



### 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: Renewal Date: 03/18/2019 Arrival/Departure Time: 01:00 PM to 03:20 PM  
Staff Present: 3 Children Present: 23 Onsite Visit: No  
[School Readiness Inspection]

## 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 (Form OEL-SR-6202, Section 2 Minimum Age Requirements, Page 13)</b>	<b>Compliance</b>
<b>03. Ratio Sufficient CCF Handbook, Section 2.3 (Form OEL-SR-6202, Section 3 Ratios, Page 13)</b>	<b>Compliance</b>
<u>Compliance Comments</u>	
1 staff : 6 school age 1 staff : 12 - 3-2 yoa, 2-3 yoa, 3-4 yoa, 4-5 yoa 1 staff : 5 - 2-1 yoa, 2-2 yoa, 1-3 yoa	
<b>04. Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17)</b>	<b>Compliance</b>
<b>05. Transportation CCF Handbook, Section 2.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)</b>	<b>Not Applicable</b>
<u>Not Applicable Comments</u>	
Transportation is not provided.	
<b>06. Driver's License, Physician Certification &amp; 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)</b>	<b>Not Applicable</b>
<u>Not Applicable Comments</u>	
See #5	
<b>07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)</b>	<b>Not Applicable</b>
<u>Not Applicable Comments</u>	
See #5	
<b>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)</b>	<b>Not Applicable</b>
<u>Not Applicable Comments</u>	
See #5	



**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. 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. (Refer to CCF Handbook Sections 2.6)

Infant only- 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. (Refer to CCF Handbook Sections 2.6)

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**

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 children's appropriate behavioral development. (Refer to CCF Handbook Sections 2.8)

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. All child care facilities must be clean, in good repair, free from health and safety hazards and from evidence of, or presence of, vermin infestation. Indoor and outdoor play areas must be inspected daily for basic health and safety. Animals must be properly vaccinated, free from disease, and clean. Animals that are poisonous and/ or aggressive in nature are prohibited. Strangulation hazards strings and cords long enough to encircle a child neck such as those on toys and window coverings must not be accessible to children in care. Pest control must not take place while rooms are occupied by children. (Refer to CCF Handbook Sections 3.1)

Note: The building is old, however, Counselor observed that the facility is clean, minor repairs has been done during previous inspections. In that the building is old, Counselor advised the Director to have other staff to walk the facility with fresh eyes to ensure that the facility maintain a safe environment. Counselor observed that a coat of new paint in some areas were applied.

**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 8 -potentially dangerous hazards, were 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)

Counselor did not observe any hazard materials accessible to children in care.

**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**

Counselor observed room capacity posted in all classrooms.

**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**

A minimum of 18 inches were 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) Not Monitored**

**Not Monitored Comments**

No infants in care during time of inspection.

**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**

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. 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. 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. (Refer to CCF Handbook Sections 3.8)

Last fire drill was conducted on 2/14/2019.

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

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

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

Lockdown drill was conducted on 9/25/2018.

Tornado / storm drill was conducted on 10/15/2018.

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 CCF Handbook Sections 3.8)

**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)

**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 meal and snack menus 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 foods are 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) Not Monitored**

**Not Monitored Comments**

No infants in care during time of inspection.

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**

Hand washing was done after nap time and potty.

Employees, volunteers, substitutes, and children must wash their hands thoroughly with soap and running water, dry, and follow personal hygiene procedures for themselves and while assisting others. The use of hand sanitizers does not substitute for hand washing. If children are sleeping overnight in the program facility, program staff must ensure accepted bedtime routines are practiced, such as brushing teeth and washing face and hands. For facilities that prepare food, non-disposable food equipment, tableware, and utensils utilized for food preparation must be properly cleaned by pre-rinsing or scraping, washing, rinsing, sanitizing, and air drying. If the child care facility lacks adequate dishwashing and sanitation described in this section for dishes, equipment and utensils, only disposable single-use items may be used. All single service items must be discarded after each use. Food equipment, tableware and utensils used to prepare food must be washed and sanitized on-site except when a catered is used and the caterer is responsible for dishwashing as evidenced by a written agreement. The first compartment must be used for washing; the second compartment must be used for rinsing; and the third compartment must be used for sanitizing. (Refer to CCF Handbook Sections 3.6, 3.9, 3.10)



**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 container with plastic lining and securely covered container that is not accessible 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)

Counselor observed children playing on playground. Counselor gave technical assistance to rake mulch back in the fall zones to ensure 6 inches for the next group. Counselor advised the Director to make sure all fall zones are 6 inches prior to closing at the end of the day.

**TRAINING**

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

**Compliance Comments**

**4.1 Beginning Training**

Child care personnel including volunteers who work 10 hours or more per month must begin training within 90 days of employment in the child care industry and successfully complete the departments training within 12 months from the date training begins. Training completion may not exceed 15 months from the date of employment in the child care industry in any licensed Florida child care facility. This may be accomplished by classroom attendance in a department-approved training course, acquiring an educational exemption from a department-approved training course, beginning a department-approved online child care training course, or by receiving results from a department-approved competency examination. The child care program is responsible for obtaining training documentation from child care personnel.

**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.

**4.2.2 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. Child care personnel must complete one of the following:

- A. One of the departments online literacy courses available on the departments website.
- B. One of the departments approved literacy courses. A list of these courses can be obtained from the departments website.
- C. One college level early literacy course (for credit or non-credit) if taken within the last five years.

**4.2.3 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.

**4.2.4 First Aid and Cardiopulmonary Resuscitation (CPR)**

A. One staff member with current and valid certificate(s) of course completion for first aid training and one staff member with current and valid certificate of course completion for pediatric cardiopulmonary resuscitation (CPR) procedures must be present at all times that children are in care, the same staff member may satisfy both requirements. Two years from the date of the adoption of this rule, all staff must have current First Aid and pediatric cardiopulmonary resuscitation (CPR) training.

**4.2.5 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.

**4.2.6 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.

- A. The annual 10 clock-hours or one CEU of in-service training concentration on children ages birth through 12 must be completed in one or more of the following areas (college level courses will be accepted):

**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**

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 CCF Handbook Sections 6.3)

Counselor observed emergency numbers and directions to the facility posted near landline phone.

**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**

Medication is not provided.

Child care programs are not required to give medication; however, if a program chooses to do so, it must comply with the following requirements: The child care program must have written authorization from the custodial parent or legal guardian to give prescription and non-prescription medications. Use of diaper creams and insect repellent may only be utilized with written permission from parents/guardians. Manufacturer instructions must be followed. (Refer to CCF Handbook Sections 6.5)

## 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) Compliance**

**Compliance Comments**

All immunizations are current.

**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) Compliance**

**Compliance Comments**

All physicals are current.





Name: Paisley Oaks Child Care and Learning Center LLC License #: C05LA0152

Address: 24960 County Road 42, Paisley FL 32767-9422

Type: Renewal Date: 03/18/2019

**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 37 children files.

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

Compliance Comments

Counselor reviewed and updated all 3 staff files.

**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@mylifefamilies.com](mailto:bgs.outofstate.admin@mylifefamilies.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.

**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.

Counselor reminded the Director that parents are to sign in April acknowledging that they received the Distracted Adult Flyer.

**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 requirements are maintained at all times. Prior to making changes to classroom 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 reminded the Director that parents are to sign in April acknowledging that they received the Distracted Adult Flyer.

Counselor provided the opportunity for Director to make comments. No comments.

Received by: Rosa Frame  
Date: 03/18/2019

Inspected by: Sylvia Collins  
Date: 03/18/2019