



Child Care Facility Information

Name: CAP Head Start - Langley Head Start Center

ID Number: C01ES0103

Capacity: 35

Owner/Director/Staff Responsible: Rosalyn McShane

Inspection Information

Type: Routine **Date:** 10/19/2018 **Arrival/Departure Time:** 11:21 AM to 01:00 PM

Staff Present: 5 **Children Present:** 14 **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> 2:7 Three year old - Four year old's 2:7 Three year old- Four year old's	
04. Supervision CCF Handbook, Section 2.4	Compliance
05. Transportation CCF Handbook, Section 2.5	Not Applicable
<u>Not Applicable Comments</u> Transportation is not currently provided, per the facility advocate.	
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	Compliance
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2	Compliance
<u>Compliance Comments</u> Not nap time.	
20. Crib Requirements CCF Handbook, Section 3.6	Not Applicable
<u>Not Applicable Comments</u> No infant care provided.	
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

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	Compliance
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	Noncompliance
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Non-Compliance Description

33-07 Child care personnel, including volunteers who work 10 hours or more per month did not complete the required in-service training during the states fiscal year beginning July 1 and ending June 30. CCF Handbook, Section 4.2.6

Comments

The employee listed on the supplemental form does not have the required 10 hours in service hours. The director will email Child Care Regulations the completed training documentation by 11/19/2018.

Due Date 11/19/2018

Violation Level Class 3

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 **Compliance**

Compliance Comments

Medication is not currently being administered.

RECORD KEEPING

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

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

Compliance Comments

10 Student health records were reviewed, A-W.

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

Compliance Comments

Influenza documentation was monitored.

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

Compliance Comments

All personnel records were reviewed.

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

2 Counselors conducted this inspection C Shakur and S Reilly.

The Matrix was discussed with the provider.

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 on 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 that are enrolled at their facility/home.

Distracted Adult

HB1079 amended s. 402.305(9), F.S. requiring operators of child care facilities and homes must 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 on: 07/13/2018

Received by: Rosalyn McShane
Date: 10/19/2018

Inspected by: Cheryl Shakur
Date: 10/19/2018