

**June 2010**  
**Large Family Child Care Homes**                      **Standard Findings**

Classification  
Summary/Level

Drop Down

**PERSONNEL:**

**1. Provider Screening**

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**

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 A FDLE/FBI clearance letter was not 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 / 1                    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 Current 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.
- 2.11/2                    Missing Screening for Household Members 12-18 years  
A household member that turned ( ) years of age did not have the necessary screening in that ( )
- 2.12/3                    Volunteer Affidavit Not on File  
A Volunteer Affidavit was not on file for the volunteer(s).
- 2.13/3                    Volunteer Affidavit Not Complete  
A Volunteer Affidavit was not completed on the first day of volunteering for the volunteer(s).
- 2.14/ 2                    5 Year Rescreening/Fee Not Submitted  
Comments – Background screening was not completed every five years after the initial screening for the person (s) listed on the attached Supplemental.

### **3. Personnel**

- 3.1 / 2                    Substitute Not Screened  
The Local Police Background Check was not on file 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 personnel ( ) 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.
- 3.7/2                    5 Year Rescreening/Fee Not Submitted  
Background screening was not completed every five years after the initial screening for the substitute.
- 3.8/3                    Operating Hours Not Covered-Trained Staff- CPR  
The large family child care home did not have at least one person on the premises during all operating hours with valid CPR or first aid training. The home must have an adequate number of staff trained to maintain coverage.
- 3.9/3                    Operating Hours Not Covered-Trained Staff- First Aid  
The large family child care home did not have at least one person on the premises during all operating hours with valid first aid training. The home must have an adequate number of staff trained to maintain coverage.
- 3.10/1s                    Unscreened Individual Left Alone  
An unscreened individual was left alone to supervise children in care.
- 3.11/3                    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.
- 3.12/3                    Substitute Hours Not Recorded  
The provider failed to maintain written documentation for the number of hours a substitute worked in the home.
- 3.13/3                    No Substitute  
The operator did not have a substitute at least 21 years old to be available on a temporary or emergency basis.
- 3.14/3                    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.

#### **4. Smoking**

- 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/vehicle 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

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)

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 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)

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

- 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 for the operator's 12 month licensing period. 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.-No Training Certificate  
A substitute, who work less than 40 hours or more a month, on average, did not complete the 6 clock hour Family Child Care Training course. Complete the training and submit verification to the Child Care Licensing Program office.
- 8.7/ 3 Employee-Early Learning Literacy Not Taken  
The employee 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
- 8.8 / 3 Employee- 10 Hours Annual Training Not Taken  
The 10 hours of annual in-service training had not been completed by the employee. 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.
- 8.9 / 3 Employee-No Training Certificate  
An employee did not complete the 6 clock hour Family Child Care Training course. Complete the training and submit verification to the Child Care Licensing Program office.
- 8.10/3 Foster Grandparent Training  
A foster grandparent working in the home failed to complete the required training.

- 8.11/3 Training Transcript Employee  
By October 1, 2010, training was not documented on the child care training transcript for child care employee.
- 8.12/3 Operator No Staff Credential Active/maintained  
The operator failed to maintain and/or document an active Staff Credential Verification.
- 8.13/3 Substitute Under 40 Hrs 3- hours  
A substitute who worked less than 40 hours a month on average did not complete the department's 3 clock hour Fundamentals of Child Care Course.
- 8.14/3 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.
- 8.15/3 Work Schedule Maintained for Sub  
The operator did not maintain a work schedule for the substitute documents the level training required.
- 8.16/3 Training Transcript Operator  
By October 1, 2010, training was not documented on the child care training transcript for child care operator.
- 8.17/3 Training Transcript Substitute  
By October 1, 2010, training was not documented on the child care training transcript for child care substitute.
- 8.18 / 3 Substitute Under 40 Hrs.-No 6 hour Fundamental of CC  
A substitute, who work less than 40 hours or more a month, on average, did not complete the 6 clock hour Fundamental of Child Care course.

## 9. Capacity

- 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.

## 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 / 2 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 /1s Off Site- No Lifeguard/Equivalent Present  
Children were taken to an off site pool/beach/lake for swimming activities and no one with lifeguard certification or equivalent was present. Ensure that a qualified person will be present prior to making plans for this type of outing.
- 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.
- 10.10/1 No Direct Supervision  
Staff failed to provide direct supervision of children as evidenced by ( ). Take action necessary to ensure that caregivers watch and direct children's activities and respond to the needs of each child.
- 10.11/1s Children had Access to a Water Hazard  
Children in care had access to a water hazard or swimming pool in that ( ).
- 10.12/1s Staff, Personnel, Owner, Etc. Under Influence  
The operator, substitute, employee ( ) was observed supervising children while under the influence of narcotics, alcohol or other drugs that impair the individual's ability to provide safe child care.
- 10.13/2 Children Not Adequately Supervised  
Children were not being adequately supervised in that ( ).
- 10.14/1s 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.

## 11. Fire Inspection:

11.1/2 No Annual Fire Inspection  
The large family child care homes did not have an approved annual fire inspection. The inspection and approval was due ( ). Make arrangements for an inspection and submit verification to the Child Care Licensing Program office.

11.2/3 No Verification-Annual Fire Inspection  
The large family child care homes did not have verification of an approved annual fire inspection. The inspection and approval was due ( ). Submit verification to the Child Care Licensing Program office.

## FACILITY RECORD:

## 12. Identification/Enrollment:

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 Record  
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 on Know Your Child's  
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:

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**

- 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**

- 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**

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 medication, 2) child's name, 3) medication, 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 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**.

**16.7/2** 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 operators written record for medication was incomplete as it did not include ( ).

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.

16.11/2

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 documented 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.

16.14/3

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.

16.15/3

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.

16.16/3

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.

16.17/3

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.

16.18/3

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.

- 16.19/3 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.
- 16.20/3 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.
- 16.21/2 No Written Parental Permission- Prescription  
A prescription medication ( ), was dispensed without written authorization from the custodial parent or legal guardian. Obtain written authorization to dispense any medication.

## **17. Daily Attendance**

- 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**

- 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

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

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.

20.3/2 Written Plan Inappropriate  
The written plan of activities was developmentally inappropriate for children in care, in that ( ). Devise and implement an appropriate plan.

20.4/2 Activities Not Observed as Posted  
The activities observed for the ( ) age group did not accurately reflected the planned schedule. Follow the plan of scheduled activities.

20.5/2 Activities Not Posted  
The written plan of activities was not posted. Post the plan in a place accessible to parents.

20.6/2 Emotional/Soc/Intellect/Growth Needs Unmet  
The scheduled activities for the ( ) group failed to promote the children's emotional/social/intellectual/physical growth needs in that ( ). Revise the schedule to meet the children's needs.

20.7/3 No Balance- Quiet and Active/Indoor & Outdoor  
The scheduled activities failed to meet the needs of children for quiet and active play, both indoors and outdoors. Revise the schedule to ensure a balance.

20.8/3 Posted Plan Not Accessible to Parents  
The written plan of activities was not posted in a place accessible to parents. Post the plan prominently for parents.

20.9/3 Plan Did Not Include Outdoor Play  
The operator's plan did not include outdoor play.

20.10/3 Plan Did Not Include Meals/Snacks/Naps  
The written plan of activities did not include meals, snack, or nap times appropriate for the age and times the children are in care.

## 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.

#### **21.3 Intentionally Removed**

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**

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

- 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 Accident/Incident  
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. 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 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 Intentionally Removed
- 23.8/3 Documentation Not Maintained for 1 Year  
Records of accidents and incidents were not maintained for one year. Maintain required documentation.
- 23.9/2 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.
- 23.10/3 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.

23.11/3 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.

## 24. Communicable Disease Control

- 24.1/3 No Isolation Area Available  
The family child care home did not have an isolation area for a child who becomes ill within sight and hearing. Designate an isolation area within sight and hearing.
- 24.2/3 Child in Care-Signs Communicable Disease  
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.
- 24.3/2 Parents Not Notified of Illness  
The parents of a child who showed signs of communicable disease were not notified. Call parents immediately and isolate as much as possible.
- 24.4/2 Household Member with Signs and Symptoms  
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.
- 24.5/2 Symptoms Not Documented  
The operator did not document an observed health related sign or symptom that occurred at the family child care home.
- 24.6/3 Child/Person With Illness Returns  
A child, operator, substitute or household member who still had signs or symptoms of illness returned to the home without medical authorization. Ensure that children do not return to care until all signs and symptoms are gone.
- 24.7/2 Child With Head Lice  
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.
- 24.8/3 Linens Not Changed  
Linens and disposables were not changed after use by an ill child. Ensure linens are changed.
- 24.9/1 Sick Child Not in Sight/Hearing  
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.
- 24.10/3 Operator Failed to Treat Home For Lice  
The operator failed to treat areas, equipment, toys or furnishing with which a child with lice had contact.
- 24.11/3 Influenza Information  
The parents of children enrolled were not provided information detailing the causes, symptoms, and transmission of the influenza virus.

## **PHYSICAL PLANT:**

### **25. Safe/Good Repair**

- 25.1/2 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.
- 25.2/2 Dangerous Fixtures  
A fixture was assessed as dangerous, in that ( ). Remove the fixture.
- 25.3/2 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.
- 25.4/3 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.
- 25.5/2 Exits-Not Free of Obstructions  
The exit(s) leading outside the family child care home are obstructed by ( ). Remove the obstruction(s).
- 25.6/2 Fire Hazard  
Fire hazard, such as ( ) were observed in the home.

### **26. Lighting**

- 26.1/3 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.

### **27. Safe Source of Heat**

- 27.1/2 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.
- 27.2/1 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.
- 27.3/2 No Heat Source  
The family child care home did not have a source of heat. Provide a safe source of heat.
- 27.4/2 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.

### **28. Smoke Detector:**

- 28.1/2 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.
- 28.2/2 Smoke Detector Inoperable  
The family child care home's smoke detector was inoperable. Repair or replace the smoke detector.
- 28.3/2 Smoke Detector Needs Battery  
The family child care home's smoke detector did not have a working battery. Replace the battery.

## 29. Fire Extinguisher

- 29.1/2 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.
- 29.2/2 No Fire Extinguisher Easily Accessible  
The family child care home's fire extinguisher was not easily accessible. Place the fire extinguisher for easy access.
- 29.3/3 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.

## 30. Operable Telephone

- 30.1/2 No Corded Operable Telephone  
The provider did not have a corded, operable telephone. An operable corded telephone must be provided.
- 30.2/2 Telephone Not Working  
The family child care home's telephone was not working. An operable corded telephone must be provided.
- 30.3/3 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.
- 30.4/3 Corded Phone Unplugged  
The corded phone was in an on-limits area, but was not plugged in.

## 31. Adequate Ventilation

- 31.1/2 Inadequate Ventilation  
The home did not have adequate ventilation. Provide air conditioning, open windows, or provide fans to ensure adequate airflow.

## 32. Temperature

- 32.1/2 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.

### **33. Fans Screened**

- 33.1/2 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.

### **34. Animals**

- 34.1/2 No Valid Immunizations  
There was no current documentation of valid immunizations available for a ( ). Obtain immunizations for the animal.
- 34.2/1 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.
- 34.3/2 No Immunizations  
The animal was not immunized, though immunizations are available for this type of animal. Immunize the animal.
- 34.4/3 Parents Not Informed  
Parents were not informed in writing of all the animals on the premises. Inform parents in writing.

### **35. Hazardous Surfaced**

- 35.1/ 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.

### **36. Medicines/Hazardous Products**

- 36.1/2 Knife/Scissors/Crafts/Coins in Reach  
Knives/Scissors/Craft Supplies/Razors/Coins/Sharp Tools were observed within reach of children in that ( ). Remove or restrict children's access to any potential hazard.
- 36.2/2 Medicine/Hazardous Products Within Reach  
Medicine/hazardous product(s), ( ), observed within reach of children. Safely store all medicines/hazardous products in locations inaccessible to the children in care.
- 36.3/1 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.
- 36.4/3 Pet Food Within Reach  
Pet food was observed within the reach of children. Place in a location inaccessible to the children in care.
- 36.5/2 Used Ashtrays within Reach  
Used ashtrays were observed within the reach of children. Place in a location inaccessible to the children in care.

- 36.6/2 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.
- 36.7/3 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.
- 36.8/1 Lit Candle  
A lit candle was observed while children were in care. Extinguish the candle.
- 36.9/2 Harmful Products Not Labeled  
A potentially harmful substance, ( ), was not labeled. Label the item immediately.

### 36.10 Intentionally Removed

- 36.11/2 Litter Box  
The cat litter box was observed within reach of children. Ensure the litter box is placed in an area inaccessible to children.
- 36.12/2 Toxic Substance In Reach  
A toxic material containing a warning label to keep out of reach of children was observed within reach.
- 36.13/2 Hazardous Materials in Reach  
A hazardous material was observed to be within reach of children.
- 36.14/2 Flammable Product In Reach  
A flammable product was observed within reach of children.
- 36.15/2 Cleaning Supply In Reach  
A cleaning supply labeled keep out of reach of children was observed with in reach of children.
- 36.16/2 Harmful Items Accessible  
Harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous maters were easily accessible by children in care in that ( ). Ensure the products are inaccessible immediately.
- 36.17/2 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.
- 36.18/2 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.

## 37. Locks

- 37.1/2 Unlocked Doors to Outside/Off Limit Area  
Doors to the outside/off-limit areas were unlocked or had no inaccessible locks. Keep doors locked.
- 37.2/2 Doggie Door Lock Accessible  
A lock on a doggie door was accessible to children. Make the lock inaccessible.

37.3/2 Unlocked Gate-Children Outside  
A gate was not locked when children were playing outside. Ensure the gate is locked.

37.4/2 Lock Broken  
A lock for ( ) was broken. Fix lock.

### **38. Exposed Outlets**

38.1/2 Open Exposed Outlets  
There was no safety plug in open exposed outlet ( ). Install safety plugs in all unused electrical outlets.

### **39. Gun Storage**

39.1/1 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.

39.2/1 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.

39.3/1 Ammunition Stored with Gun  
Ammunition was stored with the gun. Store the ammunition separately from the gun and out of children's reach.

39.4/1s Firearms/Weapons not Locked or Inaccessible  
Firearms and/or weapons were not stored in a locked container, locked are, or with a secure trigger lock or in a location inaccessible to children.

39.5/1s Firearms on Person  
Firearms and/or weapons were observed on a person located on the premises other than law enforcement officers.

## **PLAY SPACE/POOL:**

### **40. Indoor Floor Space**

40.1/3 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.

40.2/2 Does Not Have 35 Sq. Ft. Per Child  
A space used as an activity area for the children prior to this inspection was no longer available for the children's use. The home's remaining space did not provide 35 square feet per child.

40.3/2 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.

### **41. Outdoor Space**

- 41.1/2 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.
- 41.2/1 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.
- 41.3/2 Ladder/Lawn Mower/Bicycle/Bldg Material/Tall Grass/Litter  
Comments – The following items observed in the outside play area are ( ) 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.
- 41.4 Intentionally removed**
- 41.5/3 Play Areas Not Clean  
Play areas outside the home were not clean in that ( ). Clean areas.
- 41.6/2 Outdoor Area Dirty  
The outdoor areas of the home, equipment and furnishings were dirty in that ( ). Ensure home is clean and sanitary for children.
- 41.7/2 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.
- 41.8/2 Does Not Have 270 Sq. Ft.  
The outdoor space was not adequate in that there was not 270 square feet of outdoor space. Take action to ensure that there is at least 270 square feet of outdoor space.
- 41.9/3 Weather Outdoor Play  
Weather permitting, infants were not provided opportunities for outdoor time. Ensure that infants have adequate outdoor time when weather permits.
- 41.10/1s Pool 3 Feet Deep no Lifeguard  
A swimming pool that exceeded 3 feet in depth was used and no person with a certified lifeguard certification or equivalent was present.
- 41.11/2 Nails/Glass/Etc. in Play Area  
Nails, glass or other sharp hazards were observed in areas where children play.
- 41.12/3 No Outdoor Play Area Exclusively  
The home's outdoor play area is not for the exclusive use of children in care or children who reside in the home during hours of operation.

## 42. Fence

- 42.1/2 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.

- 42.2/2 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.
- 42.3/2 Fence Contains Gaps  
The fence contains gaps that could allow a child to exit from the outdoor play area. Repair the fence to provide adequate enclosure and restrict play to indoors until compliance is achieved.
- 42.4/2 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.
- 42.5/2 Sharp Edges on Fence  
There were nails/sharp edges on fence that were hazardous to children.
- 42.6/2 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.
- 42.7/2 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. Sun/Shade**

- 43.1/2 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.
- 43.2/2 Inadequate Shade Area  
The outdoor play area did not have an adequate shady area available. Provide a shaded area.

### **44. Equipment Maintenance**

- 44.1/2 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.
- 44.2/2 No Resilient Surface/Fall Zone  
A resilient surface was not provide3d 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.
- 44.3/3 Equipment- Not Maintain Safe/Sanitary  
Equipment in the outdoor play space under the ( ) was not maintained. Ensure that the protective surface is maintained to reduce the incidence of injuries to children in the event of falls.

- 44.4/3 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.
- 44.5/3 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.
- 44.6/3 Play Equipment Not Safe  
The play equipment was not safe for the children to use.
- 44.7/2 Equipment/Fence/Object With Safety Hazards  
The outdoor space contains equipment/fences/objects that are not free of sharp/broken/jagged edges in that ( ). Repair or replace ( ). Restrict play to indoors until compliance is achieved.
- 44.8/2 Equipment/Space With Safety Hazards  
The outdoor space contains equipment/fences/objects that are not properly spaced to prevent overcrowding in that ( ). Replace ( ) or place equipment to prevent overcrowding. Restrict play to indoors until compliance is achieved.
- 44.9/3 Water Drainage on Equipment  
The equipment used in the outdoor play area was not constructed to allow for water drainage.

## 45. Pool/Spa

- 45.1/2 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.
- 45.2/2 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.
- 45.3/2 Gate/Door Unsecured-2<sup>nd</sup> 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.
- 45.4/2 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.
- 45.5/2 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.

- 45.6/2 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.
- 45.7/2 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.
- 45.8/2 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.
- 45.9/2 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.
- 45.10 Intentionally removed
- 45.11/3 Pool Chemicals Not Used  
The family child care home's swimming pool was not maintained by the use of chlorine or other suitable chemicals.
- 45.12/2 Four Foot Fence  
The fence around the pool was not four (4) feet in height on all sides.

## **NAP SPACE/BATHROOM:**

### **46. Sheets**

- 46.1/3 Sheets Dirty  
Sheets used by children in care were dirty. Clean sheets and develop a system for routine laundering.
- 46.2/3 No Sheets Available  
The home did not have sheets available. Ensure that individual linens for each child are provided.
- 46.3/3 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.

### **47. Napping/Sleeping Arrangements/Bedtime Routines**

- 47.1/2 Bedding Unsafe  
Bedding provided to children was unsafe, in that ( ). Make repairs or replacements as needed to ensure that bedding is safe.
- 47.2/2 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.

- 47.3/3 Child on Floor/Mat on Floor  
A child was observed napping on the floor/a mat on the floor. Provide appropriate bedding.
- 47.4/3 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.
- 47.5/3 Missing Pads  
Bedding provided for an infant was missing a pad. Provide a pad for each bedding space.
- 47.6/2 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.
- 47.7/2 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.
- 47.8/3 Infant Napping in Car Seat/Swing  
An infant was observed napping in a car seat/swing. Ensure that infants nap in appropriate bedding.
- 47.9/3 Air or Foam Mattress Used  
Air/foam mattress used for children's napping space/overnight care. Obtain appropriate bedding.
- 47.10/3 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.
- 47.11/3 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.
- 47.12/2 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.
- 47.13/2 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.
- 47.14/3 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.
- 47.15/3 Quiet/Nap Space  
The home had not designated area where each child can sit quietly or lie down to rest or nap.

47.16/3 Normal Sleep Arrangements  
Playpens, floor mats, air mattresses and/or foam mattresses were used for children sleeping in the normal night time cycle.

47.17/2 Crib Bar Spacing  
A crib in use had bar spacings that exceeded 2 and 3/8 inches.

47.18/3 Children Sharing Personal Items  
Children in care were observed sharing personal items such as toothbrushes, towels and was cloths.

## **48. Beds/Cribs 2 Feet Apart**

48.1/2 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 lease the minimum spacing required.

48.2/2 Napping Placements  
Napping spaces shall not be designated under furniture, against furniture that may create a hazard, or blocking exit routes.

## **49. Playpen Use: IV.F.**

49.1/2 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.

## **50. Sleeping Position**

50.1/2 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.

## **51. Bathroom Facilities**

51.1/2 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.

51.2/3 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.

51.3/2 No Running Water  
Running water was not available to use for Handwashing.

## **52. Individual Towels**

52.1/3 No Individual Towels/Disposable Towels  
Children were not provided an individually labeled towel or washcloth or disposable towel. Provide either individual towels, or disposable towels that are discarded after each use.

52.2/3 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:**

**53. Play Materials/Safe & Developmentally Appropriate**

53.1/3 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.

53.2/3 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.

53.3/2 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.

53.4/2 Materials Not Sanitized After Bodily Fluids  
Toys, equipment and furnishings were not cleaned and sanitized or disinfected immediately after exposure to bodily fluids.

53.5/3 Materials Not Maintained Sanitary  
Toys, equipment and furnishings were not maintained in a sanitary condition.

**54. Play Materials Accessible**

54.1/3 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.

**55. Equipment/Safe & Developmentally Appropriate**

55.1/2 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.

55.2/3 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.

**56. Television/Appropriate Use**

56.1/3 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.

56.2/3 Programming Not Limited  
The television was on for unlimited time periods. Ensure that television use is limited.

## Cleanliness:

### **57. Clean/General Good Order**

- 57.1/3 Play Areas Not Clean  
Play areas in the home were not clean in that ( ). Clean the area.
- 57.2/2 Indoor Area Dirty  
The indoor areas of the home, equipment and furnishings were dirty in that ( ). Ensure home is clean and sanitary for children.
- 57.3/3 Odor  
An odor was present in the ( ). Ensure the ( ) is clean and sanitized and odor removed.
- 57.4/3 Dust  
Excessive dust was observed in ( ). Clean area.
- 57.5/3 Clutter  
Excessive clutter was observed in the ( ). Clear clutter from home.
- 57.6/3 Unmade Beds  
The beds in the napping/play area were unmade when children were in care.
- 57.7/3 Soiled Items  
Soiled items were not immediately placed in a plastic lined and securely covered container. Ensure soiled items are handled correctly.
- 57.8/2 Soiled Items- Accessible  
Soiled items were accessible to children. Ensure that all soiled items are inaccessible to children.
- 57.9/3 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.
- 57.10/2 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.
- 57.11/3 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.
- 57.12/2 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.
- 58.13/2 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.
- 58.14/3 All Parts of the Home Clean and Sanitary  
All parents of the home, indoors and outdoors, including furnishings and equipment were not kept clean and sanitary.

- 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.
- 58.16/3 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.
- 58.17/3 Equipment and Plumbing Not Maintained  
Equipment and plumbing were not maintained in good repair at all times.

## 58. Pest Control

- 58.1/3 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.

## 59. Diapering Practice

- 59.1/3 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.
- 59.2/3 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.
- 59.3/2 Surface Not Sanitized After Each Use  
The diapering surface was not cleaned with an appropriate sanitizing solution or disinfected after each use.
- 59.4/2 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.
- 59.5/2 Diapers Disposal Not in Covered Pail  
Soiled diapers were not disposed of in a plastic lined securely covered container. Provide a plastic lined, securely covered container which is not accessible to children.
- 59.6/1 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.
- 59.7/3 Items Unrelated to Diapering  
Items unrelated to diaper changing were stored in the diaper changing area or placed on the diaper changing table.

## 60. Handwashing

- 60.1/2 No Handwashing-Personal Hygiene  
The caregiver was observed to not wash their hands with soap and running water after following personal hygiene procedures.
- 60.2/2 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.
- 60.3/2 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.
- 60.4/2 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.
- 60.5/2 No Soap Available  
There was no soap available at the Handwashing sink. Provide soap at each Handwashing sink.
- 60.6/3 No Handwashing by Child After Toileting  
A child was observed to not wash their hands with soap and running water following personal hygiene procedures.

## TRANSPORTATION:

### 61. Signed Permission

- 61.1/3 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.
- 61.2/3 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.
- 61.3/3 Permission Slips not Maintained for 6 Months  
The permission slips were not maintained for a minimum of 6 months.

### 62. Restraints

- 62.1/1s 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.
- 62.2/1s 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.

- 62.3/1s 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.
- 63. Vehicle Safety/Supervision on Field Trips**
- 63.1/2 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.
- 63.2/2 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.
- 63.3/3 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.
- 63.4/2 Not Correct 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.
- 63.5/3 No Documentation of Valid License  
The home's driver did not have documentation of a valid Florida Driver's license. Obtain documentation.
- 63.6/1s 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.
- 63.7/1 Children Being Transported Not Supervised  
Supervision of children being transported was not adequate in that ( ). Ensure that children are properly supervised at all times.
- 63.8/1s Child Unattended in Vehicle  
A child was left unattended in the vehicle without staff awareness upon returning from a field trip.
- 63.9/1s Children Being Transported Not Supervised  
Supervision of children being transported was not adequate resulting in death or serious harm to the health, safety or well-being of a child.
- 63.10/2 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.
- 63.11/3 Driver's Log Not Retained for 6 Months  
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.

- 63.12/2 Missing Info on Transportation Log  
The transportation log did not include the following required information: ( ). Ensure that the log is completed according to regulations.
- 63.13/1 Child Dropped Off at Inappropriate Location  
The driver of the vehicle failed to drop the child off at the appropriate location.
- 63.14/1s 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.
- 63.15/2 No Visual Sweep  
Upon arrival at the destination, the driver of the vehicle and second adult 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 ( ).
- 63.16/2 Smoking Observed in Vehicle  
Smoking was observed in a vehicle being used to transport children. Ensure that smoking does not occur while transporting children.
- 63.17/3 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.
- 63.18/2 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..
- 63.19/1 Child in Vehicle Out of Sight/Sound  
A child was left out of sight/sound in the vehicle.
- 63.20/2 No Mark-off at Arrival  
Upon arrival at the destination, it was determined that the driver of the vehicle failed to mark each child off the log as children departed the vehicle.
- 63.21/2 No Means of Comm. When Transporting  
The operator did not have a means of instant communication available when transporting children.

## **NUTRITION:**

### **64. Meal Patterns/Nutrition Practices**

- 64.1/3 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.
- 64.2/3 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.

- 64.3/3 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.
- 64.4/3 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.
- 64.5/2 No Documentation of Known Food Allergies  
There was no written documentation of known food allergies in the file. Obtain information and maintain on file.
- 64.6/2 Not Individually Fed  
Child(ren) was/were not individually fed in that ( ). Ensure that children are individually fed.
- 64.7/2 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.
- 64.8/2 Bottle Propped  
An Infant's bottle was propped. Children must be individually fed. Ensure that all children are individually fed.
- 64.9/2 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.
- 64.10/2 Formula Heated/Microwaved  
Formula was heated in the microwave. Ensure that formula is heated in a safe manner to avoid risk to infants.
- 64.11/3 Meal and Snack Menus  
Meal and snack menus were not planned and/or written for the licensing authority to review.
- 64.12/3 Meal/Snack Menus 6 months.  
Meal and snack menus were not maintained for 6 months.
- 64.13/3 Single Service Items Reused  
Single service paper or plastic plates, utensils, and/or cups were reused.
- 64.14/3 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.
- 64.15/3 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.
- 64.16/3 Bottles/Sippy Cups From Home  
Bottles and/or sippy cups brought from home were not returned to the custodial parent or guardian daily.

64.17/2 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.

## 65. Quantity

65.1/2 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.

## 66. Drinking Water

66.1/2 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.

66.2/2 Potable Drinking Water  
Potable drinking water was not available to children at all times.

66.3/3 Plate Service  
Plates, utensils, cups, bottles or sippy cups provided by the home that are not disposable were not properly washed, rinsed and sanitized between uses.

66.4/3 Single Service  
Single services paper or plastic plates, utensils, and/or cups were reused.

66.5/3 Bottles/Cups Not Labeled  
Bottles and/or sippy cups brought from home were not labeled with the child's first and last name.

66.6/3 Bottles/Sippy Cups Daily Returned  
Bottles and/or sippy cups brought from home were not returned to the custodial parent or guardian daily.

## DISCIPLINE/OTHER:

### 67. Behavior Management

67.1/1s Overt Physical Abuse Observed  
Overt physical abuse was observed by ( ) as evidenced by ( ). Disciplinary practices must be age-appropriate and constructive.

67.2/1s 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.

67.3/1s 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.

67.4/1 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.

- 67.5/1s 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.
- 67.6/3 Parent Not Notified- Discipline Practices  
Provider did not notify parents in writing of the disciplinary practices used in the home. Notify parents in writing.
- 67.7/3 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.
- 67.8/3 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.
- 67.9/2 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.

## **68. Annual Renewal of License**

- 68.1/3 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.

## **69. Large Family**

- 69.1/3 Employee Screening  
There was no Affidavit of Good Moral Character on file for the employee(s) as noted on the personnel log. Submit the required information to the Child Care Licensing Program office.
- 69.2 / 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 employee. Submit the form.
- 69.3/2 No 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.
- 69.4/2 No FBI  
There was no FBI clearance letter was not on file for the person(s) ( ).
- 69.5/ 2 No Clearance or FP Card/Fee on File  
Background screening was not completed every five years after the initial screening for the substitute.
- 69.6/2 No LPBC – Employee  
The Local Police Background Check was not on file for an employee ( ). Submit the LPBC form to the Child Care Licensing Program.

- 69.7/2 5 Year Rescreening Fee  
Background screening was not completed every five years after the initial screening of the employee listed on the attached supplemental as fee not paid.
- 69.8/2 No 2 yr Employment History  
There was no 2 year employment history on file for the employee.
- 69.9/1 Not Enough Staff  
There was no staff person, at least 18 years of age, in addition to the operator on the premises while operating as a large family child care home.
- 69.10/3 Employee Screening  
There was no current Attestation of Good Moral Character on file for the employee(s) as noted on the personnel log. Submit the required information to the Child Care Licensing Program office.
- 69.11/1s Disqualified Personnel  
The personnel record for the individual shows the person was disqualified from employment, but is working in the home.

## 70. Specialized Training Module

- 70.1/2 10 Hr DAP Training Not Begun in 90 Days  
The operator failed to begin the 10-hour specialized training modules within 90 days of licensure. Complete training and submit verification to the Child Care Licensing office.
- 70.2/2 10 Hr DAP Training Not Completed  
The operator failed to complete the 10-hour specialized training modules within one year of date training began. Complete training and submit verification to the Child Care Licensing office.

## 71. 30-Clock Hour Family Child Care Training Course- Employee Substitute:

- 71.1/3 30 Hour Training Start Date Missing  
The personnel record for staff as noted on the personnel log did not include the start date of the 30-clock hour Family Child Care Training course. Obtain the required information and submit to the Child Care Licensing Program office.
- 71.2/2 30 Hour Training Not Timely Completed  
The personnel record for staff as noted on the personnel log did not include documentation that the 30-clock hour Family Child Care Training course had been completed within one year. Ensure the training is completed and submit certificate to the Child Care Licensing Program office.
- 71.3/3 30 Hour Training Not on CF-FSP Form 5194  
Completion of the 30 clock hour Family Child Care Training course was not documented on CF-FSP Form 5194 for staff as noted on the personnel log. Ensure that the training is documented on the required form and submit to the Child Care Licensing Program office.
- 71.4/2 30 Hour Training Not Completed  
The 30-clock hour Family Child Care Training course had not been completed by the employee.

## 72. Supervision-Additional Adult/Field Trip/Water Activities

- 72.1/2 Swimming Trip Extra Supervision  
An extra adult to supervise children on a water related field trip was not present.
- 72.2/1 Additional Supervision on Field Trip  
In addition to the staff required to meet staff to child ratios, an additional adult was not present during a field trip for more than 6 preschool children.
- 72.3/1 Adult Supervision For Some at Home Some on Trip  
Adult supervision was inadequate for children who remained in the home while other went on a field trip; ( ) children ages ( ) were supervised by ( ) adults.

## 73. Fire Drills

- 73.1/2 Fire Drills Not Being Conducted  
Fire drills were not being conducted. Conduct fire drills 10 times a year at various times when children are in care.
- 73.2/3 Fire Drills Not Being Recorded  
Though monthly 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.
- 73.3/3 Fire Drills not at Varying Times  
Fire drills were not being conducted at various times when children were in care.
- 73.4/3 Fire Drill Record Not Maintained 1 Year  
The written record showing the date, time, number of children in attendance, and time taken to evacuate the home was not maintained for six months. Maintain the record as required.
- 73.5 Intentionally Removed.
- 73.6/2 Fire Drills did not Include Nap/Alternate/Etc.  
Fire drills were not conducted at least once during nap/sleeping times, one drill using alternate evacuation routes, or one in front of the presence of licensing authority.
- 73.7/3 Fire Drill Documentation Incomplete  
A written record of fire drills was incomplete and did not include the following ( ). Ensure fire drill documentation is complete.

## 74. Other

- 74.1/2 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.
- 74.2/2 No Gate on Steps  
There was no gate on stairs to prevent children's access to the steps. Install a gate.

- 74.3/1 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.
- 74.4/1 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.
- 74.5/1s 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.
- 73.6/1 Operator Not Cooperative with Allowing Access  
The operator 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.
- 74.7/1s Operator Not Cooperative with Allowing Access Court Involved  
The operator, **employee or substitute** 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.
- 74.8/1s 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.
- 74.9/1s 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.
- 74.10/3** 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.
- 74.11/1 Child Care Staff Works Outside Home  
The child care staff worked outside of the home/conducted a business while responsible for providing direct supervision to children in care. This practice must be discontinued.
- 74.12/3** Advertising  
The family child care home failed to include their license number when advertising.
- 74.13/1s** 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.
- 74.14/1** Not Cooperative with Allowing Parents Access  
The operator/employee/substitute was not cooperative in allowing access to the Large Family Child Care Home during the hours of operation to the parents or guardian.