



Child Care Licensing Program Florida Department of Health in Pinellas County

Spring 2020 Volume 3 Issue 1

CHILDREN'S CENTERS

When There is a Director Change By Jorie Massarsky, Supervisor, Centers

Art of the reality of early care and education is that there are frequent staff changes. While we hope that we can find a "work home" that allows us to feel fulfilled and allows us to grow professionally, the fact is that staff, including Directors, do change on a pretty regular basis. In our office, we receive an average of 7 to 10 director changes each month. By statute, we are required to hold screening on all directors and owners.

If a new Director is being put in place, the following is what we require to make the change:

- A letter stating who the new Director is and their start date in that position. If the previous Director is no longer on staff, their end date is needed. If they have remained on staff in a different position, that is helpful to know as well.
- An employment application and 5 year Employment History Check
- A completed Attestation of Good Moral Character
- An Acknowledgment Form (If it's their first one, it must be signed top and bottom.)
- A Clearinghouse Clearance dated after July 1, 2016, that shows DCF Child Care Eligible
- A DCF Training Transcript that shows an active Director Credential. Any new Director should also have an active Staff Credential or they cannot count in your CDA count or be considered a Staff Member in Charge.
- A completed Central Abuse Hotline Record Search Form (1651) which is available on our website, <u>www.pclb.org</u>. The front should be completed and also the second page with just the Director's information.

If the person who has been hired as the Director is new to the organization, we will also need to see proof of education; proof of Safety Precaution Training on the Center's Exposure Plan; active First Aid and CPR Certification; Safe Sleep Training if the Center has infants under age 1; Transportation Training if they are involved in transporting children or the completion of the Transportation Log; and Fire Extinguisher Training.

Additionally, we are asking that the new Director review the existing Plan of Evacuation that has been submitted to the Child Care Licensing Program and update the first page (only) with their information. That page can be sent to our office with the rest of the required information.

Change is never easy, but the Child Care Licensing Program has several ways in which we assist new Directors. We have a New Director Checklist. Your Licensing Specialist will be contacting you so they can come out and review the basic responsibilities of a Director and some of the more common paperwork. Secondly, we offer a bi-monthly Record Keeping for Children's Centers class that covers all aspects of paperwork, from Children's Records to Personnel, to Facility Records. Finally, we offer Director's Orientation for Infant Care, which is required for Directors of new Centers offering care for children under age 2 or Directors of existing Centers adding children under age 2. However, it is recommended for all Directors that have infants under age 2 on their license, as Pinellas County has very specific regulations regarding this age group. These two classes require registration and a fee. Please contact our office to obtain a registration form.



SPRING EDITION

With change comes opportunity – for growth, for improvement, for innovation. Your Licensing Specialist should be contacted for any questions you may have. Your success is our success!

Bring Out Those Water Tables: By Jorie Massarsky

Once again, we have confirmed with DCF that even with the new rule promulgation, the "touch supervision" requirements for water activities do not apply to water tables. They apply only to swimming pool, lake or beach activities. Please don't forget that children under 3 in care in this county cannot go swimming. Language including children under that age does not apply at all. Please allow children and infants to use water tables, but as always, provide the level of supervision that is required at all times.

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Executive Director

Spring is the Time for Change

his is especially true for the PCLB Board! Our former Board Chair, Commissioner Patricia Gerard, was promoted by the Board of County Commissioners. As a result, the County Commission representative to our Board is now Commissioner Kathleen Peters. A Nominating Committee for our new Board Chair was formed and Mr. Mike Mikurak, our Board member from the Juvenile Welfare Board, was chosen to be our next PCLB Board Chair. The seat held by Barbara Backus was also reassigned due to her retirement, so Emily Ralston will now sit on the Board. Lastly, Pam Gebler stepped down due to the closure of the local association with which she was affiliated, so Lynn Gibson will serve in that seat. Change can be hard and we are all very sad to see our former Board Members move on. We will always be grateful for their many contributions to the children of Pinellas County. But, our staff is very excited to see this new group join our Board and bring with them their many areas of expertise and the heart to serve.

UARTERLY NEWS! Spring 2020 **Child Care Licensing Program** Florida Department of Health in Pinellas County



NEW REQUIRED FORM

CHILD'S ENROLLMENT RECORD Form C-0030 (Rev 3/20)

By Jorie Massarsky, Supervisor, Centers

DCF has just updated their Child Enrollment Record form. Pinellas County Child Care Licensing's Child Enrollment form must at least meet DCF's standard, therefore, we have updated ours as well. We emailed new Form C-0030 (Rev 3/20) by email to all providers on February 12, 2020.

Many of you are currently enrolling for next school year. While we don't like to make changes, we believe that this new form will make your children's records tasks less cumbersome. Following this article, you will see a copy of the new form.

Please note that the major changes to the form are in the signature box, where it now states that they have received the center's Discipline and Expulsion Policy. It also states that they have received your center's Food and Nutrition Policy. If you use the new form, we will no longer need to see the signed Food and Nutrition Policy or Discipline/Expulsion Policy in each's child's file. On the front page under Family Information, there is an added line for parents' addresses, which will ensure that there is enough room for the city in which they live. Meals typically served is now near the middle of the back page.

If you do not fill out new forms yearly, we will still accept your existing CHILD'S ENROLLMENT RECORD, however, you will need to continue to show us the signed Discipline/Expulsion Policy and Food and Nutrition Policy as proof of receipt.

If you have new students registering for the remainder of this school year, please use this new form. If you do have parents/guardians fill out new forms yearly, as we know that many of you do, please use the new form effective immediately.

f you do not fill out new forms yearly, we will still accept your existing CHILD'S ENROLLMENT RECORD, however, you will need to continue to show us the signed Discipline/ **Expulsion Policy and Food and Nutrition** Policy as proof of receipt.

Centers Edition

Please be aware that only these two forms are acceptable, and they are required forms, not samples. You can add your children's center logo to the form and ask for email addresses at the bottom of the form, but everything else should remain as is.

Should you have any questions, please do not hesitate to contact our office at 727-507-4857.

We look forward to continuing to partner with you to provide quality learning environments for the children of Pinellas County.



Centers Edition



Child Care Licensing Program

Florida Department of Health in Pinellas County

clb	CHILD'S ENROLLMENT RECORD Date enrolled
hild's full legal name	sf Miside Last Nickname
	Sex
rimary Hours of Care Fr	romToDays of Week in Care
hild's Physical Address	Street Address (number, apartment 8, street) City State Zip Code
amily Information:	Child Lives with
Parant's Name	Parent's Name
Address:	Address
Home Phone:	Home Phone:
	Employer
Address:	Address:
Work Phone	CellCellCell
Custody: Mother	FatherBothOtherName
accident or emergency.	nly to the custodial parent or legal guardian and the persons listed below. The following tacked and are authorized to remove the child from the children's center in case of illness, , if for some reason the custodial parent(s) or legal guardian(s) cannot be reached:
Name	Cell Phone
Home Phone	State Zip Code
Address	Street Address (number, apartment #, street) City State
Name	Cell Phone
Home Phone	

Medical Information:		(Back Page)			
Child's Physician III					
Child's Physician/Health Resource_ Telephone Number					
Telephone Number Address Street Address (number, spartme Hospital Preference					
Street Address (
Hospital Preference	re #, street)	City		State	
Hospital Preference Name of Dentist Address Street Address (number, apartmer					Zip Code
Address	T	elephone			
Street Address (number, apartmen					
	· ·· aneen	Ob		State	
Meals typically served while in care:	Breakfast				Zip Code
E	cheanast	AM Snack	Lunch	PM Snack	Supper
Emergency Care Plan instructions (if	applicable				oopper
	-ppincable)				
MISCELLANEOUS INFORMATION					
ist all known allergies					
ist all identifying come to a					
cosiol solution and scars, birthmarks, skin di	scolorations	5			
ist all identifying scars, birthmarks, skin di pecial medical or dietary needs of child					
st any areas of concern					
signature below verifies that:					
Ve permission to					
ive permission to consult the child's ph rent/legal guardian cannot be reached.	ysician/he	alth resource I	isted abo	ve in case of	
we received a copy of the "Know Your				to in case of	emergency if
Solution of the "Know Your	Child's Chi	ildren's Center	" broch		
as notified in writing of the disciplinary			orochu	e.	

CONTINUED ON BACK CHILD'S ENROLLMENT RECORD

I was provided the food and nutrition policies used by the children's center.

Date

Your signature below indicates that you have received the above items and that the information on this enrollment form is complete and accurate. I hereby grant permission for the staff of this facility to have access to my child's records.

Streat Address (number, sportment #, streat) City State Zip Code

Please use additional sheet of paper to list name, address and phone number of any other peop authorized to pick the child up.

C-0030 Required (Rev 3/20)

Signature of Custodial Parent or Legal Guardian



Form C-0030 Child's Enrollment Record Rev 03/20 is located at:

http://pinellas.floridahealth.gov/programs-and-services/environmental-health/pclb/childrenscenter-forms/childrens-records/ documents/c-0030-child-enrollment-record.pdf

C-0030 Required (Rev 3/20)

Address

Child Care Licensing Program

Florida Department of Health in Pinellas County





What you need to know about coronavirus disease 2019 (COVID-19)

What is coronavirus disease 2019 (COVID-19)?

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

Can people in the U.S. get COVID-19?

COVID-19 is spreading from person to person in China, and limited spread among close contacts has been detected in some countries outside China, including the United States. At this time, however, this virus is NOT currently spreading in communities in the United States. Right now, the greatest risk of infection is for people in China or people who have traveled to China. Risk of infection is dependent on exposure. Close contacts of people who are infected are at greater risk of exposure, for example health care workers and close contacts of people who are infected with the virus that causes COVID-19. CDC continues to closely monitor the situation.

Have there been cases of COVID-19 in the U.S.?

Yes. The first case of COVID-19 in the United States was reported on January 21, 2020. The current count of cases of COVID-19 in the United States is available on CDC's webpage at <u>https://www.cdc.gov/coronavirus/2019-ncov/</u> cases-in-us.html.

How does COVID-19 spread?

The virus that causes COVID-19 probably emerged from an animal source, but now it seems to be spreading from person to person. It's important to note that person-to-person spread can happen on a continuum. Some diseases are highly contagious (like measles), while other diseases are less so. At this time, it's unclear how easily or sustainably the virus that causes COVID-19 is spreading between people. Learn what is known about the spread of newly emerged coronaviruses at https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

What are the symptoms of COVID-19?

Patients with COVID-19 have had mild to severe respiratory illness with symptoms of

- fever
- cough
 shortness of breath



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What are severe complications from this virus?

Many patients have pneumonia in both lungs.

How can I help protect myself?

The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

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There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

If you are sick, to keep from spreading respiratory illness to others, you should

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

What should I do if I recently traveled to China and got sick?

If you were in China within the past 14 days and feel sick with fever, cough, or difficulty breathing, you should seek medical care. Call the office of your health care provider before you go, and tell them about your travel and your symptoms. They will give you instructions on how to get care without exposing other people to your illness. While sick, avoid contact with people, don't go out and delay any travel to reduce the possibility of spreading illness to others.

Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to avoid being exposed to the virus that causes COVID-19.

Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

For more information: www.cdc.gov/COVID19

Child Care Licensing Program

Florida Department of Health in Pinellas County

Outbreak Management and Reporting for Child Care Facilities in Pinellas County

hildren are more vulnerable to infectious diseases when they first enter group settings because it may be their first exposure to germs that cause common infections, and they may be too young to have received enough doses of recommended vaccines to have developed immunity. Childcare facilities (CCFs) face a high risk of disease outbreaks because groups of children spend hours in communal spaces touching toys, doorknobs, tables, and each other, often sharing bathrooms and dining spaces.

The Department of Health in Pinellas County (DOH-Pinellas) published an outbreak toolkit to help prevent and control outbreaks in CCFs. The entire toolkit can be found at: <u>http://</u> <u>pinellas.floridahealth.gov/programs-and-services/</u> <u>environmental-health/pclb/documents/brief-ccf-outbreak-</u> <u>guide.pdf</u>



Routine practices are instrumental in preventing outbreaks, and involves three main measures:

1. Strengthen Immune Health: Vaccines, nutrition, sleep, exercise, health education

2. Manage the Environment: Diaper stations, food preparation, pest control, ventilation

3. Reduce Harmful Germs: Hand hygiene, routine cleaning, exclusion criteria

If an outbreak does occur, facilities can follow **control measures** to prevent further disease spread:

- Contact DOH-Pinellas to report the outbreak and receive outbreak consultation.
- Create a line list of all ill individuals. Include contact information for DOH-Pinellas follow up.
- Post health alerts at entrances and send letters home about the ongoing illness.
- Increase cleaning, enforce hand hygiene, and follow proper cough/sneeze etiquette.
- Consider exclusion criteria and/or halting the acceptance of new attendees or staff.



Gastrointestinal illness is any combination of diarrhea, vomiting, and abdominal pain. An outbreak should be declared when two or more cases occur within 72 hours. Ill individuals should be excluded

Florida Statute requires CCF's in Pinellas County to notify the Department of Health in Pinellas County upon suspicion of an outbreak at 727-824-6932.

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until 48 hours after vomiting or diarrhea resolve. Some diseases require further testing with DOH-Pinellas prior to readmission (Examples: Salmonellosis*, Shigellosis*, E coli).

Influenza-Like Illness (ILI) is defined as a fever ≥ 100°F and cough or sore throat. An outbreak should be declared when two or more new cases occur within 72 hours and confirmed once one case has a positive lab result for influenza. Ill individuals should be excluded until fever-free for 24 hours without fever reducing medication.

Pertussis* (Whooping cough) causes violent coughing episodes that make it hard to breathe. Ill individuals can be readmitted after five days of appropriate antibiotic treatment. Vaccination is the best prevention, and boosters are required many times throughout life.



Hand-Foot-and-Mouth disease (HFMD) initially causes fever, throat pain, and malaise, followed by the development of non-itchy spots and blisters. It is spread through respiratory droplets, contaminated objects, or fecal-orally.

Scables is a skin infestation that causes itching and a pimple-like rash. It spreads through prolonged skin-to-skin contact and shared clothing or bedding. Treatment is recommended for close contacts, and the outbreak is declared over after the 6-week incubation period passes with no additional infestations.

Varicella* (Chickenpox) causes an itchy rash with fluid-filled blisters and fever. Ill individuals can be readmitted once all blisters have scabbed over. It can be spread through contact with blister fluid and inhalation of lesion fluid or respiratory droplets. Vaccination is the best method of prevention.

*Certain diseases must be reported to the county health department, even if only one case occurs.

Child Care Licensing Program

Florida Department of Health in Pinellas County

TIME: 8:30 AM. - 1:00 PM

RECORD KEEPING FOR CHILDREN'S CENTERS

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Is a four and a half (4 1/2) hour training comprised of an overview of regulations regarding record keeping including personnel, children, and facility records. Participants will receive a training packet that includes required and optional forms and learn practical ideas for setting up and maintaining files in order to be in compliance with regulations. This training is appropriate for prospective or new owners/directors and as an update for current child care personnel with record keeping responsibilities. A certificate documenting four and a half (4.5) hours of annual inservice training will be issued.

REGISTRATION FEE: \$40.00 Prepaid non-refundable fee due prior to training

Apr 14 & Jun 9

LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo 2nd floor Conference Room

DIRECTOR'S ORIENTATION FOR INFANT CARE



Is a three (3) hour training comprised of regulations pertaining specifically to infant care and best practices in caring for children from birth to 2 years of age. Participants will receive a training packet that includes a copy of the Infant Standards, required and sample forms, and brochures. This training is required for directors who plan to start an infant program. A certificate documenting three (3) hours of annual inservice training will be issued.

REGISTRATION FEE: \$25.00 Prepaid non-refundable fee due prior to training

TIME: 8:30 AM. - 1:00 PM

LOCATION: Pinellas County Health Department, 8751 Ulmerton Road, Largo Florida 2nd floor Conference Room

- Aller -	
Telephone registrat	ion will not be accepted.
County Health Department. If the training is full when y	gistration form with check or money order made payable to Pinellæ your registration is received, you will be contacted. and child care is not available.
Return the completed form and fee to: Child Care L	Licensing Program, 8751 Ulmerton Road, Largo, FL 33771
	chedule in order to avoid repaying the registration fee. Any person with the CCLP office no later than two (2) weeks prior to the training.
Children's Center Tr	aining Registration Form
Registration form and prepaid r	non-refundable fee due prior to training
Record Keeping for Children's Centers \$40.00	Director's Orientation for Infant Care \$25.00
Name (Please Print):	Telephone:
Center Name:	
Street, City, & Zip Code:	

Date of Training:_

Fee Enclosed:

Child Care Licensing Program

Florida Department of Health in Pinellas County

E&E Recalls Bedroom Dressers Due to Tip-Over & **Entrapment Hazards**



E&E toll-free at 844-701-5979 from 7 a.m. to 3:30 p.m. PT Monday through Friday or online at www.ee1994.com and click on "Recall" for more information.

Ridgewood Recalls Four-Drawer Dressers Due to Tip-Over and Entrapment Hazards

Ridgewood toll-free at 888-222-7460 Monday through Friday 8 a.m. to 5 p.m. CT, or visit www.ameriwood.com and click on "Support" for more information.

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Quest Products Recalls ALOCANE Emergency Burn Pads Due to Failure to Meet Child Resistant Closure Requirement; Risk of Poisoning



Quest Products at 800-650-0113 from 9 a.m. to 5 p.m. CT Monday through Friday, or online at www.alocane.com and click on "Contact Us" for more information.

B&B Acquisition Recalls Wintergreen **Essential Oils Due to Failure to Meet Child Resistant Packaging Require**ments; Risk of Poisoning

B&B Acquisition at 800-262-2305 from 8 a.m. to 5 p.m. MT Monday through Friday, email at info@airome.com, or online at www.airome.com and click on "Recall Information" for more information.

Graco Recalls Little Lounger **Rocking Seats to Prevent Risk of Suffocation**

Contact Graco toll-free at 800-345-4109 from 8 a.m. to 5 p.m. ET Monday through Friday or online at www.gracobaby.com and click on Recall Information.

Centers Edition

Evenflo Recalls Pillo Portable Napper Inclined Sleepers to Prevent Risk of Suffocation



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Evenflo online at www.evenflo.com and click on "Product Notices & Recalls" or at 1-800-233-5921 from 9 a.m. to 5 p.m. ET Monday through Friday for more information.

Delta Enterprise Corp. Recalls Incline Sleeper with Adjustable Feeding Position for Newborns to Prevent Risk of Suffocation

Delta online at www.deltachildren.com and click on "Recall Center" or at 1-800-377-3777 from 9 a.m. to 6 p.m. ET Monday through Friday for more information.

Thesaurus Global Marketing Recalls Tricycles Due to Violation of the Federal Lead Paint Ban; Risk of Poisoning; Sold Exclusively at Amazon.com (Recall Alert)

Baby Trend Recalls Tango Mini Strollers Due to Fall Hazard



Little Bambino toll-free at 866-633-8202 from 8 a.m. to 6 p.m. ET Monday through Friday, email at info@shoplittlebambino.com or online at www.shoplittlebambino.com and click on Contact Us for more information.



Baby Trend at 800-328-7363 from 9 a.m. to 4:30 p.m. PT Monday through Friday, email info@babytrend.com or online at www.babytrend.com and click on "Safety Notices" at the bottom of the page for more information.

CPSC Consumer Information Hotline Contact us at this toll-free number if you have questions about a recall: 800-638-2772 (TTY 301-595-7054) Times: 8 am - 5:30 pm ET Messages can be left anytime Call to get product safety and other agency information and to report unsafe products. https://www.cpsc.gov/

Child Care Licensing Program Florida Department of Health in Pinellas County

Creative Corner

Fun, educational activities kids LOVE

Centers Edition

Springtime Tissue Paper Art for Preschoolers

how the children how to make a butterfly or a flower and fill it in with tissue paper squares as they like. Tissue squares can also be crumpled into little balls and glued on.

Get started by cutting some pastelcolored squares of tissue paper. You or the children can draw the outline of the picture they want to make. Then have them glue on the tissue squares with a glue stick.

These tissue paper squares can be purchased in a pack of pre-cut squares at Hobby Lobby, Oriental Trading, or just buy some colored tissue paper and cut it yourself.

From prekinders.com

Supplies:

UHU

sti

- Tissue paper in pastel colors
- Markers for outline
- Glue sticks
- White paper







Child Care Licensing Program

Florida Department of Health in Pinellas

8751 Ulmerton Road, Suite 2000

Largo, Florida 33771

(727) 507-4857

Mission

To protect and promote the health, safety, and mental development of children cared for in children's centers and family child care homes in Pinellas County.

Vision Every child has access to quality child care and education in an environment that values diversity.

Values

Centers Edition

Commitment Integrity Quality



Chris Grybauskas, Licensing Specialist

am originally from Chesterland, Ohio, a small town out in the country. We moved to St. Petersburg in 1985. When I started having a family and had to find a daycare for my daughter, I was overwhelmed. In the town where I was raised, there was only one day care center and if your child didn't go there, a family member cared for him/her. I found it very challenging to find the perfect fit for my child. What I looked for when choosing a day care facility for my daughter was one that had a friendly and welcoming atmosphere and had a nurturing and stimulating environment.

I worked in Environmental Health inspecting commercial pools and transferred into the Childcare Licensing program 10 years ago. I was nervous and was not



sure if I would be welcomed since I had no child care background. The team welcomed me and trained me to be the Specialist I am today. I enjoy what I do and know that when I go into a center/home, I am there to protect the health and safety Chris of children.