

June 2010

Family Child Care Homes

Standard Findings

Classification
Summary/Level

Drop Down

PERSONNEL:

1. Provider Screening II. A.

1.1 / 2

No Current Affidavit

There was no current Affidavit of Good Moral Character for () submitted to the Child Care Licensing Program. Submit the form to the Child Care Licensing Program Office.

1.2 / 2

5 Year Rescreening/Fee Not Submitted

Background screening was not completed every five years after the initial screening for the person (s) listed on the attached Supplemental.

1.3 / 2

Annual Rescreening

The annual Central Abuse Hotline Record Search form for the provider was not submitted to the Child Care Licensing Program.

1.4/2

Employment History

A two year employment history verification for the operator was not documented and on file. Ensure that a 2 year history of employment is completed.

1.5/3

Abuse Form

The operator did not sign a CF-FSP 5337 Child Abuse and Neglect Reporting Requirements form annually.

1.6/3

Abuse Form

The substitute did not sign a CF-FSP 5337 Child Abuse and Neglect Reporting Requirements form annually.

2. Household Member(s) Screening I.A.

2.1 / 2

No LPBC – Household Member 18 years or Older

The Local Police Background Check was not on file for a household member 18 years or older as noted on the Household Members Log. Submit the LPBC form to the Child Care Licensing Program.

2.2 / 2

No Clearance or FP Card/Fee on File

There was no FBI clearance letter on file for the person(s) ().

2.3 / 1

Disqualified Person in Home

A person disqualified from being in the home () was present. This person may not remain in the home and must leave the premises immediately.

2.4 / 2

Evidence of Unscreened Living in Home

There was evidence of an unscreened person living in the home, in that (). Submit required screening to the Child Care Licensing Program office.

- 2.5 / 2 No Current Affidavit
An annual Attestation of Good Moral Character stating that the individual () had not been convicted of specific crimes was not on file.
- 2.6 / 2 Annual Rescreening Not Submitted
The annual Central Abuse Hotline Record Search form was not submitted to the Child Care Licensing Program office. Submit the form.
- 2.7 / 2 No Screening-New 12-18 Year Household Member(s)
The Central Abuse Hotline Record Search form was not submitted for a new household member between the ages of 12 and 18. Submit the form to the Child Care Licensing Program.
- 2.8 / 2 No Screening- 12 Year Old Household Member
The Central Abuse Hotline Record Search for was not submitted for a household member who turned 12 years of age within the last 2 months.
- 2.9 / 1s Disqualified Person Working in Home
A person disqualified () from employment was working in the family child care home. This person may not remain in the home and must leave the premises immediately.
- 2.10 / 2 No FDLE
A FDLE stating that the individual () had been cleared to be in a family child care home was not on file. Ensure that a FDLE check is completed.
- 2.11/1s Unscreened Individual Left Alone
An unscreened individual was left alone to supervise children in care.
- 2.12/2 Household Members 12-18 years Insufficient Screening
A household member that turned () years of age did not have the necessary screening in that ()
- 2.13/3 Volunteer Affidavit Not on File
A Volunteer Affidavit was not on file for the volunteer(s).
- 2.14/3 Volunteer Affidavit Not Complete
A Volunteer Affidavit was not completed on the first day of volunteering for the volunteer(s).
- 2.15/ 2 5 Year Rescreening/Fee Not Submitted
Background screening was not completed every five years after the initial screening for the person (s) listed on the attached Supplemental.

3. Substitute Screening: I.A.

- 3.1 / 2 Substitute Not Screened
The Local Police Background Check was not on file for the substitute. Submit the LPBC form to the Child Care Licensing Program.
- 3.2 / 2 Annual Rescreening Not Submitted
The annual Central Abuse Hotline Record Search form was not submitted to the Child Care Licensing Program office for the substitute. Submit the form.

- 3.3 / 1s Disqualified Person in Home
A person disqualified from being in the home () was present. This person may not remain in the home. The substitute must call parents to pick children up immediately.
- 3.4 / 2 No Current Affidavit
There was no current Affidavit of Good Moral Character for the substitute submitted to the Child Care Licensing Program. Submit the form.
- 3.5/2 Employment History
A two year employment history verification for the substitute was not documented and on file. Ensure that a 2 year history of employment is completed.
- 3.6/2 No Current FDLE
A FDLE stating that the substitute () had been cleared to work in a family child care home was not on file. Ensure that a FDLE check is completed.
- 3.7/3 Substitute Change Not Reported
The operator failed to notify the Licensing Program Office of any changes to the written substitute plan with in 5 working days.
- 3.8/3 Substitute Hours Not Recorded
The provider failed to maintain written documentation for the number of hours a substitute worked in the home.
- 3.9/3 No Substitute
The operator did not have a substitute at least 21 years old to be available on a temporary or emergency basis.
- 3.10/3 Substitute Plan Information Incomplete
The operator's substitute plan did not include required information about the designated substitute. The plan shall include the substitute's name, address and phone number.
- 3.11/2 Substitute 5 Year Rescreening/Fee Not Submitted
Background screening was not completed every five years after the initial screening for the person (s) listed on the attached Supplemental.

4. Smoking: I.A.

- 4.1 / 2 Smoking Observed-Children Present
Smoking was observed in the home/outdoor play area/vehicle while children were in care. Ensure that smoking will not be permitted in an area with children present.
- 4.2 / 3 Evidence of Smoking- Children Present
There was evidence that smoking occurred in the home/outdoor play area while children were in care in that (). Ensure that smoking will not be permitted in an area with children present.
- 4.3 / 3 Parents Not Informed-Smoking Occurs
The custodial parents or guardians of children in care were not informed in writing, by the operator, that someone living in the home smoked. Provide this information to the parents.

5. Child Care Water Safety: I.B.

5.1 / 2

Water Safety Course Not Completed

The provider has a swimming pool on the premises but the provider or the substitute, (), has not complete a Child Care Water Safety Course or its equivalent. Attend the next class available.

5.2/1s

Water Safety Not Taken and Children Had Access

The family child care home's swimming pool exceeded 3 feet in depth and no person who had completed a basic water safety course was present when children had access to the swimming area.

6. CPR Certificate (Expiration Date): I.B.

6.1 / 2

Operator's CPR Training Expired

The operator's certification for infant and child CPR was no longer current. Complete the course and send the Child Care Licensing Program office a copy of both sides of the card.

6.2 / 2

Substitute's CPR Training Expired

The substitute's certification for infant and child CPR was no longer current. Complete the course and send the Child Care Licensing Program office a copy of both sides of the card.

6.3 / 1

Fraudulent Certificate

A certificate of course completion for infant and child CPR training was fraudulent. This issue will be referred for follow-up.

6.4/2

Person Caring for Children no First Aid and CPR

The person providing care to children did not have a valid certification in infant and or child CPR and first aid.

6.5/2

CPR Not Done By On-Site Assessment

The online CPR training did not include an on-site instructor based skills assessment and is invalid for the individual. Ensure that staff CPR training included an on-site instructor based skills assessment.

7. First Aid Certificate (Expiration Date): I.B.

7.1 / 2

Operator's First Aid Training Expired

The operator's first aid was no longer current. Complete the course.

7.2 / 2

Substitute's First Aid Training Expired

The substitute's first aid was no longer current. Ensure the substitute completes the course.

7.3 / 1

Fraudulent Certificate

A certificate of course completion for first aid training was fraudulent. This issue will be referred for follow-up.

8. Training Dates/Hours: I.B.

- 8.1 / 3 Operator-Early Learning Literacy Not Taken
The operator did not have documentation to show completion of an approved five hour early literacy and language development of children ages birth through five course, prior to caring for children. Complete the training and submit verification to the Child Care Licensing Program office.
- 8.2 / 3 Substitute-Early Learning Literacy Not Taken
A substitute, who worked 40 hours or more a month, on average, did not have documentation to show completion of an approved five hour early literacy and language development of children ages birth through five course. Complete the training and submit verification to the Child Care Licensing Program office.
- 8.3 / 3 In-Service Record Not Maintained Two Years
Documentation of in-service training was not recorded on CFFSP 5268A, In Service Training Record. Maintain record for a minimum of two (2) fiscal years.
- 8.4 / 3 Operator- 10 Hours Annual Training Not Taken
The 10 hours of annual in-service training had not been completed by the operator from July 1st - June 30th annually. Complete training and submit verification to the child Care Licensing Program office. These training hours were for the fiscal year that ended () when 10 hours of training was the requirement.
- 8.5 / 3 Substitute Over 40 Hrs-No Training Certificate
A substitute, who worked 40 hours or more a month, on average, did not complete the 30 clock hour Family Child Care Training course. Complete the training and submit verification to the Child Care Licensing Program office.
- 8.6 / 3 Substitute Under 40 Hrs.-6 clock
Comments – A substitute, who work less than 40 hours or more a month, on average, did not complete the 6 clock hour Family Child Care Home Rules and Regulations training.
- 8.7/3 Substitute Under 40 Hrs 3- hours
A substitute who worked less than 40 hours a month on average did not complete the department's 6 clock hour Fundamentals of Child Care Course.
- 8.8/3 Foster Grandparent Training
A foster grandparent working in the home failed to complete the required training.
- 8.9/3 Training Transcript
By October 1, 2010, training was not documented on the child care training transcript for child care personnel.
- 8.10/3 30 Clock hr Training not Complete for Operator
The operator did not complete the department's approved 30 clock-hour Family Child Care Training Course.
- 8.11/3 Work Schedule Maintained for Sub
The operator did not maintain a work schedule for the substitute documents the level training required.

9. Capacity: I.C.

- 9.1 / 2 # in Care Exceeds License Capacity
The operator may provide care for () children, ages (). The number of children observed in this age group was (). Limit the number of children cared for as noted by the license.
- 9.2 / 2 # Less Than 2 Yrs Old Exceeded
The family child care home is licensed to serve a total of () children under two years of age and () children of this age group were observed in care/or are part of the household whether present or not. Limit the number of children less than two years old as noted above.
- 9.3 / 1s Over Licensed Capacity
The operator was over the licensed capacity in that ().

10. Supervision

- 10.1 / 1 Over Capacity-Needs Unmet/Unsupervised
The number of children in care was too many to provide proper supervision as evidenced by (). Reduce the number of children in care to ().
- 10.2/2 Caregiver-Close Proximity- No Supervision
Although the caregiver was observed in close proximity of the children, children were not being adequately supervised as evidenced by (). Close supervision must be provided.
- 10.3/1 Children In/Outside- No Caregiver Present
Children were observed inside/outside without supervision the caregiver was not present in the area. Ensure that the children are supervised at all times.
- 10.4/ 1 Children Extremely Out of Control
Children in the home were observed extremely out of control as evidenced by (). Children must be closely supervised.
- 10.5 /1 No Person 21 Years Old on Premises
The substitute left in charge of the children in care was younger than 21 years of age. The provider must ensure that an adult substitute is present when circumstances require the provider to leave.
- 10.6 / 1 Underage Sub-Child's Needs Grossly Unmet
An underage substitute was observed to be grossly unable to meet the children's needs as evidenced by (). The provider must ensure that the needs of children are met at all times.
- 10.7/2 Children Not Adequately Supervised
Children were not being adequately supervised in that ().
- 10.8/1 Release of Children to Unauthorized Person
The provider released a child to a person that was not authorized by the custodial parent or legal guardian. Ensure that the person is authorized prior to releasing a child.

10.9/1s Child Left Home Unknown
A child was not adequately supervised and left the family child care home premises without the knowledge or awareness of the operator.

10.10/1s Drugs/Alcohol Use
The operator or substitute was observed supervising the children while under the influence of narcotics, alcohol, or other drugs that impair the individual's ability to provide safe child care.

No Section 11

FACILITY RECORD:

12. Identification/Enrollment: II.A.

12.1/2 No Enrollment Information
The operator failed to obtain any enrollment information for the child(ren) as noted on the Children's Record Log. Obtain complete information.

12.2/3 Incomplete Enrollment Record
The operator failed to have a complete enrollment record for each child in care that included all indentifying information for the child, parents, authorized emergency contacts and medical care source. See the Children's Records Log for the name of any child who needs either additional or current information provided. Obtain complete information.

12.3/3 Current Enrollment Information
The operator failed to have a current enrollment record for each child in care. See the Children's Records Log for the name of any child who needs current information provided. Obtain current information.

12.4/3 More Than One Name on Form
The enrollment record contained the names of more than one child as noted on the Children's Record Log. Obtain an original form for each child.

12.5/3 Parents Signature Selecting FCCH Provider
There was no documentation of a signed statement from the custodial parents/guardians of the child(ren) enrolled that they had been provided the brochure Selecting a Family Child Care Home Provider.

12.6/3 No DDS
No dentist was noted on the Child ID/Enrollment form.

12.7/3 Incorrect Form for Enrollment
The wrong form was being used for the child's enrollment/ID form. Ensure current form on pclb.org is being used.

13. Emergency Medical Release: II.A.

- 13.1/2 No Emergency Medical Release Form
There was no notarized Emergency Medical Release form for the child(ren) listed on the Children's Record Log. Obtain the form.
- 13.2/3 No Current Emergency Medical Release Form
The notarized Emergency Medical Release form for the child(ren) listed on the Children's Record Log was over one year old. Obtain a current form.
- 13.3/3 More Than One Name on Form
The notarized Emergency Medical Release form contained the names of more than one child as noted on the Children's Record Log. Obtain an original form for each child.
- 13.4/2 No Original Emergency Medical Release Form
The notarized Emergency Medical Release form for the child(ren) listed on the Children's Records Log was not an original. Obtain the form.
- 13.5/2 Notary Misdated-Commission Expired
The Emergency Medical Release form for the child(ren) listed on the Children's Record Log was not properly notarized; the notary's commission had expired before the form was signed. Obtain a properly notarized form.

14. Physical Examination: II. A.

- 14.1/3 Missing Student Health Examination
The provider did not have DH Form 3040, Student Health Examination, for each child enrolled for 30 days/preschool household members as noted on the Children's Record Log. Obtain the form.
- 14.2/3 Student Health Examination Not Current
The provider did not have a current (valid for 2 years from the date of examination) DH Form 3040, Student Health Examination, for each child in care/preschool household members as noted on the Children's Records Log. Obtain verification of a current health examination.
- 14.3/3 No Signature of Medical Personnel
The DH Form 3040, Student Health Examination, had not been signed by a person given statutory authority to perform health examinations for the child(ren) as noted on the Children's Record Log. Obtain a complete form.
- 14.4/3 Incomplete Health Examination Form
The health statement for the child(ren) as noted on the Children's Record Log, did not contain all of the elements in the Student Health Examination/DH Form 3040 as evidenced by (). Obtain a complete form.

15. Immunization Certificate: II.A.

- 15.1/3 No Certificate of Immunization
The provider did not have DH Form 680, Florida Certification of Immunization, for the child(ren) enrolled more than 30 days as noted on the Children's Records Log. Obtain the required form.

- 15.2/3 No Religious Exemption on File
The provider did not have DH Form 681, Religious Exemption Immunization, on file for the child(ren) as noted on the Children's Record Log for whom immunization is contrary to religious beliefs. Obtain the exemption or verification of immunization.
- 15.3/3 Incorrect Form
Verification of current immunization was not on DH Form 680 for child(ren) as noted on the Children's Records Log. Obtain the required form for any child listed.
- 15.4/3 Incomplete Form
The applicable part of DH Form 680, Florida Certification of Immunization, was not complete in that () was missing from the form. Obtain a complete form for any child listed.
- 15.5/3 Past Date
The DH Form 680, Florida Certification of Immunization, was no longer current for the child(ren) as noted on the Children's Record Log. Obtain a current form for any child listed.
- 16. Medication records: II.A.**
- 16.1/2 Original Container Not Provided
Prescription/non-prescription medication, (), brought to the family child care home was not in the original container. Ensure that parents provide medication in only the original container.
- 16.2/2 Prescribed Medication Not Properly Labeled
Prescription medication, (), was not adequately labeled, in that labeling did not include information in number () as follows: 1) the name of the physician, 2) child's name, 3) medication, and 4) medication directions. Ensure that improperly labeled medication will not be accepted.
- 16.3/1s Not Dispensed Per Directions
A prescription/non-prescription medication, (), was not dispensed according to written directions on the prescription label or printed manufacturer's label as evidenced by (). Ensure that medication is properly dispensed.
- 16.4/2 No Written Parental Permission **Non-Prescription**
A non-prescription medication (), was dispensed without written authorization from the custodial parent or legal guardian. Obtain written authorization to dispense any medication.
- 16.5/3 Known Allergy to Medication
The parent or legal guardian notified the provider of known allergy to medication. No written documentation was maintained in child's file. Obtain written documentation in child's file.
- 16.6/3 No Child Resistant Cap
Medication did not have a child resistant cap in that (). Ensure that medications have child resistant caps **if applicable.**

- 16.7/3 No System Recording Medicine Dispensed
The provider did not have a system to record medication dispensed. Devise a log to record information as follows: the child's name, the name of the medication, date, time and amount of dosage to be given, the signature of the parent and the signature or initials of the adult who gave the medication.
- 16.8/3 Information Logged Incomplete
The operator's written record for medication was incomplete as it did not include (). Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.
- 16.9/3 Log Not Maintained for 6 Months
The provider did not maintain a written record of medication dispensed within the previous six months. Ensure that the record is maintained.
- 16.10/2 Information of Dispensed Medication not Shared
A non-prescription medication, specifically (), was dispensed without and the custodial parent or legal guardian was not notified on the day it occurred. Ensure that the information is shared with the parent or legal guardian.
- 16.11/3 Child's File Not Documented
A non-prescription medication, specifically (), was dispensed and the child's file was not documented. Ensure that all medications administered to children are document in their file.
- 16.12/1s Wrong Medication Administered
A child was given the wrong medication in that (). Ensure that children are only administered correct medication.
- 16.13/3 Expired Medication Not Returned to Parent
Medication that had expired or was no longer being administered remained in the family child care home. Return such medications to the parent.
- 16.14/1 No Written Parent Permission Prescription
A prescription medication [], was dispensed without written authorization from the custodial parent or legal guardian. Obtain written authorization to dispense any medication.
- 16.15/2 Information Logged Incomplete- Child's Name
The operator's written record for medication was incomplete as it did not include the child's name. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.

- 16.16/2** Information Logged Incomplete- Name of Medication
 The operator's written record for medication was incomplete as it did not include the name of the medication. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.
- 16.17/2** Information Logged Incomplete- Date to be Dispensed
 The operator's written record for medication was incomplete as it did not include the date to be dispensed. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.
- 16.18/2** Information Logged Incomplete- Time to be Dispensed
 The operator's written record for medication was incomplete as it did not include time to be dispensed. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.
- 16.19/2** Information Logged Incomplete- Dosage Amount
 The operator's written record for medication was incomplete as it did not include dosage amount. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.
- 16.20/2** Information Logged Incomplete- Parent/Guardian Signature
 The operator's written record for medication was incomplete as it did not include the parent or legal guardian signature. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.
- 16.21/2** Information Logged Incomplete- Adult Administering Signature
 The operator's written record for medication was incomplete as it did not include the initials or signature of the adult who administered the medication. Ensure that the written log is complete with all required information. Required information includes child's name, name of the medication, date and time to be dispensed, dosage amount to be given, signature of custodial parent or legal guardian, and signature or initials of adult who administered the medication.

17. Daily Attendance: II.A.

- 17.1/2** No Attendance Record Available
 The provider did not have available a daily attendance record for each child in care. Complete the record.

- 17.2/2 No Attendance Kept Since (Date)
Attendance was not recorded for the date(s) as follows (). Record attendance each day.
- 17.3/2 Record Missing Some Who Were Present
The daily attendance record for the day of inspection did not include all children who were present. Ensure that the attendance record accurately reflects the children who are in the home.
- 17.4/2 Record Missing Enrolled But Not Present
The daily attendance record for the day of inspection did not include all children enrolled. Ensure that the attendance record accurately reflects the children who are enrolled in the home.

18. License/Fine Posted: II.A.

- 18.1/3 Not Prominently Displayed
The family child care home license was not prominently displayed. Post the license in a prominent place.
- 18.2/3 License Not Available
The provider did not have the family child care home license available. Obtain the license and post in a prominent place.
- 18.3/2 Fine Not Posted
An administrative fine was issued and the provider did not post the fine for a period of one (1) year after issuance date. Post the fine for one year after issuance.

- 18.4/3 Fine Explanation Not Posted
An administrative fine was issued and the provider did not post an explanation of the fine and corrective action, in simple language for a period of one (1) year after issuance date. Explanation must include: explanation of each fine, the corrective action (if any) taken by the provider, and the dates on which the corrective action was taken.

19. Inspection Report: II.A.

- 19.1/3 Inspection Report Not Available
The most recent inspection report was not available for review. Make inspection report available to parents and licensing staff.

20. Activities Schedule: II.C.

- 20.1/3 No Written Activities Schedule
The provider did not have a written schedule of daily activities. Put in writing the children's daily schedule.
- 20.2/3 Observed Activities Inappropriate
The activities observed for the children were developmentally inappropriate, in that (). Make revisions to ensure that appropriate activities are provided.

SAFETY/HEALTH:

21. First Aid Supplies

- 21.1/3 Some Supplies Not Available
The provider's first aid kit did not contain supplies noted as follows (). Add the missing supplies.
- 21.2/3 Accessible to Children
The first aid kit was accessible to children. Place first aid kit in a location inaccessible to children.
- 21.4/3 Clearly Labeled
The first aid kit was not clearly labeled. Label the first aid kit.
- 21.5/2 First Aid Kit not Accessible to Provider
The home's first aid kit was not accessible to the operator or substitute.
- 21.6/2 First Aid Kit Missing
There was no first aid kit in the home. Obtain a first aid kit.
- 21.7/2 First Aid Kit for Field Trip
The home did not have a complete first aid kit on a field trip when some children remained in the home and others went on a field trip. Ensure a first aid kit is available to both children in the home and on field trips.

22. Emergency Plan: III.A.

- 22.1/3 Fire Emergency Plan Not Available
The provider did not have available the emergency plan of evacuation in case of fire. Devise a plan that includes the escape route and the location of children's records.
- 22.2/3 Fire Emergency Plan Missing Information
The provider's emergency plan of evacuation in case of fire did not include (). Add missing information.
- 22.3/3 Fire Emergency Plan Not Posted
The provider's fire emergency plan of evacuation was not posted in a conspicuous location. Post the plan in a conspicuous location.
- 22.4/3 Emergency #'s Missing or Not Available
The provider did not have available all emergency telephone numbers as required. The following was missing (). Complete the required list and post.
- 22.5/3 Emergency Address and Directions Not Posted
The family child care home's posted emergency information did not include the home's address and directions to the home. Complete the emergency information and post.
- 22.6/3 No Emergency Info Posted Near Telephones
No emergency information was posted on or near telephones in the home. Complete list and post on or near telephone.
- 22.7/3 Emergency Drill Records
The operator failed to maintain records of emergency preparedness and evacuation drills.

- 22.8/2 No Emergency Drills
The operator failed to conduct emergency preparedness drills.
- 22.9/3 Failure to Notify After Disaster
The operator failed to notify the licensing authority within 24 hours following a fire or natural disaster.
- 23. Accident/Incident Report: III.A.**
- 23.1/2 Information is Incomplete
The provider's documentation of accidents/incidents did not include the following information (). Complete documentation.
- 23.2/3 Documentation is Unsigned
Documentation of accidents/incidents were not shared with parents or did not include the signature of operator/parent. Ensure that signatures are added to the documentation.
- 23.3/3 No Documentation
The operator failed to document an accident or incident which occurred at the home. Complete required documentation on the day the accident/incident occurs.
- 23.4/2 Parents not notified of Accident/Incident
The operator failed to immediately notify the custodial parents or legal guardian of a serious illness, accident, injury or emergency to their child in that (). Ensure that parents and legal guardians are immediately notified.
- 23.5/3 Emergency Contact Person Not Notified
The operator failed to contact persons designated by the custodial parent or legal guardian to be contacted in the event that the custodial parent or legal guardian could not be reached. Ensure that emergency plans are followed.
- 23.6/2 Serious Accident/Incident Instructions Not Followed
The instructions provided by the custodial parent or legal guardian regarding action to be taken in the event of a serious accident, injury or emergency were not followed by the operator in that (). Follow parental instructions.
- 23.7/3 Accident/Incident Instructions Not Followed
The instructions provided by the custodial parent or legal guardian regarding action to be taken in the event of an illness or injury were not followed by the operator in that (). Follow parental instructions.
- 23.8/3 Documentation Not Maintained for 1 Year
Records of accidents and incidents were not maintained for one year. Maintain required documentation.
- 23.9/3 Documentation Not Shared on Same Day
Documentation completed by the operator was not shared with the custodial parent or legal guardian the day the accident or incident occurred.
- 23.10/2 Copy of Incident/Accident Report Not Provided
The operator failed to provide a copy of the accident or incident form to the individual authorized to pick up the child on the date of occurrence.

- 23.11/3 Signature on Incident/Accident by Pick Up Person
The operator failed to obtain the signature of the individual authorized to pick up the child on the date of occurrence on the accident or incident form.
- 24. Fire Drills: III.A.**
- 24.1/2 Fire Drills Not Being Conducted
Fire drills were not being conducted regularly. Conduct fire drills 10 times a year at varying times.
- 24.2/3 Fire Drills Not Being Recorded
Though fire drills were conducted, a written record of fire drills was not complete. Record information as follows: the date, time, number of children in attendance, and time taken to evacuate the home.
- 24.3/2 Fire Drill Documentation Incomplete Not 10
A written record of fire drills was incomplete and did not include 10 fire drills during calendar year []. Ensure fire drill documentation is complete. Conduct ten fire drills, at least 30 days apart during the calendar year. Make sure at least one uses an alternate route, one is during naptime (not required for school age programs) and one is conducted in front of CCLP staff. One drill can fulfill more than one of these requirements. Make sure the drills are conducted at all hours that children are in care. A Sample Fire Drill Record (C-0009 Sample Form 3/10) is available at www.pclb.org that allows documentation all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain documentation for one year.
- 24.4/2 Fire Drill Documentation Incomplete 30 days
A written record of fire drills was incomplete in that they were not completed at least 30 days apart []. Ensure fire drill documentation is complete. Conduct ten fire drills, at least 30 days apart during the calendar year. A Sample Fire Drill Record (C-0009 Sample Form 3/10) is available at www.pclb.org that allows documentation all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain documentation for one year.
- 24.5/2 Fire Drill Documentation Incomplete Alt. Route
A written record of fire drills was incomplete and did not include an alternate route []. Ensure fire drill documentation is complete. Make sure at least one fire drill uses an alternate route, one is during naptime (not required for school age programs) A Sample Fire Drill Record (C-0009 Sample Form 3/10) is available at www.pclb.org that allows documentation all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain documentation for one year.
- 24.6/2 Fire Drill Documentation Incomplete with Varying Hrs.
A written record of fire drills was incomplete in that they were not conducted during various hours of care. Ensure fire drill documentation is complete A Sample Fire Drill Record (C-0009 Sample Form 3/10) is available at www.pclb.org that allows documentation all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain documentation for one year.

24.7/2	<p><u>Fire Drill Documentation Incomplete with CCLP</u></p> <p>A written record of fire drills was incomplete and did not include a drill in front of CCLP staff. Ensure fire drill documentation is complete. A Sample Fire Drill Record (C-0009 Sample Form 3/10) is available at www.pclb.org that allows documentation all of the information that will allow CCLP staff to monitor that compliance is being maintained. Retain documentation for one year.</p>
<p>25. Communicable Disease Control: III.B.</p>	
25.1/3	<p><u>No Isolation Area Available</u></p> <p>The family child care home did not have an isolation area within sight and hearing for a child who becomes ill. Designate an isolation area within sight and hearing.</p>
25.2/3	<p><u>Child in Care-Signs Communicable Disease</u></p> <p>A child suspected of having a communicable disease remained in care and was not isolated. Isolate a child with symptoms of illness and contact the parent for prompt removal of the child.</p>
25.3/2	<p><u>Parents Not Notified of Illness</u></p> <p>The parents of a child who showed signs of communicable disease were not notified. Call parents immediately and isolate as much as possible.</p>
25.4/2	<p><u>Household Member with Signs and Symptoms</u></p> <p>An operator, substitute, or household member with signs and symptoms of a communicable disease was observed in areas of the home occupied by the children in care. Isolate the household member immediately.</p>
25.5/2	<p><u>Symptoms Not Documented</u></p> <p>The operator did not document an observed health related sign or symptom that occurred at the family child care home.</p>
25.6/3	<p><u>Child/Person With Illness Returns</u></p> <p>A child, operator, substitute or household member who still had signs or symptoms of illness returned to the home without medical authorization in that (). Ensure that persons do not return to care until all signs and symptoms are gone.</p>
25.7/2	<p><u>Child With Head Lice</u></p> <p>A child identified as having head lice was permitted to return to the home before treatment had occurred. Ensure children with identified head lice to not return to care until treated.</p>
25.8/3	<p><u>Linens Not Changed</u></p> <p>Linens and disposables were not changed after use by an ill child. Ensure linens are changed.</p>
25.9/1	<p><u>Sick Child Not in Sight/Hearing</u></p> <p>A child observed in isolation due to illness was not within sight and hearing of the operator. Find an isolation area in the home within sight and hearing of isolated sick child.</p>
25.10/3	<p><u>Operator Failed to Treat Home For Lice</u></p> <p>The operator failed to treat areas, equipment, toys or furnishing with which a child with lice had contact.</p>

25.11/3

Influenza Information

The parents of children enrolled were not provided information detailing the causes, symptoms, and transmission of the influenza virus.

PHYSICAL PLANT:

26. Safe/Good Repair: IV.A.

26.1/2

Unsafe Electrical Cords/Appliances

Worn or overloaded electrical cord(s) with exposed wiring was/were observed on the (). Unplug the equipment and remove until it can be repaired.

26.2/2

Dangerous Fixtures

A fixture was assessed as dangerous, in that (). Remove the fixture.

26.3/2

Structural Damage (Storm, Holes-Wall, etc.)

The building housing the family child care home was not observed to be in good repair as evidenced by damage/holes in the wall/window/floor. Make repairs to any structural damage noted and submit a plan for repair.

26.4/3

Burglar Bars on Exits

The building housing the family child care home has burglar bars and there is no evidence that the home has passed an annual inspection by the local fire department. Submit a copy of a current annual fire inspection or remove burglar bars.

26.5/2

Exits-Not Free of Obstructions

The exit(s) leading outside the family child care home are obstructed by (). Remove the obstruction(s).

26.6/2

Fire Hazard

Fire hazard, such as () were observed in the home.

27. Lighting: IV.A.

27.1/3

Inadequate for Activity

The family child care home did not have adequate lighting for supervision, safe movement and egress for children in care. Install additional lighting.

28. Safe Source of Heat: IV.A.

28.1/2

Heater Hot to Touch-No Gate

A heater used in the home was hot to touch and was without a gate or barrier. The unit must be turned off until a barrier can be installed to protect children from the risk of burns.

28.2/1

Unvented Kerosene Heater Used

An unvented kerosene heater was being used in the home. The kerosene heater must be turned off and not used. Provide a safe source of heat.

28.3/2

No Heat Source

The family child care home did not have a source of heat. Provide a safe source of heat.

28.4/2 Open Fireplace with Fire Sole Heat Source
An open fireplace with fire served as the home's sole source of heat. Provide a safe source of heat.

29. Smoke Detector: IV. A.

29.1/2 Smoke Detector Unavailable
The family child care home had no smoke detector. Install an operable smoke detector for each floor/bedroom area in the case of a home with a split floor plan.

29.2/2 Smoke Detector Inoperable
The family child care home's smoke detector was inoperable. Repair or replace the smoke detector.

29.3/2 Smoke Detector Needs Battery
The family child care home's smoke detector did not have a working battery. Replace the battery.

30. Fire Extinguisher: IV.A.

30.1/2 No Fire Extinguisher Available
The family child care home did not have a fire extinguisher available. Obtain a 2-A: 10-B:C fire extinguisher and place it for easy access.

30.2/2 No Fire Extinguisher Easily Accessible
The family child care home's fire extinguisher was not easily accessible. Place the fire extinguisher for easy access.

30.3/3 Expired Tag or Label
The fire extinguisher did not have a tag or label to show it had been inspected within the previous year. Have the fire extinguisher inspected.

31. Operable Telephone: IV.A.

31.1/2 No Corded Operable Telephone
The provider did not have a corded, operable telephone. An operable corded telephone must be provided.

31.2/2 Telephone Not Working
The family child care home's telephone was not working. An operable corded telephone must be provided.

31.3/3 Corded Phone in Off-Limits Area
The corded phone was plugged in an off-limits room. Move phone to an area where children are present.

31.4/3 Corded Phone Unplugged
The corded phone was in an on-limits area, but was not plugged in.

32. Adequate Ventilation: IV.A.

32.1/2 Inadequate Ventilation
The home did not have adequate ventilation. Provide air conditioning, open windows, or provide fans to ensure adequate airflow.

33. Temperature: IV.A.

33.1/2

65-82 Degree Temperature Not Maintained

The home's temperature was not maintained between sixty-five (65) and eighty-two (82) degrees Fahrenheit. Provide air conditioning/heating/fans/open windows to maintain a temperature in the required range.

34. Fans Screened: IV.A.

34.1/2

Fans Within Reach and Unscreened

Portable Electric fans within reach of children did not have adequate protective screening. Relocate the fans to be inaccessible to children or attach protective screening.

35. Animals: IV.A.

35.1/2

No Valid Immunizations

There was no current documentation of valid immunizations available for a (). Obtain immunizations for the animal.

35.2/1

Aggressive/Dangerous Animal on Property

An animal that has bitten a human more than once/has exhibited aggressive behavior/has been declared dangerous was on the property of the family child care home. Remove the animal from the property.

35.3/2

No Immunizations

The animal was not immunized, though immunizations are available for this type of animal (). Immunize the animal.

35.4/3

Parents Not Informed

Parents were not informed in writing of all the animals on the premises. Inform parents in writing.

36. Hazardous Surfaces: IV.A.

36.1/ 2

Peeling/Chipping Paint Indoor/Outdoor

Peeling/chipping paint in reach of children was observed on the (). Restrict children's access to the area until it can be repaired.

37. Medicines/Hazardous Products: IV.A.

37.1/2

Knife/Scissors/Crafts/Coins in Reach

Comments – Knives/Scissors/Craft Supplies/Razors/Coins were observed within reach of children in that (). Remove or restrict children's access to any potential hazard.

37.2/2

Medicine Products Within Reach

Medicine product(s), (), observed within reach of children. Safely store all medicines products in locations inaccessible to the children in care.

37.3/1

Toxic-Item-Open/In Child's Hand

A toxic material/substance, (), was observed open/in a child's hand. Safely store all toxic items in locations inaccessible to the children in care.

- 37.4/3 Pet Food Within Reach
Pet food was observed within the reach of children. Place in a location inaccessible to the children in care.
- 37.5/2 Used Ashtrays within Reach
Used ashtrays were observed within the reach of children. Place in a location inaccessible to the children in care.
- 37.6/2 Cigarettes/Butts/Matches Within Reach
Cigarettes, butts, and matches were observed within reach of the children. Place in a location inaccessible to the children in care.
- 37.7/3 Bicycles in Area with Children
Adult bicycles were observed to be a hazard to children in care as evidenced by (). This hazard must be immediately eliminated.
- 37.8/1 Lit Candle/Incense/Etc.
A lit candle/incense/etc. was observed while children were in care. Extinguish the candle.
- 37.9/2 Harmful Products Not Labeled
A potentially harmful substance, (), was not labeled. Label the item immediately.
- 37.10/1 BB Guns/Pellet Guns Accessible
BB guns, pellet guns were accessible to children in that (). Ensure that BB and pellet guns are stored out of children's reach and locked if visible.
- 37.11/2 Toxic Substance In Reach
A toxic material containing a warning label to keep out of reach of children was observed within reach.
- 37.12/2 Hazardous Materials in Reach
A hazardous material was observed to be within reach of children.
- 37.13/2 Flammable Product In Reach
A flammable product was observed within reach of children.
- 37.14/2 Cleaning Supply In Reach
A cleaning supply labeled keep out of reach of children was observed within reach of children.
- 37.15/2 Litter Box
The cat litter box was observed within reach of children. Ensure the litter box is placed in an area inaccessible to children.
- 37.16/2 BB Guns/Pellet Guns/Knives/Sharp Tools
Potentially harmful items such as BB guns, Pellet guns, knives and/or sharp tools were accessible to children.
- 37.17/2 Storage of BB Guns/Pellet Guns/Knives/Sharp Tools
The storage of potentially harmful items such as BB guns, Pellet guns, knives and/or sharp tools were allowed access to children.

38. Locks: IV.A

- 38.1/2 Unlocked Doors to Outside/Off Limit Area
Doors to the outside/off-limit areas were unlocked or had no inaccessible locks. Keep doors locked.
- 38.2/2 Doggie Door Lock Accessible
A lock on a doggie door was accessible to children. Make the lock inaccessible.
- 38.3/2 Unlocked Gate-Children Outside
A gate was not locked when children were playing outside. Ensure the gate is locked.
- 38.4/2 Lock Broken
A lock for () was broken. Fix lock.

39. Safety Plugs: IV A.

- 239.1/2 Open Exposed Outlets
There was no safety plug in open exposed outlet (). Install safety plugs in all unused electrical outlets.

40. Gun Storage: IV.A.

- 40.1/1s Gun Within Reach
A gun was in reach of children. Store the gun out of children's reach and in locked storage if the gun is within sight.
- 40.2/1 Gun in Sight-Not in Locked Storage
A gun was out of the reach of children, but was within sight and not in locked storage. Provide a lock for the store if the gun is to remain within sight.
- 40.3/1 Ammunition Stored with Gun
Ammunition was stored with the gun. Store the ammunition separately from the gun and out of children's reach.
- 40.4/1s Firearms/Weapons not Locked or Inaccessible
Firearms and/or weapons were not stored in a locked container, locked area, or with a secure trigger lock or in a location inaccessible to children.
- 40.5/1s Firearms on Person
Firearms and/or weapons were observed on a person located on the premises other than law enforcement officers.

PLAY SPACE/POOL:

41. Indoor Floor Space: IV.B.

- 41.1/3 Inadequate Space Due to Rearrangement
The home no longer provides adequate indoor play space for each child due to rearrangement of (). Enough indoor play space must be provided for the license capacity, the toys and equipment and to give children opportunities for active play.

- 41.2/2 Does Not Have 35 Sq. Ft. Per Child
The family child care home does not have 35 square feet per child of usable indoor space. Take corrective action to ensure that there is at least 35 square feet per child of usable indoor space.
- 41.3/2 No Open Indoor Floor Space for Infants
The family child care home did not have open indoor floor space outside of cribs and playpens when infants were in care. Take corrective action to ensure that infants have open indoor floor space.
- 42. Outdoor Space: IV.C.**
- 42.1/2 Inadequate Space
The outdoor play space was not adequate for active play as evidenced by (). Take action to ensure a space that will allow for the development of large motor skills.
- 42.2/1 Wading Pool with Water Accessible
A wading pool with water was observed in the area where children were playing. Empty the pool and ensure that it is stored in a manner that the pool will not collect water.
- 42.3/2 Ladder/Lawn Mower/Bldg Material/Tall Grass/Litter
The following items observed in the outside play area () presented a hazard to children in the area of (). Remove the item/restrict outdoor play as needed until the area is made safe for play.
- 42.4/2 Equipment/Fence/Object/Space With Safety Hazards
The outdoor space contains equipment/fences/objects that are not free of sharp/broken/jagged edges/not properly spaced to prevent overcrowding in that (). Repair or replace () or place equipment to prevent overcrowding. Restrict play to indoors until compliance is achieved.
- 42.5/3 Play Areas Not Clean
Play areas outside the home were not clean in that (). Clean areas.
- 42.6/2 Outdoor Area Dirty
The outdoor areas of the home, equipment and furnishings were dirty in that (). Ensure home is clean and sanitary for children.
- 42.7/2 Water Hazards Not Fenced
The lake/ditch/pond/brook/canal/water hazard that borders on the family child care home was not fenced a minimum of 4 feet. Provide fencing that meets the height requirements and restrict play to indoors until compliance is achieved.
- 42.8/2 Does Not Have 50 Sq. Ft. Per Child
The outdoor space was not adequate in that there was not 50 square feet of outdoor space per child. Take action to ensure that there is at least 50 square feet per child of outdoor space.
- 42.9/1s Children had Access to a Water Hazard
Children in care had access to a water hazard or swimming pool in that ().
- 42.10/2 Nails/Glass/Etc. in Play Area
Nails, glass or other sharp hazards were observed in an area where children play.

42.11/3 Outside Play Not Provided
Weather permitting, infants were not provided opportunities for outdoor time.

43. Fence: IV.C.

- 43.1/2 Not 4 Feet High
The outdoor space was not enclosed with a fence that was minimally 4 feet in height. Provide fencing that meets the required height requirements and restrict play to indoors until compliance is achieved.
- 43.2/2 Slat Boards Missing/Broken/Loose/Rotting
The fence enclosing the outdoor space was not in good repair in that slat boards were (). Repair the fence to provide adequate enclosure and restrict play to indoors until compliance is achieved.
- 43.3/2 Fence Contains Gaps
The fence contains gaps that could allow a child to exit from the outdoor play area in that (). Repair the fence to provide adequate enclosure and restrict play to indoors until compliance is achieved.
- 43.4/2 Base of Fence Not at Ground Level
The base of the fence is not at ground level/is not free from **erosion**. Provide fencing that meets the requirements for the base of the fence and restrict play to indoors until compliance is achieved.
- 43.5/2 Base of Fence Not at Ground Level
The base of the fence is not at ground level/is not free from **build up**. Provide fencing that meets the requirements for the base of the fence and restrict play to indoors until compliance is achieved.
- 43.6/2 Children Have Access to Road
Children in the outdoor play area had access to a road or street that was open to travel by the public in that ().
- 43.7/2 Sharp Edges on Fence
There were nails/sharp edges on fence that were hazardous to children in that ().

44. Sun/Shade: IV.C.

- 44.1/2 Inadequate Sunny Area
The outdoor play area did not have an adequate sunny area available. Provide means for children to be exposed to the sun.
- 44.2/2 Inadequate Shade Area
The outdoor play area did not have an adequate shady area available. Provide a shaded area.

45. Equipment Maintenance: IV.D.

- 45.1/2 Outdoor Equipment Not Securely Anchored
The frame of the () was not securely anchored in the ground. Secure the equipment and provide routine checks to ensure safe usage by children.

- 45.2/2 No Resilient Surface/Fall Zone
A resilient surface was not provided beneath and within the fall zone of the (). Provide a protective surface under the equipment to reduce the incidence of injuries to children in the even of falls.
- 45.3/3 Equipment-Lacks Drainage/Not Maintain Safe/Sanitary
Equipment in the outdoor play space () was not maintained and was not able to drain water. Ensure that the equipment is maintained and that all outdoor equipment has the appropriate holes to drain water.
- 45.4/3 No Routine Checks of Outdoor Equipment
The family child care home had no documentation, maintained for one year, that routine inspections were conducted at least every other month of all supports, above and below the ground, all connectors and moving parts.
- 45.5/3 Outdoor Equipment Not Age Appropriate
Equipment available to children in the outdoor play area was not appropriate for the age and development level of children in care in that ().
- 45.6/3 Play Equipment Safe
The play equipment was not safe for the children to use in that ().

46. Pool/Spa: IV.E.

- 46.1/2 Pool Fencing in Disrepair
The fence enclosing the pool was in disrepair and children were observed outdoors. Take the children inside immediately. Make repairs or replacements to the fence as needed.
- 46.2/2 No Shepherd's Crook
The swimming pool is deeper than 4 feet and the required shepherd's crook was not available. Obtain a shepherd's crook and mount it prominently at pool side for ready accessibility.
- 46.3/2 Gate/Door Unsecured-2nd Barrier Locked
A gate/door leading directly to the pool/spa was observed unlocked/with the lock broken/missing and a second barrier was locked. Take corrective action to ensure that children do not have access to pool/spa.
- 46.4/2 Fence Disrepair-Children Confined Indoor
The fence enclosing the pool was in disrepair and children were confined to indoor play. Take corrective action to adequately enclose the pool so children may safely play outdoors.
- 46.5/2 No 4-Sided Fence/Barrier/No Pool Alarm
The fence/barrier enclosing the pool area is not 4 sided/the pool does not have an operable pool alarm. Take corrective action to adequately enclose pool or install pool alarm.
- 46.6/2 Above Ground Pool-Wall, Steps/Ladder Remain
The wall of the above ground pool is not 4 feet in height/The ladder or steps leading to the above ground pool were not removed while children were in care. Take action to ensure that children do not have access to the pool.

- 46.7/2 Spa/Hot Tub –No Safety Cover
Spa/Hot Tub did not have a safety cover that was in compliance with performance standards and is not in an enclosed locked room. Take corrective action to ensure that the cover meets the performance standard specifications. Restrict play to indoors until compliance is achieved.
- 46.8/2 Gate /Door/Direct to Pool/Spa Unlocked/Broken
Gates/doors leading directly to the pool/spa were observed unlocked/broken. Lock the gate/door and take action to ensure that children do not have access to the pool/spa.
- 46.9/2 Locks Unlocked/Broken
Locks to gates/doors that lead directly to the pool/spa were observed unlocked/broken. Take action to ensure that children do not have access to the pool/spa.
- 46.10/3 Pool Chemicals Not Used
The family child care home's swimming pool was not maintained by the use of chlorine or other suitable chemicals.
- 46.11/2 Four Foot Fence
The fence around the pool was not four (4) feet in height on all sides.

NAP SPACE/BATHROOM:

47. Sheets: IV.F

- 47.1/3 Sheets Dirty
Sheets used by children in care were dirty. Clean sheets and develop a system for routine laundering.
- 47.2/3 No Sheets Available
The home did not have sheets available. Ensure that individual linens for each child are provided.
- 47.3/3 No Sheets Between Child And Sleep Surface
Sheets were not provided to cover family bedding that children in care used. Provide individual linens for placement between the child and the sleep surface.

48. Napping/Sleeping Arrangements/Bedtime Routines: IV.F.

- 48.1/2 Bedding Unsafe
Bedding provided to children was unsafe, in that (). Make repairs or replacements as needed to ensure that bedding is safe.
- 48.2/2 Insufficient Bedding
The provider did not have a sufficient number of cots/beds for the children in care. The number needed was () and () sleeping spaces were available. Provide additional bedding.
- 48.3/3 Child on Floor/Mat on Floor
A child was observed napping on the floor/a mat on the floor. Provide appropriate bedding.

- 48.4/3 Insufficient # Cribs/etc for Infants
The provider did not have a sufficient number of cribs, bassinets or playpens in good condition for the infants in care. There were () bedding items and () were needed. Provide an enclosed sleep space for each infant under 12 months of age.
- 48.5/3 Missing Pads
Bedding provided for an infant was missing a pad. Provide a pad for each bedding space.
- 48.6/2 Crib with Latching Device Broken
The latching device on () crib(s) was broken and the crib sides could not be adequately secured. Make necessary repairs or replacements.
- 48.7/2 Mattress Too Small-Risk of Entrapment
The mattress was too small for () crib(s) in use and could cause entrapment. Ensure that each mattress is appropriately sized to fit the crib.
- 48.8/3 Infant Napping in Car Seat/Swing
An infant was observed napping in a car seat/swing. Ensure that infants nap in appropriate bedding.
- 48.9/3 Air or Foam Mattress Used
Air/foam mattress used for children's napping space/overnight care. Obtain appropriate bedding.
- 48.10/3 No written Plan/Overnight Sleep Arrangements
Provider did not have a written plan outlining the overnight sleeping arrangements. Write the plan and ensure plan is implemented.
- 48.11/3 No Bedtime Routines for Overnight Care
Provider did not ensure that accepted bedtime routines were followed when children were in overnight care. Write plan for bedtime routines and ensure the plan is implemented.
- 48.12/2 Kitchen/Bathroom/Utility/Garage Used for Nap
Child(ren) was/were napping in kitchen/bathroom/utility room/garage. Remove children from inappropriate napping area. Identify and use appropriate room for napping.
- 48.13/2 Nap Room Doors Not Open
Door(s) to separate room(s) used for napping was/were not open when children were sleeping inside the room. Ensure that doors to napping area remain open during naptime.
- 48.14/3 Non-Siblings Nap on Double Bed
Non siblings shared a double bed for napping. Only sibling preschool children may share a double bed. Provide individual bedding as required.
- 48.15/3 Quiet/Nap Space
The home had not designated area where each child can sit quietly or lie down to rest or nap.
- 48.16/3 Normal Sleep Arrangements
Playpens, floor mats, air mattresses and/or foam mattresses were used for children sleeping in the normal night time cycle.

48.17/2 Crib Bar Spacing
A crib in use had bar spacings that exceeded 2 and 3/8 inches.

48.18/3 Children Sharing Personal Items
Children in care were observed sharing personal items such as toothbrushes, towels and wash cloths.

48.19/2 Blankets/Soft Pillows in the Sleeping Space
There were blankets/pillows/soft items in the sleeping space with an infant that could result in suffocation in that (). Cribs must have a well fitting, protected mattress covered by a well fitting, cloth crib sheet. Pillows may not be used no shall soft items such as blankets, towels, etc. be used under the infant when sleeping or napping.

49. Beds/Cribs 2 Feet Apart: IV.F.

49.1/2 Beds/Cribs Less Than 2 Feet Apart
Beds/Cribs were spaced less than the minimum distance of 2 feet between individual napping space. Provide at least the minimum spacing required.

49.2/2 Napping Placements
Napping spaces shall not be designated under furniture, against furniture that may create a hazard, or blocking exit routes.

50. Playpen Use: IV.F.

50.1/2 Playpen/Crib Routine Use-Confined Child
Playpens/Cribs were routinely used to confine children other than for rest or sleep. Limit use of playpens and cribs to rest or sleep.

51. Sleeping Position: IV.F.

51.1/2 Infant Sleeping on Stomach
Young infant sleeping on stomach without written authorization by a physician. Ensure that young infant is placed on back to sleep.

52. Bathroom Facilities: IV.G.

52.1/2 Toilet/Tub/Sink Not in Working Order
The home did not have at least 1 toilet/bathtub/handwashing sink in good working order. Make repairs or replacements as needed to ensure that bathroom facilities are working.

52.2/3 Toilet/Sink Not Easily Accessible by Children
A toilet and/or wash basin used by children was not easily accessible, safely constructed and/or an impervious platform was not in place.

53. Individual Towels: IV.G.

53.1/3 No Individual Towels/Disposable Towels
Children were not provided an individually labeled towel or disposable towel. Provide either individual towels, or disposable towels that are discarded after each use.

53.2/3 Disposable Towels Not Discarded
Disposable towels were not discarded properly after each use. Ensure that the disposable towels are discarded in the appropriate manner.

EQUIPMENT:

54. Play Materials/Safe & Developmentally Appropriate: IV.H

54.1/3 Inadequate Amount for # in Care
The provider did not have an adequate number of play materials, toys, and books available for the number of children in care. Provide a quantity so that each child may be involved in developmentally appropriate play.

54.2/3 Materials Developmentally Inappropriate
Play materials, toys, and books were inappropriate for the developmental level of children in care as evidenced by (). Provide developmentally appropriate items.

54.3/2 Play Materials Not Safe
Play materials available to the children were unsafe, in that () was broken/had jagged edges/had large cracks that could cause pinching/had peeling paint/had splintered wood. Remove any item noted and make replacements as needed, and routinely inspect the equipment for damage.

55. Play Materials Accessible: IV.H.

55.1/3 Play Materials Not Accessible
Play materials, toys, books, and equipment were not accessible to children. Provide a type of storage so materials are within easy reach of children.

56. Equipment/Safe & Developmentally Appropriate: IV.H.

56.1/2 Unsafe-Wobbly/Broken/No Straps/etc.
Equipment used in caring for children was unsafe in that () was wobbly/broken/had straps missing/had peeling paint/had splintered wood. Remove any item noted and make repairs or replacements as needed, and routinely inspect the equipment for damage.

56.2/3 Phone Book for Boosters/Sit on Knees
The home did not have developmentally appropriate equipment as evidenced by phone books used for boosters/children sitting on knees. Obtain proper seating.

57. Television/Appropriate Use: IV.H.

57.1/3 Programming Inappropriate
While children were awake the television was tuned to programming that was inappropriate for children as it contained obscene language/violence/adult situations. Ensure that television is appropriately used.

57.2/3 Programming Not Limited
The television was on for unlimited time periods. Ensure that television use is limited.

Cleanliness:

58. Clean/General Good Order: IV.I.

- 58.1/3 Play Areas Not Clean
Play areas in the home were not clean in that (). Clean the area.
- 58.2/2 Indoor Area Dirty
The indoor areas of the home, equipment and furnishings were dirty in that (). Ensure home is clean and sanitary for children.
- 58.3/3 Odor Present
An odor was present in the (). Ensure the () is clean and sanitized and odor removed.
- 58.4/3 Excessive Dust
Excessive dust was observed in (). Clean area.
- 58.5/3 Excessive Clutter
Excessive clutter was observed in the (). Clear clutter from home.
- 58.6/3 Unmade Beds
The beds in the napping/play area were unmade when children were in care.
- 58.7/3 Soiled Items
Soiled items were not immediately placed in a plastic lined and securely covered container. Ensure soiled items are handled correctly.
- 58.8/2 Soiled Items- Accessible
Soiled items were accessible to children. Ensure that all soiled items are inaccessible to children.
- 58.9/3 Soiled Items Container Not Emptied
The container used for storage of soiled items was not emptied, cleaned and disinfected daily. Ensure the container for soiled items is cleaned and disinfected daily.
- 58.10/2 Soiled Crib Sheets Not Changed
Children's wet or soiled clothing or crib sheets were not promptly changed. Ensure that all soiled clothing and linens are changed promptly.
- 58.11/3 Potty Chairs Not Cleaned and Sanitized
Potty chairs were not cleaned and sanitized after each use. Ensure that all potty chairs are cleaned and sanitized after every used.
- 58.12/2 Potty Chair Threat to Health
Potty chairs were not cleaned and sanitized after each use that poses a threat to the health, safety or well-being of the children. Ensure that all potty chairs are cleaned and sanitized after every used.
- 58.13/3 All Parts of the Home Clean and Sanitary
All parts of the home, indoors and outdoors, including furnishings and equipment were not kept clean and sanitary in that ().
- 58.14/3 All Parts of the Home Free From Hazards
All parts of the home, indoors and outdoors, including furnishings and plumbing, were not kept free from hazards in that ().
- 58.15/3 All Parts of the Home Not Orderly

All parts of the home and premises including equipment, furnishings and plumbing were not kept in an orderly condition in that ().

58.16/3 Equipment and Plumbing Not Maintained
Equipment and plumbing were not maintained in good repair at all times in that ().

58.17/2 Furnishing/Equipment/Plumbing III-Repair
Furnishings, equipment to plumbing were not clean and maintained in good repair and posed a threat to children in care in that ().

59. Pest Control: IV. I.

59.1/3 Evidence of Pests Observed
Evidence of pests/rodents/vermin was observed in the () area. Perform effective pest control.

59.2/2 Pest Control While Children Present
Pest control while rooms were occupied by children. Ensure that application of pesticide does not occur while children are present.

60. Diapering Practice: IV.I.

60.1/3 Changing Surface Not Impermeable
Diapering occurred on a changing surface that was not impermeable due to slits/tears/holes which prevented adequate cleaning and sanitizing. Provide a non-porous surface for changing diapers.

60.2/3 Diapering in Food Prep/Service Area
Diapering occurred in a food preparation/food service area. A separate area must be provided for each of these activities.

60.3/2 Surface Not Sanitized After Each Use
The diapering surface was not cleaned with an appropriate sanitizing solution or disinfected after each use.

60.4/2 Diapers Disposed in Food Service Area
Soiled diapers were disposed of in the feeding/food service area. Place the container with soiled diapers in a location that is removed from the area where food is prepared or fed.

60.5/2 Diapers Disposal Not in Covered Pail
Soiled diapers were not disposed of in a securely covered container. Provide a plastic lined, securely covered container which is not accessible to children.

60.6/1 Diapering Supervision
A child was not adequately supervised while being diapered or having clothes changed. Ensure that children receive adequate supervision while changing or being diapered.

60.7/3 Items Unrelated to Diapering
Items unrelated to diaper changing were stored in the diaper changing area or placed on the diaper changing table.

61. Handwashing: IV.I.

- 61.1/2 No Handwashing-Personal Hygiene
The caregiver was observed to not wash their hands with soap and running water after following personal hygiene procedures.
- 61.2/2 No Handwashing –Assist Child w/Toileting
The caregiver was observed to not wash their hands with soap and running water after assisting a child with toileting. Ensure that required handwashing takes place.
- 61.3/2 No Handwashing after Diapering a Child
The caregiver was observed to not wash her hands after diapering a child. Ensure that required handwashing takes place.
- 61.4/2 No Handwashing After Outdoor Play
The caregiver was observed to not wash her hands and/or the children's hands after outdoor play. Ensure that required handwashing takes place.
- 61.5/2 No Soap Available
There was no soap available at the handwashing sink. Provide soap at each handwashing sink.
- 61.6/3 No Handwashing by Child After Toileting
A child was observed to not wash their hands with soap and running water following personal hygiene procedures.
- 61.7/3 No Running Water
Running water was not available to use for handwashing.

TRANSPORTATION:

62. Signed Permission: V.

- 62.1/3 No Parent Permission to Transport
There was no signed parental permission on file for each child the provider transported as noted on the Children's Record Log. Obtain written parental permission.
- 62.2/3 Medical Forms/Emergency Information Not Taken on Trip
Completed children's emergency medical forms and emergency contact number were not taken on a field trip. Ensure that all required forms are taken on field trips.
- 62.3/3 Permission Slips not Maintained for 6 Months
The permission slips were not maintained for a minimum of 6 months.

63. Restraints: V.

- 63.1/1s Insufficient # of Proper Restraints
An individual factory installed seat belt or federally approved child safety restraint was not provided for each child transported as observed/admitted by the operator. Ensure that the type, size, and number of restraints is appropriate for the children transported.

- 63.2/1s Exceed Occupancy
The operator exceeded the maximum number of individuals transported in a vehicle as the number exceeded the manufacturer's designated seating capacity or the number of factory installed seat belts. Ensure children in vehicle do not exceed vehicle's maximum.
- 63.3/1s Inappropriate Restraint
The use of seat belts was not age-appropriate for the child(ren) being transported who required the use of a safety restraint. Ensure children use the appropriate restraints in vehicles.

64. Vehicle Safety/Supervision on Field Trips: V.

- 64.1/2 Unsafe Vehicle Used to Transport Children
The vehicle used for transporting children was not in safe condition in that (). Vehicle is off-limits for use in transporting children in care. Repair vehicle prior to transporting children. Submit proof that vehicle has been repaired to the Child Care Licensing Program office.
- 64.2/2 No Valid Driver's License
The driver of the vehicle transporting children for the family child care did not have a valid driver's license. Obtain valid Florida driver's license and send to Child Care Licensing Program office.
- 64.3/3 No Documentation of Insurance
The operator did not have documentation of current insurance coverage for the vehicle used to transport children in care. Obtain documentation and send to Child Care Licensing Program office.
- 64.4/2 Not Correct Insurance
The operator did not have documentation of legally required insurance coverage for the vehicle used to transport children in care. Obtain documentation and send to Child Care Licensing Program office.
- 64.5/3 No Documentation of Valid License
The home's driver did not have documentation of a valid Florida Driver's license. Obtain documentation.
- 64.6/1s Child Left Behind
A child was unknowingly left behind on a field trip. Ensure that all children on field trips are accounted for at all times.
- 64.7/1 Children Being Transported Not Supervised
Supervision of children being transported was not adequate in that (). Ensure that children are properly supervised at all times.
- 64.8/1s Child Unattended in Vehicle
A child was left unattended in the vehicle without staff awareness upon returning from a field trip.
- 64.9/1s Children Being Transported Not Supervised Serious Harm
Supervision of children being transported was not adequate resulting in death or serious harm to the health, safety or well-being of a child.

- 64.10/2 No Driver's Log Evident
The operator did not have evidence that a log was maintained for all children transported. Ensure that the driver's log is maintained and available for review.
- 64.11/3 Driver's Log Not Retained for 6 Months
Comments – The transportation log was not retained for a minimum of 6 months. Ensure that the log is completed and maintained and available for at least 6 months.
- 64.12/2 Missing Info on Transportation Log
The transportation log did not include the following required information: (). Ensure that the log is completed according to regulations.
- 64.13/1 Child Dropped Off at Inappropriate Location
The driver of the vehicle failed to drop the child off at the appropriate location.
- 64.14/1s Child Dropped Off at Inappropriate Location-Great Harm
The driver of the vehicle failed to drop the child off at the appropriate location resulting in serious harm to the health, safety or well-being of a child.
- 64.15/2 No Visual Sweep
Upon arrival at the destination, the driver of the vehicle failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle as evidenced by ().
- 64.16/2 Smoking Observed in Vehicle
Smoking was observed in a vehicle being used to transport children. Ensure that smoking does not occur while transporting children.
- 64.17/3 Evidence of Smoking in Vehicle
There was evidence that smoking occurred in the vehicle being used to transport children. Ensure that smoking does not occur while transporting children.
- 64.18/2 No Telephone or Other Communication Means Avail. On Trip
The individual(s) responsible for children on a field trip did not have a telephone or other means of instant communication available. Ensure a means of communication is available on all field trips.
- 64.19/1s Swimming/Water Field Trip Supervision No Lifeguard
Children were taken from the home for a swimming activity and a person with a certified lifeguard certification or equivalent was not present.
- 64.20/2 Swimming Trip Extra Supervision
An extra adult to supervise children on a water related field trip was not present.

NUTRITION:

65. Meal Patterns/Nutrition Practices: VI.

- 65.1/3 Breakfast Not 3 Food Groups
The breakfast observed did not consist of at least three different food groups. Use the USDA Food Guide Pyramid for Young Children as resource for providing proper meals.

- 65.2/3 Lunch/Dinner Not 4 Food Groups
The lunch/dinner observed did not consist of at least four different food groups. Use the USDA Food Guide Pyramid for Young Children as resource for providing proper meals.
- 65.3/3 Snacks Not 2 Food Groups
The snacks observed did not consist of at least two different food groups. Use the USDA Food Guide Pyramid for Young Children as resource for providing proper snacks.
- 65.4/3 Special Diet Requirements Not on File
A child required to have a special diet did not have appropriate documentation on file as noted in number () as follows: 1) the physician's order, 2) a copy of a diet, and 3) sample meal plans for the special diet. Obtain information and maintain on file.
- 65.5/2 No Documentation of Known Food Allergies
There was no written documentation of known food allergies in the file. Obtain information and maintain on file.
- 65.6/2 Not Individually Fed
Child(ren) was/were not individually fed in that (). Ensure that children are individually fed.
- 65.7/2 Food Not Appropriate for Age
Child(ren) was/were not offered foods appropriate for their age. Ensure that the food offered to children is appropriate for their age.
- 65.8/2 Bottle Propped
An infant's bottle was propped. Children must be individually fed. Ensure that all children are individually fed.
- 65.9/2 Formula Not Refrigerated
Formula was not refrigerated/handled in a sanitary manner in that (). Ensure that formula is refrigerated and handled in a sanitary manner.
- 65.10/2 Formula Heated/Microwaved
Formula was heated in the microwave. Ensure that formula is heated in a safe manner to avoid risk to infants.
- 65.11/3 Meal and Snack Menus
Meal and snack menus were not planned and/or written for the licensing authority to review.
- 65.12/3 Meal/Snack Menus 6 months.
Meal and snack menus were not maintained for 6 months.
- 65.13/3 Single Service Items Reused
Single service paper or plastic plates, utensils, and/or cups were reused.
- 65.14/3 Not Properly Washed Non-Disposable
Plates, Utensils, cups, bottles or sippy cups provided by the home that are not disposable were not properly washed, rinsed and sanitized between uses.

65.15/3 Bottles/Sippy Cups Not Labeled
Bottles and/or sippy cups were not labeled with the child's first and last name, or another system on identification.

65.16/3 Bottles/Sippy Cups From Home
Bottles and/or sippy cups brought from home were not returned to the custodial parent or guardian daily.

65.17/2 Child Fed Foods Allergic To
A child was given () after the Family Child Care Home was notified by the custodial parent or guardian of the child's food allergy.

66. Quantity: VI.

66.1/2 Needs for Quantity Not Met
The operators did not provide the proper serving size for meals/snacks as noted in the USDA Food Guide Pyramid for Young Children. Ensure that guidelines are met.

67. Drinking Water: VI.

67.1/2 Water From Untested Well
The household's drinking water was obtained from an untested well. The Health Department will be notified by Child Care Licensing Program staff to arrange for testing.

67.2/2 Potable Drinking Water
Potable drinking water was not available to children at all times.

DISCIPLINE/OTHER:

68. Behavior Management: VII.

68.1/1 Overt Physical Abuse Observed
Overt physical abuse was observed by () as evidenced by (). Disciplinary practices must be age-appropriate and constructive.

68.2/1s Discipline Severe/Humiliates/Frightens
A child was subjected to discipline which was severe, humiliating, or frightening in that (). Disciplinary practices must be age appropriate and constructive.

68.3/1s Food/Rest/Toileting Withheld
A child was disciplined by withholding food/rest/toileting needs as evidenced by (). Disciplinary practices must be age-appropriate and constructive.

68.4/1 Spanking/Other Physical Punishment
A child was subjected to spanking or other form of physical punishment as evidenced by (). Disciplinary practices must be age-appropriate and constructive.

68.5/1s Forced to Eat/Sit/Rest on Toilet
A child was disciplined by being forced to eat/rest/sit on toilet for an extended period as evidenced by (). Disciplinary practices must be age-appropriate and constructive.

- 68.6/3 Parent Not Notified
Provider did not notify parents in writing of the disciplinary practices used in the home. Notify parents in writing.
- 68.7/3 No Written Disciplinary Policy
A copy of the discipline policy was not available for review by licensing specialist. Ensure copy of discipline policy is available for review.
- 68.8/3 Method Of Discipline Not Age Appropriate
A method of discipline included in the home's discipline policy is not age appropriate and/or constructive for the children in care in that (). Ensure all discipline is age appropriate and constructive.
- 68.9/2 Discipline Policy Not Followed
The () did not comply with the written disciplinary policy of the home in that (). Ensure that everyone follows the discipline policy of the home.

69. Annual Renewal of License: IX.

- 69.1/3 Renewal Application – Not Received
A completed application for renewal of an annual license was not submitted at least 45 days prior to the expiration date of a current license. Submit completed application for renewal of license and \$50 late fee.

70. Other:

- 70.1/2 Medical Records Not Returned to Parents
Immunization and student health examinations records were not returned to the parent or legal guardian upon withdrawal from care. Return the forms to the parent or legal guardian, or Child Care Licensing Program staff. Immunization and student health examination records are the property of the custodial parent or legal guardian when the child withdraws from care and are transferable to another child care arrangement.
- 70.2/2 No Gate on Steps
There was no gate on stairs to prevent children's access to the steps. Install a gate.
- 70.3/1 No Inspection-Fire/Natural Disaster
The family child care home closed after sustaining damage from a fire/natural disaster. The provider did not notify the Child Care Licensing Program to inspect prior to the home reopening. The Child Care Licensing Program must be notified and inspect home prior to reopening after a fire or natural disaster.
- 70.4/1 Operator Working
The operator worked outside of the home **or operated a business from the home** during the operating hours of the family child care home.
- 70.5/1s Operator on License no Longer Living in Home
The operator, in whose name the license was issued, was no longer a resident at the address on the license.
- 70.6/1s Operator Not Cooperative with Allowing Access Court Involved
The operator was not cooperative in allowing the Child Care Licensing Program staff access to all parts of the home and premises to inspect for compliance and a court order was required to gain access to the home.

- 70.7/1 Operator Not Cooperative with Allowing Access
The operator, **employee or substitute** was not cooperative in allowing Child Care Licensing Program staff access to all parts of the home and premises to inspect for compliance with minimum standards.
- 70.8/1s Operator or Substitute Omission on Child Abuse
The operator or substitute, while caring for children, committed an act or omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes.
- 70.9/1s Failed Mandated Reporting
As a mandated reporter, the operator or substitute failed to report suspected child abuse or neglect as required in section 39.201, Florida Statutes.
- 70.10/3 Failed Reporting to CCLP on Child Abuse Investigation
Upon initial knowledge of a child abuse investigation involving the family child care homes shall be reported to the Child Care Licensing Program within twenty-four (24) hours or the next business day.
- 70.11/3 Advertising**
The family child care home failed to include their license number when advertising.
- 70.12/1s Fraudulent Information**
The operator, substitute or other child care personnel misrepresented, impersonated, or provided fraudulent information related to the family child care home to a parent/guardian, licensing authority, or law enforcement.