



Child Care Facility Information

Name: CAP Head Start - Sherwood Head Start Center
ID Number: C01ES0252
Address: 501 Cherokee Trl, Pensacola FL 32506-3519
Phone Number: (850) 791-6226 **Capacity:** 74
Owner/Director/Staff Responsible: Marica Searles

Inspection Information

Type: Renewal **Date:** 04/02/2019 **Arrival/Departure Time:** 10:36 AM to 01:10 PM
Staff Present: 9 **Children Present:** 56 **Onsite Visit:** Yes

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S.	Compliance
02. Minimum Age Requirements CCF Handbook, Section 2.2	Compliance
03. Ratio Sufficient CCF Handbook, Section 2.3	Compliance
<u>Compliance Comments</u> Classroom A 2:15 Four - five Year Old's Classroom B 2:15 Four and Five Year Old's Classroom C 2;14 Three- Five Year Old's Classroom D 2:12 Three- Four Year Old's	
04. Supervision CCF Handbook, Section 2.4	Compliance
05. Transportation CCF Handbook, Section 2.5	Not Applicable
<u>Not Applicable Comments</u> Transportation is not provided.	
06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4	Not Applicable
07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4	Not Applicable
08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5	Not Applicable
09. Planned Activities CCF Handbook, Section 2.6	Compliance
10. Field Trip Permission CCF Handbook, Section 2.7	Compliance
11. Child Discipline CCF Handbook, Section 2.8	Compliance

PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1	Noncompliance
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Non-Compliance Description

12-01 Areas of the facility were found to be in need of cleaning. CCF Handbook, Section 3.1, A

Comments

The hand washing sink in Classroom B has evidence of dead vermin and water leakage. The Director will ensure the sink is clean and in good repair. Compliance will be verified by a photo which will be emailed/faxed to Child Care Regulations by 04/30/2019.

Due Date 04/30/2019

Violation Level Class 3



13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2	Compliance
14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3	Compliance
15. Licensed Capacity CCF Handbook , Section 3.4	Compliance
16. Indoor Floor Space CCF Handbook, Section 3.4	Compliance
17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5	Compliance
18. Bedding and Linens CCF Handbook, Section 3.6	Compliance
19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2	Not Monitored
<u>Not Monitored Comments</u> Nap time not observed.	
20. Crib Requirements CCF Handbook, Section 3.6	Not Applicable
<u>Not Applicable Comments</u> No infant care provided.	
21. Restrooms and Bath Facilities CCF Handbook, Section 3.7	Compliance
22. Operable Phone CCF Handbook, Section 3.8.1	Compliance
23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8	Noncompliance
<u>Non-Compliance Description</u> 23-07 Fire drills conducted during the licensure year did not include the following [There is no uniformed alarm system to alert staff and children of a potential fire.]. CCF Handbook, Section 3.8.4, C	
<u>Comments</u> The staff in charge did not have a way to pull the fire alarm to alert the children and staff. The staff members agreed upon 11:30 to exit the building. Technical assistance provided as to development of a uniformed unannounced alarm system.	
<u>Due Date</u> Completed at time of inspection	<u>Violation Level</u> Class 2

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
<u>Not Applicable Comments</u> No infant care provided.	

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10	Compliance
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30. Diapering CCF Handbook, Section 3.10	Compliance
31. Indoor Equipment CCF Handbook, Section 3.11	Compliance
32. Outdoor Equipment CCF Handbook, Section 3.12	Compliance

TRAINING

33. Training Requirements CCF Handbook, Section 4	Compliance
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	Noncompliance

Non-Compliance Description

40-12 The facility's record for a child receiving medication was incomplete in that it did not include [The facility did not have a signed, dated permission slip on file for the child listed on the supplemental form.]. CCF Handbook, Section 6.5, F

Comments

The child listed on the supplemental form did not have a signed parent authorization form on file. The Director will email/Fax the signed document to Child Care Regulations by 04/30/2019.

Due Date 04/30/2019

Violation Level Class 3

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.	Compliance
Compliance Comments children's records were reviewed.	
44. Personnel Records CCF Handbook, Section 7.4	Compliance
Compliance Comments All personnel records were reviewed onsite.	
45. Background Screening Documents CCF Handbook, Section 7.4.1	Compliance



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46. Daily Attendance CCF Handbook, Section 7.5

Compliance

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8

Compliance

Counselor Comments

Two Counselors completed the inspection C Shakur and S Reilly.

The Matrix was provided to the staff member in Charge.

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.

Received by: Marica Searles

Date: 04/02/2019

Inspected by: Cheryl Shakur

Date: 04/02/2019