



Child Care Facility Information

Name: CAP Head Start - Ferry Pass Elementary
ID Number: C01ES0039
Capacity: 40
Owner/Director/Staff Responsible: Carolyn Taylor

Inspection Information

Type: Routine **Date:** 08/29/2018 **Arrival/Departure Time:** 10:30 AM to 11:30 AM
Staff Present: 5 **Children Present:** 27 **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 & Fours - 2:14; 2:13	
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	Compliance
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
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	Compliance
<u>Compliance Comments</u> Log is posted.	

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
<u>Compliance Comments</u> Hand washing after toileting was 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
<u>Compliance Comments</u> 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
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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

38-01 The facility's posted emergency information did not include the following: [directions to the facility; including major intersections and local landmarks]. CCF Handbook, Section 6.3, A

Comments

Add directions to list and send photo of posted list on or before 9/12/2018. Technical assistance provided.

Due Date 09/12/2018

Violation Level Class 3

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

Compliance Comments

Forms are in place.

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

Six children's records, A - J, were reviewed. Enrollment is approximately 34, 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

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

The matrix has been discussed with the director.

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.

Received by: Carolyn Taylor
Date: 08/29/2018

Inspected by: Stephanie Bosso
Date: 08/29/2018