

Overview of Newly Adopted State Regulations for Pinellas County Children's Centers

Effective December 1, 2013

Enclosed are *Licensing Regulations Governing Pinellas County Children's Centers*, dated December 1, 2013.

They are also available for download from www.pclb.org.

Please take the time to read them. Then new regulations reflect the state standards set forth in 65C-22, August 1, 2013.

Some of the significant additions/changes are detailed below. In addition we have included a copy of the required forms that are also available at www.pclb.org.

Where: I.A. 1.b. (2) Personnel (Affidavit of Good Moral Character) page 13

What: There is a new form (CF Form 1649A, July 2012) Child Care Affidavit of Good Moral Character, which must be completed at hire or if there is a 90 day separation from an employer.

How to Maintain Compliance: This form is for new employees, hired on December 1, 2013 or after. Existing staff does not need to re-sign this new Affidavit. The major change is that it is now a 2 page document, instead of 3 pages. Prior to signing, please make sure that the Affidavit is read thoroughly and answered correctly. It also must be notarized at the time it is signed by the employee.

Where: I.C. 8. Training Requirements (School Age Clock Hour Training) page 27

What: There are new requirements for 40 clock hour training for staff at a School Age Centers. The following Department of Children and Families' trainings must be started within 90 days and completed within 15 months of hire at a school age center:

- (1) Child Care Facility Rules and Regulations ((6 hours)
- (2) Health, Safety and Nutrition (8 hours)
- (3) Identifying Child Abuse and Neglect (4 hours)
- (4) School Age Appropriate Practices (10 hours)
- (5) Standards for Quality Afterschool Programs (8 hours)
- (6) Quality Self-Assessment and Improvement for Afterschool Programs (4 hours)

How to Maintain Compliance: All staff who begin employment on or after December 1, 2013 at a school age center must complete the above training requirement by successfully completing competency examinations. Staff hired prior to December 1, 2013, in process of completing their 40 clock hours should be encouraged to follow the above training model, as it will provide the most beneficial training for their role in a school age program, but it is not required. Staff will continue to review DCF training transcripts to determine training start and completion.

Where: II Supervision A. 17. (Use of High Chairs) Page 33

What: Children shall not be left in highchairs or other types of feeding chairs outside of feeding times. The use of safety straps to prevent falls is required whenever children are placed in high chairs.

How to Maintain Compliance: Children should only be placed in high chairs while they are being fed. After a child is done being fed, they should be removed from the high chair. Also, all high chairs must have safety straps which must be engaged while children are in them. Licensing specialists will monitor for excessive time in high chairs, outside of feeding times and for engaged safety straps.

**Where: III Child Discipline, E.F. (Behavior Consequences)
page 35**

What: Children may not be denied active play as a consequence of misbehavior. Do not withhold active play from children who misbehave.

How to Maintain Compliance: Staff should be trained that the threat of losing “recess” or outside play time cannot be a consequence for misbehavior. Positive discipline, as outlined in all submitted discipline policies, should be employed. If you have a question as to what your discipline policy states, please contact your licensing specialist, as there is a copy in your children’s center file. Licensing specialists will monitor for children forced to sit out during playground time or threatened with that as a consequence. It will fall under inappropriate discipline.

**Where: V.A.5.e. Records (Volunteer Acknowledgement Form)
page 38**

What: The Volunteer Affidavit has been changed to a Volunteer Acknowledgement Form, (FC-0072 10/13) which is available on our website, www.pclb.org.

How to Maintain Compliance: The Volunteer Acknowledgement Form must be on file prior to beginning to volunteer in a children’s center. Volunteers who begin on or after December 1, 2013 will have to complete this form. It is still required for volunteers receiving no compensation and volunteering 10 or less hours per month.

Where: V.A.9 f. Records (Medication Storage in Food Prep Areas) Page 41

What: If medication is stored in the food preparation area, it must be stored in a manner to prevent contamination of food, food contact surfaces, or medication.

How to Maintain Compliance: Make sure that medication that is stored in a food preparation area is not near food and is not kept on a surface that is used for food preparation.

Where: V. A. 12.b.(1), (2), (3), (9) (Scheduled Activities) pages 42-43

What: Daily schedules need to include alternate activities to outdoor time in case of inclement weather. Also, children may not be left in confining devices, such as car seats instead of engaging in active play. There can be no use of electronic media with children under 2 years of age, and electronic media time must be limited to 1 to 2 hours per day for children older than 2 years of age. In school age centers, electronic media time should also be limited to 1 to 2 hours per day, with computer use limited to no more than 15 minute increments.

How to Maintain Compliance: Do not allow infants or toddler to remain in confining devices, like car seats as an alternative to active play, adult-child interaction or use it as a disciplinary tool. Daily schedules should not reflect screen time in any classroom for children under 2 years of age. In classrooms for children 2 years and above the daily schedule should show limited screen time, and the daily schedule needs to be followed. Licensing specialists will monitor for excessive use of television, videos, movies or computer games.

Where: VI. B. Physical Environmental (Fire Safety) page 45

What: Children's centers must properly maintain fire extinguishers with a minimum rating of 2A10BC at all times. All staff must know how to use a fire extinguisher. Fire extinguishers must be located within 75 feet of rooms occupied by children and present in areas where food is prepared.

How to Maintain Compliance: Make sure that your fire extinguishers are of the required rating, have them inspected and tagged annually, have staff trained in their use, and make sure that they are located as required by regulation. You can ask your fire marshal to train staff, and the director/operator can become certified to train new staff as they come on

board. Sign in sheets or certificates can be used to show that staff has been trained in the use of a fire extinguisher.

Also:

PLEASE NOTE THAT FIRE DRILLS NO LONGER NEED TO BE CONDUCTED 30 DAYS APART. THEY NEED TO BE CONDUCTED MONTHLY AT VARIOUS DATES AND TIMES WHEN CHILDREN ARE IN CARE. ALSO, EMERGENCY PREPAREDNESS DRILLS MAY BE SUBSTITUTED FOR UP TO 3 FIRE DRILLS PER YEAR. DOCUMENTATION OF THESE DRILLS (LOCKDOWN, TORNADO, ETC.) SHOULD BE DONE ON THE EMERGENCY PREPAREDNESS DRILL LOG, WHICH SHOULD BE POSTED IN A CONSPICUOUS LOCATION.

Where: VI. C. Physical Environment (Indoor Play Space) page 46

What: Infant seats (swings, bouncers, etc.) should be used only for short periods of time, no more than 15 to 30 minute intervals per infant, and no more than two times per day while a child is in care.

How to Maintain Compliance: Allow adequate time, to develop movement skills for infants. Licensing specialists will observe in classrooms to see how long children are kept in swings and bouncers. Children should not be left to sleep in a swing; within 15 minutes of falling asleep they should be moved to their crib.

Where: VII. A. Safety, Health and Sanitation (General Requirements) page 54

What: Animals may not be in areas where food is prepared. If animals are kept in classrooms as pets, they must be caged away from food storage, preparation and serving areas.

How to Maintain Compliance: Make sure staff is aware that any animals that are in the children's center may not be in the same area in which food is either stored, prepared or served. Classroom space should be observed by the director to make sure cages are being kept clean and are away from these areas.

Where : VII. A. Safety, Health and Sanitation (General Requirements) page 54

What: Employees, volunteers, substitutes and children shall wash their hands before and after eating, immediately after outdoor play, after toileting, following the use of chemicals or toxic cleaners, before and after distributing medication and during food preparation and snack distribution. The Center for Disease Control guidelines for hand washing must be followed. The use of hand sanitizer does not substitute for hand washing. Any employee, volunteer or substitute with an open wound, or who has an injury that does not allow them to wash their hands may not prepare food.

How to Maintain Compliance: Train all staff, volunteers and substitutes on these guidelines and ensure that hand washing is being done at the proper times. Licensing specialists will monitor through observation for compliance. We have included a copy of these CDC Guidelines that should be posted. You may go to the Center for Disease Control Website, www.cdc.gov and print form CS221687C, January 2013, which is the CDC Guidelines for Hand Washing if you wish additional copies to be posted at all hand washing sinks.

Where: VII. B. Safety Health and Sanitation (First Aid, Cardiopulmonary Resuscitation) page 55

What: First aid kits that are stored in a food preparation area shall be stored in a way that prevents contamination of food, food contact surfaces or first aid supplies.

How to Maintain Compliance: Store first aid supplies in a closed container on a shelf away from the food storage or contact surfaces if stored in the food preparation area.

Where: IX. A. 2. Food and Nutrition (Food Related Activities) page 60

What: Parents or legal guardians must be advised in advance of each food-related activity, such as special occasions and learning activities, which include food consumption. Written parental permission must be maintained for four months from the date of each activity.

How to Maintain Compliance: Notify parents when a food experience is incorporated in a lesson plan or there will be a special occasion celebration involving the consumption of food. This may include cooking projects, birthday or holiday celebrations. Have parents complete a permission form and keep it on file for at least 4 months from the date of the activity. Food experiences are not prohibited; just ensure parent permission for participation is obtained in advance and kept on file for 4 months. You may use a blanket permission form similar to the sample enclosed and attach it to the Child Enrollment Form.

Where: IX C. Food and Nutrition (Food Service) pages 61-62

What:

- Breast milk and formula must be handled in a sanitary manner at all times, according to manufacturer or parent instructions.
- All food and formula brought from home must be labeled with the child's first and last name, and this is the children's center's responsibility. Therefore, if the label is not completed by the parent, the children's center staff must complete the label upon receipt of food or formula.
- Prepared bottles must be used within 48 hours.
- If the wrong breast milk is provided to an infant the children's center must immediately inform both the parent of the child who was given the wrong formula, and the parent of the child for whom the formula was intended. This event must be documented as an accident/incident.
- Solid food may not be given in bottles or fed to an infant younger than 4 months unless directed by a physician.
- Breast milk and formula should be served at body temperature.
- Bottle warming devices that have a water reservoir must be emptied, washed and refilled each day.
- A bottle may be warmed only once; it may not be returned to the refrigerator and or re-warmed. Children's center staff must document each bottle warmed to prevent multiple warming.
- All breast milk and formula that remains in bottles after feeding shall be discarded one hour after serving the infant.
- Previously opened baby food jars shall not be accepted in the children's center.
- If food is fed directly from a jar by the caregiver, the jar shall be used for only one feeding and the remainder discarded.
- Milk and food shall not sit out for longer than 15 minutes prior to the beginning of the meal to avoid contamination or spoilage.
- Food provided by parents must be stored and handled in a sanitary manner at all times.

How to Maintain Compliance: Staff in infant rooms should be trained on the requirements for the handling of food and formula. A system needs to be developed to document bottle warming so as to prevent the re-warming of a bottle. Also, parents should be notified of requirements for baby food jars and the feeding of solid food to infants. Licensing specialists will monitor through observation and by asking staff what their procedures are.

