



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:** 08/28/2018 **Arrival/Departure Time:** 09:32 AM to 11:30 AM
Staff Present: 8 **Children Present:** 52 **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
<u>Compliance Comments</u> Threes and Fours:	
2:11	
2:11	
2:12	
2:18	
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
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Non-Compliance Description

12-02 An area(s) of the facility was observed to not be in good repair. CCF Handbook, Section 3.1, A

Comments

Back of storage cabinet in Building D (Girls' restroom) is coming apart. Have repaired or replaced and send photo on or before 9/11/2018. Technical assistance provided.

Due Date 09/11/2018

Violation Level Class 3



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13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2	Noncompliance
<u>Non-Compliance Description</u> 13-03 Harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials were accessible to children in care. CCF Handbook, Section 3.2, B	
<u>Comments</u> Cleaning supplies and Off! were in an unlocked cabinet in the Girls' restroom in Classroom D within reach of children.	
<u>Due Date</u> Completed at time of inspection	<u>Violation Level</u> Class 2
14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3	Compliance
15. Licensed Capacity CCF Handbook , Section 3.4	Noncompliance
<u>Non-Compliance Description</u> 15-05 The facility failed to post the room capacity in each room. CCF Handbook, Section 3.4.1, A	
<u>Comments</u> Capacity postings are missing for each room. Send a photo of posted room capacities on or before 9/11/2018. Technical assistance provided.	
<u>Due Date</u> 09/11/2018	<u>Violation Level</u> Class 3
16. Indoor Floor Space CCF Handbook, Section 3.4	Compliance
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5	Noncompliance
<u>Non-Compliance Description</u> 17-08 The fence in the outdoor play area had a build-up (e.g., leaves, soil) at the base on the play area side, causing the fence to be less than the minimum 4 feet in height. CCF Handbook, Section 3.5.1, B	
<u>Comments</u> Clear sand away from the lower half of fence base and send photo on or before 9/11/2018. Technical assistance provided.	
<u>Due Date</u> 09/11/2018	<u>Violation Level</u> Class 3
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	Noncompliance
<u>Non-Compliance Description</u> 21-14 The toileting facility did not have: [soap and paper towels], and within the reach of children. CCF Handbook, Section 3.7, H	
<u>Comments</u> Provide soap and paper towels by all hand-washing sinks and send photos on or before 9/11/2018. Technical assistance provided.	
<u>Due Date</u> 09/11/2018	<u>Violation Level</u> Class 3
22. Operable Phone CCF Handbook, Section 3.8.1	Compliance
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8	Compliance
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

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

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

Compliance Comments

In-Service training was reviewed for all staff.

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 Noncompliance

Non-Compliance Description

38-02 Emergency information was not posted on or near all telephones in the facility. CCF Handbook, Section 6.3 A

Comments

Post emergency numbers by all phones. ** Complete list is located in the Facility Handbook, Section 6.3, A. ** Send a photo to the CCR office on or before 9/11/2018. Technical assistance provided.

Due Date 09/11/2018

Violation Level Class 3

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

40. Medication CCF Handbook, Section 6.5 Compliance

Compliance Comments

No medications are being administered currently, per director. Potential storage area is out of the reach of children.



RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 **Compliance**

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

Compliance Comments

Seven children's records were reviewed by classroom. Enrollment is approximately 60, per director.

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

44. Personnel Records CCF Handbook, Section 7.4 **Compliance**

Compliance Comments

Personnel information was reviewed prior to on-site inspection.

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**

Counselor Comments

Technical assistance to be provided to Head Start office regarding the use and location of unapproved portable sinks.

During the 2018 Legislative Session, House Bill 1079 and House Bill 1435 were passed by the legislature and signed into law by the governor. These two laws became effective July 1, 2018.

Rilya Wilson Act

In efforts to meet HB 1435 requirements, the Office of Child Care Regulation has developed the Rilya Wilson Act flyer. This flyer outlines the providers responsibilities for ensuring continuity of care and reporting absences of children in out-of-home placement who are enrolled at his or her facility/home.

Distracted Adult

HB1079 amended s. 402.305(9), F.S., requiring operators of child care facilities and homes to provide parents with information pertaining to the dangers of leaving a child in a vehicle and tips for prevention during the months of April and September. Providers may create their own flyer or use the one created by the Department.

Licensing Counselor emailed the Rilya Wilson Act and the Distracted Adult flyer July 6, 2018.

Two counselors, SCB and SB, and one supervisor, RT, conducted this inspection.

The matrix has been discussed with the director.

Received by: Brenda Harper

Date: 08/28/2018

Inspected by: Stephanie Bosso

Date: 08/28/2018