



Family Day Care Home Information

Name: Norris Family Day Care Home
ID Number: F05SU0018
Address: 615 3rd St, Wildwood FL 34785-3321
Phone Number: (352) 330-1983 Capacity: 10
Owner/Director/Staff Responsible: Yovonnie Norris

DCF Standards
DCF & SR Standards
SR Standards

Inspection Information

Type: Routine Date: 10/24/2018 Arrival/Departure Time: 05:00 PM to 06:15 PM
Staff Present: 1 Children Present: 2 Onsite Visit: Yes
[School Readiness Inspection]

INSPECTION CHECKLIST

LICENSED FAMILY

01. Licensed Capacity/ Ratio 402.302(8), F.S. (Form OEL-SR-6206, Section 3 Ratios/Group Size, Page 12) Compliance

Compliance Comments

The home capacity is for 10 children, however during todays inspection, 1 staff and 2 children were observed in the following manner:

School age classroom: 1:2

(402.302 (8) F.S.)

02. Child Discipline FDCH/LFCCH Handbook, Section 2.3 (Form OEL-SR-6206, Section 8 Child Discipline, Pages 16-17) Compliance

Compliance Comments

A copy of the written disciplinary and expulsion policies must be available for review by the parents or legal guardian and the licensing authority. Providers must have a comprehensive discipline policy that includes developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what child care personnel should do to prevent and respond to challenging behaviors. Preventive and discipline practices should be used as learning opportunities to guide childrens appropriate behavioral development. (Refer to FDCH/LFCCH Handbook Sections 2.3)

03. Transportation FDCH/LFCCH Handbook, Section 2.4 (Form OEL-SR-6206, Section 4 Supervision, Page 13),(Form OEL-SR-6206, Section 5 Transportation (If Applicable, Pages 14-15) Not Applicable

Not Applicable Comments

The Family Child Care does not provide transportation services.

STAFFING REQUIREMENTS

04. Operator/Advertising 402.318 F.S. and FDCH/LFCCH Handbook, Section 3.1 (Form OEL-SR-6206, Section 1 Operators, Page 10) Compliance

Compliance Comments

The Operator must be at least 18 years old. The operator may not work outside of the home during the hours of the family day care is operating. (Refer to FDCH/LFDCDH Handbook, section 3.1)

05. Substitute FDCH/LFCCH Handbook, Section 3 (Form OEL-SR-6206, Section 2 Substitutes/Employees, Page 11) Compliance

Compliance Comments

The operator has a substitute written plan, should be 18 years old or older, to be available on temporary/emergency basis. (Refer to FDCH/LFDCDH Handbook, section 3.2)



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06. Background Screening Requirements FDCH/LFCCH Handbook, Section 4 (Form OEL-SR-6206, Section 18.4 Background Screening, Pages 38-39),(Form OEL-SR-6206, Section 4 Supervision, Page 13) Compliance

Compliance Comments

Background screening documentation must be maintained for all child care personnel as defined by Section 402.302(3), F.S., which includes household members if the facility is located in or adjacent to the home of the operator. Each personnel record must have a completed CF-FSP Form 5131, Child Care Attestation of Good Moral Character, copy of the eligible results, for the Level 2 screening, generated from the Clearinghouse must be on record for each personnel, copy of each request made to out of state child abuse and neglect registries for individuals who lived outside the state of Florida in the preceding five years, copy of each search conducted for out of state sexual offender/predator registries for individuals who lived outside the state of Florida in the preceding five years and copy of all background screening clearance documents for the director and owner must be included in the departments official licensing file.

Obtaining a Puerto Rico Criminal Screening can be a challenge. Please ask Staff to have this ready to pass along to any providers needing to complete a criminal screening from Puerto Rico: Heres the link to how to request the record: <http://www2.pr.gov/Pages/default.aspx> Click on Penal Record Certificate at the bottom of the page. Click on "Español" and choose English from the drop down menu. Click Continue at the bottom of the page. Verify your email address. Enter License Number for Puerto Rico and SSN. Once you click on that link, please go back to the attachment I have included and follow the directions on how to request a Penal Record Certificate. In the attachment, it is listed under Guidance or Instructions. Make sure to request the documents in English. Once you receive the results, you can send it to the following email address: bgs.outofstate.admin@myffamilies.com. Please include your Person ID number or Name and Date of Birth as it appears in the Clearinghouse when sending correspondence to DCF. (Refer to FDCH/LFDCH Handbook, Section 4)

07. Staff Training FDCH/LFCCH Handbook, Section 5 (Form OEL-SR-6206, Section 12.4 First Aid and Cardio Pulmonary Resuscitation, Page 25-26 and Section 17 Training Requirements, Pages 32-35) Compliance

Compliance Comments

Training requirements at any time household members are in direct care of the children training is required. Pursuant to Section 402.305(2)(d)5., F.S., all family child care personnel must complete a single course of training in early literacy and language development of children ages birth through five years that is a minimum of five clock hours or .5 CEUs. All staff shall be trained in the use and operation of a fire extinguisher and safe sleep practices, preventing shaken baby syndrome and abusive head trauma; recognition of signs and symptoms of shaken baby syndrome and abuse head trauma; strategies for coping with crying, fussing, or distraught child and the development and vulnerabilities of the brain in infancy in early childhood within 30 days of hire at the facility. (Refer to FDCH/LFDCH Handbook, Section 5)

08. Supervision FDCH/LFCCH Handbook, Section 6 (Form OEL-SR-6206, Section 18.4 Background Screening, Pages 38-39),(Form OEL-SR-6206, Section 4 Supervision, Page 13)(Form OEL-SR-6206, Section 5 Transportation (If Applicable, Pages Compliance

Compliance Comments

The operator shall remain responsible for the supervision of the children in care and capable of responsible to emergencies and the needs of the children in care at all times. (Refer to FDCH/LFDCH Handbook, Section 6)

HEALTH REQUIREMENTS

09. Animal Vaccinations FDCH/LFCCH Handbook, Section 7.1 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Compliance

Compliance Comments

Animals must be properly vaccinated, free from disease, and clean. Animals that are poisonous and/or aggressive in nature are prohibited. (Refer to FDCH/LFDCH Handbook, Section 7.1)

Dog # 1- 3/15/2019; Dog # 2- 3/15/2019; Dog # 3- 3/15/2019; Dog # 4- 9/4/2019; Dog # 5- 9/4/2019

10. Toxic Substances, Hazardous Materials and Hazardous FDCH/LFCCH Handbook, Section 7.2 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Compliance

Compliance Comments

All areas and surfaces accessible to children must be free from toxic substances, bio contaminants, and hazardous materials/equipment/tools, including power tools, plastic bags, matches, candles, lighters, etc. All potentially harmful items, including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials, must be labeled and used according to manufacturers recommendation. These items, as well as knives, sharp tools, and other potentially dangerous hazards, must be stored in a locked area or must be inaccessible and out of a childs reach at all times. (Refer to FDCH/LFDCH Handbook Sections 7.2)

11. Smoking on Premise FDCH/LFCCH Handbook, Section 7.3 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Compliance

Compliance Comments

Smoking is prohibited in all outdoors areas, including on field trips, while children are in care. (Refer to FDCH/LFDCH Handbook, Section 7.3)

12. Firearms and Weapons FDCH/LFCCH Handbook, Section 7.4 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Not Applicable

Not Applicable Comments

Not available (Refer to FDCH/LFDCH Handbook, Section 7.4)



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13. Indoor Play Areas FDCH/LFCCH Handbook, Section 7.5 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Compliance

Compliance Comments

Technical assistance was provided to the Operators reference all areas in the home including play areas must be in good repair, clean and free from littler, nails, glass and other hazards. (Refer to FDCH/LFDCH Handbook, Section 7.5)

14. Outdoor Time, Fencing and Play Area Requirements FDCH/LFCCH Handbook, Section 7.6 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21 and Section 10 Equipment and Furnishings, Pages 21-22) Compliance

Compliance Comments

The outdoor play area must be clean and free from litter, nails, glass and other hazards. The outdoor area must be designed to allow child care personnel to clearly see children while playing on all equipment. The outdoor play area must provide shade. (Refer to FDCH/LFDCH Handbook, Sections 7.6)

15. Swimming Pools FDCH/LFCCH Handbook, Section 7.7 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Compliance

Compliance Comments

Counselor observed that the house has an above ground pool site. The pool's ladder is removed from the ground and positioned upward and locked so that it can't be used. (Refer to FCDH/LFDCH Handbook, Section 7.7)

16. Appropriate, Safe and Sanitary Bedding FDCH/LFCCH Handbook, Section 7.8 (Form OEL-SR-6206, Section 9.4 Nap and Sleep Space(s)/Safe Sleep Practices, Pages 19-20 and Section 11.4 Bedding and Linens, Pages 23-24) Compliance

Compliance Comments

Each family child in care must be provided safe and sanitary bedding to be used when napping or sleeping. Sleep bedding includes beds, cribs, or mattresses. Air and foam mattresses are prohibited.

Floor mats must be at least one-inch-thick, and covered with an impermeable surface that is cleaned and sanitized or disinfected after each use. Linens, if used, must be washed at least once a week and more often if soiled or dirty. Linens used by more than one child must be washed in between usage. Bedding and linens, when not in use, must be stored in a sanitary manner which prevents the spread of germs or lice from other linens. Bedding and linens shall not be stored in the bathroom, unless stored in cabinets. (Refer to FDCH/LFDCH Handbook, Section 7.8)

17. Vermin/Pest Control FDCH/LFCCH Handbook, Section 7.9 (Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21) Compliance

Compliance Comments

Pest control shall not take place while rooms are occupied by children. (Refer to FDCH/LFDCH Handbook, Section 7.9)

18. Toys, Furnishings, Equipment and Plumbing FDCH/LFCCH Handbook, Section 7.10 (Form OEL-SR-6206, Section 10 Equipment and Furnishings, Pages 21-22),(Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21 and Section 13.1 Fire Safety, Page 27) Compliance

Compliance Comments

Equipment, materials, furnishings, and play areas should be sturdy, safe, in good repair. A child care facility must make available toys, equipment, and furnishings suitable to each child's age and development and of a quantity for each to be involved in activities. Toys, equipment, and furnishings must be safe and maintained in a sanitary condition following a routine schedule of cleaning, sanitizing and disinfecting. (Refer to FDCH/LFDCH Handbook, Sections 7.10)

19. Smoke Detector, Fire Extinguisher, Telephone, Lighting, Temperature and Ventilation FDCH/LFCCH Handbook, Sections 7.11 & 7.12 (Form OEL-SR-6206, Section 10 Equipment and Furnishings, Pages 21-22),(Form OEL-SR-6206, Section 9 Physical Environment, Pages 17-21 and Section 13.1 Fire Safety, Compliance

Compliance Comments

All areas of the family day care home must have lighting that provides adequate illumination and comfort for facility activities, a minimum of 20 foot-candles of lighting is required. Lighting must be sufficient to allow for adequate supervision and safe entering and exiting of the room. During naptime, lighting must allow staff to visually observe and supervise children. An inside temperature of 65 to 82 degrees Fahrenheit must be maintained at all times. Adequate ventilation must be maintained in all areas of the facility. Cleaning must not take place while rooms are occupied by children except for general clean-up activities that are part of the daily routine. Fire extinguishers with a minimum rating of 2A:10BC must be properly installed, serviced and maintained with current inspection tags at all times. The distance to the nearest extinguisher shall not be more than 75 feet from rooms occupied by children. A fire extinguisher must be present in areas where food is prepared. A fire extinguisher must be present in areas where food is prepared. (Refer to FDCH/LFDCH Handbook, Sections 7.11)

20. Nutritious Meals and Snacks Provided FDCH/LFCCH Handbook, 7.13 and 7.14 (Form OEL-SR-6206, Section 16 Food and Nutrition, Pages 29-32)(Form OEL-SR-6206, Section 16.1 Food Hygiene, Page 30) Compliance

Compliance Comments

Meal and snack menus must be planned, written, dated, and posted at the beginning of each week in an easily seen place, accessible to the parents. Any menu substitutions must be noted on the menu. A generalized menu of possible snack choices for programs that receive food donations is acceptable. All meals and snacks prepared outside of the facility's kitchen or designated food preparation area, such as catered food, must be listed along with the source. Daily meal and snack menus must be maintained for a minimum of four months for licensing purposes. Operators who participate in the USDA Food Program must keep menus in accordance with the Department of Health and USDA requirements. (Refer to FDCH/LFDCH Handbook, Sections 7.13 and 7.14)



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21. Hygiene and Sanitation FDCH/LFCCH Handbook, Section 7.15 & 7.16 (Form OEL-SR-6206, Section 9.6 - Bathrooms and Sinks, Page 20, Section 11.2 - Handwashing, Page 23, and Section 11.3 - Diapering, Page 23)(Form OEL-SR-6206, Section 16 Food and Nutrition, Pages 29-32) **Compliance**

Compliance Comments

Running water, soap, trash receptacles, toilet paper, and disposable towels or hand-drying machines that are properly installed and maintained must be available and within reach of children using the bathroom. (Refer to FDCH/LFDCH Handbook, Sections 7.15)

22. Individually Labeled Towels and Wash Cloths FDCH/LFCCH Handbook, Section 7.17 (Form OEL-SR-6206, Section 9 Physical Environment, Page 20) **Compliance**

Compliance Comments

Each child shall have his own individually labeled towel and wash cloth. If dispensable towels are used, they shall be discarded after each use. (Refer to FDCH/LFDCH Handbook, Section 7.17)

23. Diapering Area Clean and Sanitized FDCH/LFCCH Handbook, Section 7.18 (Form OEL-SR-6206, Section 11.3 Diapering, Page 23) **Compliance**

Compliance Comments

When children in diapers are in care, a hand-washing station that includes a sink with running water, soap, trash receptacle, and disposable towels or hand drying machines that are properly installed and maintained shall be provided in the room or in an adjoining area which opens into the room. Soiled or wet disposable diapers must be disposed of in a plastic lined, securely covered container that is not accessible to the children. The container must be emptied, cleaned and sanitized or disinfected, at least, daily. (Refer to FDCH/LFDCH Handbook Section 7.15 and 7.16)

24. First Aid Kit FDCH/LFCCH Handbook, Section 7.19 (Form OEL-SR-6206, Section 12 Health Related Requirements, Pages 25-26) **Compliance**

Compliance Comments

Certificates of course completion is valid based on the time frames established by each first aid and CPR training program, not to exceed three years. One staff member satisfying these training requirements shall be present at all times that children are in care at the facility, on field trips which includes all activities away from the program, and during all transportation activities. At least one first aid kit must be maintained on the premises at all times. The kit(s) must be accessible to the child care staff at all times and kept out of the reach of children. If the first aid kit is stored in the food preparation area, it must be stored in a manner to prevent contamination of food, food contact surfaces, or first aid supplies. First aid kits or supplies must be restocked after each use. Two years from the date of the adoption of this rule, all staff must have current First Aid and pediatric cardiopulmonary resuscitation (F/A) training. (Refer to FDCH/LFDCH Handbook Sections 7.19)

Provider F/A and CPR will expire on 3/10/2019.

25. Emergency Information FDCH/LFCCH Handbook, Section 7.20 (Form OEL-SR-6206, Section 14 Emergency Procedures and Notification, Page 28) **Compliance**

Compliance Comments

Emergency service telephone numbers must be posted on or near all telephones, including 911, ambulance, fire, police, poison control center, Florida Abuse Hotline, and the county public health department. Additionally, the address and directions to the facility must be posted with descriptions of major intersections and local landmarks. (Refer to FDCH/LFDCH Handbook, Section 7.20)

26. Emergency Procedures and Notification FDCH/LFCCH Handbook, Section 7.20 (Form OEL-SR-6206, Section 14 Emergency Procedures and Notification, Page 28) **Compliance**

Compliance Comments

Custodial parents or legal guardians must be notified immediately if the event of any serious illness, accident, injury or emergency to their child, and their specific instructions regarding action to be taken under such circumstances must be obtained and followed. All accidents and incidents that occur while a child is in the care of program staff must be documented on the same day they occur. (Refer to FDCH/LFDCH Handbook, Sections 7.20)



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27. Fire Drills/Emergency Preparedness FDCH/LFCCH Handbook, Section 7.21 & 7.22 (Form OEL-SR-6206, Section 13 Fire Safety and Emergency Preparedness and Response, Pages 26-28) Compliance

Compliance Comments

A copy of the current and approved annual fire inspection report completed by a certified fire inspector must be on file with the licensing authority. The operator must develop a written emergency preparedness plan that includes at a minimum, procedures to be taken by the facility during a fire, evacuation, relocation, shelter in place, lockdown, and inclement weather (for example: hurricanes, tropical storms or tornadoes), and to facilitate parent/guardian reunification onsite and offsite.

Last fire drill was conducted on 10/15/2018.

Fire drill using alternate route was conducted on 5/11/2018.

Fire drill during nap time was conducted on 7/3/2018.

Fire drill with counselor present will be conducted during licensure year.

Lockdown drill was conducted on 7/11/2018.

Tornado / storm drill was conducted on 10/12/2018.

REMINDER: Each licensure year, conduct monthly fire drills, (12). Prior to the license renewal inspection, a nap time fire drill, an alternate exit fire drill, and a fire drill with the Counselor are required. Up to three emergency drills, such as a lockdown, severe weather, bomb scare, etc., may be substituted for a fire drill. (Refer to FDCH/LFDCH Handbook Sections 7.11)

28. Communicable Disease Control FDCH/LFCCH Handbook, Section 7.23 (Form OEL-SR-6206, Section 12 Health Related Requirements, Pages 24-26) Compliance

Compliance Comments

Each home must have a designated isolation area for a child who becomes ill while in care. (Refer to FDCH/LFDCH Handbook Sections 7.23)

29. Medication FDCH/LFCCH Handbook, Section 7.24 (Form OEL-SR-6206, Section 15 Medication, Page 29) Not Applicable

Not Applicable Comments

Provider doesn't provide any medication. (FDCH handbook, Section 7.4)

30. Documentation of Dispensed Medication FDCH/LFCCH Handbook, Section 7.24 (Form OEL-SR-6206, Section 15 Medication, Page 29) Not Applicable

Not Applicable Comments

Provider doesn't provide any medication. (FDCH handbook, Section 7.4)

CHILDREN'S RECORDS

31. Immunization Records FDCH/LFCCH Handbook, Section 8.1 (Form OEL-SR-6206, Section 18.2 Record Keeping/Childrens Files, Pages 36-38) Compliance

Compliance Comments

The family child care home is responsible for obtaining for each child in care a current, complete and properly executed Florida Certification of Immunization Form Part A-1, B, or C, DH 680, which is incorporated by reference in 65C-22.001(8)(o), F.A.C., or the Religious Exemption from Immunization form, DH 681, which is incorporated by reference in 65C-22.001(8)(p), F.A.C., from the custodial parent or legal guardian. DH Form 680 and DH Form 681 may be obtained from the local county health department. Specific immunization requirements are included and detailed in the most current edition of the Immunization Guidelines-Florida Schools, Child Care Facilities as promulgated by the Florida Department of Health. If the custodial parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, the facility shall not allow the child to remain in the program. (Refer to FDCH/LFDCH Handbook, Section 8.1)

32. Health Records FDCH/LFCCH Handbook, Section 8.2 (Form OEL-SR-6206, Section 18.2 Record Keeping/Childrens Files, Pages 36-38) Compliance

Compliance Comments

The family child care home is responsible for obtaining for each child in care a current, complete and properly executed Student Health Examination form DH 3040, which is incorporated by reference in 65C-22.001(8)(q), F.A.C. and may be obtained from the local county health department, the parent or legal guardian, or a signed statement by authorized professionals that indicate the results of the components of the Student Health Examination form are included in the health examination. If the custodial parents or legal guardians fail to provide the documentation required above within 30 days of enrollment, the facility shall not allow the child to remain in the program. (Refer to FDCH/LFDCH Handbook, Section 8.2)



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33. Enrollment Information FDCH/LFCCH Handbook, Section 8.3 & 8.4 (Form OEL-SR-6206, Section 18.2 Record Keeping/Childrens Files, Pages 36-38) Compliance

Compliance Comments

The home child care operator shall obtain enrollment information from the child's custodial parent or legal guardian prior to accepting a child in care. There shall be signed statements from the custodial parents or legal guardian that the child care facility has provided them with the following information: The departments family child care home brochure and the family child care homes written disciplinary and expulsion policies. The family child care home food and nutrition policies that includes language on food safety and food allergens. Annually, during the months of August and September, the family child care home operator must provide parents with information detailing the causes, symptoms, and transmission of the influenza virus.

Reviewed 7 of 7 children files. (A-Z)(Refer to FDCH/LFDCH Handbook Sections 8.2)

ENFORCEMENT

34. Access to the Premises/Misrepresentation FDCH/LFCCH Handbook, Section 9.1 (Form OEL-SR-6206, Section 19 Access and Section 20 Child Safety, Page 40) Compliance

Compliance Comments

The entire premises of the home were inspected for compliance. (Refer to FDCH/LFDCH Handbook, Section 9)

35. Child Safety FDCH/LFCCH Handbook, Section 9.2 (Form OEL-SR-6206, Section 20 Child Safety, Page 40) Compliance

Compliance Comments

A family child care home must provide the custodial parent or legal guardian access, in person and by telephone, to the family child care home during the home normal hours of operation or during the time the child is in care. Acts or omissions that meet the definition of child abuse or neglect provided in Chapter 39, F.S. or Chapter 827, F.S., constitute a violation of the standards in section 402.301-.319, F.S., and will support imposition of a sanction, as provided in Section 402.310, F.S. Failure to perform the duties of a mandatory reporter pursuant to Section 39.201, F.S., constitutes a violation of the standards in Section 402.301-.319, F.S. Pursuant to Florida Statute 39.604, the Rilya Wilson Act requires children from birth to school entry age who are under court ordered services and enrolled in a licensed early education or child care program to be enrolled to participate in a child care program five (5) days per week. Due to this legislature, there are reporting requirements for child care providers who service this population (birth to school entry age and under court ordered protective supervision) or in the custody of the Department of Children & Families or Community Based Care Lead Agency.

Report to Kids Central Incorporated (Marion, Lake, Sumter, Citrus and Hernando):

RilyaWilson@kidscentralinc.org

If further assistance is needed, please contact Kids Central Incorporated at:

901 Industrial Drive, Ste. 200

Wildwood, FL 34785

352-873-6332

ATTN: Kevin Maloney

1. A child enrolled and identified under the Rilya Wilson Act may not be withdrawn from the program without the prior written approval of the Family Safety Program Office of the Department of Children and Family Services or the community-based lead agency.

2. If a child included in the Rilya Wilson Act is absent from the program on a day when he or she is supposed to be present and the person with whom the child resides, whether the parent or caregiver, fails to timely report the absence, the absence is considered to be unexcused. The program shall report any unexcused absence or seven consecutive excused absences of a child who is enrolled in the program and covered by this act to the local designated staff of the Family Safety Program Office of the Department of Children and Family Services or the community based lead agency by the end of the business day following the unexcused absence or the seventh consecutive excused absence. (Refer to FDCH/LFDCH Handbook, Sections 9)

SCHOOL READINESS

36. Planned Activities (Form OEL-SR-6206 Section 6 Planned Activities, Page 16) Compliance

Received by: Yovonnie Norris

Date: 10/24/2018

Inspected by: Angie Rivera

Date: 10/24/2018