



Family Day Care Home Information

Name: Jordan Family Day Care Home
ID Number: F04DU1511
Capacity: 10
Owner/Director/Staff Responsible: Valeria Jordan

Inspection Information

Type: Routine **Date:** 07/07/2016 **Arrival/Departure Time:** 02:20 PM to 03:15 PM
Staff Present: 1 **Children Present:** 3

INSPECTION CHECKLIST

STAFFING REQUIREMENTS

01. Operator ss. 402.318, F.S. & rule 65C-20.009(2)(a), F.A.C. Compliance

02. Written Plan for Substitute rule 65C-20.009(2)(b), F.A.C. Compliance

03. Background Screening Requirements ss. 402.313(3), 402.305(2)(a), 402.302(13), F.S. & rule 65C-20.008(3) & (4), F.A.C. Compliance

Compliance Comments

The Child Care Development Block Grant Reauthorization of 2014 requires each state, including Florida, to certify that all child care personnel have been screened and are eligible to work in child care based on the new elements. To facilitate this certification, child care providers, nonpublic schools, religious exempt child care providers, public schools providing child care, large family child care homes and family day care homes must rescreen personnel to include all owners, operators, child care personnel, household members, substitutes and volunteers by September 2017. The rescreening must include level 2 screening, search of sexual predator and sexual offender registry, and child abuse and neglect registry of any state in which the applicant resided during the preceding 5 years.

The Department is asking child Care Providers to begin scheduling rescreening in September 2016 for anyone that was screened prior to July 1st, 2016. Providers will have nine months to rescreen all required owners, operators, child care personnel, household members, volunteers and substitutes.

All rescreens must be initiated in the Clearinghouse and fingerprints must be submitted by a Clearinghouse compatible Live Scan vendors. It is extremely important that the initiation of the screening occur in the Clearinghouse prior to the arrival at a live scan vendor location. Failure to do so will result in the Department not being able to accept the results and the individual will have to be rescreened including the cost again. Please ensure the correct ORI number is used when sending an individual for fingerprinting.

Steps for completing rescreening:

1. Complete a search in the Clearinghouse prior to sending staff to a live scan provider for screening to determine:
 - a. If the individual is not found after a search, there is no prior screening in the Clearinghouse, select Initiate Screening.
 - b. If the individual is already in the Clearinghouse, with a Clearinghouse screening available and a status of DCF Child Care Eligible, the individual does not have to go to a live scan vendor for fingerprinting again. Eligibility will be based on the fingerprints retained in the Clearinghouse. You may add the individual to your roster.
 - c. If the eligibility indicates an Agency Review is required, you must select Initiate Agency Review. This is no cost to you as a provider. This will provide you with an updated Florida Criminal History Public Record.
 - d. If there has been a break in service of 90 days, you must select Initiate Resubmission. You will receive an updated Florida Criminal History Public Record.
 - e. Upon hire, becoming a household member, substitute, or volunteer, immediately add the individual to your program roster.

Important Note: All fingerprinting must occur through a Live Scan compatible vendor. Check the listing in the Clearinghouse prior to initiating and scheduling an appointment with a vendor. Fingerprinting from a vendor that is not Clearinghouse compatible cannot be processed by DCF for the purposes of a clearance for child care employment.

2. The fingerprint results from the Federal Bureau of Investigation will be returned to DCF via the Florida Department of Law Enforcement. DCF will review both the federal and state criminal history results, along with state criminal records, national sex offender registry, and the child abuse and neglect registry.
3. DCF will issue an eligible or non eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.
4. DCF will send a letter/email to the employer advising of the search of the Floridas child abuse and neglect registry.
5. The employer/owner/operator must conduct employment history checks, including documented attempts to contact each employer that employed the individual within the preceding five years and documentation of the findings.
6. The employer/owner/operator must send a request for a search of each states child abuse and neglect registry if the individual has lived outside the state of Florida in the preceding five years. Visit www.myffamilies.com/backgroundscreening, click on the Out of State Abuse Registry Check link to obtain the instructions and forms to complete to submit a request for a search. Documentation of the date the search was requested, and the date the results were received, must be maintained in the employees file for review by the licensing authority.
7. The employer/owner/operator must conduct a search of the sexual offender/predator website in Florida via <https://offender.fdle.state.fl.us/offender/homepage.do>, and any state the individual has lived in outside the state of Florida in the preceding five years. Visit www.myffamilies.com/backgroundscreening, click on the Out of State Sexual Predator/Offender Registry Check link to obtain the instructions and forms to complete to submit the request for a search. Documentation of the search date, and findings from each state, must be documented in the employees file for review by the licensing authority.
8. The employer/owner/operator must maintain on-site at the program copies/documentation of completion of all applicable elements in the screening process for an individual in the personnel file for review by the licensing authority.
9. Failure to initiate the screening through the Clearinghouse prior to fingerprinting will result in invalid screening and the individual will have to be re-fingerprinted and pay the fees again.
10. Immediately remove individuals from the program roster when employment terminates.

The failure of the state to certify compliance could result in the loss of funding to the state to support school readiness programs and their families.

04. Staff Training rule 65C-20.009(1)(a),65C-20.009(3)(d)&(e) & (4), F.A.C. Compliance

05. Indoors and Outdoors Supervision rule 65C-20.009(2)(c)&(5), F.A.C. Compliance



HEALTH REQUIREMENTS

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| 06. Animal Immunizations rule 65C-20.010(1)(a), F.A.C. | Compliance |
| 07. Toxic Substances, Hazardous Materials and Hazardous Items rule 65C-20.010(1)(b), F.A.C. | Compliance |
| 08. Smoking on Premise rule 65C-20.010(1)(c), F.A.C. | Compliance |
| 09. Firearms and Weapons rule 65C-20.010(1)(d), F.A.C. | Compliance |
| 10. Play Areas Clean and Free of Litter rule 65C-20.010(1)(e), F.A.C. | Compliance |
| 11. Outdoor Time and Play Area Requirements rule 65C-20.010(1)(f)-(h), F.A.C. | Compliance |
| 12. Swimming Pools rule 65C-20.010(1)(i)(j), F.A.C. | Not Applicable |
| 13. Appropriate, Safe and Sanitary Bedding rule 65C-20.010(1)(k)-(o), F.A.C. | Compliance |
| 14. Drinking Water and Single Service Disposables rule 65C-20.010(1)(p)(q), F.A.C. | Compliance |
| 15. Vermin/Pest Control rule 65C-20.010(1)(r), F.A.C. | Compliance |
| 16. Furnishings, Equipment and Plumbing are Sanitary are Free from Hazards and in Good Repair rule 65C-20.010(1)(s), 2(d), F.A.C. | Compliance |
| 17. Smoke Detector, Fire Extinguisher, Corded Telephone, Lighting, Temperature and Ventilation rule 65C-20.010(1)(s), F.A.C. | Compliance |
| 18. Nutritious Meals and Snacks Provided rule 65C-20.010(1)(t), F.A.C. | Compliance |
| 19. Handwashing rule 65C-20.010(2)(a)(d)-(f), F.A.C. | Compliance |
| 20. Soiled Items rule 65C-20.010(2)(b), F.A.C. | Compliance |
| 21. Potty Chairs Cleaned and Sanitized rule 65C-20.010(2)(c), F.A.C. | Compliance |
| 22. Individually Labeled Towels and Wash Cloths rule 65C-20.010(2)(f), F.A.C. | Compliance |
| 23. Diapering Area Clean and Sanitized rule 65C-20.010(2)(g), F.A.C. | Compliance |
| 24. First Aid Kit rule 65C-20.010(3)(a), F.A.C. | Compliance |
| 25. Emergency Telephone Information rule 65C-20.010(3)(b)1., F.A.C. | Compliance |
| 26. Documented Accidents, Incidents and Health Related Symptoms rule 65C-20.010(3)(b) 2. and 3., F.A.C. | Compliance |



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| 27. Fire Drills/Emergency Preparedness rule 65C-20.010(3)(b)4 through 7, && rule 65C-20.010, F.A.C. | Compliance |
| 28. Communicable Disease Control rule 65C-20.010(4), F.A.C. | Compliance |
| 29. Prescription and Non-Prescription Medication rule 65C-20.010(5)(a)(c)(g)(h), F.A.C. | Compliance |
| 30. Documentation of Dispensed Medication rule 65C-20.010(5)(a)(b)(d)-(f), F.A.C. | Compliance |

HEALTH RECORDS

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| 31. Immunization Records rule 65C-20.011(1)(a), F.A.C. | Compliance |
| <u>Compliance Comments</u> Counselor observed all 6 children's records. | |
| 32. Student Health and Records rule 65C-20.011(1)(b)(c), F.A.C. && s. 402.313, F.S. | Compliance |
| <u>Compliance Comments</u> Counselor observed all 6 children's records. | |
| 33. Enrollment Information rule 65C-20.011(2), F.A.C. | Compliance |
| <u>Compliance Comments</u> Counselor observed all 6 children's records. | |

ENFORCEMENT

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| 34. Access to the Premises/Misrepresentation ss. 402.319, F.S. && rule 65C-20.012(4), F.A.C. | Compliance |
| 35. Licensed Capacity ss. 402.302(7), F.S. | Compliance |
| 36. Child Discipline ss. 402.305(12)(a), F.S. && rule 65C-20.010(6), F.A.C. | Compliance |
| 37. Transportation and Supervision rule 65C-20.010(1)(c) && (8), F.A.C. | Compliance |
| 38. Child Abuse or Neglect ss. 402.319, F.S. && rule 65C-20.010(7), F.A.C. | Compliance |

Received by: Valeria Jordan
Date: 07/07/2016

Inspected by: Latonjia Jones
Date: 07/07/2016