



Child Care Facility Information

Name: CAP Head Start - Langley Head Start Center

ID Number: C01ES0103

Capacity: 35

Owner/Director/Staff Responsible: Allica Coleman

Inspection Information

Type: Renewal Date: 01/24/2017 Arrival/Departure Time: 08:20 AM to 10:53 AM

Staff Present: 4 Children Present: 24

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S.	Compliance
02. Licensed Capacity ss. 402.305(6), rule 65C-22.002(3), F.A.C.	Compliance
03. Minimum Age Requirements ss. 402.305(2), F.S. && rule 65C-22.001(3), F.A.C.	Compliance
04. Ratio Sufficient ss. 402.305(4), F.S. && rule 65C-22.001(4), F.A.C.	Compliance
05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) && 65C-22.007 (2), F.A.C.	Compliance
06. Driver's License, Physician Certification && First Aid/CPR Training rule 65C-22.001(6), 65C-22.006(4), F.A.C.	Compliance
07. Vehicle Insurance and Inspection ss. 402.305(10), F.S. && rule 65C-22.001(6) F.A.C.	Compliance
<u>Compliance Comments</u> Bus 36-01 inspection expires 7-11-17. Insurance expires 12-1-17.	
08. Seat Belts/Child Restraints ss. 402.305(10), F.S. && rule 65C-22.001(6), F.A.C.	Compliance
09. Transportation rule 65C-22.001(6), F.A.C.	Compliance
10. Planned Activities ss. 402.305(13), F.S. && rule 65C-22.001(7), F.A.C.	Compliance
11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C.	Compliance
12. Child Discipline ss. 402.305(12), F.S. && rule 65C-22.001(8), F.A.C.	Compliance
13. Discipline Policy rule 65C-22.001(8), F.A.C.	Compliance

PHYSICAL ENVIRONMENT

14. Facility Environment rule 65C-22.002(1), 65C-22.002(7) - (9), F.A.C.	Compliance
15. Toxic Substances and Hazardous Materials rule 65C-22.002(1), F.A.C.	Compliance
16. Supplies Labeled/Stored rule 65C-22.002(1), F.A.C.	Compliance



17. Lighting rule 65C-22.002(2), F.A.C.	Compliance
18. Temperature and Ventilation rule 65C-22.002(2), F.A.C.	Compliance
19. Indoor Floor Space ss. 402.305(6)F.S., rule 65C-22.002(3), 65C-22.007(3)(a), 65C-22.008(3), F.A.C.	Compliance
20. Outdoor Area/Square Footage ss. 402.305(6), F.S. && rule 65C-22.002(4), F.A.C.	Compliance
21. Outdoor Play Area rule 65C-22.002(4), F.A.C.	Compliance
22. Fencing rule 65C-22.002(4), F.A.C.	Compliance
23. Individual Bedding rule 65C-22.002(5), 65C-22.002(5), 65C-22.002(10), 65C-22.008(3), F.A.C.	Compliance
24. Bedding and Linens rule 65C-22.002(10), F.A.C.	Not Monitored
25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C.	Not Monitored
<u>Not Monitored Comments</u> Not nap time at time of inspection.	
26. Exit Area Clear rule 65C-22.002(5) and (7), F.A.C.	Compliance
27. Crib Requirements rule 65C-22.002(5), F.A.C.	Not Applicable
28. Toilets and Sinks rule 65C-22.002(6), F.A.C.	Compliance
29. Potty Chairs rule 65C-22.002(6), F.A.C.	Not Applicable
<u>Not Applicable Comments</u> No potty chairs.	
30. Bath Facilities and Supervision rule 65C-22.002(6), F.A.C.	Compliance
31. Bathroom Supplies and Equipment rule 65C-22.002(6), F.A.C.	Compliance
32. Operable Phone rule 65C-22.002(7), F.A.C.	Compliance
33. Fire Drills && Emergency Preparedness rule 65C-22.002(7) F.A.C.	Compliance
<u>Compliance Comments</u> Fire drill conducted at counselor's request. Technical assistance provider regarding training an additional person on how to turn off the fire alarm.	
34. Food Preparation Area 65C-22.002(8), F.A.C.	Compliance
35. Health and Sanitation rule 65C-22.002(10), F.A.C.	Compliance
36. Drinking Water Available rule 65C-22.002(10), F.A.C.	Compliance
37. Sanitary Diapering rule 65C-22.002(10), F.A.C.	Not Applicable
<u>Not Applicable Comments</u> No children in diapers.	



38. Diaper Disposal rule 65C-22.002(10), F.A.C.	Not Applicable
39. Indoor Equipment rule 65C-22.002(11), F.A.C.	Compliance
40. Outdoor Equipment rule 65C-22.002(11), F.A.C.	Compliance

TRAINING

41. Training Requirements ss. 402.305(2) - (3), F.S. && rule 65C-22.003(2) (3), F.A.C.	Compliance
42. 10-Hour In-Service rule 65C-22.003(6), F.A.C.	Compliance
43. Credentialed Staff ss.402.305(3), F.S. && rule 65C-22.003(7)-(8), F.A.C.	Compliance

HEALTH REQUIREMENTS

44. Communicable Disease Control rule 65C-22.004(1), F.A.C.	Compliance
45. First Aid Requirements rule 65C-22.004(2), F.A.C.	Compliance
46. CPR Requirements rule 65C-22.004(2), F.A.C.	Compliance
47. Emergency Telephone Numbers rule 65C-22.004(2), F.A.C.	Compliance
48. Accident/ Incident Notification and Documentation rule 65C-22.004(2), F.A.C.	Compliance
<u>Compliance Comments</u> None currently needed per director.	
49. Medication rule 65C-22.004(3),F.A.C.	Compliance
<u>Compliance Comments</u> None given, per director.	

FOOD AND NUTRITION

50. Meals and Snacks rule 65C-22.005(1), F.A.C.	Compliance
51. Meal and Snack Menus rule 65C-22.005(1), F.A.C.	Compliance
52. Food Service rule 65C-22.005(3), F.A.C.	Compliance
53. Bottles Sanitary and Labeled rule 65C-22.005(2), F.A.C.	Not Applicable
54. Catered Food and Food Provided by Parents 65C-22.005(1), F.A.C.	Compliance
55. Single Service Items rule 65C-22.0011(8), 65C-22.002(10), F.A.C.	Compliance

RECORD KEEPING



56. Records ss. 402.3054(2), F.S., rule 65C-22.006(3)(c)5., F.A.C. Compliance

Compliance Comments

All staff and 18 children's records reviewed. Some staff records reviewed prior to inspection.

57. Children's Health/Immunization and Records ss. 402.305(9), F.S.&& rule 65C-22.006(2) - (3), F.A.C. Compliance

58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. && rule 65C-22.006(3), F.A.C. Compliance

59. Personnel Records ss. 402.3055(1), F.S., rule 65C-22.003(4), && rule 65C-22.006(4) - (5), F.A.C. Compliance

60. Background Screening Documents ss. 402.3054, F.S. && rule 65C-22.006(4), F.A.C. Compliance

61. Daily Attendance rule 65C-22.001(10) && rule 65C-22.006(5), F.A.C. Compliance

62. Emergency Plan/Posted rule 65C-22.002(7), F.A.C. Compliance

ENFORCEMENT

63. Access/Child Abuse or Neglect/Misrepresentation ss. 402.311, 402.319, F.S. && rule 65C-22.001(9),(11), F.A.C. Compliance



Counselor Comments

Technical Assistance:

Technical Assistance was provided regarding the new School Readiness standards that were adopted in rule 6M-4.620, F.A.C. that became effective on October 24, 2016. To access the new health and safety requirements visit the following link:

<https://www.flrules.org/gateway/RuleNo.asp?title=Office%20of%20Early%20Learning%20-%20School%20Readiness%20Program&ID=6M-4.620> .

Please be advised that child care providers participating in the child care subsidy School Readiness program must be monitored annually for compliance with the new standards. More frequent inspections may occur if non-compliance standards require a follow re-inspection or if complaints are received.

School Readiness standards are established in three different handbooks depending on the program type. Standards include but are not limited to preservice training, group size, expulsion policy, and emergency preparedness. Providers are encouraged to review the handbook requirements and make necessary changes in order to comply when the standards are effective. To access the handbooks visit the following link: <https://www.flrules.org/Gateway/reference.asp?No=Ref-07457>

Please be advised that School Readiness inspections conducted by the Department will be shared with the Early Learning Coalition as a component of the programs School Readiness contract file. If you have additional questions concerning the new rule changes you may contact your licensing counselor or local licensing office.

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.
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.

Department staff are available to answer questions or assist with Clearinghouse access and account set up. For direct assistance, please contact Background Screening Help Desk at 1-888-352-2842 or email background.screening@myflfamilies.com.

Received by: Allica Coleman
Date: 01/24/2017

Inspected by: Jane DeSoi
Date: 01/24/2017