



Family Day Care Home Information

Name: Luna Family Day Care Home
ID Number: F04DU0374
Phone Number: (904) 372-9021 **Capacity:** 10
Owner/Director/Staff Responsible: Mercedes Luna

Inspection Information

Type: Routine **Date:** 12/13/2016 **Arrival/Departure Time:** 08:21 AM to 09:30 AM
Staff Present: 1 **Children Present:** 4

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
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

06. Animal Immunizations rule 65C-20.010(1)(a), F.A.C.	Not Applicable
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.	Not Applicable
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
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.	Not Monitored
<u>Not Monitored Comments</u> Provider stated that no medication has been dispensed since the previous inspection.	
30. Documentation of Dispensed Medication rule 65C-20.010(5)(a)(b)(d)-(f), F.A.C.	Not Monitored

HEALTH RECORDS

31. Immunization Records rule 65C-20.011(1)(a), F.A.C.	Compliance
<u>Compliance Comments</u> Records for all currently enrolled children were reviewed (6 total).	
32. Student Health and Records rule 65C-20.011(1)(b)(c), F.A.C. && s. 402.313, F.S.	Compliance
33. Enrollment Information rule 65C-20.011(2), F.A.C.	Compliance

ENFORCEMENT

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. Not Applicable

38. Child Abuse or Neglect ss. 402.319, F.S. && rule 65C-20.010(7), F.A.C. Compliance

Counselor Comments

Updated Background Screening Process

Instructions for Child Care Owner/Operator/Employers are outlined below.

More details and links to instructions for each step are available online at www.myflfamilies.com/backgroundscreening.

1. Complete a search for the individual in the Background Screening Clearinghouse.
 - a. For individuals who are already in the Clearinghouse:
 - i. If the individuals status is DCF Child Care Eligible add individual to roster and proceed to steps 2 - 5.
 - ii. If the Clearinghouse indicates an Agency Review is required select Initiate Agency Review (no cost)
 - iii. If the individual has had a break in service for more than 90 days or needs to be rescreened by May 2017 select Initiate Resubmission
 - b. For individuals who are not in the Clearinghouse:
 - i. Select Initiate Screening.
 - ii. Schedule a fingerprinting through a Clearinghouse-compatible Live Scan Vendor.
2. Check criminal records for every state the individual has lived outside of Florida in the last five years. Forward results to the DCF Background Screening Unit for review at bgs.outofstate.admin@myflfamilies.com .
3. Check child abuse and neglect registry for every state outside of Florida the individual has lived in for the last five years.
4. Check sexual offender/predator registry for every state outside of Florida the individual has lived in for the last five years.
5. Check employment history with each employer for whom the individual has worked in the last five years. Try at least three times to contact the employer, and keep records of these contacts for your files.

Pending Results from Out-of-State Records While you are waiting for the out of state results, if the individual meets the Florida Level 2 screening requirements, DCF may grant provisional hiring status for 45 days while the out-of-state check is pending. During provisional employment, the individual must be in the line of sight of an employee who has already met all screening/training requirements.

6. DCFs Background Screening Unit will issue an eligible or non-eligible result for employment through the Clearinghouse upon completion of searches and results from other states, if applicable.

Note: Keep a copy, on-site at the child care program, of documentation of all elements in the process in the individuals personnel file for review by the licensing authority.

Received by: Mercedes Luna
Date: 12/13/2016

Inspected by: Andrew Warnock
Date: 12/13/2016