



Child Care Facility Information

Name: Paisley Oaks Child Care and Learning Center LLC
ID Number: C05LA0152
Address: 24960 County Road 42, Paisley FL 32767-9422
Phone Number: (352) 669-8007 Capacity: 41
Owner/Director/Staff Responsible: Rosa Frame

DCF Standards
DCF & SR Standards
SR Standards

Inspection Information

Type: Routine Date: 12/05/2017 Arrival/Departure Time: 01:25 PM to 03:30 PM
Staff Present: 4 Children Present: 24
[School Readiness Inspection]

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. (Form OEL-SR-6202, Section 1 - Capacity, Page 10)	Compliance
<u>Compliance Comments</u>	
Room capacity posted.	
03. Minimum Age Requirements ss. 402.305(2), F.S. && rule 65C-22.001(3), F.A.C. (Form OEL-SR-6202, Section 2 Minimum Age Requirements, Page 13)	Compliance
04. Ratio Sufficient ss. 402.305(4), F.S. && rule 65C-22.001(4), F.A.C. (Form OEL-SR-6202, Section 3 Ratios, Page 13)	Compliance
<u>Compliance Comments</u>	
1 staff : 6 - 3-1 yoa, 3-2 yoa 1 staff : 9 - 5-2 yoa, 2-3 yoa yoa, 2-4 yoa 1 staff : 9 - 4's / 5's	
05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) && 65C-22.007 (2), F.A.C. (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17)	Compliance
06. Driver's License, Physician Certification && First Aid/CPR Training rule 65C-22.001(6), 65C-22.006(4), F.A.C. (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Applicable
<u>Not Applicable Comments</u>	
Transportation is not provided.	
07. Vehicle Insurance and Inspection ss. 402.305(10), F.S. && rule 65C-22.001(6) F.A.C. (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Applicable
<u>Not Applicable Comments</u>	
See #6	
08. Seat Belts/Child Restraints ss. 402.305(10), F.S. && rule 65C-22.001(6), F.A.C. (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Applicable
<u>Not Applicable Comments</u>	
See #6	
09. Transportation rule 65C-22.001(6), F.A.C. (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Applicable
<u>Not Applicable Comments</u>	
See #6	



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10. Planned Activities ss. 402.305(13), F.S. && rule 65C-22.001(7), F.A.C. (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20) Compliance

Compliance Comments

Technical assistance was provided regarding electronic media time (television, videos, movies, or computer games). Do not utilize electronic media time with children younger than 2 years of age. Electronic media may only be used for educational purposes or physical activity for children older than 2 years. Limit electronic media time to no more than 1 to 2 hours per day for children older than 2 years of age.

Providers should add activities to their classroom schedule that include: quiet and active play, both indoors and outdoors; alternate activities in the event of inclement weather; and meals, snacks, and nap times.

11. Field Trip Permission rule 65C-22.001(7), 65C-22.001(6), F.A.C. (Form OEL-SR-6202, Section 8 Field Trip Activity, Pages 20-21) Not Applicable

Not Applicable Comments

Field trips are not provided.

12. Child Discipline ss. 402.305(12), F.S. && rule 65C-22.001(8), F.A.C. (Form OEL-SR-6202, Section 9 Child Discipline, Pages 21-22) Compliance

Compliance Comments

The Child Care Facility will provide written notification of the facility's disciplinary policy to parents and legal guardians. Methods of discipline practices will not include the use of spanking or other forms of physical punishment. Discipline must be age appropriate and constructive.

13. Discipline Policy rule 65C-22.001(8), F.A.C. Compliance

Compliance Comments

Discipline policy posted.

PHYSICAL ENVIRONMENT

14. Facility Environment rule 65C-22.002(1), 65C-22.002(7) - (9), F.A.C. (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

Compliance Comments

The facility must properly maintain fire extinguishers with a minimum rating of 2A10BC at all times. Travel distance shall not be more than 75 feet from rooms occupied by children. A fire extinguisher must be present in areas where food is prepared.

15. Toxic Substances and Hazardous Materials rule 65C-22.002(1), F.A.C. (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

Compliance Comments

Counselor observed that all toxic and hazardous materials are kept out of the reach of children or locked in an area inaccessible to children.

16. Supplies Labeled/Stored rule 65C-22.002(1), F.A.C. (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

Compliance Comments

All cleaning supplies are labeled and stored out of the reach of children in care or locked in a cabinet inaccessible to children in care.

17. Lighting rule 65C-22.002(2), F.A.C. (Form OEL-SR-6202, Section 10 Physical Environment, Pages 23-24) Compliance

18. Temperature and Ventilation rule 65C-22.002(2), F.A.C. (Form OEL-SR-6202, Section 10 Physical Environment, Pages 23-24) Compliance

Compliance Comments

Temperature in the facility is 72 degrees.

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. (Form OEL-SR-6202, Section 1 - Capacity, Page 10),(Form OEL-SR-6202, Section 1.1 Indoor Floor Space, Pages 11-12) Compliance



20. Outdoor Area/Square Footage ss. 402.305(6), F.S. && rule 65C-22.002(4), F.A.C. (Form OEL-SR-6202, Section 1 - Capacity, Page 10)	Compliance
21. Outdoor Play Area rule 65C-22.002(4), F.A.C. (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20),(Form OEL-SR-6202, Section 10.7 Outdoor Play Area and Section 10.8 Fencing, Pages 25-26)	Compliance
22. Fencing rule 65C-22.002(4), F.A.C. (Form OEL-SR-6202, Section 10.7 Outdoor Play Area and Section 10.8 Fencing, Pages 25-26)	Compliance
23. Individual Bedding rule 65C-22.002(5), 65C-22.002(5), 65C-22.002(10), 65C-22.008(3), F.A.C. (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Compliance
24. Bedding and Linens rule 65C-22.002(10), F.A.C. (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29)	Compliance
25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C. (Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Compliance
<u>Compliance Comments</u> Children nap space is 18 inches apart.	
26. Exit Area Clear rule 65C-22.002(5) and (7), F.A.C. (Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24),(Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response,	Compliance
27. Crib Requirements rule 65C-22.002(5), F.A.C. (Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Compliance
<u>Compliance Comments</u> Pak N Plays are used. Pak N Plays are 18 inches apart.	
28. Toilets and Sinks rule 65C-22.002(6), F.A.C. (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25)	Compliance
29. Potty Chairs rule 65C-22.002(6), F.A.C. (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25)	Not Applicable
<u>Not Applicable Comments</u> No potty chairs.	
30. Bath Facilities and Supervision rule 65C-22.002(6), F.A.C. (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25)	Compliance
31. Bathroom Supplies and Equipment rule 65C-22.002(6), F.A.C. (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25)	Compliance
<u>Compliance Comments</u> Bathrooms have soap, toilet paper and paper towels for use.	
32. Operable Phone rule 65C-22.002(7), F.A.C. (Form OEL-SR-6202, Section 14.2 Fire Safety, Page 33)	Compliance
<u>Compliance Comments</u> Provider has a working corded telephone available and within the building in the event of a power outage.	



33. Fire Drills & Emergency Preparedness rule 65C-22.002(7) F.A.C. (Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response, Pages 32-34) Compliance

Compliance Comments

During today's inspection, per the written record, the counselor observed:

- Last fire drill was conducted on 11/26/2017.
- Fire drill using alternate route was conducted on 7/24/2017.
- Fire drill during nap time was conducted on 9/29/2017 at 1:00PM.
- Fire drill with counselor present was conducted on 7/24/2017.
- Lockdown drill was conducted on 10/30/2017.
- Tornado / storm drill was conducted on 10/30/2017.

REMINDER: Each licensure year, conduct monthly fire drills, (12). Prior to the license renewal inspection, a nap time fire drill, an alternate exit fire drill, and a fire drill with the Counselor are required. Up to three emergency drills, such as a lockdown, severe weather, bomb scare, etc., may be substituted for a fire drill.

34. Food Preparation Area 65C-22.002(8), F.A.C. (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38) Compliance

Compliance Comments

The counselor has verified that provider has met the requirements to provide food service. The counselor provided technical assistance to staff for use of gloves, proper head covering, wear clean garments, keep all areas clean and keep waste in a leak proof nonabsorbent container with a tight fitting lid. The 3 compartment sinks with hand washing sinks were observed and have the appropriate labeling for wash, sanitize, and disinfect. The thermometers were observed with the appropriate temperatures in both the refrigerator and freezer.

35. Health and Sanitation rule 65C-22.002(10), F.A.C. (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28) Compliance

Compliance Comments

Children washed hands after toileting and after snacks.

36. Drinking Water Available rule 65C-22.002(10), F.A.C. (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28) Compliance

37. Sanitary Diapering rule 65C-22.002(10), F.A.C. (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 12.3 Diapering, Pages 28-29) Compliance

38. Diaper Disposal rule 65C-22.002(10), F.A.C. (Form OEL-SR-6202, Section 12.3 Diapering, Pages 28-29) Compliance

Compliance Comments

Plastic lined container with secure cover is provided for soiled items.

39. Indoor Equipment rule 65C-22.002(11), F.A.C. (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) Compliance

40. Outdoor Equipment rule 65C-22.002(11), F.A.C. (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) Compliance

Compliance Comments

Routine inspections should be conducted at a minimum of every other month to make sure that equipment is maintained in good repair.

Playground:

Reminder to walk playground every morning before children arrive. Walking the playground will ensure that there is not standing water or fallen debris especially during the rainy season. Rain has the tendency to splash sand / mud on the toys; therefore, observing the playground daily the Provider will have the opportunity to wash and clean toys before children arrive.

TRAINING

41. Training Requirements ss. 402.305(2) - (3), F.S. && rule 65C-22.003(2) (3), F.A.C. (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27) Noncompliance



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Type: Routine Date: 12/05/2017

Non-Compliance Description

41-11 Program personnel did not complete training requirements prior to unsupervised contact with or care of children, or if supervised, within 90 days of beginning employment or service with the program. (Section 18.1) [SR]

Comments

Employee listed on the supplement did not complete option one of the DCF part 1 training or option 2 the School Readiness Pre-Service training.

Employee completed the courses of the DCF training but needs to take the exams.

All staff shall be proficient in the use and operation of a fire extinguisher. All new staff is required complete the fire extinguisher course and hands on training within 30 days of hire.

Due Date 12/20/2017

Violation Level Class 3

42. 10-Hour In-Service rule 65C-22.003(6), F.A.C. (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27) Compliance

Compliance Comments

Technical assistance was given to the Director to ensure that all current staff complete 10 hours of in-service training before June 30, 2018. The fiscal year is July 1 to June 30.

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. (Form OEL-SR-6202, Section 13 Health-Related Requirements, Pages 30-31) Compliance

45. First Aid Requirements rule 65C-22.004(2), F.A.C. (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) Compliance

Compliance Comments

Director's First Aid expires 7/19/2018.

46. CPR Requirements rule 65C-22.004(2), F.A.C. (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) Compliance

Compliance Comments

Director's CPR expires 7/19/2018.

47. Emergency Telephone Numbers rule 65C-22.004(2), F.A.C. (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Pages 34-35) Compliance

Compliance Comments

Emergency numbers and directions to the facility are posted.

48. Accident/ Incident Notification and Documentation rule 65C-22.004(2), F.A.C. (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Page 35) Compliance

49. Medication rule 65C-22.004(3),F.A.C. (Form OEL-SR-6202, Section 16 Medication, Pages 35-36) Compliance

Compliance Comments

No children on medication during time of inspection.

FOOD AND NUTRITION

50. Meals and Snacks rule 65C-22.005(1), F.A.C. (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38),(Form OEL-SR-6202, Section 17 Food and Nutrition Services, Pages 36-42) Compliance

Compliance Comments

Facility prepares nutritional meals based upon the posted menu.



51. Meal and Snack Menus rule 65C-22.005(1), F.A.C.	Compliance
<u>Compliance Comments</u>	
Menus posted.	
52. Food Service rule 65C-22.005(3), F.A.C. (Form OEL-SR-6202, Section 17 Food and Nutrition Services, Pages 36-42)	Compliance
53. Bottles Sanitary and Labeled rule 65C-22.005(2), F.A.C. (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 17.4 Breastmilk, Infant Formula and Food, Pages 40-41)	Not Monitored
<u>Not Monitored Comments</u>	
No infants in care during time of inspection.	
54. Catered Food and Food Provided by Parents 65C-22.005(1), F.A.C.	Not Applicable
<u>Not Applicable Comments</u>	
Catered food is not provided.	
55. Single Service Items rule 65C-22.0011(8), 65C-22.002(10), F.A.C. (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28)	Compliance

RECORD KEEPING

56. Records ss. 402.3054(2), F.S., rule 65C-22.006(3)(c)5., F.A.C. (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Compliance
57. Children's Health/Immunization and Records ss. 402.305(9), F.S.&& rule 65C-22.006(2) - (3), F.A.C. (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Noncompliance
<u>Non-Compliance Description</u>	
57-07 The immunization record was incomplete for the child(ren). The record did not document signature of a physician, dates immunizations were administered, or the expiration date. (Section 19.2, number 2) [SR]	
<u>Comments</u>	
Children listed on supplement immunizations has expired.	
Annually, during the months of August and September, parents of children enrolled are to be provided information detailing the causes, symptoms, and transmission of the influenza virus.	
<u>Due Date</u> 12/20/2017	<u>Violation Level</u> Class 3 - Technical Support

58. Enrollment Information on File/Current ss. 402.3125(5), 402.305(12), F.S. && rule 65C-22.006(3), F.A.C. Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Compliance
<u>Compliance Comments</u>	
Counselor reviewed all 32 children files.	



59. Personnel Records ss. 402.3055(1), F.S., rule 65C-22.003(4), && rule 65C-22.006(4) - (5), F.A.C. (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27),(Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32),(Form OEL-SR-6202, Section 19.4 Record Keeping/Personnel Records, Page 48),(Form OEL-SR-6202, Section 19.5 Record Keeping/Background Screening, Page 49)	Compliance
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Compliance Comments

Counselor reviewed and updated all 4 staff files.

60. Background Screening Documents ss. 402.3054, F.S. && rule 65C-22.006(4), F.A.C. (Form OEL-SR-6202, Section 19.5 Record Keeping/Background Screening, Page 49)	Compliance
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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 provides, 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.

Directions are outlined under Counselor's comments.

61. Daily Attendance rule 65C-22.001(10) && rule 65C-22.006(5), F.A.C. (Form OEL-SR-6202, Section 19.3 Record Keeping/Attendance, Page 48)	Compliance
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62. Emergency Plan/Posted rule 65C-22.002(7), F.A.C. (Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response, Pages 32-34)	Compliance
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ENFORCEMENT

63. Access/Child Abuse or Neglect/Misrepresentation ss. 402.311, 402.319, F.S. && rule 65C-22.001(9),(11), F.A.C. (Form OEL-SR-6202, Section 20 Access and Section 21 Child Safety, Page 50)	Compliance
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Compliance Comments

Pursuant to Florida Statute 39.604, the Rilya Wilson Act requires children from birth to school entry age who are under court ordered services and enrolled in a licensed early education or child care program to be enrolled to participate in a child care program five (5) days per week. Due to this legislature, there are reporting requirements for child care providers who service this population (birth to school entry age and under court ordered protective supervision) or in the custody of the Department of Children & Families or Community Based Care Lead Agency.

Report to Kids Central Incorporated (Marion, Lake, Sumter, Citrus and Hernando):
RilyaWilson@kidscentralinc.org

If further assistance is needed please contact Kids Central Incorporated at:

901 Industrial Drive
Wildwood, FL 34785
352-873-6332
ATTN: Kevin Maloney

1. A child enrolled and identified under the Rilya Wilson Act may not be withdrawn from the program without the prior written approval of the Family Safety Program Office of the Department of Children and Family Services or the community-based lead agency.

2. If a child included in the Rilya Wilson Act is absent from the program on a day when he or she is supposed to be present and the person with whom the child resides, whether the parent or caregiver, fails to timely report the absence, the absence is considered to be unexcused. The program shall report any unexcused absence or seven consecutive excused absences of a child who is enrolled in the program and covered by this act to the local designated staff of the Family Safety Program Office of the Department of Children and Family Services or the community based lead agency by the end of the business day following the unexcused absence or the seventh consecutive excused absence.

SCHOOL READINESS



64. Group Size (Form OEL-SR-6202, Section 4 Group Size, Pages 14-15)

Compliance

Compliance Comments

Group Size Establishes a maximum number of children that can be in one classroom area. Group size does not apply during times of outdoor play, provided that ratios and the applicable square footage requirements are maintained at all times.

Prior to making changes to classroom set-up by adding stable walls/barriers to divide classroom space you are encouraged to reach out to your local fire department for guidance and assistance. You must also contact your Licensing Counselor to re-measure the classroom space.

- ?Birth -12 months not to exceed 12 children
- 1 y -24 months not to exceed 12 children
- 2 y 3 y not to exceed 22 children
- 3 y 4 y not to exceed 30 children
- 4 y 6 y not to exceed 40 children
- School age 6 and up not to exceed 50 children

In groups of mixed age ranges, where children one year of age but under two years of age are included, the group size for the youngest population present within the group applies.

In groups of mixed age ranges, where children two years of age or older are included, the group size for the majority population present within the group applies.

Important! As the group size increases and requires additional staff to meet ratio, one staff must possess at a minimum an active credential (Due October 25, 2018)

Counselor Comments

New Rule Update:

Chapter 65C-22, F.A.C. has been revised and became effective October 25, 2017. The revisions to the Chapter of Administrative Code repealed sections of rule and moved those standards within an incorporated document - Child Care Facility Handbook. The Department is working on creating new inspection templates to update the rule references for each standard to correspond with the handbook. The standards remain the same, but were relocated to the handbook along with a few new standards. Your licensing counselor is providing today a copy of a reconciliation document and the new classification summary for your program type. An electronic copy of these documents may also be accessed via the following link: <http://www.myflfamilies.com/service-programs/child-care/laws-and-requirements> under the Classification Summaries Section. The reconciliation document, CF-FSP Form 5420, corresponds with the current inspection template and identifies the new location of each standard on the new classification summary, CF-FSP Form 5316. The new classification summary document identifies the new handbook reference for each standard. If you have any questions concerning the location of the standard reference, please ask your licensing counselor or contact the Department's Child Care Regulation office at (850) 488-4900 and ask to speak with a policy team member.

Background Screening:

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 provides, 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.



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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.myflfamilies.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.myflfamilies.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 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.

Received by: Rosa Frame
Date: 12/05/2017

Inspected by: Sylvia Collins
Date: 12/05/2017