



## 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:** Renewal **Date:** 11/27/2018 **Arrival/Departure Time:** 08:57 AM to 10:05 AM  
**Staff Present:** 5 **Children Present:** 27 **Onsite Visit:** Yes

### INSPECTION CHECKLIST

#### GENERAL REQUIREMENTS

<b>01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S.</b>	<b>Compliance</b>
<b>02. Minimum Age Requirements CCF Handbook, Section 2.2</b>	<b>Compliance</b>
<b>03. Ratio Sufficient CCF Handbook, Section 2.3</b>	<b>Compliance</b>
<u>Compliance Comments</u> 2:13 2:14 Four & Five year old's.	
<b>04. Supervision CCF Handbook, Section 2.4</b>	<b>Compliance</b>
<b>05. Transportation CCF Handbook, Section 2.5</b>	<b>Not Applicable</b>
<u>Not Applicable Comments</u> Transportation is not provided, per the Director.	
<b>06. Driver's License, Physician Certification &amp; First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4</b>	<b>Not Applicable</b>
<b>07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4</b>	<b>Not Applicable</b>
<b>08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5</b>	<b>Not Applicable</b>
<b>09. Planned Activities CCF Handbook, Section 2.6</b>	<b>Compliance</b>
<b>10. Field Trip Permission CCF Handbook, Section 2.7</b>	<b>Compliance</b>
<b>11. Child Discipline CCF Handbook, Section 2.8</b>	<b>Compliance</b>

#### PHYSICAL ENVIRONMENT

<b>12. Facility Environment CCF Handbook, Section 3.1</b>	<b>Compliance</b>
<b>13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2</b>	<b>Compliance</b>
<b>14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3</b>	<b>Compliance</b>
<b>15. Licensed Capacity CCF Handbook, Section 3.4</b>	<b>Compliance</b>
<b>16. Indoor Floor Space CCF Handbook, Section 3.4</b>	<b>Compliance</b>



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	Not Monitored
<u>Not Monitored Comments</u> Nap time was not monitored.	
20. Crib Requirements CCF Handbook, Section 3.6	Compliance
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> Unannounced Fire drill conducted at the counselors request.	

**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
<u>Compliance Comments</u> In Service Hours Were Monitored.	
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

### RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1	Compliance
42. Student Health and Records CCF Handbook, Section 7.2	Compliance
43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. <u>Compliance Comments</u> Influenza documentation was reviewed. All student records were reviewed.	Compliance
44. Personnel Records CCF Handbook, Section 7.4 <u>Compliance Comments</u> All Personnel Records were reviewed.	Compliance
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
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**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: 07/06/2018

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**Received by:** Carolyn Taylor  
**Date:** 11/27/2018

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**Inspected by:** Cheryl Shakur  
**Date:** 11/27/2018