



## Child Care Facility Information

**Name:** CAP Head Start - Sherwood Head Start Center  
**ID Number:** C01ES0252  
**Address:** 501 Cherokee Trl, Pensacola FL 32506-3519  
**Phone Number:** (850) 791-6226 **Capacity:** 74  
**Owner/Director/Staff Responsible:** Brenda Harper

## Inspection Information

**Type:** Routine **Date:** 12/14/2017 **Arrival/Departure Time:** 08:05 AM to 09:15 AM  
**Staff Present:** 8 **Children Present:** 38

### 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
08. Seat Belts/Child Restraints ss. 402.305(10), F.S. && rule 65C-22.001(6), F.A.C.	Not Monitored
<u>Not Monitored Comments</u> Bus not on site at the time of inspection.	
09. Transportation rule 65C-22.001(6), F.A.C.	Not Monitored
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
<u>Compliance Comments</u> Reviewed field trip permission form for scheduled trip on 12/14/2017.	
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.	Noncompliance
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**Non-Compliance Description**

14-01 Areas of the facility were found to be in need of cleaning.

**Comments**

Clean carpets located in all classrooms.

**Due Date** 12/29/2017

**Violation Level** Class 3

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.	Compliance
25. Nap/Sleep Space Requirements rule 65C-22.002(5), F.A.C.	Not Monitored
<b><u>Not Monitored Comments</u></b> Children were not napping during this time.	
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
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
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.	Compliance
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
49. Medication rule 65C-22.004(3),F.A.C.	Compliance

**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
<u>Compliance Comments</u> Dated menu posted	
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
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
<u>Compliance Comments</u> All Personnel files reviewed.	
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
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**Counselor Comments**

A copy of the matrix was discussed with the teacher in charge. Inspection and matrix sent to Director of Head Start.

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.

Received by: Brenda Harper  
Date: 12/14/2017

Inspected by: Casey Gulley  
Date: 12/14/2017