



## 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:** Roslayn McShane

## Inspection Information

**Type:** Renewal **Date:** 04/06/2018 **Arrival/Departure Time:** 10:30 AM to 12:10 PM  
**Staff Present:** 8 **Children Present:** 66 **Onsite Visit:** Yes

### INSPECTION CHECKLIST

#### GENERAL REQUIREMENTS

01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S.	Compliance
02. Minimum Age Requirements CCF Handbook, Section 2.2	Compliance
03. Ratio Sufficient CCF Handbook, Section 2.3	Compliance
04. Supervision CCF Handbook, Section 2.4	Compliance
05. Transportation CCF Handbook, Section 2.5	Not Applicable
06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4	Not Applicable
07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4	Not Applicable
08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5	Not Applicable
09. Planned Activities CCF Handbook, Section 2.6	Compliance
10. Field Trip Permission CCF Handbook, Section 2.7	Compliance
11. Child Discipline CCF Handbook, Section 2.8	Compliance

#### PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1	Noncompliance
<u>Non-Compliance Description</u> 12-02 An area(s) of the facility was observed to not be in good repair. CCF Handbook, Section 3.1, A	
<u>Comments</u> Toilet in Portable D is in need of repair. Complete by due date and send receipt to Licensing Counselor.	
<u>Due Date</u> 04/13/2018	<u>Violation Level</u> Class 3
13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2	Compliance
14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3	Compliance
15. Licensed Capacity CCF Handbook, Section 3.4	Compliance



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16. Indoor Floor Space CCF Handbook, Section 3.4	Compliance
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5	Compliance
18. Bedding and Linens CCF Handbook, Section 3.6	Not Applicable
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2	Not Applicable
20. Crib Requirements CCF Handbook, Section 3.6	Not Applicable
21. Restrooms and Bath Facilities CCF Handbook, Section 3.7	Compliance
22. Operable Phone CCF Handbook, Section 3.8.1	Compliance
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8	Noncompliance
<u>Non-Compliance Description</u> 23-22 Exit areas were not clear in accordance with fire safety regulations. CCF Handbook, Section 3.8.3	
<u>Comments</u> Remove all items surrounding exit doors.	
<u>Due Date</u> 04/10/2018	<u>Violation Level</u> Class 3

#### FOOD AND NUTRITION

24. Food Preparation Area CCF Handbook, Section 3.9	Compliance
25. Meals and Snacks CCF Handbook, Section 3.9	Compliance
26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7	Compliance
<u>Compliance Comments</u> Dated menu posted.	
27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3	Compliance
28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9	Not Applicable

#### SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10	Compliance
<u>Compliance Comments</u> Hand washing observed.	
30. Diapering CCF Handbook, Section 3.10	Not Applicable
31. Indoor Equipment CCF Handbook, Section 3.11	Compliance
32. Outdoor Equipment CCF Handbook, Section 3.12	Compliance



### TRAINING

33. Training Requirements CCF Handbook, Section 4 Compliance

34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7 Compliance

### HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1 Compliance

36. CPR Requirements CCF Handbook, Section 4.2.4 Compliance

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 Compliance

38. Emergency Telephone Numbers CCF Handbook, Section 6.3 Compliance

39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 Compliance

40. Medication CCF Handbook, Section 6.5 Not Applicable

Not Applicable Comments  
No medication given.

### RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 Compliance

42. Student Health and Records CCF Handbook, Section 7.2 Compliance

Compliance Comments  
12 children files reviewed.

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. Compliance

44. Personnel Records CCF Handbook, Section 7.4 Compliance

45. Background Screening Documents CCF Handbook, Section 7.4.1 Compliance

46. Daily Attendance CCF Handbook, Section 7.5 Compliance

### ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8 Compliance



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### **Counselor Comments**

Matrix discussed with designated staff member

Two counselors C. Gulley and C. Shakur conducted the inspection.

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**Received by:** Roslayn McShane

**Date:** 04/06/2018

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**Inspected by:** Casey Gulley

**Date:** 04/06/2018