

Overview of New Regulations for Children's Center Effective July 12, 2010

Enclosed are the Licensing Regulations Governing Pinellas County Children's Centers, May 2010. They are also available for download from www.pclb.org. Please take the time to read them. The new regulations reflect the state standards set forth in 65C-22, January 13, 2010.

Some of the significant regulation additions/changes are detailed below. In addition, we have included a copy of Required and Sample Forms that are also available from www.pclb.org. Required Forms must be used; Sample Forms are just a suggestion. They were designed to include all required information to help children's centers maintain compliance.

Personnel

V. Records 9.c. page 50

Acknowledgement Forms must be signed annually. There is a required form (C0018 Required Form 3/10) that is available at the pclb.org website under Children's Center's Personnel Forms.

How to maintain compliance: The required form needs to be in current personnel files by July 12, 2010, unless the employee has a current form dated July 12, 2009 or after. After that, the form needs to be signed on the first date of employment, and then annually. Part I and Part II must be signed and dated by the employee. The director must also sign and date the form. Only this required form is acceptable. Make sure it is dated and for ease of tracking you may want to make the annual signing in the future on the same date as the Attestation of Good Moral Character.

I. Personnel C. 12. (a) page 35

Effective October 1, 2010, only the DCF Training Transcript will be accepted as proof of 40 clock hour training.

How to maintain compliance: Put a training transcript in each employee's file. Update it regularly as they take classes and tests. Make sure that all of the individual certificates are reflected on it. If not, the employee has until October 1, 2010, to mail the certificate to Tallahassee to get it placed on their transcript. After that date, if it isn't on the transcript, it wasn't taken, and will need to be re-taken. The only certificate that will be accepted is a literacy course taken in lieu of the DCF literacy trainings that are on an "approved list" issued by the state.

I. Personnel C. 12. (f) page 35

Foster grandparents and Volunteers must sign a Volunteer Affidavit on their first day at a children's center. There is a required form that is available at the pclb.org website under Children's Center's Personnel Forms.

How to maintain compliance: The form needs to be completed and signed by the Foster Grandparent or volunteer and the center director or owner on the first day that the person is at the children's center. The form defines the requirements for both volunteers and Foster Grandparents in terms of screening and training requirements.

I. Personnel A. b. (2) page 15

CF Form 1649A, January 2007, Child Care Attestation of Good Moral Character, is the required form.

How to maintain compliance: It is available at www.myflorida.com/childcare/training. Have it completed on the first date of hire, and annually during the month of August.

I. Personnel A. 1. b. (1) page 15

Failed attempts to obtain the employment history of an employee must be documented in the personnel file, and include the date, time, and the reason the information was not obtained.

How to maintain compliance: Document as detailed above.

Children's Records

V. Records A. 4. m. (3) page 46

Annually, during the months of August and September, the children's center director must provide parents with information detailing the causes, symptoms, and transmission of the influenza virus.

How to maintain compliance: To assist providers DCF developed a brochure, CF/PI 175.70, June 2009, which may be obtained at their website, www.myflorida.com/childcare. There is a tear off page, which the parent signs, indicating receipt of the information. This page should be located in each children's record. A signed parental statement of receipt, dated in August or September is acceptable as well. It only has to be done once annually during August or September.

Medication

V. Records A. 8. c. page 49

All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label. **To clarify, if written directions on the label do not contain specific dose to be administered, the instruction must be provided in writing from a health care professional**

How to maintain compliance: Make sure that you have a prescription, doctor's note or other health care provider instructions if the specific dosing instructions are not contained on the prescription or printed manufacturer's label for the age of the child. **READ THE LABEL!!**

Accident/Incident Reports

V. Records A. 11. a. page 51

If a parent of legal guardian does not pick up a 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.

How to maintain compliance: Provide training to staff so that individuals authorized to pick up a child are asked to sign an accident/incident report on the date of occurrence, and are then given a copy. Maintain a copy for your records.

Fire Safety

VI. Physical Environment B. 3. page 54

The children's center must maintain fire extinguishers at all times.

How to maintain compliance: Check the tag regularly and document the date(s) checked on the Sample Fire Drill Record or other similar form.

VI. Physical Environment B. 4. page 54

During the children's center's licensure year, fire drills must be conducted a minimum of ten times and be conducted at various dates and times when children are in care, and shall not occur less than 30 days apart. The fire drills must include at a minimum one fire drill during naptime (not required in school age programs), one drill using the alternate evacuation route, and one drill in the presence and at the request of CCLP staff.

How to maintain compliance: Conduct ten fire drills, at least 30 days apart during your license year. Make sure at least one uses an alternate route, one is during naptime (not required for school age programs) and one is conducted in front of CCLP staff. One drill can fulfill more than one of these requirements. Make sure the drills are conducted at all hours that children are in care. A Sample Fire Drill Record (C-0009 Sample Form 3/10) is available at www.pclb.org that allows documentation all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain documentation for one year.

Indoor Play Space

VI. Physical Environment C. 5. page 55

The capacity, as calculated by the Child Care Licensing Program for each room, must be posted in a conspicuous location within the room.

How to maintain compliance: Post the room capacity in each room. You may post it on the evacuation diagram, if you choose. The room capacity is what the CCLP has measured and documented on the diagrams that are contained in your licensing file.

Napping and Sleeping Space

VI. Physical Environment E. 6. page 59

Napping and sleeping spaces shall not be under furniture or against furniture that may create a hazard

How to maintain compliance: Position cots and cribs so that they are not in a place that could create a hazard. Do not place children's cots or cribs under or against furniture.

Outdoor Equipment

VI. Physical Environment G. 3. page 60

Maintenance of outdoor equipment shall include inspections at least every other month of all supports above and below the ground, and all connectors and moving parts. This maintenance inspection should be documented and records retained for one year.

How to maintain compliance: A Sample Outdoor Maintenance Inspection Form (C-5207) is available at www.pclb.org that allows documentation of all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain the documentation for one year.

Safety Health and Sanitation – General Requirements

VII. Safety, Health and Sanitation, A. 4. page 63

It is the responsibility of the director/operator to ensure that all areas of the children's center are free from fire hazards. This includes lint build-up in the heating and air vents, filters, exhaust fans, ceiling fans and dryer vents.

How to maintain compliance: A Sample Indoor Premises Inspection Form (C-5206) is available at www.pclb.org that allows documentation of all of the information that will allow CCLP staff to monitor that compliance is being maintained. Inspect and document at least monthly that all equipment that could be a fire hazard has been inspected.

VII. Safety, Health and Sanitation, A. 13. page 65

Owners/operators are to notify custodial parents and legal guardians, in writing, that smoking is prohibited on the premises of the children's center.

How to maintain compliance: Notification proof can be done by posting a sign, adding it to the bottom of the Required Children's Enrollment Form, or putting it in the Parent Handbook, with proof that parents have received the handbook, or any other way that you choose to notify in writing.

VII. Safety, Health and Sanitation, B. 3. page 65

CPR courses must include an on-site instructor based skills assessment by a certified CPR instructor. Documentation of completion of the online course and on-site assessment must be maintained at the children's center for review by the licensing authority.

How to maintain compliance: If online CPR instruction is used, then proof of completion of the online portion and proof that there was an on-site instructor based skills assessment, conducted by a certified CPR instructor must be maintained in each personnel file. Copy the front and back of cards so that it is evident that the CPR course was Pediatric CPR.

Safety Health and Sanitation- Emergency Procedures and Notification

VII. Safety, Health and Sanitation, C. 8. page 67

Emergency preparedness drills outlined in the Emergency Preparedness Plan submitted to the CCLP must be practiced a minimum of one time of year. All types of drills may be practiced, but one lockdown and one inclement weather (tornado) drill must be conducted and documented.

How to maintain compliance: Conduct minimally one lockdown and one tornado drill each year. Document all emergency preparedness drills as soon as they are conducted. You may use the Sample Evacuation Preparedness Record (C-5205) which is available at www.pclb.org and contains all required information. Retain the documentation for one year.

Safety Health and Sanitation- Diapering Practices

VII. Safety, Health and Sanitation, E. 3. page 69

The diaper changing area shall be physically separated from the food preparation, food service and feeding area.

How to maintain compliance: Examples of physical separation would be, but are not limited to, a wall, partial wall, fence, bookshelf, a row of chairs or other means of physical separation. Duct tape on the floor that marks a separated location would not be considered a physical separation.

Transportation

VIII. Transportation, G. 4. page 71

Each vehicle shall be equipped with contact information for all children being transported.

How to maintain compliance: An original Emergency Medical Release Form should accompany all children on field trips and other times they are regularly transported. A copy of the Emergency Medical Release Form should remain at the children's center.

VIII. Transportation, G. 4. page 71

When transporting children with chronic medical conditions an emergency care plan and supplies or medication should be available. The responsible adult shall be trained to recognize and respond appropriately to the emergency.

How to maintain compliance: A Sample Emergency Care Plan Form (C-5203) is available at www.pclb.org and contains all of the information that should be contained in an emergency care plan. Ensure that current supplies and/or medications accompany the child in the possession of the adult trained to respond to the emergency.

ANYWHERE IN THE REGULATIONS WHERE THE WORDING CHANGED FROM "CLEANED AND SANITIZED" TO "CLEANED AND SANITIZED OR DISINFECTED", IT MEANS THAT YOU MUST USE A CLEANING AGENT AND THEN YOU HAVE THE CHOICE TO USE A SANITIZING AGENT OR A DISINFECTING AGENT.

New State Class I Violations

1. One or more children were not adequately supervised in that (), which posed an imminent threat to a child, or could or did result in death or serious harm to the health, safety or well-being of a child.
2. A child was given the wrong medication in that ().
3. Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the child care facility to a parent/guardian, licensing authority or law enforcement.
4. A child was left unattended in the vehicle without staff awareness when returning from a field trip.

ATTENTION!!

DIRECTORS/OWNERS MAY NOW MAKE COMMENTS ON THE SANSWRITE INSPECTION REPORT. YOU MAY WRITE OUT YOUR COMMENT. YOUR LICENSING SPECIALIST/ENVIRONMENTAL HEALTH SPECIALIST WILL THEN TYPE EXACTLY WHAT YOU HAVE WRITTEN UNDER PROVIDER COMMENTS. THOSE COMMENTS WILL SHOW ON ALL ARCHIVED REPORTS IN THE PUBLIC PORTAL. THE PAPER ON WHICH YOU RECORDED YOUR STATEMENT WILL BE TAKEN AND PLACED IN THE FILE AS WELL TO ENSURE DOCUMENTATION OF ACCURACY IN THE TRANSFER OF INFORMATION TO THE COMPUTER.



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 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

Family Child Care Home Provider 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 Provider/ Substitute



Fire Drill Record

Children's Center Name _____

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

A minimum of 10 fire drills must be conducted at least 30 days apart, during the license year. Conduct fire drills at various times when children are in care. A minimum of one fire drill annually must occur while children are napping / sleeping and one fire drill must be conducted using alternate evacuation route. Annually, at least one fire drill will be conducted while licensing staff are present. FOR SCHOOL AGE PROGRAMS NO DRILL IS REQUIRED DURING NAP/SLEEP TIME.

Date	Time	# of Adult Participants	# of Child Participants	Evacuation Time	Route Used	Date Fire Extinguisher Checked	Comments	Initials of Owner/Director

For Route Used P=primary, A=alternate
 FC-0074 Sample Form (7/10) (old number C-0009)



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.