change means that Providers must keep a log or time sheets for their substitutes for 12 months. So then, just as you keep daily attendance for children, you would need to keep daily attendance for your substitute. If your substitute does not work for a day, week, or a month at a time, you should note that on those days, weeks, or months. The log needs to be available for Licensing Specialists to review at all times.

B. Staff Training

Ch. 65C-20.009(3)(a)(4)

4. Certificate(s) of course completion for **infant and child cardiopulmonary** resuscitation (CPR) procedures **and first aid training**, which must be current and valid at all times. Certificate(s) of course completion are valid based on the time frames established by each first aid and CPR training program, not to exceed three (3) years.

Online CPR courses are not acceptable to meet this standard. CPR training must be completed by classroom instruction.

Ch. 65C-20.009(3)(c)

CPR courses must include an on-site instructor-based skills assessment that shall be documented by the certified CPR instructor. Documentation of completion of the online course

and on-site assessment must be maintained at the facility and available for review by the licensing authority.

Ch 65C-20.009(3)(c) Documentation of course completion must be maintained at the facility and available for review by the Child Care Licensing Program.

Infant and child CPR classes may now be taken online, as long as the final test is *in person* with the course's certified CPR instructor. As of now, the Child Care Licensing Program is unaware of any online infant/child CPR classes with an in-person exam in Pinellas County. If you plan on taking an online course, please check with your licensing specialist to ensure it meets the requirements prior to enrolling. A list will be made available on our website as we find appropriate online courses in this area.

B. Staff Training

Ch 65C-20.009(3)(d) 5. Effective October 1, 2010, the Department of Children and Family Services' Training Transcript will be the only acceptable verification of successful completion of the Department's training. Training completion documented on CF-FSP Form 5267, March 2009, Child Care Training Course Completion Certificate, which is incorporated by reference, will no longer be accepted by the Department after October 1, 2010, nor any previous version of the form. A copy of the Department's Training Transcript may be obtained from the Department's website at www.myflorida.com/childcare.

Ch 65C-20.009(3)(d)1. a. A copy of the CF-FSP Form 5267 or Training Transcript for the operator must be included in the Child Care Licensing Program's licensing file.

Ch 65C-20.009(3)(d)2. b. Training documented on the CF-FSP Form 5267 that is not included on an individual's Training Transcript must be sent to the Department or designated representative prior to October 1, 2010 to be documented on the individual's Training Transcript.

Ch 65C-20.009(3)(d)3. c. As of October 1, 2010, any course completion certificate not documented on the Training Transcript will be considered invalid, requiring that the course(s) be retaken. Until the coursework is retaken and completed, family day care homes will be out of compliance with the mandated training standard.

Effective October 1, 2010, DCF courses and trainings will only be accepted if they appear on your training transcript. Please check that

all of your completed courses are on your Training Transcript. If any completed courses or trainings are missing, you must call 727-588-6343 for assistance. Once October 1 comes, if the course is not on your DCF Training Transcript you will have to re-take the course or training.

B. Staff Training

- Ch 65C-20.009(3)(e) 6. Prior to beginning volunteering in a family child care home, the volunteer must complete the CF-FSP 5217, March 2009, Volunteer Affidavit, which is incorporated by reference, and may be obtained from the Department's website at www.myflorida.com/childcare.

If you have a person who volunteers in your home, they must complete the Volunteer Affidavit before being in the home. Please see the above website or call CCLP for the form.

B. Staff Training

- Ch 65C-20.009(4)(d) 9. Operators who do not complete the required annual in-service training during a given licensure year, must complete the remaining in-service training hours within 30 days of the noncompliance finding by the Child Care Licensing Program.

These hours cannot be used to meet the current year's in-service training requirements.

Any in-service hours that have not been completed and turned in to your Licensing Specialist must be completed within 30 days of the Licensing Specialist telling you that you need them. Before there was not a set time to make up the 10 hours in-service training by the Regulations, so that is the change.

C. Supervision

- Ch 65C-20.009(2)(b)(1) 4. Substitutes. There shall be a written plan to provide at least one (1) other competent adult, who must be at least 21 years of age, to be available
Ch 61. S.6. (3)(d) as a substitute for the operator on a temporary or emergency basis. This plan shall include the name, address, and telephone number of the designated substitute.

Substitutes may not work over 40 hours per month on average during a twelve (12) month period in any single home for which they have been identified as the designated substitute.

Ch 65C-20.009(2)(b)2. Any changes to the substitute plan that occur during the home's licensure year must be submitted to the Child Care Licensing Program within five working days of the change.

Ch 65C-20.008(3). If the designated substitute changes during the licensure year, prior to taking care of children, the new designated substitute for the operator must comply with background screening requirements and the licensing authority must receive proof of background screening clearances.

If you make any change to your substitute plan, for example who your substitute is, or the hours they work, then you must notify your Licensing Specialist within 5 working days of the change.

It further states that if you change your substitute during your licensure, they are not allowed to take care of children until CCLP has all of the clearance letters in the file. This is not a change for Pinellas County.

II. RECORDS

A. Facility Records

Ch 65C-20.011(1)(a)

- b. Immunizations. Within thirty (30) days of enrollment, the family child care home provider is responsible for obtaining from the custodial parent or legal guardian, for each child in care, a current, complete and properly executed Florida Certification of Immunization form, Parts A-1, B and or C, DH 680 (April 2009 July 2004), or the Religious Exemption from Immunization form DH Form 680 and DH Form 681 (July 2008) may be obtained from the local health department. Immunizations received out-of-state are acceptable; however, immunizations must be documented on the Florida Certification of Immunization form and must be signed by a physician practicing in the State of Florida. Specific immunization requirements are included and detailed in the most current edition of the "Immunization Guidelines - Florida Schools, Child Care Facilities and Family Child Care Homes" as referenced in 64D-3.011, F.A.C.

Documentation of current immunizations must be available for review upon request by the Child Care Licensing Program.

You not only have to ensure that you have a copy of each child's

current Immunization or Religious Exemption form on file, but it must be the correct form (see dates highlighted above that date should be on the bottom of the form the parent gives you from the doctor). If a doctor will not update the child's immunizations due to illness or other issues, please get a note from the doctor to show your Licensing Specialist.

II. RECORDS

A. Facility Records

Ch 65C-20.011(1)(d) d. If the custodial parents or legal guardians fail to provide the documentation required in sub-paragraphs (a) or (c) above within 30 days of enrollment, the family child care home shall not allow the child to remain in the program.

This is what you should show to your parents who will not bring you the appropriate paperwork for their child. It states that you shall not let the child stay in care until the paperwork is received. You will have to dis-enroll the child and not accept the child in to care until they are re-enrolled with a current Student Health Exam form and a current Immunization form. Pinellas County has always required that the forms be available to the Licensing Specialists.

II. RECORDS

A. Facility Records

Ch 65C-20.010(5) 8. Medication.

Ch. 61.S.9.(g)2 & 5/1/09 d. All medicines shall be stored separately and also locked or inaccessible and
Ch. 65C-20.010(5)(g) out of the reach of children and must have child resistant caps, if applicable.

This is just clarification that a child resistant cap is only required if it's possible to have one. Some medications do not come with them. If you have a question if something should have a child resistant cap, please call the pharmacist or doctor.

II. RECORDS

A. Facility Records

Ch 65C-20.011(2)(c)

13. There shall be a signed statement from the custodial parents or legal guardian that the family child care home has provided them with the following information:
The Child Care Licensing Program's brochure License Board's Know Your Child's Family Child Care Home family-child-care home brochure. This brochure may be obtained from the licensing office License Board or on the licensing License Board's website at www.pclb.org.

Pinellas County already requires this regulation.

II. RECORDS

A. Facility Records

Ch 65C-20.011(2)(d)

14. Annually, during the months of August and September, the family child care home must provide parents with information detailing the causes, symptoms, and transmission of the influenza virus. To assist providers the Department of Children and Family Services developed a brochure, CF 175-70, June 2009, Influenza virus, Guide to Parents, which may be obtained from the Department's website at www.myflorida.com/childcare.

Every year, between August 1st and September 30th you must supply each child's parent with a copy of the Flu Guide for Parents. Please see the above highlighted website or ask your Licensing Specialist for the form. There is a space for the parent to sign to show they received this form. Please place that section of the form in the child's file so that your Licensing Specialist can verify the parent received the brochure.

Ch 61. S.9.(1)

III. SAFETY, HEALTH AND SANITATION

Ch 65C-20.010(1)(s)1

It is the responsibility of the director/operator to ensure all areas of the facility are free from fire hazards such as lint and dust build up in heating and air vents, filters, exhaust fans, ceiling fans, and dryer vents.

The Provider of the home must ensure that there are no fire hazards in the home, such as dusty vents, filters, stove fans, clothes dryers, etc. If you have a question about something being a fire hazard, please call your local fire department.

Ch 61. S.9.(1)

III. SAFETY, HEALTH AND SANITATION

A. First Aid Treatment and Emergency Procedures

Ch 65C-20.010(3)(b)2.

- e. Custodial parents or legal guardians shall be notified immediately in the event of any serious illness, accident, injury, or emergency involving to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed.

If the custodial parent or legal guardian cannot be reached, the family child care home operator will contact those persons designated by the custodial parent or legal guardian to be contacted under these circumstances, and shall follow the written instructions provided by the custodial parent or legal guardian.

Ch 65C-20.010(3)(b)3.

- f. All accidents, incidents, and observed health related signs and symptoms which occur at a family child care home must be documented on the day they occur. Documentation shall include the name of the affected party, date and time of occurrence, description of occurrence, actions taken, and signature of operator and custodial parent or legal guardian. This documentation must be shared with the custodial parent or legal guardian on the date of occurrence.

Records of accidents, incidents, and observed health related signs and symptoms must be maintained for one year.

If the parent or legal guardian does not pick up the child on the date of occurrence of the accident or incident, the individual authorized to pick up the child must sign and be provided a copy of the accident/incident form.

The top highlighted area is just a change in wording. If a child is involved in an accident or injury at all then follow the custodial parent's instructions.

The bottom highlighted area means that the day something occurs, any kind of incident or accident, the person who picks the child up from care that day should sign and be given a copy of the accident/incident form you have completed.

Please keep a copy in the child's file so the Licensing Specialist can verify.

A. First Aid Treatment and Emergency Procedures

Ch 65C-20.010(3)(b)4.

- g. During the home's licensure year, fire drills shall be conducted a minimum of 10 times monthly and shall be conducted at various dates and times when children are in care, and shall not occur less than 30 days apart. A written record shall be maintained showing the date, time, number of children in attendance, evacuation route used, and time taken to evacuate the home. This record shall be maintained for one (1) year from the date of the fire drill. The fire drills must include at a minimum: ~~six (6) months~~.

Ch 65C-20.010(3)(b)4.a.

1. One (1) fire drill during the established napping/sleeping times.

Ch 65C-20.010(3)(b)4.b.

2. One (1) fire drill using an alternate evacuation route, and

Ch 65C-20.010(3)(b)4.c.

3. One (1) fire drill in the presence and at the request of the Child Care Licensing Program staff in coordination with the operator.

This is a big change to fire drills in homes. They have changed from being conducted MONTHLY to 10 times a year. Also they may not occur less than 30 days apart. So you cannot complete one at the end of May and then at the beginning of June as it will not count towards one of the 10 needed drills.

The record for fire drills must include:

Date, time, number of children, evacuation route used, and the amount of time it took to complete evacuation.

You must keep the fire drill records for 1 year from the date of the drill.

--You must make sure that one of the drills occurs **when children are napping**. It is probably best to wait until just before the children normally wake up so they still receive their naps.

--You must make sure at least one of the fire drills uses a **different route to exit the home**.

--You must make sure your **Licensing Specialist is present** for at least one of the fire drills.

If you have a Licensing Specialist in your home at nap time it might be a good time to complete a drill with an alternate route so that you

can get all three requirements completed with one drill.

Ch 61. S.9.(1)

III. SAFETY, HEALTH AND SANITATION

A. First Aid Treatment and Emergency Procedures

Ch 65C-20.010(3)(b)5.

- h. The operator shall develop a written emergency preparedness plan to include, at a minimum, procedures to be taken by the family child care home during a fire, lockdown, and inclement weather (tornadoes).

This is already completed by the Provider before a Temporary Permit is issued. Nothing new is required in Pinellas County.

Ch 61. S.9.(1)

III. SAFETY, HEALTH AND SANITATION

A. First Aid Treatment and Emergency Procedures

Ch 65C-20.010(3)(b)6.

- i. Emergency preparedness drills shall be conducted when children are in care. Each drill, excluding the fire drills, outlined in the emergency preparedness plan must be practiced a minimum of one (1) time per year, documentation of which must be maintained for one (1) year.

A current attendance record must accompany staff during the drill or actual emergency and must be used to account for all children.

At least once a year you must complete an emergency drill that is not a fire drill; for example, a tornado drill. You should follow the instructions you supplied the CCLP on the Evacuation Form when opening your home to chose a drill. Please ask you Licensing Specialist for assistance with receiving a copy if you did not keep one.

The correct attendance sheet must be with you during a drill or actual emergency.

A log of this drill must also be maintained for 1 year from the date of drill. Please see below.

Ch 65C-20.010(3)(b)7. J. The operator shall maintain a written record of the emergency preparedness drills showing the type of drill, date conducted, number of children in attendance, and time taken for all individuals to complete the drill.

A log of this drill must also be maintained for 1 year from the date of drill. You may use your fire drill log to log the emergency drill as long as it is noted as an emergency drill, what type of drill, the date you had it, the number of children present and the time it took to complete the drill.

Ch 61. S.9.(1) **III. SAFETY, HEALTH AND SANITATION**
A. First Aid Treatment and Emergency Procedures

Ch 65C-20.010(3)(b)8. k. Documentation of conducted fire and emergency preparedness drills must be available at the time of the inspection. Documentation produced after the inspection shall not meet the licensing standard or corrective action requirements.

The log you keep for fire and emergency drills must remain available for the Licensing Specialist to review at inspections. Pinellas County already requires the fire drill logs to be available.

Ch 61. S.9.(1) **III. SAFETY, HEALTH AND SANITATION**
B. Communicable Disease Control

Ch 65C-20.010(4)(c) 3. A child identified as having head lice shall not be permitted to return until the following day and only provided that treatment has occurred and been verified. The treatment shall include the removal of all lice, lice eggs, and egg cases and shall be verified. Verification of treatment may include a product box, box top, empty bottle, or signed statement by a custodial parent or legal guardian that treatment has occurred.

The operator must also treat areas, equipment, toys, and furnishings, with which the child has been in contact.

This means that not only the child needs to be treated for lice. The parents are responsible for treating the child and the provider is responsible for treating the child care home anywhere the child had

been. This includes toys, etc.

Ch 61. S.9.(1)

III. SAFETY, HEALTH AND SANITATION
B. Communicable Disease Control

Ch 65C-20.010(4)(d)

4. An operator, substitute, employee or household member who develops signs and symptoms of a communicable disease or who has a fever of 101 degrees Fahrenheit or higher, in conjunction with any of the signs and symptoms listed in paragraph 5.B.1., shall leave the areas of the home occupied by the children and shall not return without medical authorization, or until the signs and symptoms are no longer present.

If it is the operator who is ill, the substitute must assume the operator's responsibilities.

This is just adding substitutes and employees to the regulation that states people with a fever of 101 or higher need to leave areas where there are children. Also the person needs to have a doctor's note to return and have no more symptoms.

Ch 61. S.9.(1)

III. SAFETY, HEALTH AND SANITATION
B. Communicable Disease Control

Ch 65C-20.010(4)(e)

5. Outbreaks. Operators are required to notify the local county health department immediately upon any suspected outbreak of communicable disease in accordance with Chapter 64D-3, F.A.C., Communicable Disease Control and follow the health department's direction. A suspected outbreak occurs when two or more children or adults have the onset of similar signs or symptoms, as outlined in paragraph 5.B.1. above, within a 72-hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected in a child or employee.

If 2 or more people (including children) get sick within 3 days of one another with the same symptoms and a fever of 101 or higher, the home operator must call the Health Department Disease Control number at (727) 824-6932.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

Ch 61. S.9.(3)(a)

A. Building

Ch 65C-20.010(1)(b)

8. All areas and surfaces accessible to children shall be free of

toxic substances and hazardous materials. All potentially harmful items including cleaning supplies, flammable products, poisonous and toxic materials must be labeled.

These items including knives, and sharp tools, BB guns, pellet guns and other potentially dangerous hazards, shall either be stored in a locked area or must be inaccessible and out of a child's reach locations inaccessible to the children in care.

This is including BB guns and pellet guns as dangerous hazards. They have always been considered hazards in Pinellas County.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

Ch 61. S.9.(3)(a)

A. Building

12/2/92 &

14. At all times when children are in care, all firearms and weapons as defined in Chapter 790.001, F.S., must be unloaded and shall be stored in a location inaccessible to children and in accordance with s.790.174, F.S.

Ch 65C-20.010(1)(d)

Ch 65C-20.010(1)(b)

Ammunition must be stored separately from firearms and out of sight and reach of children.

Exception: Firearm cases or racks within reach of children must be locked to prevent removal of firearms by children.

Ch 65C-20.010(1)(d)

No firearms or weapons as defined in Section 790.001, F.S., shall be kept upon any person located on the premises, excluding federal, state or local law enforcement officers.

No one on the child care home property can be carrying a weapon unless they are law enforcement officers.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

5/3/95

E. Rules For Pools Located At Family Child Care Homes And Large Homes

9/13/03

Children in care are prohibited from using swimming pools located at family child care homes and large homes.

Ch 65C-20.010(1)(l)

If a family child care home uses a swimming pool, it shall be maintained by using chlorine or other suitable chemicals.

If you have a pool on your property, you need to ensure that the water is treated with appropriate chemicals. We are currently taking this to Board to request it to clearly state that the chemicals are to

ensure the bottom of the pool is visible.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

5/3/95

E. Rules For Pools Located At Family Child Care Homes And Large Homes Ch 65C-20.010(1)(l)

1. Fences and locks

- a. All in-ground swimming pools and above-ground swimming pools ~~more than one (1) foot deep~~, shall have either a fence or barrier, on all four sides, at a minimum of four (4) feet in height, separating the home from the swimming pool. The exterior wall of the home, with an ingress and egress, does not constitute a fence or barrier. A pool alarm that is operable at all times when children are in care may be used in lieu of the fence or barrier that separates the exterior wall of the home from the pool. The fence or barrier shall not have any gaps or openings that would allow a child to crawl under, squeeze through, or climb over the barrier.

Barriers must be sturdy and meet all the above requirements and be in place during all times when children are in care. The wall of an above ground swimming pool may be used as its barrier; however, such structure must be at least four (4) feet in height. In addition, any ladder or steps that are the means of access to an above ground pool must be removed at all times while children are in care.

2/1/06

All doors and gates in the fence or barrier shall be locked at all times when children are in care. In addition, the family child care home operator shall ensure that all egress and ingress leading to the pool, spa, or hot tub area remain locked at all times while children are in care.

This is adding the words "more than 1 foot deep" to pools needing fencing, etc. Pinellas County has always addressed wading pools.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

F. Sleeping and Napping Space

Ch 65C-20.010(1)(l)

2. When napping or sleeping, each child in care must be provided safe and sanitary bedding. Bedding means a cot, bed, crib, mattress, or playpen. Air mattresses, foam mattresses, and couches may not be used for napping. ~~Bedding must be appropriate for the child's size.~~

~~Nap bedding is not required for school age children; however, the family child care home provider shall provide an area as described below for those children choosing to rest.~~

Napping means napping during the day and sleeping is referring to children in care during the overnight hours. Children that are school aged are not required to nap, but you still need to have an area for them to rest and have quiet time.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

F. Sleeping and Napping Space

- Ch 61. S.9.(3)(f)1.* 3. Cribs, bassinets, or playpens with bases raised above the floor shall be provided for infants. Crib sides must be raised and secured while an infant is in the crib
Ch. 65C-20.010(1.) (n) and bar spacings may not exceed two and three-eighths inches. Cribs and playpens must meet the construction regulations as outlined in Title 16, Sections 1508.7 and 1509.8, Code of Federal Regulations, January 1, 2009. A copy may be obtained from the Department of Children and Family Services' website at www.myflorida.com/childcare.
11/7/07

This is updating the reference for acceptable bar spacings in cribs. There is no change in monitoring.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

F. Sleeping and Napping Space

- Ch 65C-20.010(1)(m)* 6. Children one (1) year of age or older may nap or sleep on beds used by the family provided individual linens are provided for each child. Each child shall have a separate bed, cot, crib, playpen, or mattress, except that two (2) sibling preschool children may share a double bed. Sleeping refers to the normal night time sleep cycle and playpens, air mattresses and foam mattresses may not be used for care when children are sleeping. The operator must prepare a written plan outlining the sleeping arrangements of the children in care to be provided to the licensing specialist upon request. If the children are sleeping overnight, the operator must ensure accepted bedtime routines, such as brushing teeth and face and hand washing are followed. Toothbrushes, towels, and wash cloths may not be shared.

There is no change in monitoring. Just added words for clarification.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

F. Sleeping and Napping Space

- Ch 61. S.9.(3)(d)3. &* 8. A minimum distance of two (2) feet must be maintained between individual

napping space, except a maximum of two sides of a napping space may be against a solid barrier, such as a wall. The solid side of a crib does not meet the requirement definition of a solid barrier.

The distance between children's cots and cribs must remain 2 feet apart. It further states there cannot be a solid barrier, like a wall or large piece of furniture, against more than 2 sides of a crib or cot. If it is a crib, the crib's sides or walls do not count against this. For example you can place a crib against a corner, with 2 walls bordering the crib, but you cannot use a small space (such as a closet) with 3 walls or barriers against the crib.

You need to ensure there is more than 1 way to lean into the crib to pick up or care for the child.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

F. Sleeping and Napping Space

Ch 65C-20.010(1)(o)1.

13. Napping spaces shall not be designated in kitchens, bathrooms, utility rooms, or garages.

Ch 65C-20.010(1)(o)2.

Napping spaces shall not be under furniture, against furniture that may create a hazard, or blocking exit routes.

You cannot place a child's cot, for napping or sleeping, under any furniture. You cannot place them against furniture that is hazardous, for example sharp pieces or furniture that could tip and fall on to the child. Napping spaces also cannot block any exits so that everyone can evacuate if there is an emergency.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

G. Bathroom Facilities

Ch 65C-20.010(2)(c)

2. Potty chairs, if used, shall be cleaned, and sanitized or disinfected after each use.

After a child uses a potty chair, you must clean the chair. You also now have the choice of disinfecting instead sanitizing after cleaning. In order to sanitize you must use a disinfecting product and follow the directions on the label. Some require the product to be applied in a certain way, or stay on the item for a certain amount of time in order to disinfect.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

G. Bathroom Facilities

- Ch 65C-20.010(2)(d)* 4. Each family child care home shall provide and maintain toilet and bath facilities that are easily accessible and at a height usable by the children. Platforms or stools are acceptable when they are safely constructed with impervious surfaces, and can be easily cleaned and sanitized or disinfected.

The child care home will have a bathroom with sinks and toilets that are easy for children to use. If a sink or toilet is too tall for the smallest child using it, then you need to get a stool or platform for them to stand on to use the bathroom. The stool or platform needs to be waterproof so it can be cleaned and sanitized or disinfected easily.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

G. Bathroom Facilities

- Ch 65C-20.010(2)(e)* 5. Running water, soap, trash receptacles, toilet paper and individual towels/disposable towels shall be available and within reach of children using the toileting facility.

The child care home's Provider will make sure that all bathrooms used by children have running water, soap, trash cans, toilet paper and individual or disposable towels within reach of the smallest child using the bathroom. These items need to be within reach at all times children are in care.

IV. PHYSICAL PLANT HOUSING FAMILY CHILD CARE HOMES

I. Cleanliness and Orderliness of the Family Child Care Home

- Ch 65C-20.010(2)(b)* 3. Soiled items shall be immediately placed in plastic lined, securely covered containers, which are not accessible to children.
- The container shall be emptied, cleaned, and sanitized or disinfected daily.
- Children's wet or soiled clothing and crib sheets shall be changed promptly.
- Ch 65C-20.010(2)(g) &* 4. When children in diapers are in care, there shall be a designated diaper changing area with an impermeable surface that is cleaned and sanitized or disinfected after with a sanitizing solution after each use.
- 7/25/91*
11/7/07

The diaper changing area shall be located separate from the food preparation, food service and feeding area.

In addition, items unrelated to diaper changing shall not be stored in the designated diaper changing area nor shall they be placed on the diaper changing table.

Soiled items and diaper changing areas have to be cleaned AND then either sanitized or disinfected. Again see prior remarks about disinfecting.

It also adds the restriction of not allowing diapers to be changed in any area where food is prepared, served or eaten.

V. TRANSPORTATION

Ch. 65C-20.010(8)(b.) B. All family child care providers must maintain documentation of current insurance on all vehicles used to transport children in care and documentation thereof.
11/7/07

You must be able to show the Licensing Specialist written proof of insurance for cars/trucks/etc. used to transport children. This can be a valid insurance card, the policy itself, etc.

V. TRANSPORTATION

Ch. 65C-20.010(8)(f) I. Prior to transporting children and upon the vehicle(s) arrival at its destination, the following tasks shall be completed conducted by the driver(s) of the vehicle(s) used to transport the children:

This is just changing the words to ensure that the items under this section are completed and followed by drivers.

V. TRANSPORTATION

Ch. 65C-20.010(8)(h) K. Emergency medical consent forms or copies of the consent forms signed by the custodial parent or legal guardian and emergency contact numbers must accompany the children on all field trips.

Anytime a child is on a field trip from the home, the Emergency Medical Release Form or a copy of it must be brought with the child in case medical attention is needed. It is advised to have a copy when traveling out of the home and to leave the original in the child's

file at the home.

V. TRANSPORTATION

Ch.65C-20.010(8)(l) L. A permission and transportation release form signed by the custodial parent or legal guardian of the children in care must be on file for planned and unplanned activities. Written permission may be in the form of a general permission slip. Documentation of parental permission must be maintained for a minimum of six (6) months from the date of planned and unplanned activities.

If you drive a child anywhere, you need the parent's signature saying they approve. You are allowed to have a basic permission slip that states you are allowed to transport the child. The permission slips have to be kept for the Licensing Specialist to review for at least 6 months from the day the child was transported.

V. TRANSPORTATION

Ch.65C-20.010(8)(j) M. A means of instant communication shall be available at all times while transporting children.

You must have a cell phone on you when children in care are being driven anywhere for any reason.

VI. NUTRITION PRACTICES

Ch 65C-20.010(1)(l)

A.

Meal and snack menus shall be planned and written, and must be available for review upon request by the custodial parent or legal guardian. Menus used to meet the USDA Food Program requirements shall also meet the licensing program's licensing standards.

Daily meal and snack menus shall be maintained for a minimum of six months for licensing purposes. Operators who participate in the USDA Food Program, shall provide nutritious meals and snacks and must keep menus in accordance with the Department of Health and the USDA.

You must keep a written plan for snacks and meals that both the Licensing Specialist and parents can see. The menus need to be kept for at least 6 months.

VI. NUTRITION PRACTICES

Ch 65C-20.010(1)(q)

- C. Single service paper or plastic plates, utensils, and cups shall not be reused. Plates, utensils, cups, bottles and sippy cups provided by the family child care home that are not disposable shall be washed, rinsed and sanitized between uses. All bottles and sippy cups prepared and used continuously throughout the day or brought from home shall be individually labeled with the child's first and last name. Those brought from home must be and returned to the custodial parent or legal guardian daily.

If you use the same bottle or sippy cup for a child more than once a day, the bottle or sippy cup needs to be labeled with the child's first and last name.

VII. CHILD DISCIPLINE

Ch 65C-20.010(6)(b)
6/4/03, 4/1/09

- E. All family child care home operators, including substitutes, employees and volunteers, shall comply with the home's written disciplinary policy.

All child care workers in the home will comply with the home's written disciplinary policy.

A. Application

Ch 61. S.10.(1)

Ch 65C-20.008(1)

1. Application for license shall be made on the Child Care Licensing Program's current F-0054 Application for License to Operate a Family Day Care Home available on the Program's website at www.pclb.org, on blank forms furnished by the Board, and shall be accompanied by fee.

When applying for a Family Child Care Home or Large Family Child Care Home license, please call the office at 727-507-4857 to request the correct form.

IX. APPLICATION, FEES, LICENSE

E. Annual Renewal of License

Ch 65C-20.008(1)

Ch 65C-20.012(3)(d)

1. c. Failure to submit a completed current F-0054 Application for License to Operate a Family Day Care Home or F-0054B Application for License to Operate a Large Family Child Care Home, forms incorporated by reference, at least 45 days prior to the expiration date of the current license constitutes a licensing violation. The Child Care Licensing Program shall issue an administrative complaint imposing a

5/14/09

fine of \$50.00 for the first occurrence, \$100.00 for the second occurrence, and \$200.00 for each subsequent occurrence within a five year period.

A fine of \$50.00 shall be imposed for failure to submit a completed renewal application at least 45 days prior to the expiration date of the current license.

If renewal applications are not received by the CCLP at least 45 days prior to the expiration date of the license, the fee is \$50.00 for the first time. If the renewal application is again late within 5 years, the fee will be raised to \$100. If the renewal application is late again within 5 years then the fee will be raised to \$200.

Please note that late application could also result in denial of renewal, as we need all the clearance letters back, and in the file in the CCLP office before we are allowed to issue a renewal license.

Ch 65C-20.012

XIII. ENFORCEMENT of FAMILY CHILD CARE HOMES

Ch 402.311

A. Inspection

Ch 65C-20.012(4)

1. Access. The family child care operator must allow access to the entire premises of the family child care home or large family child care home to inspect for compliance with family child care home minimum standards. Access to the family child care home also includes access by the parent, legal guardian, and/or custodian, to their child(ren) while in care.

A licensed family child care home or large family child care home shall accord to the Child Care Licensing Program the privilege of inspection, including access to the family child care home or large family child care home and personnel and to those records required in Licensing Regulations, at reasonable times during regular business hours, to ensure compliance with the provisions of Licensing Regulations.

Providers have to allow Licensing Inspectors into all areas of the Family Child Care Home or Large Family Child Care Home to complete the inspections. This includes on-limits and off-limits area for child care. It also states that children's parents are allowed access to the home while their children are in care.

Ch 65C-20.012

XIII. ENFORCEMENT of FAMILY CHILD CARE HOMES

C. Disciplinary Sanctions**Ch 65C-20.012(3)(e) 1.a.-b. through 4.a.-f. & 9/11/09 Fine Matrix (Fine Amounts)**

Violation	Class 1	Class 2	Class 3	Health/Immunization
1st	\$500	TS	TS	TS
2nd	\$500	\$50	TS with WL	TS with WL
3rd	\$500	\$75 (per day)	\$25*	\$25*
4th	\$500	\$100 (per day)	\$50 (per day)	\$50
5th	\$500	\$100 (per day) **	\$75 (per day)	\$75 (per day)
6th	\$500	\$100 (per day)	\$100 (per day) day)**	\$100 (per day)***
<p>* This violation, and subsequent violations of the same standard within a two (2) year period will be classified as "Class 3."</p> <p>** See sections b. Class 2 Violations and c. Class 3 Violations below for additional information on sanctions.</p> <p>*** See section d. Children's Health/Immunization Records Disciplinary Sanctions for additional information on sanctions.</p>				

This is a change in the reference to Chapter 65C-20. It also is lowering the fine amounts in repeat Class I and Class II violations to be in line with Chapter 401.

XIII. ENFORCEMENT of FAMILY CHILD CARE HOMES**D. Provisional License**

4. The provisional license may be suspended or revoked if periodic inspections made by the License Board indicates that insufficient progress has been made toward compliance.

This is adding the option of revocation for provisional licenses by local licensing due to non-compliance

XIII. ENFORCEMENT of FAMILY CHILD CARE HOMES**D. Provisional License**

6. A provisional license may not be issued as the initial license.

The CCLP cannot issue a provisional license from a Temporary Permit. If all requirements are not met at the end of the TP, it can either expire and the application can be denied, or CCLP could extend the TP if there are extenuating circumstances.

Definition Changes Follow Below

Please contact specialists with questions.

- Ch 61, S.2.(1)** **Children's Center** – A children's center includes any day-nursery, nursery
8/1/07 school, kindergarten, or other facility whatsoever which provides child care, with or without compensation. A children's center provides care for five (5) or more children under thirteen (13) years of age, not related to the operator by blood, marriage, or adoption for less than 24 hours per day per child. This term shall not be construed to include any center under the jurisdiction of the state board of education, except programs for children under three (3) years of age who are not eligible for participation in the programs under existing or successor provisions of Public Law No. 94-142 or Public Law No. 99-457.
- Ch 61, S.2.(2)** **Day Nursery** – A day nursery means a children's center consisting of improved realty,
3/9/05 equipment, and staff, conducted for children ranging in age from two (2) months through six (6) years, for the purpose of providing shelter, food, rest, and care and training. Such centers may accept school age children under seventeen (17) years before and after school hours.
- Ch 65C-20.009(1)(a)** **Foster Grandparents** – Foster grandparents are directly supervised volunteers who participate in the federal program pursuant to Title 45 Public Welfare, part 2552, Code of Federal Regulation. Foster grandparents work with one or more children with special or exceptional needs in child care programs. Foster grandparents are not counted in the staff-to-child ratio. Foster grandparents shall be required to have 100% attendance in the following department's training courses: Family Child Care Home Rules and Regulations, Health, Safety, and Nutrition; Identifying and Reporting Child Abuse and Neglect; and Special Needs Appropriate Practices. Foster grandparents are not classified as child care personnel, and they may not be assigned the roles of teacher's aides, group leaders or other similar positions.
- Ch 61, S.2.(4)** **Kindergarten** – A kindergarten means a children's center consisting of improved realty, equipment and staff, conducted for children ranging from five (5) years through seven (7) years in age, for the purpose of offering an educational program of directed, organized play and training at the level of the children's growth and development, and providing shelter, food, rest, and care for up to seven (7) hours per day per child.
- 11/19/84** Kindergarten entrance age shall conform to the kindergarten entrance age of the public schools. To enter kindergarten a child must be five (5) years old on or before September 1 of that school year.
- Ch 61, S.2.(3)** **Nursery School** – A nursery school means a children's center consisting of improved realty, equipment and staff, conducted for children ranging in age from two (2) years through six (6) years for the purpose of offering an educational program of directed, organized play and training at the level of the child's growth and development, and providing shelter, food, rest and care for up to seven (7) hours per day per child.

~~Ch 65C-22-008(1)(a)~~ **School Age Center**—A school age center means a children's center that provides child care for only school age children, for less than 24 hours a day outside regular school hours. To enroll a child younger than a school age child, the children's center must also be licensed as a day nursery.

~~Ch 409.175~~ **Summer Day Camp**—Summer day camp means recreational, educational and other enrichment programs operated during summer vacations for children who are five years of age on or before September 1 or older. Summer day camps are not licensed.

Ch 65C-20.012 XIII. ENFORCEMENT of FAMILY CHILD CARE HOMES

DEFINITIONS

~~Ch 65C-20.012(1)(b.)~~ **Probation:** is a licensing status indicating the license is in jeopardy of being revoked or not renewed due to violations within the control of the provider. Probation may require the licensee to comply with specific conditions intended to ensure that the licensee comes into and maintains compliance with licensing standards. Examples of such conditions are: a deadline to remedy an existing violation, a specified period during which compliance with licensing standards must be strictly maintained, and, specified conditions under which the home must operate during the probationary period. ~~wherein the Child Care Licensing Program issues a disciplinary action imposing a deadline for a [facility or] family child care home or large family child care home to remedy a violation or violations, which are within the control of the facility, to become compliant with licensing standards.~~

~~Ch 65C-20.012(1)(c.)~~ **Standards:** are requirements for the operation of a licensed family child care home or large family child care home provided in statute or in rule that must be met for licensure as a [child care facility] family child care home or large family child care home and that are identified on the Standards Classification Summary attached.

~~Ch 65C-20.012(1)(d.)~~ **Violation:** means a finding of noncompliance by the Child Care Licensing Program with a licensing standard.

Class 1 Ch 65C-20.012(1)(d.)(1.)	Class I Violation is an incident of noncompliance with a Class I standard as described on the Family Child Care Home Classification Summary and the Large Family Child Care Home Classification Summary that can be obtained from the Child Care Licensing Program website at www.pclb.org . Class I violations are the most serious in nature, pose an imminent threat to a child including abuse or neglect and which could or does result in death or serious harm to the health, safety or well-being of a child.
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Large Family Child Care Home Definition

Changes:

DEFINITIONS

Ch 402.302(8)(a)(b)

3/6/06

Large Family Child Care Home - A large family child care home means a home that is licensed under Section 402.3131, F.S. and is an occupied residence in which child

care is regularly provided for children with or without compensation from at least two (2) unrelated households and which has at least two (2) full-time child care personnel on the premises during the hours of operation. One (1) of the two (2) full-time child care personnel must be the operator or the operator's substitute. A large family child care home must first have operated as a licensed family child care home for two (2) consecutive years in Pinellas County with an operator who has had a child development associate credential or its equivalent for one (1) year, before seeking licensure as a large family child care home. A large family child care home shall be allowed to provide care for one of the following groups of children, which shall include those children under 13 years of age who are related to the caregiver:

- a maximum of 8 children from birth to 24 months of age
- a maximum of 12 children, with no more than 4 children under 24 months of age

Ch 65C-20.013(1)(a)

A large family child care home, for the purposes of this rule, means a home that is licensed under Section 402.3131, F.S. A large family child care home must first have operated as a licensed family child care home for two consecutive years, with an operator who has had a child development associate credential or its equivalent for one year. The two consecutive years of operation as a licensed family child care home must have been within five years of the date of the application to operate a large family child care home.

65C-20.013 5(a)2.

Begin training for child care personnel - Begin training for child care personnel means a candidate's commencement of at least one (1) of the child care training courses listed in paragraph 65C-20.0013(5)(c), F.A.C. This may be accomplished by classroom attendance in a Department-approved training course, acquiring an educational exemption from a Department-approved training course, beginning a Department-approved online child care training course, or by receiving results from a Department-approved competency examination within the first 90 days of employment in any licensed Florida family child care home or large family child care home. The large family child care home is responsible for obtaining documentation from child care personnel.

Ch 65C-22.003(5)(a)3.

Continuing Education Unit (CEU) -- Continuing Education Unit is a standard unit of measure of coursework used for training and credential purposes. The Department will accept CEU's from education institutions accredited and recognized by the U.S. Department of Education, or nationally affiliated state or local professional organization.

65C-20.013 5(a)4.

Expired - Expired means the status of a candidate's awarded credential or certification that is not eligible for renewal.

65C-20.013 5(a)5.

Florida Child Care Professional Credential (FCCPC) – Florida Child Care Professional Credential (FCCPC) , pursuant to Section 402.305(3)(b), F.S., certifies successful completion of a Department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification). Credentials must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate, which is incorporated by reference. A copy of CF-FSP Form 5270 may be obtained from the Department's website at www.myflorida.com/childcare. Active credentials are valid for five years from the date of issuance. " A list of approved and recognized FCCPC programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.

65C-20.013 5(a)6.

Florida Department of Education Child Care Apprenticeship Certificate (CCAC) - Florida Department of Education Child Care Apprenticeship Certificate (CCAC) means a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare. Active credentials are valid for five years from the date of issuance. Credential renewal certificates must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate.

65C-20.013 5(a)7.

Florida Department of Education Early Childhood Professional Certificate (ECPC) - Florida Department of Education Early Childhood Professional Certificate (ECPC) means a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare. Active credentials are valid for five years from the date of issuance. Credential renewal certificates must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate.

65C-20.013 5(a)8.

Florida Department of Education School-Age Professional Certificate (SAPC) - Florida Department of Education School-Age Professional Certificate (SAPC) means a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with school-age children and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare. Active credentials are valid for five years from the date of issuance. Credential renewal certificates must be documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate.

65C-20.013 5(a)9.

High School Diploma, GED and/or College Degree – means a diploma or degree obtained from an institution accredited and recognized by the U.S. Department of Education.

High school diplomas issued by private schools that are registered with the Florida Department of Education will be accepted. If a high school diploma is earned outside the U.S., it must be translated by someone who is a member of the American Translators Association, an approved credential evaluation agency approved by the Bureau of Educators Certification, or an accredited college/university.

If a college degree is earned outside the U.S., it must be evaluated by an approved credential evaluation agency approved by the Bureau of Educators Certification of an accredited college/university to be equivalent to a U.S. degree.

65C-20.013 5(a)10.

Inactive - Inactive means to the status of a candidate's awarded credential or certification that is no longer active, however, remains eligible for renewal.

65C-20.013 5(a)12.

Professional Contribution – Professional contribution demonstrates a dedication to early childhood or school-age education outside of the child care program responsibilities.

65C-20.013 5(a)13.

Year of Experience – Year of experience is equivalent to a minimum of 1040 hours of paid and/or nonpaid documented work experience.

GOLD SEAL CHANGES:

The following section, "Gold Seal Quality Care Program" (65C-20.014 F.A.C.) is included for the provider's convenience. The License Board does not award Gold Seal accreditation. Contact the Department of Children and Family Services for further information.

65C-20.014 Gold Seal Quality Care Program

(1) Definitions.

- a. Gold Seal Quality Care Provider refers to a child care program that is accredited by a nationally recognized accrediting association pursuant to Section 402.281(1), F.S.

1

- b. "Gold Seal Quality Care Accrediting Association" refers to an accrediting association that has applied for and been approved by the department as a Gold Seal Quality Care Accrediting Association.
 1. "Active" refers to the status of a Gold Seal Quality Care Accrediting Association that has met all of the criteria for accreditation and has been designated a Gold Seal Quality Care Accrediting Association by the Department of Children and Family Services.
 2. "Inactive" refers to the status of a Gold Seal Quality Care Accrediting Association in which all criteria for accreditation are no longer being successfully met or where an entity has failed to renew its active designation.
 3. "Nationally Recognized" refers to an association whose accrediting body is recognized and is actively issuing accreditation certificates in at least five (5) states at the time of approval.

(2) Gold Seal Quality Care Provider Requirements.

- a. Gold Seal Quality Care Provider Designation Certificate

Pursuant to s. 402.281(1), F.S., family child care homes and large homes seeking to obtain designation as a Gold Seal Quality Care provider shall provide the department with documentation of accreditation by an accrediting association that has been approved by the department. Acceptance of the documentation is subject to verification by the issuing accrediting association. A list of approved accrediting associations may be obtained from the licensing authority or on the Department of Children and Family Services' website at www.myflorida.com/childcare.

- b. Gold Seal Quality Care Enforcement

1. Gold Seal Quality Care providers must maintain accreditation by a Gold Seal Quality Care Accrediting Association in order to retain their designation. A family child care home's Gold Seal designation will be terminated upon expiration of accreditation. In order to obtain and maintain Gold Seal Quality Care provider designation, a family child care home must meet the additional criteria outlined in s. 402.281(3), F.S.
2. If a provider's Gold Seal Quality Care designation is revoked by the Department, the Gold Seal Quality Care designation will be terminated effective on the date of revocation.
3. If a provider's accreditation is revoked by the accrediting association, termination of the provider's Gold Seal Quality Care designation by the

Department will be effective on the date of revocation.

4. If a provider receives accreditation from an inactive accrediting association, it shall not be recognized as a Gold Seal Quality Care Provider.

(3) Gold Seal Quality Care Accrediting Association Requirements.

- b. The Department may revoke a Gold Seal Quality Care Accrediting Association's active status for failure to notify the Department of a change in the association's administration, operation or any condition under which the accreditation association was initially approved by the Department as a Gold Seal Quality Care Accrediting Association, if such change results in the Association's inability to meet the criteria provided in Section 402.281, F.S.
- d. Inactive Gold Seal Quality Care Accrediting Associations seeking to renew their active status must be in compliance with all requirements outlined on CF-FSP Form 5315 as a new applicant before being reinstated as an active Gold Seal Quality Care Accrediting Association, pending the Department of Children and Family Services' approval.

LARGE FAMILY CHILD CARE HOMES

I. PERSONNEL--LFCCH

A. General Qualifications

1.

Ch. 65C-20.013(4)(b) Initial Screening Information for the employee must be documented on CF-FSP Form 5131, March 2009, Background Screening and Personnel File Requirements, which is incorporated by reference. A copy of CF-FSP 5131 may be obtained from the Department's website at www.myflorida.com/childcare.

65C-20.013(4)(c) Rescreening Information for the employee must be documented on CF-FSP Form 5131.

The Child Care Licensing Program (CCLP) must keep certain information in the file.

I. PERSONNEL--LFCCH

B. Training

Ch 65C-20.013(5)(b) 1. Large Family Child Care Home Operators. In addition to the training requirements identified in B. Staff Training large family child care home operators must:

Ch. 65C-20.013(5)(b)1. Possess an active Staff Credential Verification Confirmation documented on the Training Transcript. To apply for the staff credential verification, a candidate must complete CF-FSP Form 5211, March 2009, Florida Child Care Staff Credential Verification Application, which is incorporated by reference, and may be obtained from the Department's website at www.myflorida.com/childcare.

Operator must meet one (1) of the following credentials below for a minimum of one (1) year prior to initial Large Family Child Care Home licensure.

- An active National Early Childhood Credential (NECC);
- An active Birth Through Five or Child Care Credential awarded as a Florida Child Care Professional Credential (FCCPC) (formerly known as the Child Development Associate Equivalency);
- An active Florida Department of Education Child Care Apprenticeship Certificate (CCAC), or Early Childhood Professional Certificate (ECPC);
- An active School-Age Child Care Credential awarded as a Florida Child Care Professional Credential (FCCPC) or School-Age Professional Certificate (SAPC);
- Or meet the formal educational qualification

requirement outlined on CF-FSP Form 5211, January 2008, Staff Credential Application, which is incorporated by reference.

An Employment History Recognition Exemption will not be accepted to meet the minimum staff credential requirements for Large Family Child Care Homes.

Ch. 65C-20.013(5)(b)1.d. c. Florida law requires that VPK instructional personnel possess an appropriate credential. If the Department identifies that a designated VPK teacher does not have an active credential, the Department will notify the local Early Learning Coalition or its designated representative.

d. Credential Renewal Requirements.

Ch. 65C-20.013(5)(b)3. Maintain an active staff credential, documented on the individual's Training Transcript. Inactive staff credentials may not be used to operate a large family child care home.

Ch. 65C-20.013(5)(b)3.a. (I) A National Early Childhood Credential must be renewed through the agency that awarded the credential. Once renewed, for licensing purposes, individuals must complete a CF-FSP form 5211, Florida Child Care Staff Credential Verification Application to have the individual's Training Transcript updated with renewed credential information. Prior to December 31, 2008, a National Early Childhood Credential may comply with the Birth Through Five Florida Child Care Professional Credential renewal process referenced in subparagraph 65C-20.013(5)(b)1.b.2., F.A.C., if the credential was issued prior to December 31, 2003.

Ch. 65C-20.013(5)(b)3.b. (II) To renew an active Birth Through Five or School-Age Child Care Credential, every five years a candidate must complete the renewal section of the CF-FSP Form 5211; if all criteria are met, the individual's Training Transcript will be updated with renewed credential information.

Renewal applications may be submitted by the candidate no earlier than one year prior to the end of the active period of the Birth Through Five or School-Age Child Care Credential. An individual with an inactive Birth Through Five or School-Age Child Care Credential may submit a renewal application, but while inactive, the credential shall not be used to operate a large family child care home. The application will be reviewed, and if approved, a certificate will be issued with a renewal date of five years from the date the renewal requirements are met.

These are changes to what are acceptable credentials for a LFCCH. They still must be valid for a year prior to the LFCCH Temporary Permit can be issued.

I. PERSONNEL--LFCCH

B. Training

Ch. 65C-20.013(5)(b)2.

2. Within six (6) months of licensure, large family child care operators must successfully complete 10 clock-hours of specialized training from the Department of Children and Family Services' Part II specialized training courses as evidenced by successful completion of a competency examination with a weighted score of 70 or better. These courses include:
 - a. Infant and Toddler Appropriate Practices (10 hours),
 - b. Preschool Appropriate Practices (10 hours),
 - c. School-Age Appropriate Practices (10 hours),
 - d. Special Needs Appropriate Practices (10 hours),
 - e. Basic Guidance and Discipline (5 hours online),
 - f. Computer Technology for Child Care Professionals (5 hours online),
 - f. Early Literacy for Children Ages Birth Through Three (5 hours online),
 - g. Early Childhood Computer Learning Centers (5 hours online), or
 - h. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).

Ch. 65C-20.013(5)(b)2.b.

Child care operators have one opportunity. If they choose, to exempt from one or more of the Department's training courses prior to attending training by successful completion of corresponding competency examinations. If the Part II training course is only available online, exemption examinations are not available.

Child care operators have one (1) opportunity, if they choose, to exempt from one (1) or more of the department's Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better. Exemption examinations are not available for the department's online Part II specialized training courses.

This is changing in wording in the training LFCCH operators need to complete within 6 months of licensure. It is also removing Computer Tech as a possible course choice.

I. PERSONNEL--LFCCH

B. Training

Ch. 65C-20.013(5)(c)

4. Large Family Child Care Home Substitutes are persons designated by the operator to care for children in the absence of the operator or an employee.

Substitutes for the operator must be at least 21 years of age.

Substitutes for the employee must be at least 18 years old.

Ch. 65C-20.013(5)(d)

Prior to taking care of children, substitutes for the operator and an employee who works more than 40 hours per month on average must meet the training requirements in paragraph 65C-009(3)(a), F.A.C.

Substitutes for the employee who work less than 40 hours per month on average must meet the training requirements in paragraph 65C-20.009(3)(b) F.A.C.

Ch. 65C-20.013(5)(c)

5. Large Family Child Care Home Employees. Employees in a large family child care home shall be at least 18 years of age and must satisfy the following training requirements:

Ch. 65C-20.013(5)(c)1.

- a. Within 90 days of employment in a large family child care home, begin the Department of Children and Family Services' 30 clock-hour Family Child Care Home training. The training shall be successfully completed within 12 months from the date on which the training began, as evidenced by the successful completion of a competency examination offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better, and may not exceed 15 months from the date of employment in the large family child care home.

Ch. 65C-20.013(5)(c)1.

Documentation of course completion may either be a single Family Child Care Home (30 Hr) certificate of certificates for the five (5) individual training courses which total 30-clock-hours of training: Family Child Care Home Rules and Regulations; Health, Safety and Nutrition; Identifying and Reporting child Abuse and Neglect; Child Growth and Development; and Behavioral Observation and Screening.

All individuals who have successfully completed the mandatory 30 clock-hour Family Child Care Home training prior to January 1, 2004 are not required to fulfill the competency examination requirement.

Ch. 65C-20.013(5)(d)(2.)

- b. Training completed successfully will be documented on the training transcript, or on CF-FSP Form 5267, April 2006 Child Care Training Course Completion Certificate, which is incorporated by reference. CF-FSP Form 5267 may be obtained from the Department

of Children and Family Services website at www.myflorida.com/childcare by clicking on the training link.

Ch. 65C-20.013(5)(b)(3) Maintain active staff credential, documented on the individual's training transcript. Inactive credentials may not be used to operate a large family child care home.

Ch. 65C-20.013(5)(c)(2) 6. Within 12 months of date of employment in a large family child care home, complete a single course of training in early literacy and language development of children ages birth through five (5) years that is a minimum of five (5) clock-hours or .5 CEUs. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma. In order to meet this requirement, employees must complete one (1) of the following:

Ch. 65C-20.013(6)(a) 10. Annual In-Service Training
All large family child care home operators and employees must complete a minimum of 10-clock hours of in-service training or 1 CEU, annually during the state's fiscal year beginning July 1 and ending June 30. These hours are in addition to required training such as CPR, first aid, and Child Care Water Safety Course or a current equivalent. Please refer to requirements in family child care homes.

Ch. 65C-20.013(6)(c) 11. Documentation of the in-service training must be recorded and maintained at the family day care home for each fiscal year.

In addition to maintaining the training documentation for the current fiscal year, the in-service training documentation for the previous two (2) fiscal years must also be maintained at the large family child care home for review by the License Board.

65C-20.013(6)(a) b. Large Family Child Care Home employees may apply the mandated 30-clock-hour Family Child Care Home training to meet the annual in-service training requirement during the first year of employment.

65C-20.013(6)(b) c. All employees continuously employed or hired prior to the last month of the provider's licensure year must complete the annual in-service training requirement. This includes any changes in employment from one program to another.

65C-20.013(6)(c) d. Employees continuously employed or hired prior to the last month of the provider's licensure year who do not complete the required annual in-service training during any given year must complete the remaining in-service training hours within 30 days of the noncompliance finding by the licensing authority. These hours cannot

be used to meet the current year's in-service training requirements.

The required ages for substitutes above has not changed in Pinellas County. Please ensure from the above that the substitute for the operator and the substitute for the employee have the training they need.

II. RECORDS

A. Facility Records

- Ch 65C-20.013(9)(b) d. Providers are encouraged to advise parents or legal guardians of their child's activities on a daily basis and to participate in the program's activities.

This is a best practice suggestion and cannot be monitored.

IV. PHYSICAL PLANT HOUSING LARGE FAMILY CHILD CARE HOMES

- Ch 65C-20.013(10)(a) A. **Building** Large family child care homes shall conform to state standards adopted by the State Fire Marshall, Chapter 69A 4A-36 Florida Administrative Code, and Uniform Fire Safety Standards for Child Care Facilities and shall be inspected annually. A copy of the current and approval fire inspection report by a certified fire inspector must be on file with the Child Care Licensing Program.

Your Licensing Specialist needs to not only see your annual fire inspection, but must also have a copy to keep in CCLP's file.

D. Equipment

- Ch 65C-20.013(10)(b)6. 2. Toys must be safe and maintained in a sanitary condition, and shall be cleaned and sanitized or disinfected immediately if exposed to bodily fluids, such as saliva.

Toys must be cleaned and then sanitized or disinfected immediately if placed in a child's mouth or otherwise exposed to any bodily fluids like blood, etc.

V.

TRANSPORTATION

Ch65C-20.013(8) In addition to the transportation requirements identified in Licensing Regulations Governing Pinellas County Family Child Care Homes, a large family child care home must comply with the following:

Ch65C-20.013(8)a A. Driver's Log. A log shall be maintained for all children being transported in the vehicle. The log shall be retained for a minimum of six months.

The log shall include:

1. Each child's name,
2. Date,
3. Time of departure and time of arrival,
4. Signature of driver and signature of second staff member to verify driver's log and that all children have left the vehicle.

Ch65C-20.013(8)b B. Upon arrival at the destination, a second adult shall:

1. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle; and
2. Sign, date and record the driver's log immediately, verifying that all children were accounted for and that the log is complete.

Ch65C-20.013(8)c C. When one staff member takes some children on a field trip and one staff member remains on the premises with the remainder of the children in care, the operator or employee transporting children is totally responsible for the care and supervision of those children and shall follow the transportation guidelines for a family child care home as defined in Licensing Regulations Governing Pinellas County Family Child Care Homes.

Above are the regulations for transportation logs that must be kept by LFCCH for a minimum of 6 months.

Please also see attached forms that could assist in maintaining logs that are now required. The forms are samples and you are free to create your own forms (unless noted) as long as they contain all the information required by the Regulations.

FORMS AND UPDATED STANDARD
CLASSIFICATION SUMMARIES WILL BE POSTED
ON OUR WEBSITE BY JULY 1, 2010.

www.pclb.org



ACKNOWLEDGMENT FORM

Child Abuse & Neglect Reporting Requirements

All child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with Chapter 39.201 of the Florida Statutes (F.S.). These regulations are covered in the 40-hour Introductory Child Care Training, which is mandatory for all child care staff. The following information is a summary of regulations found in Chapter 39, F.S. For additional information, please refer to the Licensing Regulations Governing Pinellas County Children's Centers.

- Child abuse is defined as any willful act or threatened act that results in any physical, mental, or emotional health to be significantly impaired. Abuse of a child includes acts or omissions.
- Neglect of a child occurs when a child is deprived of, or is allowed to be deprived of, necessary food, clothing, shelter, or medical treatment.
- Reports must be made immediately to the centralized Florida Abuse Hotline at 1-800-96-ABUSE (962-2873).
- All reports are confidential. However, persons who are mandated reporters (such as child care personnel) are required to give their name when making a report.
- It is important to give as much identifying information and factual information as well as physical and behavioral indicators of abuse and neglect when making a report.
- Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.
- A child care personnel who knowingly and willfully fails to report known or suspected child abuse, abandonment, or neglect, or who knowingly and willfully prevents another person from doing so, is guilty of a felony of the first degree.
- A person who knowingly makes a false report or advises another to make a false report is guilty of a felony of the third degree.

I, _____, read the above information on _____. I further
Name of Employee *Date*
understand that I am required by law to report suspected abuse and neglect in accordance with the mandates of Chapter 39.201, F.S.

Signature of Employee

Date

Signature of Director

Date

Statement Concerning Previous Employment

Have you ever worked in a facility that has had a license denied, revoked or suspended in any state **OR** been the subject of a disciplinary action or been fined while employed in a children's center/family day care home?

Yes _____ No _____

I attest under penalty of perjury that the above answer is true.

Signature of Employee

Date



VOLUNTEER AFFIDAVIT

I attest my name is _____ and
(print volunteer/foster grandparent name)

serve at the children's center known as _____
(print name of children's center)

I serve as a (check one)

Volunteer – As a volunteer, I do not receive any form of payment or compensation such as money, free or reduced child care, or any other type of compensation for my time. I also understand that as a volunteer, I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children. If I volunteer 40 hours or more per month, or receive some form of compensation, I understand that I must submit background screening information in accordance with section 402.3055, Florida Statutes, and complete the mandated training requirements.

Foster Grandparent – As a foster grandparent, I adhere to all of the Foster Grandparent Program Guidelines pursuant to Title 45, Public Welfare, Code of Federal Regulations, section 2552.75. I also understand I must be under the constant supervision of a trained and screened staff person and may not be left alone or in charge of any group of children and complete training as outlined in the rule 65C-22.003(1)(m) or rule 65C20.009(1)(a), Florida Administrative Code

I attest that I have read the foregoing, and the facts alleged are true and correct.

Volunteer/Foster Grandparent Signature Date

To Be Completed by the Owner/Operator/Director

I attest my name is _____
and I _____
(print owner/operator/director name)

am the owner/operator/director of the children's center identified above.
(circle one)

The above individual serves, under the above definition, as a volunteer/foster grandparent in this children's center. I attest that I have read the foregoing, and the facts alleged are true and correct.

Owner /Operator /Director Signature Date



Evacuation Preparedness Record

Children's Center Name _____

License Year _____ to _____
(Beginning Date) (Ending Date)

Conduct drills of the emergency preparedness and evacuation plan for situations such as inclement weather (tornadoes) or a necessary lock down of the children's center due to an outside threat. Minimally, you must practice each drill noted above once during the license year.

Date	Time	# of Adults Participants	# of Child Participants	Time Taken to Complete	Situation (Type of Drill)	Comments	Initials of Owner/ Director

For Route Used P=primary, A=alternate
C-0009 Sample Form (7/10)



Indoor Premises Inspection

Conduct monthly inspections to include, but not limited to, of the heating and air-conditioning vents, air vents, filters, exhaust fans and dryer vents, if applicable to ensure areas are clean and free from dust or lint build-up and properly working.

Date	Heating & A/C Vents	Air Vents	Filters	Exhaust Fans	Ceiling Fans	Dryer Vents	Smoke Detectors	Other	Initials of Owner/Director



Outdoor Maintenance Inspection

(To be conducted at least every other month.)

Date	Connectors	Moving Parts	Fall Zones	Other	Initials of Owner/Director



Emergency Care Form

This form should accompany children being transported by the children's center that have a chronic medical condition, i.e. asthma, diabetes or seizures.

This section should be completed by the children's center:

Child's Name_____
Condition_____
Symptoms_____
Medications/Supplies to be available_____

Name of adult trained to respond to the emergency_____

This section to be completed by parent or health care provider:

The following steps should be followed in the event that this condition requires action:
• _____
• _____
• _____
• _____
• _____

Parent or guardian's signature_____

Director's signature_____

Date_____

See Child Enrollment Form or Emergency Medical Release Form for health care provider and preferred hospital information.