



Child Care Facility Information

Name: Paisley Oaks Child Care and Learning Center LLC
ID Number: C05LA0152
Address: 24960 County Road 42, Paisley FL 32767-9422
Phone Number: (352) 669-8007 **Capacity:** 41
Owner/Director/Staff Responsible: Rosa Frame

DCF Standards
 DCF & SR Standards
 SR Standards

Inspection Information

Type: Routine **Date:** 11/27/2018 **Arrival/Departure Time:** 01:36 PM to 05:00 PM
Staff Present: 4 **Children Present:** 19 **Onsite Visit:** Yes
 [School Readiness Inspection]

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 (Form OEL-SR-6202, Section 2 Minimum Age Requirements, Page 13)	Compliance
03. Ratio Sufficient CCF Handbook, Section 2.3 (Form OEL-SR-6202, Section 3 Ratios, Page 13)	Noncompliance
<p><u>Non-Compliance Description</u> 03-01 A ratio of [2] staff for [5] children is required. A ratio of [1] staff for [5 including a infant] children was observed. s.402.305(4), F.S. (Section 3, numbers 1 9) [SR]</p> <p><u>Comments</u> Counselor observed one staff with 5 children including a infant. Teacher thought that the infant has turned one year old. The teacher with the 1 two year old took one of the two year olds.</p> <p>1 staff : 13-2-2 yoa, 5-3 yoa, 4-4 yoa, 1-5 yoa, 1- school age 1 staff : 1-2 yoa 1 staff : 5- 1 infant, 1-1 yoa, 3-2 yoa</p> <p><u>Due Date</u> Completed at time of inspection <u>Violation Level</u> Class 2</p>	
04. Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17)	Compliance
05. Transportation CCF Handbook, Section 2.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Applicable
<p><u>Not Applicable Comments</u> Transportation is not provided.</p>	
06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Applicable
<p><u>Not Applicable Comments</u> See #5</p>	
07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Not Applicable
<p><u>Not Applicable Comments</u> See #5</p>	
08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Not Applicable
<p><u>Not Applicable Comments</u> See #5</p>	



09. Planned Activities CCF Handbook, Section 2.6 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20) Compliance

Compliance Comments

Each group or class must have a written and followed plan of scheduled activities posted in an easily seen location accessible to parents. The written plan must meet the needs of the children being served and must include alternate activities in case of bad weather. The written plan shall include a variety of activities that range from structured to unstructured activities that encourage a child's developmental growth.

C. Do not include the use of electronic media for children under two years of age. Electronic media may only be used for educational purposes or physical activity for children 2 years of age and older for no more than 1 to 2 hours per day.

D. Include both active and quiet play. Active play includes outdoor activities a minimum of twice per day, weather permitting.

E. Include meals, snacks, and nap times, if appropriate for the age and the times children are in care.

F. Provide adequate time and space for infants, birth to 12 months, in care to engage in activities that promote development of movement skills (tummy time, crawling, turning over, sitting, etc.). Infant seats (swings, bouncers, etc.) must be used only for short periods of time, no more than 15 to 30 minute intervals per infant and no more than two times per day that the child is in care. Infants in care shall be provided opportunities for outdoor time each day that weather permits.

Counselor observed daily routine and rainy-day schedules posted in each classroom.

10. Field Trip Permission CCF Handbook, Section 2.7 (Form OEL-SR-6202, Section 8 Field Trip Activity, Pages 20-21) Not Applicable

Not Applicable Comments

Field trips are not provided.

11. Child Discipline CCF Handbook, Section 2.8 (Form OEL-SR-6202, Section 9 Child Discipline, Pages 21-22) Compliance

Compliance Comments

The child care facility shall adopt a discipline policy consistent with Section 402.305(12), F.S., including standards that prohibit children from being subjected to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

B. The child care facility operators, employees, substitutes, and volunteers must comply with written disciplinary and expulsion policies.

C. Verification that the child care facility has provided the parent or guardian a written copy of the disciplinary and expulsion policies used by the program must be documented on the enrollment form with the signature of the custodial parent or legal guardian.

Counselor observed where the parents signed acknowledging that they have received the Discipline Policy.

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

Compliance Comments

Children are much more susceptible to the adverse effects of environmental factors, materials and toxicants. It is imperative that the child care environment is conducive to the healthy development of children.

Counselor observed that the child care facility was clean, in good repair, free from health and safety hazards and from evidence of, or presence of, vermin infestation.

The indoor and outdoor play areas were inspected daily for basic health and safety. Facility does not have animals. Strangulation hazards strings and cords long enough to encircle a child neck such as those on toys and window coverings were not accessible to children in care.

Technical assistance provided. Pest control must not take place while rooms are occupied by children. (Refer to CCF Handbook Sections 3.1)

13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23) Compliance

Compliance Comments

All areas and surfaces accessible to children were 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, were 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 child's reach at all times. (Refer to CCF Handbook Sections 3.2)

14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 23-24) Compliance

15. Licensed Capacity CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10) Compliance

Compliance Comments

Room capacity posted in each classroom.



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16. Indoor Floor Space CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10),(Form OEL-SR-6202, Section 1.1 Indoor Floor Space, Pages 11-12) Compliance

17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20),(Form OEL-SR-6202, Section 10.7 Outdoor Play Area and Section 10.8 Fencing, Pages 25-26) Compliance

18. Bedding and Linens CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

Compliance Comments

Children nap space is 18 inches apart.

A minimum of 18 inches must be maintained around individual napping and sleeping spaces. A maximum of two sides of a napping or sleeping space may be against a solid barrier, such as the wall. The solid side of a crib does not meet the requirements for a solid barrier. (Refer to CCF Handbook Sections 3.6.2)

20. Crib Requirements CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24) Compliance

Compliance Comments

Counselor observed Pak N Plays. Pak N Pays are 18 inches apart.

21. Restrooms and Bath Facilities CCF Handbook, Section 3.7 (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25) Compliance

Compliance Comments

Each child care facility must provide and maintain bathroom facilities that are easily accessible, and at a height usable by the children. Children must receive supervision and assistance as required by their age and required needs. Every facility must have at least one portable or permanent bath facility available for bathing children. 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 CCF Handbook Sections 3.7)

Counselor observed running water, soap, trash receptacles, toilet paper within reach of children using the bathroom. (Refer to CCF Handbook Sections 3.7)

22. Operable Phone CCF Handbook, Section 3.8.1 (Form OEL-SR-6202, Section 14.2 Fire Safety, Page 33) Compliance

Compliance Comments

Counselor observed at least one dedicated operable corded telephone that is neither locked nor located at a pay station that is available to all child care personnel at all times during the hours of operation. (Refer to CCF Handbook Sections 3.8.1)



23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 (Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response, Pages 32-34) Compliance

Compliance Comments

During the facility's license year, fire drills utilizing the approved alarm system must be conducted monthly at various dates and times when children are in care. B. When the facility's approved fire alarm alert system is activated or initiated, all adults and children must evacuate the facility.

C. A current attendance record must accompany staff out of the building during a drill or actual evacuation, and be used to account for all children. The operator must maintain a written record of the fire drills showing the date, number of children and staff in attendance, evacuation route used, and time taken for all individuals to evacuate the premises. Each fire drill record must be maintained for a minimum of two years from the date of the fire drill. The fire drills conducted must include, at a minimum:

1. One fire drill using an alternate evacuation route,
2. One fire drill during napping/sleeping times, and
3. One fire drill in the presence and at the request of the licensing authority. This drill will be coordinated with the operator or designee.

During today's inspection, per the written record, the counselor observed:

Last fire drill was conducted on 10/29/2018.

Fire drill using alternate route was conducted on 9/25/2018.

Fire drill during nap time was conducted on today 11/27/2018 at 2:37PM.

Fire drill with counselor present was conducted on today 11/27/2018.

Lockdown drill was conducted on 9/25/2018.

Tornado storm drill is required during this licensure year.

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.

FOOD AND NUTRITION

24. Food Preparation Area CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38) Compliance

Compliance Comments

A food preparation area is a designated room, such as a kitchen or a designated space in a facility not normally used or accessible to the children in daily operations for indoor play, classroom, work or nap spaces, and not included when calculating usable indoor floor space.

Counselor observed that the food preparation area was clean and free of dust, dirt, food particles, and grease deposits. Employees in the food preparation area, wore hair nets, staff were wearing clean disposable gloves in the food preparation area. Counselor observed a leak-proof, non-absorbent container, covered with a tight-fitting lid, for all food waste stored inside the facility.

Reminder the container must be emptied, cleaned, and sanitized or disinfected daily.

A separate hand washing station with hot running water, a minimum of 100 degrees Fahrenheit was observed. The hand washing station included a sink with running water and drainage, soap, trash can, and disposable towels that were properly installed and maintained. (Refer to CCF Handbook Sections 3.9)

Kitchen was closed during time of inspection. Counselor observed head covering and gloves available.

25. Meals and Snacks CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38),(Form OEL-SR-6202, Section 17 Food and Nutrition Services, Pages 36-42) Compliance

Compliance Comments

If a child care facility provides food to children in care, it must provide nutritious meals and snacks of a quantity and quality to help meet the daily nutritional needs of the children. The USDA MyPlate is to be used to determine which food groups to serve at each meal or snack serving size and age appropriateness of the selected foods for children. Copies of the USDA MyPlate dieting guidelines, incorporated by reference in 65C-22.001(8)(t), F.A.C., may be obtained from the USDA website at <http://www.choosemyplate.gov>. (Refer to CCF Handbook Sections 3.9)

26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7 Compliance

Compliance Comments

Counselor observed menus posted.

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 CCF Handbook Sections 3.9.3 and Section 7)

27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3 Not Applicable

Not Applicable Comments

Catered food is not provided.



28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 17.4 Breastmilk, Infant Formula and Food, Pages 40-41) Compliance

Compliance Comments

Bottles and sippy cups provided by the facility must be washed, rinsed, and sanitized between each use and do not have to be labeled. Bottles and sippy cups brought from home shall be individually labeled with the child's first and last name and shall be returned to the custodial parent or legal guardian daily. Breastmilk and formula must be handled in a sanitary manner at all times and according to manufacturers instructions and instructions by parents. (Refer to CCF Handbook Sections 3.9)

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10 (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28) Compliance

Compliance Comments

Counselor observed hand washing after fire drill and activities.

30. Diapering CCF Handbook, Section 3.10 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 12.3 Diapering, Pages 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 CCF Handbook Section 3.10)

Counselor observed a trash container used for disposing of soiled and wet items. Container has a plastic lining with securely covered lid, inaccessible to the children.

31. Indoor Equipment CCF Handbook, Section 3.11 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) Compliance

32. Outdoor Equipment CCF Handbook, Section 3.12 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27) Compliance

Compliance Comments

A child care facility must provide and maintain enough usable equipment, and offer play activities suitable to the age and development of each child. All playground equipment must be securely anchored, unless portable or stationary by design, in good repair, maintained in safe and sanitary condition, and placed to ensure safe use by the children. Permanent or stationary playground equipment must have a minimum of 6 inches in depth of loose ground cover (such as but not limited to: mulch, shredded rubber chips, or sand) or other shock absorbing protective surface under the equipment and within the fall zone that provides resilience, and is maintained to reduce the incidence of injuries to children in the event of falls. Asphalt, concrete, hard packed dirt, hay, grass or leaves are unsuitable for use in the fall zone area. (Refer to CCF Handbook Sections 3.12)

TRAINING



33. Training Requirements CCF Handbook, Section 4 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27) Compliance

Compliance Comments

Mandated Introductory Training

Child care personnel must successfully complete 40 hours of child care training as evidenced by successful completion of competency examinations offered by the department or its designated representative with a weighted score of 70 or better. Child care personnel who successfully completed the mandatory 40 hour Introductory Child Care Training prior to January 1, 2004 are not required to fulfill the competency examination requirement.

Early Literacy Training

Pursuant to Section 402.305(2)(d)5., F.S., all 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. Early literacy training must be completed within 12 months of date of employment in the child care industry. Proof of completion may be documented on a certificate of course completion, classroom transcript, or diploma.

Safe Sleep/ Shaken Baby Syndrome Training

All child care personnel, including substitutes and volunteers, who work in a facility that offers care to infants must have training regarding guidance on 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. For child care personnel, including substitutes and volunteers, to satisfy this requirement the training must be accomplished through one of following methods: the department's Health Safety and Nutrition course, Safe Sleep course, or the Early Learning Floridas Safe Sleep Practices. Documentation of training must be maintained on the department's training transcript in the child care personnel record.

Fire Extinguisher Training

All staff shall be trained in the use and operation of a fire extinguisher within 30 days of employment. The facility must maintain documentation that all staff have completed training.

Annual In-Service Training

Upon successful completion of the 40-hour introductory training requirements, child care personnel must complete a minimum of 10 clock-hours or one CEU of in-service training annually during the states fiscal year beginning July 1 and ending June 30.

After School Providers- Child care personnel in compliance with the school-age requirements shall be considered in compliance with the child care personnel training requirements. (Refer to CCF Handbook Sections 4)

Upon successful completion of the 40-hour introductory training requirements, child care personnel must complete a minimum of 10 clock-hours or one CEU of in-service training annually during the states fiscal year beginning July 1 and ending June 30.

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

HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1 (Form OEL-SR-6202, Section 13 Health-Related Requirements, Pages 30-31) Compliance

36. CPR Requirements CCF Handbook, Section 4.2.4 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) Compliance

Compliance Comments

Director's CPR expires 1/3/2020

37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32) Compliance

Compliance Comments

Director's First Aid expires 1/3/2020

38. Emergency Telephone Numbers CCF Handbook, Section 6.3 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Pages 34-35) Compliance

Compliance Comments

Counselor observed emergency numbers and directions to the facility posted.

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.

39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Page 35) Compliance



40. Medication CCF Handbook, Section 6.5 (Form OEL-SR-6202, Section 16 Medication, Pages 35-36) Not Applicable

Not Applicable Comments

Facility does not provide medication.

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Noncompliance

Non-Compliance Description

41-01 Child(ren) did not have a Florida Certification of Immunization (DH Form 680) or a Religious Exemption from Immunization (DH Form 681), on file within 30 days of enrollment. CCF Handbook, Section 7.1, B (Section 19.2, number 2) [SR]

Comments

Children listed on the supplemental does not have a immunization on file.

Due Date 12/05/2018

Violation Level Class 3

Non-Compliance Description

41-02 The Florida Certificate of immunization was not acceptable in that: [The form was not current (expired)]. CCF Handbook, Section 7.1 (Section 19.2, number 2) [SR]

Comments

Child listed on supplemental immunization expired 8/1/2018.

The child care facility 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 CCF Handbook Sections 7.1)

Due Date 12/05/2018

Violation Level Class 3

42. Student Health and Records CCF Handbook, Section 7.2 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Noncompliance

Non-Compliance Description

42-01 Child(ren) did not have a Student Health Examination/DH (Form 3040), or an equivalent health statement on file within 30 days of enrollment. CCF Handbook, Section 7.2, C (Section 19.2, number 1) [SR]

Comments

Children listed on supplemental physical is missing out of their files.

Due Date 12/05/2018

Violation Level Class 3



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Non-Compliance Description

42-02 The Student Health Examination or equivalent health statement was not acceptable in that: [It was not current (over two years old)]. CCF Handbook, Section 7.2 (Section 19.2, number 1) [SR]

Comments

Child listed on supplemental physical expired 10/3/2018

The child care facility 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 CCF Handbook Sections 7.2)

Due Date 12/05/2018

Violation Level Class 3

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Compliance

Compliance Comments

Counselor reviewed all 42 children files.

44. Personnel Records CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47) Noncompliance

Non-Compliance Description

44-03 The personnel record for staff did not include a signed statement regarding any work in a center that had been subject to negative licensing action or the subject of disciplinary action while employed. s.402.3055(1)(b), F.S. and Section 7.4, A (Section 19.4, number 1) [SR]

Comments

Counselor reviewed and updated all 4 staff files.

Employee listed on supplemental did not have a Supplement to the Application on file. Employee was hired on 9/17/2018.

Due Date 12/05/2018

Violation Level Class 3

45. Background Screening Documents CCF Handbook, Section 7.4.1 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27),(Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32),(Form OEL-SR-6202, Section 19.4 Record Keeping/Personnel Records, Page 48),(Form OEL-SR-6202, Section 19.5 Record Keeping/Background Screening, Page 49) 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: Here's 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 CCF Handbook Sections 7.4.1)

46. Daily Attendance CCF Handbook, Section 7.5 (Form OEL-SR-6202, Section 19.3 Record Keeping/Attendance, Page 48) Compliance

Compliance Comments

Daily attendance of children must be taken and recorded accurately by the child care personnel, documenting the time when each child enters and departs the program. (Refer to CCF Handbook Sections 7.5) The attendance standard is found in section 7.5(C) of the Child Care Facility Handbook that is incorporated by reference in rule 65C-22.001, Florida Administrative Code. The standard states:

7.5.

C. If a child does not arrive to the program or the agreed upon designated pick-up location, child care personnel must communicate as early as possible (within one hour of the child's scheduled arrival) with the custodial parent/legal guardian; if there was no prior communication from the custodial parent/legal guardian of the child's absence. If child care personnel are unable to reach the child's parent/guardian, emergency contacts must be notified.



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ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8 (Form OEL-SR-6202, Section 20 Access and Section 21 Child Safety, Page 50) Compliance

Compliance Comments

A child care facility must provide the custodial parent or legal guardian access, in person and by telephone, to the child care facility during the facility's 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 CCF Handbook Sections 8)

NOTE: Counselor has educated the provider on what the Rilya Wilson Act and provided what the Distracted Adult flyers is and what the responsibility of the provider when a child is protected under the Rilya Wilson Act.

SCHOOL READINESS

48. Group Size (Form OEL-SR-6202, Section 4 Group Size, Pages 14-15) Compliance

Compliance Comments

Group Size Establishes a maximum number of children that can be in one classroom area. Group size does not apply during times of outdoor play, provided that ratios and the applicable square footage as set-up by adding stable walls/barriers to divide classroom space you are encouraged to reach out to your local fire department for guidance and assistance

Birth -12 months not to exceed 12 children

1 y -24 months not to exceed 12 children

2 y 3 y not to exceed 22 children

3 y 4 y not to exceed 30 children

4 y 6 y not to exceed 40 children

In groups of mixed age ranges, where children one year of age but under two years of age are included, the group size for the youngest population present within the group applies.

In groups of mixed age ranges, where children two years of age or older are included, the group size for the majority population present within the group applies.

As the group size increases and requires additional staff to meet ratio, one staff must possess at a minimum an active credential.

Counselor Comments

NOTE: Counselor has educated the provider on what the Rilya Wilson Act and provided what the Distracted Adult flyers is and what the responsibility of the provider when a child is protected under the Rilya Wilson Act.

Counselor provided the opportunity for Director to make comments. Provider stated that she did not know the Preschoolers need their health records although they attend Preschool at the elementary school then come to the facility afterwards.

Received by: Rosa Frame

Date: 11/27/2018

Inspected by: Sylvia Collins

Date: 11/27/2018