

PINELLAS COUNTY LICENSE BOARD FOR CHILDREN'S CENTERS
AND FAMILY DAY CARE HOMES
Minutes for Special Board Meeting for
June 19, 2007
APPROVED MINUTES

The Special Board Meeting of the Pinellas County License Board for Children's Centers and Family Day Care Homes convened Tuesday, June 19, 2007, at 6698 68th Avenue North, beginning at 2:00 p.m.

Board Members Present: Lourdes Benedict; Terri Hajian, Chairman; Angela Loring; Donna Rippley, Secretary

Board Members Absent: Cecilia Burke, Charles Minor, Commissioner Morrioni

Advisory Members Present: Sharon Carie, Ann Hofmeister, June Moody

Advisory Members Absent: Sharon Carder, Virginia Rowell

County Attorney Present: Christy Pemberton

Staff Members Present: Linda Tamanini, Executive Director; Kathy Mulrennan, Program Manager Children's Centers; Jewel Waiters, Program Manager Family Day Care Homes; Dana Stajkowski, Recording Secretary; Marianne Czarnatowicz, Office Administrator; and other agency staff

Call to order: The meeting was called to order at 2:00 p.m.

Agenda: The amended agenda was accepted as presented. A motion was made by Donna Rippley and was seconded to adopt the amended agenda. Motion unanimously adopted.

I. C. Minutes: A motion was made by Donna Rippley and was seconded to approve the minutes of May 2, 2007. Motion unanimously adopted.

D. Public Comment: Anne Brooks, 2801 Dovewood Street, Clearwater, 33759
Topics: Consistency and family day care regulations

Ms. Brooks commented that in the Licensing Regulations Governing Pinellas County Family Day Care Homes and Large Family Child Care Homes the statute referencing the regulation is sometimes not the correct statute.

Ms. Brooks asked if the LB needs to amend the Special Act and the Municipal Code as regulations are updated. She commented that municipal codes are not always in agreement with licensing regulations. A licensed family day care home provider in Safety Harbor was told she can only have 4 children as indicated in the local code.

Response: Christy Donovan Pemberton responded that the Board of County Commissioners decided many years ago that the Special Act would retain its status as a Special Act. As such, the Special Act, which gives the PCLB authority to change regulations, is reported in the Pinellas Code. Ms. Pemberton will look into why the municipalities have day care regulations in their local codes.

Attorney Pemberton reported that because the Special Act gives the License Board the authority to change regulations that it removed the necessity of going to the legislature to update the Special Act, whereas other special acts do not allow for changes at the district level, changes can only be made by the legislature. PCLB is unique.

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Public Comment: Lynn Gibson, 8697 78th Avenue North, Largo 33777
Topic: Amending the Special Act
Ms. Gibson commented that it is confusing to many people that the Special Act is not updated and that the current law is not in Tallahassee.

II. A. 1. All Proposed Decreases

Recommendation to decrease minimum standards for children’s centers from Chapter 65C-22 F.A.C.

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following decreases in minimum standards for Children’s Centers from Chapters 65C-22 F.A.C. Motion unanimously adopted.

65C-22.001 General Information

1. All child care facilities must comply with the ~~inspection responsibilities and~~ insurance requirements found in Section 316.615(4), F.S.

65C-22.002 Physical Environment

2. For the purposes of child care facilities who are providing care to school-age children, a fence is not required if all the following conditions are met:

65C-22.005 Food and Nutrition

3. If a facility chooses to supply food, ~~it they~~ shall provide nutritious meals and snacks of a quantity and quality to meet the daily nutritional needs of the children. The USDA ~~My Food Guide Pyramid for Young Children, April 2005 March 1999~~, which is incorporated by reference, shall be used to determine what food groups to serve at each meal or snack and the serving size of the selected foods for children ~~one~~ year of ages two (2) and older. The ~~fats and sweets~~ categories “oils” and “discretionary calories” ~~within the USDA Food Guide Pyramid for Young Children may cannot be considered counted as a food groups.~~

Implementation Date: June 19, 2007

Recommendation #1 – Proposed decrease for Advertising for children’s centers

Public Comment: Lynn Gibson, 8697 78th Avenue North, Largo 33777
Topics: Advertising, screening, personnel, cots, bathing, supervision (Ms. Gibson will follow-up with written comments.)

1. Ms. Gibson commented that Advertising is also listed in 402.318; she questioned if it can be decreased because it states no person shall advertise a child care facility without including the state agency licensing number.
2. She commented that family day care specialists are telling providers that cots are not allowed. Ms. Gibson commented that cots are allowed in centers.
3. She requested a definition of the diapering area.
4. She commented that requiring two child care personnel be on the premises of the large family child care home when the total number of children on the premises does not exceed 5 is a hardship for providers. She referred Board to page 10 of the report regarding a draft of 65C-20 F.A.C. Supervision. She requests that recommendation for I. Personnel C. Supervision 3. be denied.

Response: Attorney Pemberton recommends that the Board not follow the state rule regarding requiring license numbers for advertisers; that legally unlicensed care is legal care and covered under commercial speak laws.

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II. A. 1. All Proposed Decreases - continued

Recommendation #1 – Proposed decrease for Advertising for children’s centers - continued

Motion: A motion was made by Donna Rippley and was seconded to table the following decrease in minimum standard for Advertising in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

XI. ADVERTISING (children’s centers)

- A. A children's center licensed by the License Board may publish advertisements only of the service for which it is specifically licensed under this act. ~~No person, firm, partnership, organization, corporation, association, society, or other group, unless licensed as a children's center, shall publish any advertisement soliciting child care.~~ The holder of a temporary permit may advertise only for the service for which the temporary permit was issued and the Said advertisement must shall state that the advertiser is the holder of a temporary permit.
- B. No person shall advertise a children’s center as defined by the licensing regulations, except legally exempt children’s centers, without including within such advertisement the License Board license number of such children’s center. Violation of this section is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

H. Advertising (mildly-ill)

- 1. A children's center licensed by the License Board may publish advertisements only of the service for which it is specifically licensed under this act. ~~No person, firm, organization, corporation, association, society, or other group unless licensed as a children's center, shall publish any advertisement soliciting child care.~~ The holder of a temporary permit may advertise only for the service for which the temporary permit was issued and the Said advertisement must shall state that the advertiser is the holder of a temporary permit.
- 2. No person shall advertise a children’s center as defined by the licensing regulations, except legally exempt children’s centers, without including within such advertisement the License Board license number of such children’s center. Violation of this section is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

Recommendation #1 – Proposed decrease in Definition for Family Day Care Homes

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to repeal the current family day care home definition when HB 781 becomes law. Motion unanimously adopted.

Motion: A motion was made by Terri Hajian and was seconded by Angela Loring to modify and approve the following decrease in definition for regulations governing family day care homes. Motion unanimously adopted.

Family Day Care Home – A family day care home means an occupied place of residence of a family, person, or persons who regularly provide child care and training for children from at least two (2) unrelated households, with or without compensation, for no more than five (5) children at any given time. Of those five (5) children, no more than three (3) of the five (5) children may be under two (2) years of age.

Implementation Date: When HB 781 becomes law or on July 3, 2007, which ever comes first

Motion: A motion was made by Terri Hajian and was seconded to table the following decrease in definition for regulations governing family day care homes. Motion unanimously adopted.

or effective January 1, 2008, no more than 3 of the 5 children may be under 18 months of age if the provider has proof of completion of an approved training course.

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II. A. 1. All Proposed Decreases - continued

Recommendation #2 - Proposed decrease in minimum standard for Supervision

Motion: A motion was made by Angela Loring and was seconded to table the following decrease in minimum standard for Supervision in regulations governing family day care homes. Motion unanimously adopted.

C. Supervision

1. The number of children in a family day care home at any given time is limited to a maximum of five (5) children. This includes preschool household members, whether present or not, and children of any age who are in the operator's care and do not reside in the family day care home. No more than three (3) of the five (5) children may be under two (2) years of age or no more than three (3) of the five (5) children may be under 18 months of age if the provider has proof of completion of the training course "Beyond Cribs and Rattles" or a current equivalent as determined by the License Board.

Recommendation #3 – Proposed decrease in General Qualifications for family day care homes

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following decrease in minimum standard for General Qualifications for regulations governing family day care homes. Motion unanimously adopted.

I. PERSONNEL (family day care homes)

A. General Qualifications. Personnel in Family Day Care Homes

1. . . .
2. The initial ~~An~~ application will not be considered complete until the License Board receives proof of background screening clearance on the operator/applicant of the family day care home and all other household members, and substitutes who are subject to background screening. A screening conducted under this rule is valid for five (5) years, at which time a statewide rescreening must be conducted. The 5-year rescreening must include, at a minimum, statewide criminal records checks through the Florida Department of Law Enforcement and a local criminal records check.

Implementation Date: June 19, 2007

Recommendation #4 – Proposed decrease in General Qualification for family day care homes

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following decrease in minimum standard for General Qualifications for regulations governing family day care homes. Motion unanimously adopted.

I. PERSONNEL (family day care homes)

A. General Qualifications. Personnel in ~~Family Day Care Homes~~

5. Rescreening of Child Care Personnel
Pinellas County License Board shall conduct an annual screening for abuse and neglect for family day care home and large family child care home providers. ~~, substitutes, household members, and employees~~

Implementation Date: June 19, 2007

II. A. 1. All Proposed Decreases - continued

Recommendation #5 – Proposed decrease in Advertising for family day care homes

Motion: A motion was made by Donna Rippley and was seconded to table the following decrease in minimum standard for Advertising for regulations governing family day care homes. Motion unanimously adopted.

X. ADVERTISING (family day care homes)

- A. A family day care home or large family child care home licensed by the License Board may publish advertisements only of the service for which it is specifically licensed under Licensing Regulations. ~~No person, firm, partnership, organization, corporation, association, or other group or society, unless licensed as a family day care home, shall publish any advertisement soliciting child care.~~ The holder of a temporary permit may only advertise for the service for which the temporary permit was issued and the ~~Said~~ advertisement must ~~shall~~ state that the advertiser is the holder of a temporary permit.

2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to approve the proposed increases in minimum standards from Chapter 65C-22 F.A.C. for regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

65C-22.001 General Information

1. In order to ~~be classified~~ ~~operate~~ as an urban child care facility, the applicant child care facility must obtain written provide documentation from the local governing body that confirms the geographical area has been declared urban. Urban child care facilities at the time of application that the outdoor play space requirement cannot be met, and must receive approval from the licensing authority and provide documentation at the time of application that the outdoor play space requirement cannot be met. An urban child care facility will not be approved if outdoor space is found by the licensing authority to be available.
2. When any vehicle is regularly used by a child care facility to provide transportation, the driver shall have a current Florida driver’s license, ~~and~~ an annual physical examination which grants medical approval to drive, and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures.
3. Sign, date and record the driver’s log immediately, verifying that all children were ~~all~~ accounted for and that the visual sweep was conducted.
4. Each age group or class must have a written and followed plan of scheduled activities posted in a conspicuous location ~~place~~ accessible to the parents. The written plan must meet the needs of the children being served and include scheduled activities that ~~which~~:
5. Acts or omissions that meet the definition of child abuse or neglect provided in Chapter 39, F.S., constitute a violation of the standards in Section 402.301-309, F.S.

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II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

- Public Comment: Anne Brooks, 2801 Dovewood Street, Clearwater, 33759
Topics: Physical Environment, purpose of the law, director training
1. Ms. Brooks recommends medicines be kept in their original containers for centers and homes.
 2. Regarding I. Personnel A. General Qualifications 4. – she suggests that children cannot be kept safe at all times; she recommends the wording be changed to indicate that providers really cannot do this.
 3. Regarding I. Personnel C. Training Requirements 3. Infant Center Training a. Director Training – she recommends this for existing centers also.

65C-22.002 Physical Environment

6. All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, as well as knives, sharp tools and other potentially dangerous hazards, shall be stored in a locked container or a locked area that is inaccessible to children in locations inaccessible to the children in care.
7. Children up to one (1) year of age must be in an individual crib or portacrib with sides. Crib sides must be raised and secured while an infant is in the crib and bar spacings may not exceed two and three-eighths (2 3/8) inches. Crib sides must meet the construction regulations as outlined in Title 16, Parts 1508 & 1509, Code of Federal Regulations.
8. Unless statutorily exempted, all child care facilities shall conform to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Standards for Life Safety and Fire Prevention in Child Care Facilities and shall be inspected annually. A copy of the current and approved annual fire inspection report by a certified fire inspector must be on file with the licensing authority.
9. Fire drills shall be conducted monthly at various times and shall be conducted when children are in care. A current attendance record must accompany staff out of the building during a drill or actual evacuation and be used to account for all children.
10. Toothbrushes, towels and wash cloths may not be shared.
11. The diaper changing area shall be located in a separate area from the feeding or food preparation, service and feeding area. In addition, items unrelated to diaper changing shall not be stored in the diaper changing area nor shall they be placed on the diaper changing table.
12. There shall be a supply of clean diapers, clothing and linens at all times. When diapers, clothing or linens that are in use become soiled or wet, they shall be changed immediately or removed and properly disposed of, which shall be changed or removed promptly when soiled or wet.

65C-22.002 Physical Environment - continued

13. All playground equipment shall be securely anchored, unless portable or stationary by design, in good repair, maintained in safe condition, and placed to ensure safe usage by the children. Maintenance shall include checks, at least every other month, of all supports, above and below the ground, and all connectors, and moving parts.
14. Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment that which provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.

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II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

15. 65C-22.003 Training

(1) Definitions.

- (a) “Active” refers to the status of a candidate’s awarded credential or certification in which requirements have been successfully met. “CDA” Child Development Associate is a national credential, recognized throughout the United States and the world, issued by the Council for Early Childhood Professional Recognition in Washington, DC.
- (b) “Before-school and after-school site” refers to a program, regardless of location, that provides child care for children who are at least five (5) years old and are enrolled in and attend a kindergarten program or grades one (1) and above during a school district’s calendar year. This is limited to programs that provide care only before and after the recognized hours of a district’s school day and on teacher planning days, holidays, and intercessions that occur during the school district’s official calendar year. “State-Approved CDA Equivalency” is a training program that has been approved by the Department of Children and Family Services as meeting or exceeding the criteria established for an equivalency program.
- (c) “Begin training for child care personnel” refers to a candidate’s commencement of at least one (1) of the child care training courses listed in Section 402.305(2)(d), F.S. This may be accomplished by classroom attendance, acquiring an educational exemption from training, beginning a department-approved online child care training course, or by completion of a department-approved competency examination within the first 90 days of employment in the child care industry. The child care facility is responsible for obtaining documentation from child care personnel.
- ~~(d)(e) “Director,” pursuant to for the purpose of this section and consistent with the statutory definition of “operator,” in Section 402.302(11), F.S., is refers to the onsite administrator or individual of a child care facility who has the primary responsibility for the day-to-day operation, supervision and administration of a the child care facility.~~
- ~~(e)(d) “Director Credential” is means a department-approved comprehensive credentialing program that consisting of two levels of education and experiential requirements as referenced outlined in paragraph subsection 65C-22.003(8)(a), F.A.C.~~
- ~~(e) “Before-school and after-school sites” for the purposes of this section means, programs, no matter their location, providing child care for children who are five years old and above, when they are enrolled in and attending a kindergarten program or grades one and above, during the school district’s calendar year. This is limited to programs providing care before and after the school day, only, teacher planning days, holidays, and intercessions that occur during the school district’s official calendar year.~~
- ~~(f) “Begin training for child care personnel” means to commence coursework by attendance, by educational exemption, or by completing a competency examination for one of the statutorily mandated child care training modules. The begin date for training is the initial date an individual commences training in the child care field.~~
- ~~(f) “Early childhood education” refers to coursework, certification, a credential or degree that specializes in children ages birth through eight (8).~~
- ~~(g) “Expired” refers to the status of a candidate’s awarded credential or certification that is not eligible for renewal.~~
- ~~(h) “Florida Child Care Professional Credential (FCCPC),” pursuant to Section 402.305(3)(b), F.S., is a department-approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification: “Birth Through Five (formerly the department approved CDA Equivalency training programs)” and “School-Age (formerly the Florida School-Age Certification).” A list of approved and recognized FCCPC programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.~~
- ~~(i) “Florida Department of Education Child Care Apprenticeship Certificate (CCAC)” is a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.~~
- ~~(j) “Florida Department of Education Early Childhood Professional Certificate (ECPC)” is a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.~~

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II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

15. 65C-22.003 Training - continued

- (k) “Florida Department of Education School-Age Professional Certificate (SAPC)” is a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with school-age children and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
- (l) “Inactive” refers to the status of a candidate’s awarded credential or certification that remains eligible for renewal.
- (m) “National Early Childhood Credential (NECC)” pursuant to Section 402.305(3)(c), F.S., is an early childhood credential approved by the department and recognized by licensing authorities in at least five (5) states that incorporates 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and includes at least two (2) methods of formal assessment. This includes the Child Development Associate (CDA) credential issued by the Council for Professional Recognition in Washington, DC. A list of approved and recognized NECC programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
- (n) ~~“Training Transcript” is the official electronic documentation of for statutorily mandated training and staff credentialing qualifications requirements for of all child care personnel. Training transcripts may can be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare. downloaded and printed by the individual if desired or will be issued to the individual if requested.~~
- (o) “Weighted score” means a scaled score, rather than a percentage score, based on the difficulty of the exam and determined by competency exam professionals in consultation with subject matter experts.

(2) Training Requirements

- (a) Child care personnel hired on or after October 1, 1992 must successfully complete the Department of Children and Family Services’ 40 hour Introductory Child Care Training, as evidenced by successful completion of competency based examinations offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better. Child care personnel who successfully completed the mandatory 40 hour Introductory Child Care Training prior to January 1, 2004 are not required to fulfill the competency examination requirement.
 - 1. All child care personnel must complete training within 12 months from the date training begins and may not exceed 15 months from the date of employment in the child care industry.
 - 2. ~~(a)~~ The 40 hour Introductory Child Care Training requirement is divided into two (2) parts. Part I is comprised of 30 hours of training ~~that,~~ consisting of the Department of Children and Family Services’ training courses modules, developed by the department, identified below:
 - ~~a.1-~~ Child Care Facility State & Local Rules and Regulations;
 - ~~b.2-~~ Health, Safety, and Nutrition;
 - ~~c.3-~~ Identifying and Reporting Child Abuse and Neglect;
 - ~~d.4-~~ Child Growth and Development; and
 - ~~e.5-~~ Behavioral Observation and Screening.
 - 3. ~~(b)~~ Part II is comprised of 10 hours of training ~~that,~~ consisting of a selection from the Department of Children and Family Services’ specialized training courses modules, developed by the department, identified below:
 - ~~a.1-~~ Infant and Toddler Appropriate Practices (10 hours);
 - ~~b.2-~~ Preschool Appropriate Practices (10 hours);
 - ~~c.3-~~ School-Age Appropriate Practices (10 hours);
 - ~~d.4-~~ Special Needs Appropriate Practices (10 hours);
 - ~~e.5-~~ Basic Guidance and Discipline (5 hours ~~online web-based~~);
 - ~~f.6-~~ Computer Technology for Child Care Professionals (5 hours ~~online web-based~~); and
 - ~~g.7-~~ Early Literacy for Children Age Birth to Three (5 hours ~~online web-based~~);
 - ~~h.~~ Early Childhood Computer Learning Centers (5 hours online), or
 - ~~i.~~ Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).

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II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

15. 65C-22.003 Training - continued

- ~~(c) Child care personnel hired on or after October 1, 1992, must successfully complete Part I and Part II of the Department of Children and Family Services’ 40-hour Introductory Child Care Training requirement. Successful completion of the 40-hour training requirement is evidenced by passage of competency examinations with a score of seventy (70) or better. Child care personnel who have completed the mandatory 40-hour Introductory Child Care Training prior to the availability of the competency examinations will not be required to complete the competency based testing.~~
- ~~(b)(d) Pursuant to Section 402.305(2)(d)5., F.S., all child care personnel must complete a single course 5-clock-hours or 5 continuing education units (CEU’s) of training in early literacy and language development of children ages birth through to five (5) years of age. Literacy training must be a single class or course that is a minimum of no less than five (5) clock-hours or 5 CEUs in duration and focuses on early literacy and language development of children from birth to 5 years of age.~~
- ~~1. All child care personnel employed on or before December 31, 2004, shall complete 5 clock-hours or 5 documented continuing education units (CEU) of training in early literacy and language development of children from birth to 5 years of age, as documented on the certificate of course completion, classroom transcript, or diploma; by June 30, 2005.~~
- ~~1.2. All child care personnel must hired on or after January 1, 2005, shall complete early literacy training within 12 months of date of employment in the child care industry. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma.~~
- ~~2.3. In order to meet the literacy training this requirement, child care personnel must complete one (1) of the following:~~
 - ~~a. One (1) of [The department’s online literacy courses available on the Department of Children and Family Services’ website at www.myflorida.com/childcare/training; or-~~
 - ~~b. One (1) of the department’s approved literacy training courses. A training course from the Department of Children and Family Services’ list of these courses may approved literacy training programs, which can be obtained from accessed by contacting the licensing authority or on by going to the Department of Children and Family Services’ website at www.myflorida.com/childcare/training. The Department of Children and Family Services will continue to approve literacy courses through May 31, 2005. After this date, no additional courses will be approved by the department) added to the list; or~~
 - ~~c. One (1) college level early literacy course (for credit or non-credit) if taken (for credit or non-credit) within the last five (5) years.~~
- ~~4. Literacy training that was taken between July 1, 1999 and July 1, 2004, will be accepted by the licensing authority if it meets all the required components stated above.~~
- ~~(e) Training transcripts are updated upon the successful completion of training, as evidenced by the passage of a competency examination. Competency examinations will be offered by the Department of Children and Family Services or its designated representative.~~
 - ~~1. The successful completion of Part I and Part II modules will be documented on either CF-FSP Form 5267, May 2003, or the Department of Children and Family Services’ child care training transcript.~~
 - ~~2. A copy of the certificate or training transcript must be included in the child care personnel record and maintained at each facility.~~
 - ~~3. A copy of the certificate or training transcript for the director and owner must be included in the department’s official licensing file.~~
- (3) Exemptions from the Introductory Child Care Training
 - (a) Competency Examination Exemptions. ~~Prior to attending the training,~~ Child care personnel have one (1) opportunity, if they choose, to exempt from one (1) or more any of the department’s 40-hour Introductory Child Care Training courses modules prior to attending training by successfully completing of corresponding competency examinations with a weighted score of seventy (70) or better. Examination Exemptions examinations are not available for the ~~d~~Department’s online of Children and Family Services’ web-based Part II specialized training courses modules.
 - (b) Educational Exemptions
 - 1. The Department of Children and Family Services or its designated representative shall exempt child care personnel with one of the following educational qualifications, from the Health, Safety and Nutrition;; Child Growth and Development; and Behavioral Observation and Screening courses Modules who meet one (1) of the following educational qualifications:

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II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

15. 65C-22.003 Training - continued

- a. Associate’s ~~Two~~ year degree or higher with six (6) college credit hours in early childhood/child growth and development or degree in elementary education with certification to teach any age birth through 6th grade.
 - b. An active National Early Childhood Credential (NECC) or an active Birth Through Five Florida Child Care Professional Credential (FCCPC). ~~Child Development Associate credential, state-approved Florida CDA Equivalency course.~~
 2. The Department of Children and Family Services or its designated representative shall exempt child care personnel with a B.A., B.S. or advanced degree in Early Childhood Education or Preschool Education from the Infant and Toddler Appropriate Practices course module and Preschool Appropriate Practices course module.
 3. The Department of Children and Family Services or its designated representative shall exempt child care personnel with a B.A., B.S. or advanced degree in Elementary Education from the School-Age Appropriate Practices course module.
 4. The Department of Children and Family Services or its designated representative shall exempt child care personnel with a B.A., B.S. or advanced degree in Exceptional Student Education from the Special Needs Appropriate Practices course module.
 5. There are no educational exemptions from the Child Care Facility Rules and Regulations and the Identifying and Reporting Child Abuse and Neglect courses or from the department’s online training courses.
- (4) Documentation of Training. Training ~~successfully~~ successfully completed ~~after July 1, 2004~~ will be documented on the ~~child care training transcript only. Training completed prior to July 1, 2004 may be documented either on the child care training transcript or on CF-FSP 5267, April 2006, Child Care Training Course Completion Certificate, which is incorporated by reference.~~ CF-FSP 5267 may be obtained from the licensing authority or on the Department of Children and Family Services’ website at www.myflorida.com/childcare by clicking on the training link.
- (a) A copy of the CF-FSP Form 5267 or training transcript must be included in each staff member’s child care personnel record and maintained at each child care facility.
 - (b) A copy of the CF-FSP Form 5267 or training transcript for the director of a child care facility must be included in the department’s official licensing file.
- (5) . . .
- (6) Annual In-Service Training
- (a) All child care facility personnel, must complete a minimum of 10 clock-hours or one (1) CEU of in-service training ~~or 1 CEU~~, annually during the state’s fiscal year beginning July 1 and ending June 30.
 - (b) The annual 10 clock-hours or one (1) CEU of in-service training concentrating on children ages birth through 12 ~~or 1 CEU~~, must be completed in one (1) or more of the following areas (college level courses will be accepted):
 1. Health and safety, including universal precautions;
 2. through 13. No change.
 14. Playground Safety in outdoor play;
 15. through 19. No change.
 20. Homework assistance for school-age care;
 21. through 22. No change.
 - (c) . . . A new in-service training record is required each fiscal year. ~~In addition to maintaining the training record for the current fiscal year, the~~ in-service training records for the previous two (2) fiscal years must also be maintained at the child care facility for review by the licensing authority. ~~College level courses that cover the topics above may also be counted to meet the annual in-service training requirement.~~
- (7) Staff Credentials
- (a) Staff Credential Requirement. Pursuant to Section 402.305(3), F.S., aEvery licensed child care facility must have one (1) credentialed staff member of its child care personnel for every 20 children, with one of the following qualifications:

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15. 65C-22.003 Training - Staff Credentials - continued

1. A credentialed staff member is defined as a child care professional who has been issued a CF-FSP Form 5206, April 2006, Staff Credential Verification, which is incorporated by reference, by the department.
2. To apply for a CF-FSP Form 5206, a candidate must complete CF-FSP Form 5211, April 2006, Staff Credential Application, which is incorporated by reference, copies of which may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare, and meet one (1) of the following six (6) qualifications as cited on CF-FSP Form 5211:
 - ~~a.1.~~ An active National Early Childhood Development Associate (CDA) Credential (NECC).
 - ~~b.2.~~ Formal Educational Qualifications. Procedures for individuals with an associate level (2-year) degree or higher seeking the credentialing requirement are outlined on CF-FSP Form 5211, April 05, Child Care Personnel Education/Employment History Verification Form, which is incorporated by reference. CF-FSP Form 5211 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare/training.
 - ~~c.3.~~ An active Birth Through Five state approved Florida Child Care Professional CDA Equivalency (CDAE) Credential awarded by successful completion of a Birth Through Five FCCPC Training Program as documented on CF-FSP Form 5270, April 2006, Florida Child Care Professional Credential Certificate, which is incorporated by reference. A list of approved programs is maintained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
 - ~~d.~~ An active Florida Department of Education Child Care Apprenticeship Certificate (CCAC), Early Childhood Professional Certificate (ECPC) (formerly CDA Equivalent), or School-Age Professional Certificate (SAPC) (formerly School-Age Certification Training).
 - ~~a.~~ Early Childhood Education Training Programs seeking equivalency to the CDA should submit a completed CF-FSP Form 5191, April 05, Application for Child Development Associate (CDA) Equivalency for Training Programs, which is incorporated by reference, to the Department of Children and Family Services for approval. CF-FSP Form 5191 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare/training.
 - ~~b.~~ The criterion for programs wishing to be recognized as a state approved CDA Equivalency is determined by the Department of Children and Family Services and is outlined on the Application for Child Development Associate (CDA) Equivalency Training Programs, CF-FSP 5191.
 - ~~c.~~ The Department of Children and Family Services will only approve CDA Equivalency programs that are accredited by one of the national or regional accreditation organizations recognized by the United States Department of Education or licensed by the Florida Commission for Independent Education.
 - ~~4.~~ Employment History Recognition Exemption.
 - ~~4.a.~~ In addition to the requirements and time frames established in statute (a person employed in a child care facility on July 1, 1995, who has a high school diploma or its equivalent and has at least 10 years of documented experience, as determined by the department, in child care between July 1, 1980 and July 1, 1995, or 10 years of teaching experience in early childhood education through grade 3 in a public or private school since July 1, 1980, meets the minimum staff credential requirement), employment history experience must include a minimum of 15 hours per week per year or 540 hours per year working with children in a licensed, registered or exempt child care program as defined in Section 402.301, F.S., or teaching experience in a public or private school.
 - ~~b.~~ Documentation of employment history recognition must include notarized letters indicating previous employment or other forms of documentation such as W-2 forms, licensing records, or income tax return forms for each place of employment.
 - ~~e.5.~~ An active Florida School-Age Florida Child Care Professional Credential Certification awarded by successful completion of a School-Age FCCPC Training Program as documented on CF-FSP Form 5270. A list of approved programs is maintained on the Department of Children and Family Services’ website at www.myflorida.com/childcare. Graduates who successfully complete a school-age training program offered by a branch of the U.S. Military will be recognized as having met the School-Age FCCPC requirement. A School-Age FCCPC will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK).

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15. 65C-22.003 Training - Staff Credentials - continued

- f. Employment History Recognition Exemption. An Employment History Recognition Exemption will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK) or towards a Director Credential. Applications for Employment History Recognition Exemption will not be accepted after July 1, 2006.
- a. Training providers seeking to offer the Florida School-Age Certification Training Program must utilize the Florida School-Age Certification Training Program as approved by the Department of Children and Family Services and must apply for approval on CF-FSP Form 5257, April 05, Application to Provide the Florida School-Age Certification Training Program, which is incorporated by reference. The application may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare/training. Effective July 1, 2005, The Department of Children and Family Services will only approve Florida School-Age Certification Training Programs that are accredited by one of the national or regional accreditation organizations recognized by the United States Department of Education or licensed by the Florida Commission for Independent Education.
- b. In order to receive the Florida School-Age Certification, a candidate must have completed the Department of Children and Family Services, Florida School-Age Certification Training Program, which consists of the following:
 - (I) A total of 120 hours of training consisting of successful completion of Part I of the training for School-Age Child Care Personnel identified in paragraphs 65C-22.008(4)(a) and (b), F.A.C.; and a minimum of 80-clock hours of training using the Department of Children and Family Services approved curriculum, which focuses on the following six competency areas:
 - (A) Establishment and maintenance of a safe and healthy learning environment.
 - (B) The advancement of physical and intellectual competence.
 - (C) The support of social and emotional development and provision of positive guidance.
 - (D) The establishment of positive and productive relationships with families.
 - (E) Ensuring a well-run, purposeful program responsive to participant’s needs.
 - (F) The maintenance of a commitment to professionalism.
 - (II) A portfolio containing an autobiographical statement, written examples demonstrating mastery of each of the school-age competency subject areas, and a collection of resource materials as identified in the Department of Children and Family Services, Florida School-Age Certification Training Portfolio and Resource Materials Checklist, CF-FSP Form 5258, Oct. 01, which is incorporated by reference.
 - (III) Formal observation working with children in a school-age setting during the course of the program by a qualified observer.
 - (IV) 180 hours of direct contact with children in a school-age setting within the past five years.
- c. Individuals who are enrolled in an existing school-age certification training program in Florida, prior to January 1, 2002, and who graduate from this training program by January 1, 2003, will be recognized as having met the Florida School-Age Certification requirement.
- d. Individuals who successfully complete a school age training program offered by one of the branches of the U.S. Military will be recognized as having met the Florida School-Age Certification requirement.
- e. Early Childhood Education Training providers that offer the Florida School-Age Certification Training Program must complete CF-FSP Form 5259, Oct. 01, Confirmation of Completion of the Florida School-Age Certification Training Program, which is incorporated by reference, for each graduate. Training providers must submit the completed CF-FSP Form 5259 for each graduate, to the Department of Children and Family Services or its designated representative for processing upon completion of all components of the Florida School-Age Certification Training Program.
- f. The Department of Children and Family Services or its designated representative will update the child care training transcript to document the successful completion of the Florida School-Age Certification Training Program.
- g. To maintain a valid Florida School-Age Certification, candidates must complete and document the satisfactory completion of 4.5 Continuing Education Units (CEUs) or one three-hour college-credit course in any school-age child care curriculum area, every five years. Coursework completed to renew a State of Florida Teaching Certificate satisfies the coursework requirement for renewal of the Florida School-Age Certification. This documentation must be submitted to the Department of Children and Family Services or its designated representative to verify completion of the required coursework. The Department of Children and Family Services or its designated representative will issue a new Florida School-Age Certification Training Program Certificate upon verification of the documentation.

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15. 65C-22.003 Training - Staff Credentials - continued

- ~~(b) Periods of Transition. Child care personnel meeting the staff credentialing requirement in subparagraph (a)1.-5. of this section, must work at the facility a minimum of 20 hours per week. Nap time and lunch times are excluded from this calculation. A credentialed staff person must be on-site on a full time basis for those facilities that operate 20 hours or less per week.~~
- ~~(b)(c) Calculation of Number of Personnel Necessary. The required number of credentialed staff for a facility shall be calculated as follows:~~
 - 1. Child care facilities with 19 or fewer children or that operate less than eight (8) hours per week are not subject to the staff credentialing requirement.
 - 2. For every 20 children, a child care facility must have one (1) child care staff member personnel who meets the staff credentialing requirement. Based on this formula, child care facilities with 20-39 children must have one (1) credentialed staff member, facilities with 40-59 children must have two (2) credentialed staff members, and so on. The licensing authority will calculate the number of credentialed personnel required based on daily attendance.
 - 3. Child care personnel meeting the staff credentialing requirement in paragraph 65C-22.003(7)(a), F.A.C., must work at the facility a minimum of 20 hours per week. A credentialed staff person must be on-site during all operational hours for those facilities that operate 20 hours or less per week.
 - 4. Nap time and lunch times are excluded from this calculation.
 - ~~5.3. Volunteers who meet the credentialing requirement will be included in calculating the credentialing ratio.~~
 - 6. Children who are five (5) years old and who are enrolled in and attend a kindergarten program or grades one (1) and above are excluded from the credential ratio.
 - 7. An individual with an expired or inactive credential is ineligible to be counted as a credentialed staff member pursuant to subparagraph 65C-22.003(7)(a)1., F.A.C., until the credential is renewed or the individual meets one (1) of the qualifications listed in paragraph 65C-22.003(7)(a), F.A.C.
 - ~~4. The licensing authority will calculate the number of credentialed personnel required based on daily attendance.~~
- ~~(c)5. On-Site Documentation. A copy of the CF-FSP Form 5206 for each credentialed staff member must be maintained on-site at the child care facility, in the employee personnel file, for review by child care licensing staff. In addition to CF-FSP Form 5206, April 05, Child Care Personnel Professional Development Confirmation Form, child care facilities must maintain have available written documentation of credentialed personnel’s work schedules. Examples of written documentation are employee time sheets, personnel work schedules, and employment records.~~
- ~~6. Children who are five years old and above, when they are enrolled in and attending a kindergarten program or grades one and above, are excluded from the calculation for purposes of determining the number of personnel necessary to meet the credentialing ratio.~~
- ~~(d) Staff Credential Renewal~~
 - 1. A National Early Childhood Credential must be renewed through the agency that awarded the credential. Prior to December 31, 2008, a National Early Childhood Credential may comply with the Birth Through Five Florida Child Care Professional Credential renewal process referenced in subparagraph 65C-22.003(7)(d)3., F.A.C., if the credential was issued prior to December 31, 2003.
 - 2. A staff credential awarded for formal education qualifications does not need to be renewed to remain active.
- ~~(d) CDA or CDAE Renewal. A CDA or CDAE must be renewed as specified in subparagraphs 1.- 6. below for the purpose of meeting the staff credentialing requirement for every 20 children in care, as mandated in Section 402.305(3), F.S.,~~
 - 3.1. ~~Florida CDAE Renewals.~~ To maintain an active Birth Through Five FCCPC Florida CDAE, every five (5) years a candidate must renew their Birth Through Five FCCPC Florida CDAE by completing the Florida CDAE Renewal Application, CF-FSP 5273, April 200605, Birth Through Five Florida Child Care Professional Credential Renewal Application, which is incorporated by reference, CF-FSP Form 5273 and may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare/training. The Florida CDAE Renewal will be documented on CF-FSP 5270, April 05, Florida CDA Equivalency Certificate of Renewal, which is incorporated by reference. Renewal applications may be submitted no earlier than one year prior to the expiration date of the active CDAE certificate. The completed renewal application must be submitted to the Department of Children and Family Services and include documentation of the following criteria:

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15. 65C-22.003 Training - Staff Credentials - continued
 - a. A Birth Through Five FCCPC renewal will be documented on CF-FSP Form 5270. Renewal applications may be submitted by the candidate no earlier than one (1) year prior to the end of the active period of the Birth Through Five FCCPC.
 - b. Individuals with a Birth Through Five FCCPC issued before December 31, 2003 may renew the credential by submitting a CF-FSP 5273 with the required documentation by December 31, 2008. A Birth Through Five FCCPC issued after December 31, 2003 will have a renewal date of five (5) years from the date of issuance.
 - c. An individual with an inactive Birth Through Five FCCPC may submit a renewal application for a period of up to three (3) years from the end of the Birth Through Five FCCPC active period. The application will be reviewed, and if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5273 is processed.
 - d. For purposes of participation in the Voluntary Pre-Kindergarten (VPK) Program, child care personnel must ensure an active credential by July 1, 2006.
4. To maintain an active Florida Department of Education Child Care Apprenticeship Certificate (CCAC), Early Childhood Professional Certificate (ECPC), every five (5) years a candidate must renew their Florida Department of Education CCAC, ECPC by completing CF-FSP Form 5309, April 2006, Florida Department of Education Child Care Apprenticeship Certificate (CCAC) and Early Childhood Professional Certificate (ECPC) Renewal Application, which is incorporated by reference. To maintain an active Florida Department of Education School-Age Professional Certificate (SAPC), every five (5) years a candidate must renew their SAPC by completing CF-FSP Form 5308, April 2006, Florida Department of Education School-Age Professional Certificate (SAPC) Renewal Application, which is incorporated by reference. CF-FSP Forms 5308 and 5309 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
 - a. A Florida Department of Education CCAC, ECPC or SAPC renewal will be documented on CF-FSP Form 5310, April 2006, Certificate for Florida Department of Education Child Care Apprenticeship Certificate (CCAC)/Early Childhood Professional Certificate (ECPC)/School-Age Professional Certificate (SAPC) Program Renewal, which is incorporated by reference. CF-FSP Forms 5308 and 5309, as applicable, may be submitted by the candidate no earlier than one (1) year prior to the end of the active period of the Florida Department of Education CCAC, ECPC or SAPC.
 - b. An individual with an inactive Florida Department of Education CCAC, ECPC or SAPC may submit a renewal application for a period of up to three (3) years from the end of the Florida Department of Education CCAC, ECPC or SAPC active period. CF-FSP Form 5308 or 5309, as applicable, will be reviewed and, if approved, a CF-FSP Form 5310 will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5308 or 5309 is processed.
5. To maintain an active School-Age FCCPC, every five (5) years a candidate must renew their School-Age FCCPC by completing CF-FSP Form 5307, April 2006, the School-Age Florida Child Care Professional Credential Renewal Application, which is incorporated by reference. CF-FSP Form 5307 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
 - a. A School-Age FCCPC renewal will be documented on CF-FSP Form 5270. Renewal applications may be submitted no earlier than one (1) year prior to the end of the active date of the School-Age FCCPC.
 - b. An individual with an inactive School-Age FCCPC may submit a renewal application for a period of up to three (3) years from the end of the School-Age FCCPC active period. The application will be reviewed and, if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5270 is processed.
6. A staff credential awarded for Employment History Recognition Exemption does not require renewal to remain active.

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15. 65C-22.003 Training - Staff Credentials.- continued

(e). . . .

a. ~~Proof of a current First Aid Certificate;~~

b. ~~Proof of 45 hours of professional education obtained within the past five years by meeting one of the following:~~

(I) ~~At least 4.5 Continuing Education Units (CEUs);~~

(II) ~~Three college credits in early childhood education/ child development;~~

(III) ~~Forty five (45) clock hours of early childhood education/child development training completed at a Florida Career Education Center (public vocational or technical school), Florida Community Colleges, or an institution licensed by the Florida Commission for Independent Education.~~

(IV) ~~Any combination of the professional education outlined in subparagraphs 65C-22.003(7)(d)1.b.(I)-(III), F.A.C., listed above.~~

c. ~~Proof of recent (within current year) work experience with young children or families of young children (a minimum of 80 hours);~~

d. ~~Proof of recent (within current year) membership in a national, state or local early childhood professional organization;~~

e. ~~A letter of recommendation regarding competency in working with young children, provided by an Early Childhood Education Professional such as the Child Care Facility Director, Assistant Director, Observer, or Lead Teacher; and~~

f. ~~Copy of a CDA or CDAE credential.~~

g. ~~The fee for processing the Florida CDAE renewal application shall be \$25.00. Payment must be via a business check or a money order. No personal checks will be accepted.~~

2. ~~Individuals with a Florida CDAE credential obtained before December 31, 2003 will have the opportunity to renew this credential by submitting a completed Florida CDAE Renewal Application, CF-FSP 5273, with the required documentation, by December 31, 2008. A Florida CDAE issued after December 31, 2003 will have a renewal date of 5 years from the date of issuance.~~

3. ~~If a CDAE credential is not renewed prior to the expiration date, an individual with an expired CDAE credential may submit a renewal application for a period up to three (3) years after the CDAE credential expiration date. The application will be reviewed, and if approved, a certificate issued with a five-year expiration date based on the date the completed renewal application is processed.~~

4. ~~National CDA Renewals. To renew a National CDA, individuals may contact the Council for Early Childhood Professional Recognition, located in Washington, DC, at 1(800)424-4310, or follow the Florida CDAE renewal process outlined in subparagraphs 65C-22.003(7)(b)1.- 4., F.A.C.~~

5. ~~An individual with an expired CDA or CDAE is ineligible to be counted as a credentialed staff person pursuant to paragraph 65C-22.003(7)(a), F.A.C., until the CDA or CDAE credential is renewed or the individual meets one of the other qualifications listed in subparagraph 65C-22.003(7)(a)1.- 4., F.A.C.~~

(e) ~~Verification of Education and Employment History.~~

1. ~~Child care personnel seeking satisfaction of the staff credentialing requirement, in subparagraphs 65C-20.003(7)(a)1.- 5. of this section, are responsible for completing and submitting to the Department of Children and Family Services or its designated representative CF-FSP Form 5211, April 05, Child Care Personnel Education and Employment History Verification Form, including education and employment history documentation.~~

2. ~~Upon receipt and approval of the completed forms, the individual’s training transcripts will be updated to reflect the staff credential verification. From the individual’s child care training transcript, they may print CF-FSP Form 5206, Feb. 04, Child Care Personnel Professional Development Confirmation Form, which is incorporated by reference, for the individual’s records. The individual may also request a copy of CF-FSP Form 5206, from the Department of Children and Family Services or its designated representative, for a nominal fee determined by the Department of Children and Family Services.~~

3. ~~A copy of the Child Care Personnel Professional Development Confirmation Form must be maintained on-site at the facility, in the employee personnel file, for review by child care licensing staff. The original is the property of the child care personnel.~~

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15. 65C-22.003 Training - Staff Credentials - continued

(8) Director Credential

- (a) Director Credential Requirement. Pursuant to Section 402.305(2)(f), F.S., every child care facility must have a credentialed director. An individual with an inactive Director Credential is ineligible to be the director of a child care facility. An applicant for the Director Credential or Advanced Director Credential must meet the requirements referenced in CF-FSP Form 5290, April 2006, Florida Child Care Director Credential Verification and Application, which is incorporated by reference. CF-FSP Form 5290 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare. All applications and documentation will be verified and the credential issued by the Department of Children and Family Services on CF-FSP Form 5252, April 2006, Florida Director Credential Certificate, incorporated by reference. ~~credential by January 1, 2004, which consists of the foundational level or the advanced level. As of January 1, 2004, every applicant for a license to operate a child care facility or a license for a change of ownership of a child care facility must document that the facility director has a director credential prior to issuance of the license to operate the facility.~~
- ~~1. Child care facility owners must notify the licensing authority within five (5) working days of when the facility loses a credentialed director or when there is a change of director. The licensing authority will then issue a provisional license for a period not to exceed six (6) months. The provisional license will have an effective date of the first day the facility was without a credentialed director.~~
 - ~~1.2. An individual may not be the director of child care facilities that has an overlap in the hours of operation.~~
 - ~~2.3. Each child care facility must have a credentialed director that is on-site a majority of hours per day that the facility is in operation.~~
 3. Every applicant for a license to operate a child care facility or a license for a change of ownership of a child care facility must document that the facility director has an active Director Credential prior to issuance of the license.
 4. . . .
 - ~~5.4. CF-FSP Form 5252 must be maintained. The director credential must be posted in a conspicuous location at the facility for review by the licensing authority.~~
- (b) ~~As it relates to the director credential, the following exceptions to the Director Credential apply:~~
1. No change.
 2. Pursuant to Section 402.305(1)(c), F.S., a credentialed director holding a ~~foundational or advanced level Florida director credential~~ may supervise multiple before-school and after-school sites as outlined in paragraph 65C-22.003(8)(c), F.A.C. ~~within the same organization. As of January 1, 2004, every applicant for a license to operate a child care facility must document that the facility director has a director credential prior to issuance of the license to operate the facility.~~
- (c) Director Credential Requirement for before-school and after-school sites.
1. A credentialed director may supervise multiple before-school and after-school sites for a single organization as follows:
 - a. Three (3) sites regardless of the number of children enrolled, or
 - b. More than three (3) sites if the combined total number of children enrolled at the sites does not exceed 350. In calculating the total number of children enrolled, the number of children in the before- and after-school program shall be calculated and viewed as separate programs.
 - c. In counties where the public school district has included four (4) year-old children in public before-school and after-school programs, the school district may participate in the multi-site supervision option. Public school districts which serve four (4) year old children in the before-school and after-school programs are required to have a credentialed staff person pursuant to the credentialing requirements in paragraphs 65C-22.003(7)(a), F.A.C., in order to accommodate the four (4) year-old children.
 2. When a credentialed director is supervising multiple sites, the individual left in charge of the site during the director’s absence must meet the following requirements:
 - a. At least 21 years of age;
 - b. Have completed the approved 40 clock-hour Introductory Child Care Training approved by the Department of Children and Family Services; and
 - c. Have completed the Department of Children and Family Services’ Part II specialized training course, Special Needs Appropriate Practices, or completed a minimum of eight (8) hours of in-service training in serving children with disabilities; or
 - d. Have completed the Department of Children and Family Services’ School-Age Appropriate Practices specialized training course.

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15. 65C-22.003 Training - Director Credential - continued

~~(c) The foundational level applicants must meet the following educational and experiential requirements:~~

- ~~1. High school diploma or GED; and~~
- ~~2. The Department of Children and Family Services’ 30-clock-hour Introductory Child Care Training (Part I); and~~
- ~~3. The Department of Children and Family Services’ Special Needs Appropriate Practices module or a minimum of 8-hours of in-service training in serving children with disabilities; and~~
- ~~4. One of the following staff credentials: a Child Development Associate (CDA) Credential; a state-approved Florida CDA Equivalency; the Florida School Age Certification; a formal education exemption qualification; or a documented employment history recognition exemption; and~~
- ~~5. One course in the curriculum content area “Overview of Child Care Center Management,” which must be met by one approved three-hour college level course, offered for credit or 4.5 Continuing Education Units (CEUs) through continuing education or one approved Post Secondary Adult Vocational course offered through a vocational technical institution in Florida; and~~
- ~~6. One year experience on-site as a child care director. For those candidates who have met the educational requirements of this level but have not completed the one-year experiential requirement a temporary credential will be granted.~~

~~(d) The advanced level applicants must meet the following educational and experiential requirements:~~

- ~~1. High school diploma or GED; and~~
- ~~2. The Department of Children and Family Services 30-clock-hour Introductory Child Care Training (Part I); and~~
- ~~3. The department’s Special Needs Appropriate Practices module or a minimum of 8-hours in-service training or course in serving children with disabilities; and~~
- ~~4. One of the following staff credentials: a Child Development Associate (CDA) Credential; a state-approved Florida CDA Equivalency; the approved Florida School Age Certification; a formal education exemption qualification; or a documented employment history recognition exemption; and~~
- ~~5. Three approved courses in child care education program administration. The coursework requirement must be taken for college credit and must be from the following curriculum areas: Overview of Child Care Center Management, Child Care and Education Organizational Leadership and Management, Child Care and Education Financial and Legal Issues, Child Care and Education Programming; and~~
- ~~6. Two years of experience on-site as a child care director. For those candidates who have met all the educational requirements of this level but have not completed the two-year experiential requirement a temporary credential will be granted.~~

~~(e) All applications and documentation will be verified and credentials issued by the Department of Children and Family Services.~~

~~(f) Exceptions: For the foundational level, Directors who have attained another state’s approved Director Credential shall receive credit towards the, “Overview of Child Care Management”, educational component of the credential. For the advanced level credential only, an educational exception will be granted to individuals who meet subparagraphs 65C-22.003(8)(c)1-4. and 6., F.A.C., and any of the following:~~

- ~~1. An A.S. degree in child care center management, or~~
- ~~2. An A.S., B.A., B.S. or advanced degree in early childhood education/child development, family and consumer sciences (formerly home economics/child development), school-age child care or elementary education with at least three credit hours in child care management/administration, business administration or educational administration, or~~
- ~~3. A B.A., B.S. or advanced degree other than those degree areas in number 2. above, with three credit hours in early childhood/child development or school-age child care and three credit hours in child care management/administration, business administration or educational administration, or~~
- ~~4. Five or more years of experience as an administrator or director in a licensed child care facility, or a facility that is legally exempt pursuant to Sections 402.3025 and 402.316, F.S., and with three college credit hours in early childhood/child development or school-age child care and three college credit hours in child care management/administration, business administration or educational administration. All coursework for this exception must have been completed within the last ten years.~~

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15. 65C-22.003 Training - Director Credentials - continued

~~(g) Testing. For the advanced level credential only, individuals who meet the requirements for the educational exception but do not have coursework in early childhood education or administration may opt to take a competency-based test to meet the three credit hour course requirement in early childhood education/child development or the three credit hour course requirement in administration, or both. This process will require the candidate to complete a written test, developed and approved by the Department of Children and Family Services with a minimum score of 70 percent.~~

~~(d)(h) Director Credential Renewal~~

- ~~1. To maintain an active temporary Director Credential or Director Credential at either level, every 5 years, candidates must meet the requirements referenced on CF-FSP Form 5306, April 2006, Florida Director Credential Renewal Application, which is incorporated by reference. CF-FSP Form 5306 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare. have an active staff credential documented on CF-FSP 5206, Child Care Personnel Professional Development Confirmation Form, and 4.5 Continuing Education Units (CEUs), or three college credit hours in any one of the curriculum areas listed in subparagraph 65C-22.003(8)(c)5., F.A.C. Coursework must be in addition to the original coursework required for the credential. Coursework completed to renew a State of Florida Teaching Certificate also satisfies this coursework requirement for renewal of a Director Credential. Candidates must also demonstrate professional contributions in the field through any one of the following:
 - ~~a. Serve as an officer or committee member in a professional organization related to the field of early childhood or school age programs;~~
 - ~~b. Make presentation or provide training in the field of early childhood or school age programs;~~
 - ~~c. Serve as a validator or advisor for a Florida-recognized accreditation program, as a CDA advisor, or as a school-age certification representative for the Florida School-Age Certification Training Program;~~
 - ~~d. Advocate for an issue in the field of early childhood or school age programs;~~
 - ~~e. Publish an item related to the field of early childhood or school-age program;~~
 - ~~f. Document program improvements by completing a Florida-recognized accreditation program;~~
 - ~~g. Serve as a consultant or mentor to another early childhood or school age program;~~
 - ~~h. Participate in an educational research or innovation project related to early childhood or school age programs; or~~
 - ~~i. Participate in a creative activity, outside of the candidate’s child care program, relating to the field of early childhood or school age programs.~~~~
- ~~2. A Director Credential issued prior to January 1, 2004, will have an initial renewal, as documented on CF-FSP Form 5252, is active for five (date of January 1, 2009, and every 5) years from the date of issuance thereafter. A Director Credential issued after January 1, 2004, will have an initial renewal date after 5 years and every 5 years thereafter. The completed renewal application, including all required documentation, must be submitted to the Department of Children and Family Services for review and issuance of a Director Credential Renewal Certificate no earlier than one (1) year prior to the end expiration date of the active period of the Director Credential. The Director Credential renewal date is will be determined by the end date of the active period Director Credential expiration date.~~
- ~~3. If a renewal application is received after the end of the active period for the Director Credential expiration date, the Director Credential Renewal Application will be reviewed, and, if approved, a certificate will be issued with a renewal date of five (5) years from the expiration date based on the date the completed renewal application was is processed.~~
- ~~4. An individual with an inactive Director Credential is ineligible to be the director of a child care facility.~~

~~(e)(i) Director Credential Training Providers Coursework Recognition and Approval.~~

- ~~1. The Department of Children and Family Services is responsible for reviewing existing and approving developing “Overview of Child Care Management” courses work, offered through vocational-technical schools, community colleges and universities, to determine if the requirements for it meets the requirements for the Director Credential coursework are met. Vocational-technical schools, community colleges and universities shall submit CF/FSP Form 5247 for course review and approval, hereby incorporated by reference. Applications for new coursework will no longer be accepted by the department. A list of approved “Overview of Child Care Management” courses may must be obmaintained on and will be available through the Department of Children and Family Services’ website at www.myflorida.com/childcare.~~

MINUTES – June 19, 2007

II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

15. 65C-22.003 Training - Director Credentials - continued

2. All college level coursework pertaining to the following content areas will be accepted as approved coursework towards the Advanced Level Director Credential requirements:

a. Child Care and Education Organizational Leadership and Management.

b. Child Care and Education Financial and Legal Issues.

c. Child Care and Education Programming.

(j) Before-school and after-school sites.

1. ~~A director holding a foundational or advanced Director Credential may supervise multiple before-school and after-school sites for a single organization as follows:~~

a. ~~Three sites regardless of the number of children enrolled, or~~

b. ~~More than three sites if the combined total number of children enrolled at the sites does not exceed 350. In calculating the total number of children enrolled, the number of children in the before- and after-school program shall be calculated and viewed as separate programs.~~

c. ~~In counties where the public school district has included 4-year-old children in public before-school and after-school programs, the school district may participate in the multi-site supervision option. Public school districts which serve 4-year-old children in the before-school and after-school programs are required to have a credentialed staff person pursuant to the credentialing requirements in subparagraphs 65C-22.003(7)(a)1.-5., F.A.C., in order to accommodate the 4-year-old children.~~

2. ~~When a credentialed director is supervising multiple sites, the person left in charge of the site during the director’s absence must meet the following requirements:~~

a. ~~Be at least 21 years of age;~~

b. ~~Have completed the approved 40-clock-hour Introductory Child Care Training (Parts I and II), approved by the Department of Children and Family Services; and~~

c. ~~Have completed the Department of Children and Family Services basic training in serving children with special needs, by completing the Part II, specialized training module, Special Needs Appropriate Practices, or through completion of a minimum of 8 hours of in-service training in serving children with disabilities; or~~

d. ~~Have completed the Department of Children and Family Services School Age Appropriate Practices specialized training module.~~

65C-22.004 Health Related Requirements

16. Each child care facility must have at least one (1) staff member with current and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures. One (1) staff member satisfying these training requirements shall be present at all times that children are in the care of the facility, both on-site and on field trips.

17. Disposable non-porous latex gloves.

18. Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, the county public health unit, and the address of and directions to the facility, including major intersections and local landmarks, must be posted on or near all facility telephones and shall be used ~~as necessary~~ to protect the health, safety and well-being of any child in day care.

19. All accidents and incidents which occur at a facility or while a child is in the care of facility staff must be documented ~~and shared with the custodial parent or legal guardian~~ on the day they occur. This documentation must be shared with the custodial parent or legal guardian on the date of occurrence. Documentation shall include the name of the affected party, date and time of occurrence, description of occurrence, actions taken and by whom, and appropriate signatures of facility staff and custodial parent or legal guardian and maintained for one (1) year.

20. After a fire or natural disaster, the operator must notify the licensing agency within 24 hours as to their status of operation in order for the licensing authority to ensure health standards are being met for continued operation.

MINUTES – June 19, 2007

II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

65C-22.005 Food and Nutrition

21. Food Preparation Area. All licensed child care facilities approved by the Environmental Health Section, to prepare food shall have documentation on file from the Department of Health verifying the facility meets the applicable requirements as specified in Chapter 64E-11, F.A.C., Food Hygiene.
22. Single service paper or plastic plates, utensils, and cups shall not be reused. Plates, utensils, cups, bottles, and sippy cups provided by the facility that are not disposable shall be washed, rinsed, and sanitized between uses.
23. There shall be no propped bottles. If a child cannot hold the bottle, then a staff person or volunteer must hold the bottle during feeding.

65C-22.006 Record Keeping

24. A copy of all background screening documents for the director and owner must be included in the License Board’s official licensing file.
25. The child care facility is responsible for obtaining for each child in care a current, and completed and properly executed DH Form 3040, June 2002, Student Health Examination form DH 3040 (June 2002), which is incorporated herein by reference, from the parent or legal guardian or for each child in care, within 30 days of enrollment and maintaining a current copy on file while the child is enrolled at the facility. DH Form 3040, which is incorporated by reference, can be obtained from the local county health department. Certification that a health examination has been completed may be documented on the State of Florida, Department of Health, DH Form 3040, OR a signed statement by authorized professionals that indicates the results of the components of the Student Health Examination form are included in the health examination. The Student Health Examination shall be completed by a person given statutory authority to perform health examinations.
26. The Student Health Examination or the signed statement is valid for two (2) years from the date the physical was performed. An up-to-date version must be on file for as long as the child is enrolled at the facility.
27. The child care facility, if responsible for obtaining for each child in care a current, and completed and properly executed DH Form 680, Florida Certification of Immunization form Part A-1, B, or C, DH 680 (July 2001), or the DH Form 681, Religious Exemption from Immunization form, DH 681 (May 1999), which are incorporated herein by reference, from the custodial parent or legal guardian. DH Form 680 and DH Form 681 may be obtained from the local county health department. for each child in care, within 30 days of enrollment, and maintaining a current copy on file while the child is enrolled at the facility. DH forms 680 and 681, which are incorporated by reference in subsection 65D-3.011(9), F.A.C., can be obtained from the local county health department. The DH Form 680, Florida Certification of Immunization Parts A-1, Certificate of Immunization for K-12 Excluding 7th Grade Requirements or Part B Temporary Medical Exemption, shall be signed by a physician or authorized personnel licensed under the provisions of Chapter 458, 459, or 460, F.S., and shall document vaccination for the prevention of diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, mumps, and Haemophilus influenza type B (HIB), and effective July 1, 2001, completion of the varicella vaccination. The DH Form 680, Florida Certification of Immunization Part C, Permanent Medical Exemption, shall be dated and signed by a physician licensed under the provisions of Chapter 458 or 459, F.S. Immunizations received out-of-state are acceptable; however immunizations must be documented on the Florida Certification of Immunization form and must be DH Form 680 and signed by a physician practicing in the State of Florida. Specific immunization requirements are included and detailed in the most current edition of the “Immunization Guidelines-Florida Schools, Child Care Facilities and Family Day Care Homes” as promulgated by the Florida Department of Health.

MINUTES – June 19, 2007

II. A. 2. Proposed increases for Children’s Centers and Specialized Children’s Centers for Mildly-ill Children from Chapter 65C-22 F.A.C.

65C-22.006 Record Keeping – continued

- 28. If the custodial parents or legal guardians fail to provide the documentation required in subparagraphs (a) or (c) above within 30 days of enrollment, the facility shall not allow the child to remain in the program.
- 29. If the custodial parents or legal guardians need assistance concerning these requirements, the facility shall refer them to the Department of Health or to the child’s physician.
- 30. Medical records in this section are the property of the custodial parent or legal guardian and must be returned to them when the child withdraws from the facility. The medical records are transferable if the child attends another facility.
- 31. There shall be signed statements from the custodial parents or legal guardian that the child care facility has provided them with the following information to parents:
- 32. An employment history check that includes the previous two (2) years. An employment history check conducted under this rule shall include the applicant’s position description, confirmation of employment dates from previous job(s), and level of job performance.
- 33. Driver’s license and driver physical examination documentation. A copy of the driver’s license and the physician certification, or another form containing the same elements of the physician certification, granting medical approval to operate the vehicle and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures must also be maintained in the driver’s personnel file.
- ~~34. Daily meal and snack menus, including meal substitutions. Must shall be maintained for one (1) year as referenced in paragraph 65C-22-005(1)(d), F.A.C. a minimum of one month.~~
(The above was deleted during the presentation because it is covered in another section.)

65C-22.007 Evening Child Care

- 35. For centers which only provide evening child care, outdoor play space is not required. An open area within the existing indoor floor space designated for play that promotes the development of gross motor skills must be available.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #1 – Recommendation to increase minimum standard for General Qualifications

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for General Qualifications in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

I. PERSONNEL (children’s centers)

A. General Qualifications. ~~Personnel in children’s centers:~~

4. Shall not exercise any influence detrimental to the progress or development of children and at all times child care personnel must protect the health, safety, and mental development of children in care.

IV. PERSONNEL (mildly-ill centers)

A. General Qualifications

4. Shall not exercise any influence detrimental to the progress or development of children and at all times child care personnel must protect the health, safety, and mental development of children in care.

Implementation Date: January 1, 2008

Recommendation #2 – Recommendation to increase minimum standard for Education Qualifications

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve and modify the following proposed increase in minimum standard for Educational Qualifications in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

I. PERSONNEL (children’s centers)

B. Education/Credentials

1. Education Qualifications

- b. The staff member in charge (SMIC) of the staff and program of a day nursery shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades.

- SA c.** The staff member in charge (SMIC) of the staff and program of a school age center shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations I.B.1.f.(3).

IV. PERSONNEL (mildly-ill)

B. Education/Credentials

1. Education Qualifications

- b. The staff member ~~is~~ in charge (SMIC) of the staff and program of a ~~day nursery~~ specialized children’s center for mildly-ill children shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits in early childhood education with passing grades. In lieu of completion of six (6) semester hours of college credits in the eight content areas, a staff member in charge of a ~~day nursery~~ specialized children’s center for mildly-ill children may satisfactorily complete a CDA credential, or a state Florida approved equivalent, or a Florida School-Age Certification staff credential. This may be documented on a transcript, diploma, or certificate.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-III Children

Recommendation #3 – Recommendation to increase minimum standard for Infant Center Training

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Infant Center Training in regulations governing children’s centers. Motion unanimously adopted.

I. PERSONNEL (children’s centers)

C. Training Requirements

INF 3. Infant Center Training

a. Director Training

(1) ~~Prior to issuance of a temporary permit, the director shall be required to complete prior to issuance of a temporary permit~~ attend the entire License Board training, Director’s Orientation for Infant Care, the approved infant training specifically for directors who plan to provide for infant care.

(2) ~~A new director of an existing children’s center providing infant care shall be required to complete~~ must attend within ninety (90) days of hire ~~the approved training for infant care. Directors hired prior to October 1, 2005 shall be required to complete the approved training by January 1, 2006.~~ the entire License Board training, Director’s Orientation for Infant Care, or the entire Department of Children and Family Services’ specialized training course, Infant and Toddler Appropriate Practices.

b. Child Care Staff Training

~~Child care staff caring for infants shall complete~~ attend the entire Department of Children and Family Services’ specialized training course, Infant and Toddler Appropriate Practices ~~approved training for infant care~~ within ninety (90) days of employment; and in addition, annual in-service training of ten (10) hours shall include four (4) hours of training specifically related to infant care.

Implementation Date: January 1, 2008

Recommendation #4 – Recommendation to increase minimum standard for General Supervisory Standards

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for General Supervisory Standards in regulations governing children’s centers. Motion unanimously adopted.

II. SUPERVISION (children’s centers)

A. General Supervisory Standards

INF 5. ~~Infants shall not be combined with children over two (2) years of age or older except that any child two (2) years of age or older who is not toilet trained may be allowed to be enrolled or remain in the infant group, when necessary for developmentally appropriate placement. Any child enrolled in the infant room cannot visit, be temporarily assigned to another group, or take part in activities with children other than those in the infant rooms.~~

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-III Children

Recommendation #5 – Recommendation to increase minimum standard for General Supervisory Standards

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for General Supervisory Standards in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

II. SUPERVISION (children’s centers)

A. General Supervisory Standards

11. In addition to the number of staff required to meet the adult-child ratio, one (1) additional child care staff member must be present during evening/overnight hours to assist in providing direct supervision.

III. SUPERVISION (mildly-ill)

A. General Supervisory Standards

8. In addition to the number of staff required to meet the adult-child ratio, one (1) additional child care staff member must be present during evening/overnight hours to assist in providing direct supervision.

Implementation Date: January 1, 2008

Recommendation #6 – Recommendation to increase minimum standard for General Supervisory Standards

Motion: A motion was made by Lourdes Benedict and was seconded by Donna Rippley to approve the following proposed increase in minimum standard for General Supervisory Standards in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

II. SUPERVISION (children’s centers)

A. General Supervisory Standards

12. During evening/overnight child care hours, child care staff must remain awake at all times.

III. SUPERVISION (mildly-ill regulations)

A. General Supervisory Standards

9. During evening/overnight child care hours, child care staff must remain awake at all times.

Implementation Date: January 1, 2008

Recommendation #7 – Recommendation to increase minimum standard for Facility Records

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Facility Records in regulations governing children’s centers. Motion unanimously adopted.

V. RECORDS

A. Facility Records (children’s centers)

- 4. Enrollment information shall be kept current and on file, and include the following:
 - f. Name, address, and telephone number of dentist.
 - g. Days of the week in care.
 - h. Meals typically served while in care.

Implementation Date: January 1 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #8 – Recommendation to increase minimum standard for Scheduled Activities

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Facility Records in regulations governing children’s centers. Motion unanimously adopted.

V. RECORDS

A. Facility Records (children’s centers)

11. Other records

- b. **Scheduled Activities**- Each age group or class must have a written and followed plan of scheduled activities posted in a place accessible to the parents. The written plan must meet the needs of the children being served and include scheduled activities which:
 - (1) Promote emotional, social, intellectual, and physical growth. Developmentally appropriate physical activity that includes active gross motor play must be integrated into the daily schedule.
 - (2) . . .
 - (3) . . .
 - (4) Include accepted bedtime routines that are respectful of children’s individual needs and sleep schedules when operating during evening/overnight hours when children normally sleep. Activities include but are not limited to:
 - (a) Personal hygiene such as brushing teeth and washing face and hands, etc.
 - (b) Quiet, comforting transition activities such as bedtime stories, soothing music, etc.

Implementation Date: January 1, 2008

Recommendation #9 – Recommendation to increase minimum standard for Emergency Evacuation and Care Plan

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Emergency Evacuation and Care Plan in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

V. RECORDS

A. Facility Records (children’s centers)

11. Other records

- g. **Emergency Evacuation and Care Plan**
 - (2) Each children’s center shall have a written plan on file in the License Board office for the evacuation and care of children in case of emergencies and disasters, including but not limited to hurricanes, floods, fires, bomb threats, chemical leaks or evacuations mandated by government officials for public health or safety. The plan shall include arrangements for transportation, food and water supply, parent and children’s center staff communication, availability of children’s records, and supervision of children during evacuation and relocation.

V. RECORDS

C. Other Records (mildly-ill)

3. **Emergency Evacuation and Care Plan**

- (b) Each children’s center shall have a written plan on file in the License Board office for the evacuation and care of children in case of emergencies and disasters, including but not limited to hurricanes, floods, fires, bomb threats, chemical leaks or evacuations mandated by government officials for public health or safety. The plan shall include arrangements for transportation, food and water supply, parent and children’s center staff communication, availability of children’s records, and supervision of children during evacuation and relocation.

Implementation Date: For existing children’s centers, submission is due with 2008 renewals. For new applicants submission is due with Plan of Operation beginning in 2008.

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #10 – Recommendation to increase minimum standard for Building

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Building in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

VI. PHYSICAL ENVIRONMENT (children’s centers)

A. Building

- 5. A children’s center operating during evening/overnight hours must secure all exit doors with locks that conform to fire regulations and have been approved by the fire department.

VIII. PHYSICAL ENVIRONMENT (mildly-ill)

A. Building

- 5. A children’s center operating during evening/overnight hours must secure all exit doors with locks that conform to fire regulations and have been approved by the fire department.

Implementation Date: January 1, 2008

Recommendation #11 – Recommendation to increase minimum standard for Fire Safety

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Fire Safety in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

VI. PHYSICAL ENVIRONMENT (children’s centers)

B. Fire Safety

- 2. There shall be at least one installed, operable, corded telephone readily accessible in the children’s center which is neither locked nor located at a pay station and is available to all staff during the hours of operation, even in the event of a power outage.

X. HEALTH AND SAFETY (mildly-ill)

B. Fire Safety

- 2. There shall be at least one installed, operable, corded telephone, readily accessible in the children’s center, which is neither locked nor located at a pay station and is available to all staff during the hours of operation, even in the event of a power outage.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #12 – Recommendation to increase minimum standard for Rooms Occupied by Children

Motion: A motion was made by Angela Loring and was seconded by Donna Rippley to approve the following proposed increase in minimum standard for Rooms Occupied by Children in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

VI. PHYSICAL ENVIRONMENT (children’s centers)

C. Indoor Play Space

10. Rooms occupied by children:

- a. All rooms must have and maintain lighting the equivalent of twenty (20) foot candles at three feet from the floor to allow for supervision and for safe methods of entering and exiting each room. In reading, painting, and other close work areas, lighting must be equivalent to fifty (50) foot candles on the work surface. At all times lighting must be sufficient enough to visually observe and supervise children, including during naptime and when children are sleeping.

VIII. PHYSICAL ENVIRONMENT (mildly-ill)

C. Rooms Occupied by Children

1. All rooms must have and maintain lighting the equivalent of twenty (20) foot candles at three feet from the floor to allow for supervision and for safe methods of entering and exiting each room. In reading, painting, and other close work areas, lighting must be equivalent to fifty (50) foot candles on the work surface. At all times lighting must be sufficient enough to visually observe and supervise children, including during naptime and when children are sleeping.

Implementation Date: January 1, 2008

Recommendation #13 – Recommendation to increase minimum standard for Napping Space

Motion: A motion was made by Angela Loring and was seconded by Donna Rippley to approve the following proposed increase in minimum standard for Napping Space in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

VI. PHYSICAL ENVIRONMENT (children’s centers)

E. Napping and Sleeping Space

For the purposes of these standards, sleeping refers to the normal overnight sleep cycle while napping refers to a brief period of rest during daylight or early evening hours.

1. Each children’s center must include a designated area where a child can sit quietly and lie down to rest or nap. Sleeping space is required during bedtime hours when children normally sleep. When not in use, napping space and usable indoor floor space may be used interchangeably.
2. Bedding is not required for school age children, however, the children’s center shall provide an area as described above for those children choosing to rest. Sleeping space for cots is required for school age children during bedtime hours when school age children normally sleep.

INF

3. When napping/sleeping, young infants that are not capable of rolling over on their own should be positioned on their back and on a firm surface to reduce the risk of Sudden Infant Death Syndrome (SIDS), unless an alternate position is authorized in writing by a physician. This documentation shall be maintained in the child’s record.
4. . . .
5. Cots and/or cribs shall be set up so that each child is no closer to another, during the nap period or when children are sleeping, than two-feet. Exit areas must remain clear in accordance with fire safety regulations.

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #13 – continued

VIII. PHYSICAL ENVIRONMENT (mildly-ill)

H. Napping and Sleeping Space

For the purpose of these standards, sleeping refers to the normal overnight sleep cycle while napping refers to a brief period of rest during daylight or early evening hours.

1. Each children’s center for mildly-ill children must include a designated area where a child can sit quietly and lie down to rest or nap. Sleeping space is required during bedtime hours when children normally sleep. When not in use, napping space and usable indoor floor space may be used interchangeably.

Implementation Date: January 1, 2008

Recommendation #14 – Recommendation to increase minimum standard for Bathroom Facilities

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Bathroom Facilities in regulations governing children’s centers. Motion unanimously adopted.

VI. PHYSICAL ENVIRONMENT (children’s centers)

F. Bathroom Facilities

8. At least one (1) portable or permanent bath facility shall be provided and be available for bathing children unless the program exclusively serves school age children and the school age center does not operate during evening/overnight hours of care requiring bedtime routines.

Implementation Date: January 1, 2008

Recommendation #15 – Recommendation to increase minimum standard for Indoor Equipment

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to modify and approve the following proposed increase in minimum standard for Indoor Equipment in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

VI. PHYSICAL ENVIRONMENT (children’s centers)

H. Indoor Equipment

10. For children’s centers on an all day schedule or if authorized for overnight care as prescribed in the definition for "Overnight Care," there shall be a separate bedding lightweight cot with a washable cover for each child. No double or multi-deck cribs, cots, or beds may be used.
 - a. A cloth sheet which can be fastened to the cot is required as the "washable cover" for cots. Where beds or cribs are used, a well fitting, protected mattress must be covered by a well fitting, cloth sheet.
 - b. Each child in care must be provided safe and sanitary bedding to be used when napping/sleeping. Bedding means a bed, cot, or crib. Bedding must be appropriate for the child’s size.
 - c. Pillows and blankets must be available for children when sleeping except as set forth in subsection d. below.

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-III Children

Recommendation #15 – continued

INF d. When infants are napping or sleeping, pillows may not be used nor shall soft items such as blankets, towels, etc. be used under the infants.

~~e.~~ e. Linens and blankets must be laundered at least once each week and more if soiled or dirty. Linens, if used for more than one child, shall be laundered between usage.

~~f.~~ f. Linens, blankets and pillows must be stored in a sanitary manner.

11. . . .

12. . . .

SA 13. For school age centers on an all day schedule, a rest or a quiet period shall be required. If naptime is scheduled, a washable mat, towel, sheet, or blanket is required. Cots are not required. However, if a school age center is open during evening hours and/or overnight, cots, linens, blankets and pillows must be provided for sleeping.

VIII. PHYSICAL ENVIRONMENT (mildly-ill)

E. Indoor Equipment

8. Each child in care must be provided safe and sanitary bedding to be used when napping/sleeping. Bedding means a bed, cot, or crib. Bedding must be appropriate for the child’s size.

9. . . .

10. ~~Linens and blankets, if provided by the children’s center, must be sanitized daily, per DEFINITIONS and more often if soiled or dirty. Linens and blankets must be provided when children are napping/sleeping. Pillows must be available. except for infants under 24 months of age~~

INF 11. When infants are napping or sleeping, pillows may not be used nor shall soft items such as blankets, towels, etc. be used under the infants.

14. 12. A cloth sheet, which can be fastened to the cot, is required as the “washable cover” for cots. Where beds or cribs are used, a well fitting, protected mattress must be covered by a well fitting, cloth sheet.

~~12.~~ 13. Linens, blankets and pillows must be stored in a sanitary manner.

Implementation Date: January 1, 2008

Recommendation #16 – Recommendation to increase minimum standard for Application, Fees, License

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Application, Fees, License in regulations governing children’s centers. Motion unanimously adopted.

X. APPLICATION, FEES, LICENSE (children’s centers)

B. Fees

2. In addition to the application fee, each children's center will be charged a license fee of \$50.00 plus \$1.00 per child based upon the licensed capacity of the children’s center, ~~as follows:~~

Number of Children	Amount of Licensure Fee
5 – 25	\$25.00 minimum
26 – 99 (varies, based on \$1 per child)	\$26.00 – \$99.00
100 or more	\$100.00 maximum

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #17 – Recommendation to increase minimum standard for Fees

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Fees in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

X. APPLICATION, FEES, LICENSE (children’s centers)

B. Fees

4. Prior to issuance of a temporary permit or license, the applicant or owner of a children’s center must pay all unpaid fees and/or fines owed the License Board including but not limited to application and license fees, training and training materials fees, and copying fees.

II. GENERAL INFORMATION (mildly-ill)

B. Fees

3. Prior to issuance of a temporary permit or license, the applicant or owner of a children’s center must pay all unpaid fees and/or fines owed the License Board including but not limited to application and license fees, training and training materials fees, and copying fees.

Implementation Date: January 1, 2008

Recommendation #18 – Recommendation to increase minimum standard for Enforcement

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Enforcement in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

XV. ENFORCEMENT of CHILDREN’S CENTERS (children’s centers)

C. Administrative Fines

2. A violation is noncompliance with any provision of Licensing Regulations. The License Board may levy a fine in addition to or in lieu of any other disciplinary action. The License Board will use the following classifications as a guideline for determining the severity of the violation and the amount of the fine:

XVI. ENFORCEMENT (mildly-ill)

J. Enforcement Actions

7. A violation is noncompliance with any provision of ~~ss. 402.301 – 402.319, Florida Statutes, or applicable rules~~ Licensing Regulations. The License Board may levy a fine in addition to or in lieu of any other disciplinary action. The License Board will use the following classifications as a guideline for determining the severity of the violation and the amount of the fine:

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 3. Proposed staff recommendations for increases for Children’s Centers and Specialized Children’s Centers for Mildly-Ill Children

Recommendation #19 – Recommendation to increase minimum standard for Enforcement

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Enforcement in regulations governing children’s centers and specialized children’s centers for mildly-ill children. Motion unanimously adopted.

XV. ENFORCEMENT of CHILDREN’S CENTERS (children’s centers)

D. Provisional License

5. The provisional license issued either by the Board or staff as a result of an action of the Enforcement Plan will be called a probationary-provisional license. All requirements of Licensing Regulations XV.D. Provisional License will remain the same. No application for change shall be accepted during the probationary-provisional license period.

XVI. ENFORCEMENT (mildly-ill)

F. Provisional License

5. The provisional license issued either by the Board or staff as a result of an action of the Enforcement Plan will be called a probationary-provisional license. All requirements of Licensing Regulations XVI.F. Provisional License will remain the same. No application for change shall be accepted during the probationary-provisional license period.

Implementation Date: January 1, 2008

4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the proposed increases in minimum standards from Chapter 65C-20 F.A.C. for regulations governing family day care homes and large family child care homes. Motion unanimously adopted.

65C-20.008 Application

1. An employment history check is required as part of background screening, must include the previous two (2) years and must be maintained in the License Board file.

An employment history check conducted under this rule shall include the applicant’s position description, confirmation of employment dates from previous job(s), and level of job performance.

2. The five (5) year rescreening is required for the operator/applicant and all other household members, including juveniles and substitutes, and must be maintained in the License Board file.

65C-20.009 Definitions

3. “Active” refers to the status of a candidate’s awarded credential or certification in which requirements have been successfully met.
4. “Early Childhood Education” refers to coursework, certification, a credential or degree that specializes in children ages birth through eight (8).

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

65C-20.009 Definitions – continued

5. “Florida Child Care Professional Credential (FCCPC),” pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification; “Birth Through Five (formerly the department approved CDA Equivalency training programs)” and “School-Age (formerly the Florida School-Age Certification).” A list of approved and recognized FCCPC programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
6. “National Early Childhood Credential (NECC)” pursuant to Section 402.305(3)(c), F.S., is an early childhood credential recognized by licensing authorities in at least five (5) states that incorporates 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and includes at least two (2) methods of formal assessment. This includes the Child Development Associate (CDA) credential issued by the Council for Professional Recognition in Washington, DC. A list of approved and recognized NECC programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare by clicking on the training link.
7. “Training Transcript” is the electronic documentation of statutorily mandated training and staff credential qualifications for child care personnel. Training transcripts may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
8. “Weighted score” means a scaled score, rather than a percentage score, based on the difficulty of the exam and determined by competency exam professionals in consultation with subject matter experts.

9. 65C-20.009 Staff Training

- (a) ~~Prior to licensure and prior to caring for children, all family day care home operators and substitutes who work 40 hours or more per month on average during a 12 month period must; successfully complete the Department of Children and Family Services’ 30-clock-hour Family Child Care Home training, as evidenced by passage of a competency based examination with a score of seventy (70) or better. Competency examinations will be offered by the Department of Children and Family Services or its designated representative. Prior to attending the training, Family Day Care Home operators have one opportunity, if they choose, to exempt from the Department of Children and Family Services’ 30-clock-hour Family Child Care Home training module by successfully completing competency examinations with a score of seventy (70) or better. All family day care home operators who have successfully completed the mandatory 30-clock-hour Family Child Care Home training prior to the availability of the competency examinations will not be required to complete the competency based testing.~~
1. Successfully complete the Department of Children and Family Services’ 30 clock-hour Family Child Care Home training, as evidenced by successful completion of a competency based examination(s) offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better. Family day care home operators who successfully completed the mandatory 30 clock-hour Family Child Care Home training prior to January 1, 2004 are not required to fulfill the competency examination requirement. Beginning July 1, 2006, the 30 clock-hour Family Child Care Home training will be replaced by five (5) individual training courses which total 30 clock-hours of training: Family Child Care Home Rules and Regulations; Health, Safety and Nutrition; Identifying and Reporting Child Abuse and Neglect; Child Growth and Development; and Behavioral Observation and Screening.
 - a. Child care personnel have one (1) opportunity, if they choose, to exempt from one (1) or more of the department’s Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better.
 - b. Beginning July 1, 2006 the Department of Children and Family Services or its designated representative shall exempt individuals from the Health, Safety, and Nutrition; Child Growth and Development; and Behavioral Observation and Screening courses who meet one (1) of the following educational qualifications:

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

9. 65C-20.009 Staff Training - continued

- (I) Associate's degree or higher with six (6) college credit hours in early childhood education/child growth and development or degree in elementary education with certification to teach any age birth through 6th grade; or
- (II) An active National Early Childhood Credential (NECC) or an active Birth Through Five Florida Child Care Professional Credential (FCCPC).
- c. The Family Child Care Home training completed successfully after July 1, 2004 will be documented on the child care training transcript only. Training completed successfully prior to July 1, 2004 will be documented either on CF-FSP Form 5267, April 2006, Child Care Training Course Completion Certificate, which is incorporated by reference, or on the Department of Children and Family Services' child care training transcript.
- 2. Complete a single course of training in early literacy and language development of children ages birth through five (5) that is a minimum of five (5) clock-hours or .5 CEUs. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma. In order to meet this requirement, individuals must complete one (1) of the following:
 - a. One (1) of the department's online literacy courses available on the Department of Children and Family Services' website at www.myflorida.com/childcare; or
 - b. One (1) of the department's approved literacy training courses. A list of these courses may be obtained from the licensing authority or on the Department of Children and Family Services' website at www.myflorida.com/childcare (no additional courses will be approved by the department); or
 - c. One (1) college level early literacy course (for credit or non-credit) if taken within the last five (5) years.
- 3. Certificate(s) of course completion for infant and child cardiopulmonary resuscitation (CPR) procedures and first aid training, which must be current and valid at all times. Certificates of course completion are valid based on the time frames established by each first aid and CPR training program, not to exceed three (3) years. Online CPR courses are not acceptable to meet this standard. CPR training must be completed by classroom instruction.
- (b) ~~In addition to the training above, all family day care homes licensed on or before December 31, 2004, shall complete 5 clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age, as documented on the certificate of course completion, classroom transcript, or diploma; by June 30, 2005. Family Day Care Homes licensed on or after January 1, 2005, prior to licensure, must complete 5 clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age. In order to meet this requirement, family day care home operators must select a training course from the Department of Children and Family Services' list of approved literacy training programs, which may be accessed by going to www.myflorida.com/childcare/training, or by contacting the licensing authority. Literacy training that was taken between July 1, 1999 and July 1, 2004 will be accepted by the licensing authority until January 1, 2005, if it meets all the required components stated above.~~
- (c) ~~Documentation. Training transcripts are updated upon the successful completion of training, as evidenced by the passage of a competency examination. The 30-clock-hour Family Child Care Home training successfully completed after July 1, 2004 will be documented on the child care training transcript only. Training successfully completed prior to July 1, 2004 may be documented either on CF-FSP Form 5267, May 2003, or the Department of Children and Family Services' child care training transcript.~~
- (d) ~~Family day care home substitutes who work 40 hours or more a month on average during a 12 month period must successfully complete the 30-clock-hour Family Child Care Home training, prior to caring for children, as evidenced by passage of a competency based examination with a score of seventy (70) or better, documented on the Department of Children and Family Services' CF-FSP Form 5267, May 2003, or the Department of Children and Family Services' child care training transcript. All family day care home substitutes who have completed the 30-clock-hour Family Child Care Home training prior to the availability of the competency examination will not be required to complete the competency based testing. Prior to attending the training, Family Day Care Home substitutes have one opportunity, if they choose, to exempt from the Department of Children and Family Services' 30-clock-hour Family Child Care Home training by successfully completing competency examinations with a score of seventy (70) or better. Competency examinations will be offered by the Department of Children and Family Services or its designated representative. In addition to the 30-clock-hour Family Child Care Home training, all substitutes hired on or before December 31, 2004, who work 40 hours or more a month on average during a 12 month period, shall complete 5 clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age, as documented on the~~

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

9. 65C-20.009 Staff Training - continued

(d) continued

certificate of course completion, classroom transcript, or diploma; by June 30, 2005. Substitutes hired on or after January 1, 2005, prior to caring for children, must complete 5 clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age. In order to meet this requirement, substitutes must select a course from the Department of Children and Family Services' list of approved literacy training programs, which may be accessed by going to www.myflorida.com/childcare/training or by contacting the licensing authority. Literacy training that was taken between July 1, 1999 and July 1, 2004 will be accepted by the licensing authority until January 1, 2005, if it meets all the required components stated above.

(b)(e) Family day care home substitutes who work less than 40 hours a month on average during a 12 month period shall complete the Department of Children and Family Services' three (3)-clock-hour Fundamentals of Child Care training prior to caring for children, as documented on the Department of Children and Family Services' CF-FSP Form 5267, May 2003, and the Department of Children and Family Services' child care training transcript. Family day care substitutes who have successfully completed the 30 clock-hour Family Child Care Home training will not be required to complete the 3-clock-hour Fundamentals of Child Care training.

1.(f) The operator of the family day care home must sign a statement attesting to the number of hours that the substitute works in the operator's home. The statement must be placed in the substitute's file.

2. Family day care substitutes who have successfully completed the 30 clock-hour Family Child Care Home training are not required to complete the three (3) clock-hour Fundamentals of Child Care training.

(g) ~~Prior to licensure, family day care home operators must have a valid certificate of course completion for infant and child cardiopulmonary resuscitation procedures and first aid training. The substitute, prior to caring for children in the family day care home, must have a valid and current certificate of course completion for infant and child cardiopulmonary resuscitation procedures and first aid training. Certificates of course completion are valid based on the time frames established by each first aid and CPR training program, not to exceed three years. On-line CPR courses are not acceptable to meet this standard. CPR training must be done by classroom instruction.~~

10. Annual In-Service Training

All family day care home operators, must complete a minimum of 10 clock-hours or (1) CEU of in-service training or 1 CEU, annually during the operator's 12 month licensing period state's fiscal year beginning July 1 and ending June 30.

The annual 10 clock-hours or one (1) CEU of in-service training concentrating on children ages birth through 12 years or 1 CEU, must be completed in one (1) or more of the following areas (college level courses will be accepted):

65C-20.009 Supervision

11. At all times, which includes when the children are napping or sleeping, the operator shall remain responsible for the supervision of the children in care and capable of responding to ~~the~~ emergencies and ~~the~~ needs of the children. While children are napping or sleeping in bedrooms, the bedroom doors must remain open. During the daytime hours of operation, children shall have adult supervision, which means watching and directing children's activities, both indoors and outdoors, and responding to each child's needs.

65C-20.010 Health Related Requirements

12. All in-ground swimming pools and above-ground swimming pools, more than one (1) foot deep, shall have either a fence or barrier on all four (4) sides, at a minimum of four (4) feet in height, separating the home from the swimming pool; or a pool alarm that is operable at all times when children are in care. The fence or barrier shall may not have any gaps or openings that would allow a young child to crawl under, squeeze through, or climb over the barrier. All spas and hot tubs must meet the same barrier requirements for in-ground and above-ground swimming pools, or ~~instead~~, spas and hot tubs may be covered with a safety cover, as defined in Section 515.25(1), F.S., that complies with ASTM F1346-91 (2003), Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Hot Tubs, and Spas at all times when children are in care. A copy of ASTM F1346-91 (2003), Standard Performance Specification for Safety Covers and Labeling Requirements for All Covers for Swimming Pools, Hot Tubs, and Spas, may be obtained from the licensing authority or on the Department of Children and Family Services'

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

65C-20.010 Health Related Requirements – continued

12. continued

website at www.myflorida.com/childcare by clicking on the forms link. The exterior wall of the home, if it has with an ingress and egress, does not constitute a fence or barrier. All doors or gates in the fence or barrier shall be locked at all times when children are in care. In addition to the fence, barrier or pool alarm, the family day care home operator shall ensure that all exterior doors leading to the pool, spa, or hot tub area remain locked at all times while children are in care. Barriers may be temporary in nature, but must be sturdy and meet all the above requirements and be in place during all times when children are in care. The wall of an above-ground swimming pool may be used as its barrier; however, such structure must be at least four (4) feet in height. In addition, any ladder or steps that are the means of access to an above-ground pool must be removed at all times while children are in care.

13. Children one (1) year of age or older may nap or sleep on beds used by the family provided individual linens are provided for each child. Each child shall have a separate bed, cot, crib, playpen, mattress, except that two (2) sibling preschool children may share a double bed. Sleeping refers to the normal night time sleep cycle and When children remain overnight, playpens, air mattresses, and foam mattresses may not be used for care when children are sleeping are not acceptable and. The operator must prepare a written plan outlining the sleeping arrangements of the children in care to be provided to the licensing counselor upon request. If the children are sleeping overnight, the operator must ensure accepted bedtime routines, such as brushing teeth and face and hand washing. Toothbrushes, towels and wash cloths may not be shared.
14. Single service paper or plastic plates, utensils, and cups shall not be reused. Plates, utensils, cups, bottles and sippy cups provided by the family day care home that are not disposable shall be washed, rinsed and sanitized between uses. All bottles and sippy cups brought from home shall be individually labeled with the child's first and last name and returned to the custodial parent or legal guardian daily.
15. If the operator chooses to supply food, the operator shall provide nutritious meals and snacks of a quantity and quality to meet the daily nutritional needs of the children. The USDA My Food Guide Pyramid for Young Children, April March 2005 1999, which is incorporated by reference, shall be used to determine what food groups to serve at each meal or snack and the serving size of the selected foods for children one year of ages two (2) and older. The fats and sweets categories "oils" and "discretionary calories" may within the USDA Food Guide Pyramid for Young Children cannot be considered counted as a food groups. Copies of the USDA My Food Guide Pyramid for Young Children may be obtained from the licensing authority, the local county health department or from the USDA website at www.mypyramid.gov. district child care licensing office or local licensing agency. Using the USDA My Food Guide Pyramid for Young Children, breakfast shall consist of at least three (3) different food groups; lunch and dinner shall consist of at least four (4) different food groups and snacks shall consist of at least two (2) different food groups. If a special diet is required for a child by a physician, a copy of the physician's order, a copy of the diet and a sample meal plan for the special diet appropriate documentation shall be maintained in the child's file for as long as the child is in care to include the physician's order, a copy of a diet and sample meal plan for the special diet. If the custodial parent or legal guardian notifies the family day care home of any known food allergies, written documentation must be maintained in the child's file.
16. When children in diapers are in care, there shall be a diaper changing area with an impermeable surface that which is cleaned with a sanitizing solution after each use. The diaper changing area shall not be located separate from the food preparation, service and feeding area. In addition, items unrelated to diaper changing shall not be stored in the diaper changing area nor shall they be placed on the diaper changing table, in or near the food service area. Children must be attended at all times when being diapered or when changing clothes.
17. Emergency Procedures and Notification.
Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, the county public health unit, and the address of and directions to the home, including major intersections and local landmarks, must be posted on or near all telephones and shall be used to protect the health, safety and well-being of any child in care. To meet the immediate needs of the child, family day care home operators shall call 911 or other emergency numbers in the event of an emergency.

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

65C-20.010 Health Related Requirements – continued

18. Custodial parents or legal guardians shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed. If the custodial parent or legal guardian cannot be reached, the family day care home operator will contact those persons designated by the custodial parent or legal guardian to be contacted under these circumstances, and shall follow the written instructions provided by the custodial parent or legal guardian.
19. After a fire or natural disaster, the operator must notify the licensing agency, within 24 hours, as to their status of operation in order for the department or local licensing agency to ensure health standards are met for continued operation as a family day care home.
20. Communicable Disease Control.
Children in care shall be observed on a daily basis for signs of communicable disease. Signs and symptoms of a suspected communicable disease include the following:
Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
Difficult or rapid breathing;
Stiff neck;
Diarrhea (more than one abnormally loose stool within a 24 hour period);
Temperature of 101 degrees Fahrenheit or higher when in conjunction with any other signs of illness;
Pink Eye;
Exposed, open skin lesions;
Unusually dark urine and/or gray or white stool;
Yellowish skin or eyes; or
Any other unusual sign or symptom of illness.
21. Any known allergies to medication or special restrictions must also be documented, maintained in the child's file, and posted with stored medication.
22. Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled in care at the family day care home.

65C-20.011 Health Records

23. If the custodial parents or legal guardians need assistance concerning these requirements, the family day care home shall refer them to the Department of Health or to the child's physician.
24. Medical records in this section are the property of the custodial parent or legal guardian and must be returned when the child is no longer in care. The medical records are transferable if the child is placed in a different family day care home.
 - ~~(2) Children's Student Health Examination.~~
 - ~~(a) The family day care home provider is responsible for obtaining from the parent or legal guardian, a current and completed DH Form 3040, (June 02), Student Health Examination, for each child in care, within 30 days of enrollment, and maintaining a current copy at the family day care home. DH Form 3040, which is incorporated by reference, can be obtained from the local county health department. The student health examination shall be completed by a person given statutory authority to perform health examinations. Certification that a health examination has been completed may be documented on the State of Florida, Department of Health, DH Form 3040, June 02, OR a signed statement by an authorized professional that indicates the results of the components included in the health examination.~~
 - ~~(b) This Student Health Examination is valid for two (2) years from the date the physical was performed.~~
 - ~~(3) Immunization and Health Records.~~
 - ~~(a) Copies of required records are acceptable for documentation. Original documents are the property of the party providing the information.~~
 - ~~(b) School-age children in kindergarten through grade 5, attending public or nonpublic schools are not required to have student health examination (DH Form 3040) and immunization records (DH 680 or 681) on file at the family day care home as such records are on file at the school where the child is enrolled.~~

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

65C-20.011 Health Records - continued

25. Enrollment and Medical Authorization.

There shall be a signed statement from the custodial parents or legal guardian that the family day care home has provided them with the following information:

The Department of Children and Family Services family day care home brochure, CF/PI 175-28, July 2005, Selecting A Family Day Care Home Provider, which is incorporated by reference. This brochure may be obtained from the licensing authority or on the Department of Children and Family Services' website at www.myflorida.com/childcare.

65C-20.012 Enforcement

26. Pursuant to Section 120.60(6), F.S., an emergency suspension order may also be used to stop the continued operation if the family day care home poses immediate serious danger to the public health, safety, or welfare of the children who are enrolled.

65C-20.013 Large Family Child Care Homes (LFCCH)

Definitions.

1. "Active" refers to the status of a candidate's awarded credential or certification in which requirements have been successfully met.
2. "Begin training for child care personnel" refers to a candidate's commencement of at least one (1) of the child care training courses listed in Section 402.305(2)(d), F.S. This may be accomplished by classroom attendance, acquiring an educational exemption from training, beginning a department approved online child care training course, or by completion of a department approved competency examination within the first 90 days of employment in the child care industry. The large family child care home is responsible for obtaining documentation from child care personnel.
3. "Early Childhood Education" refers to coursework, certification, a credential or degree that specializes in children ages birth through eight (8).
4. "Expired" refers to the status of a candidate's awarded credential or certification that is not eligible for renewal.
5. "Florida Child Care Professional Credential (FCCPC)," pursuant to Section 402.305(3)(b), F.S., is a department approved training program that consists of a minimum of 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and at least two (2) methods of formal assessment that offers two (2) areas of certification: "Birth Through Five (formerly the department approved CDA Equivalency training programs)" and "School-Age (formerly the Florida School-Age Certification)." A list of approved and recognized FCCPC programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
6. "Florida Department of Education Child Care Apprenticeship Certificate (CCAC)" is a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
7. "Florida Department of Education Early Childhood Professional Certificate (ECPC)" is a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with children ages birth through eight (8) and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.

MINUTES – June 19, 2007

II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

65C-20.013 Large Family Child Care Homes (LFCCH) – Definitions - continued

8. “Florida Department of Education School-Age Professional Certificate (SAPC)” is a department approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with school-age children and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S. A list of approved and recognized DOE programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
9. “Inactive” refers to the status of a candidate’s awarded credential or certification that remains eligible for renewal.
10. “National Early Childhood Credential (NECC)” pursuant to Section 402.305(3)(c), F.S., is an early childhood credential approved by the department and recognized by licensing authorities in at least five (5) states that incorporates 120 hours of early childhood instruction, 480 contact hours with children ages birth through eight (8) and includes at least two (2) methods of formal assessment. This includes the Child Development Associate (CDA) credential issued by the Council for Professional Recognition in Washington, DC. A list of approved and recognized NECC programs may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
11. “Training Transcript” is the electronic documentation of statutorily mandated training and staff credential qualifications for child care personnel. Training transcripts may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
12. “Weighted score” means a scaled score, rather than a percentage score, based on the difficulty of the exam and determined by competency exam professionals in consultation with subject matter experts.
13. LFCCH Staff Training
Large Family Child Care Home Operators. In addition to the ~~successful completion of the 30-clock-hour~~ Family Child Care Home training requirements identified in paragraph 65C-20.009(3)(a), F.A.C., large family child care home operators must:
 1. Possess one (1) of the following credentials for a minimum of one (1) year:
 - a. An active National Early Childhood Credential (NECC); an active Birth Through Five or School-Age Florida Child Care Professional Credential (FCCPC) (formerly known as the Child Development Associate Equivalency); an active Florida Department of Education Child Care Apprenticeship Certificate (CCAC), Early Childhood Professional Certificate (ECPC) or School-Age Professional Certificate (SAPC); or meet the formal educational qualification requirement outlined on CF-FSP Form 5211, April 2006, Staff Credential Application, which is incorporated by reference. An Employment History Recognition Exemption will not be accepted to meet the minimum staff credential requirements for Large Family Child Care Homes.
 - b. An Employment History Recognition Exemption and a School-Age (FCCPC) will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK).
 - c. Credential Renewal Requirements.
 - (I) A National Early Childhood Credential must be renewed through the agency that awarded the credential. Prior to December 31, 2008, a National Early Childhood Credential may comply with the Birth Through Five Florida Child Care Professional Credential renewal process referenced in subparagraph 65C-20.013(5)(b)1.b.2., F.A.C., if the credential was issued prior to December 31, 2003.
 - (II) To maintain an active Birth Through Five FCCPC, every five (5) years a candidate must renew their Birth Through Five FCCPC by completing CF-FSP Form 5273, April 2006, Birth Through Five Florida Child Care Professional Credential Renewal Application, which is incorporated by reference. CF-FSP Form 5273 may be obtained on the Department of Children and Family Services’ website at www.myflorida.com/childcare.
 - (A) A Birth Through Five FCCPC Renewal will be documented on CF-FSP Form 5270. Renewal applications will be submitted by the candidate no earlier than one (1) year prior to the end of the active date of the Birth Through Five FCCPC.

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II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

13. LFCCH Staff Training - continued

- (B) Individuals with a Birth Through Five FCCPC issued before December 31, 2003 will renew the credential by submitting a completed CF-FSP 5273 with the required documentation by December 31, 2008. A Birth Through Five FCCPC issued after December 31, 2003 will have a renewal date of five (5) years from the date of issuance.
 - (C) An individual with an inactive Birth Through Five FCCPC will submit a renewal application for a period of up to three (3) years after the end of the Birth Through Five FCCPC active period. The application will be reviewed and, if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5273 is processed.
 - (D) For purposes of participation in the Voluntary Pre-Kindergarten (VPK) Program, an individual must ensure an active credential by July 1, 2006.
 - (III) To maintain an active School-Age FCCPC, every five (5) years a candidate must renew their School-Age FCCPC by completing CF-FSP Form 5307, April 2006, the School-Age Florida Child Care Professional Credential Renewal Application, which is incorporated by reference. CF-FSP Form 5307 may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare. A School-Age FCCPC will not be accepted to meet the minimum staff credential requirements for Voluntary Pre-Kindergarten (VPK).
 - (A) A School-Age FCCPC renewal will be documented on CF-FSP Form 5270. Renewal applications shall be submitted no earlier than one (1) year prior to the end of the active date of the School-Age FCCPC.
 - (B) An individual with an inactive School-Age FCCPC shall submit a renewal application for the period of up to three (3) years from the end of the School-Age FCCPC active period. The application will be reviewed and, if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5270 is processed.
 - (IV) To maintain an active Florida Department of Education Child Care Apprenticeship Certificate (CCAC) or Early Childhood Professional Certificate (ECPC), every five (5) years a candidate must renew their CCAC or ECPC by completing CF-FSP Form 5309, April 2006, Florida Department of Education Child Care Apprenticeship Certificate (CCAC) and Early Childhood Professional Certificate (ECPC) Renewal Application, which is incorporated by reference. To maintain an active Florida Department of Education School-Age Professional Certificate (SAPC), every five (5) years a candidate must renew their SAPC by completing CF-FSP Form 5308, April 2006, Florida Department of Education School-Age Professional Certificate (SAPC) Renewal Application, which is incorporated by reference. CF-FSP Forms 5308 and 5309 may be obtained on the Department of Children and Family Services' website at www.myflorida.com/childcare.
 - (A) A Florida Department of Education CCAC, ECPC or SAPC renewal will be documented on CF-FSP Form 5310, April 2006, Certificate for Florida Department of Education Child Care Apprenticeship Certificate (CCAC)/Early Childhood Professional Certificate (ECPC)/School-Age Professional Certificate (SAPC) Program Renewal, which is incorporated by reference. CF-FSP Forms 5308 and 5309, as applicable, for renewal will be submitted by the candidate no earlier than one (1) year prior to the end of the active period of the Florida Department of Education CCAC, ECPC, or SAPC.
 - (B) An individual with an inactive Florida Department of Education CCAC, ECPC, or SAPC may submit CF-FSP Form 5308 or 5309 for a period of up to three (3) years from the end of the Florida Department of Education CCAC, ECPC, or SAPC active period. CF-FSP Form 5308 or 5309, as applicable, will be reviewed and, if approved, a CF-FSP Form 5310 will be issued with a renewal date of five (5) years from the date the completed CF-FSP Form 5308 or 5309 is processed.
 - (V) A staff credential awarded for formal educational qualifications does not need to be renewed to remain active.
2. Within six (6) months of licensure, successfully complete 10 clock-hours of specialized training from the Department of Children and Family Services' Part II specialized training courses as evidenced by successful completion of a competency examination with a weighted score of 70 or better. These courses include:
- a. Infant and Toddler Appropriate Practices (10 hours),
 - b. Preschool Appropriate Practices (10 hours),
 - c. School-Age Appropriate Practices (10 hours),
 - d. Special Needs Appropriate Practices (10 hours),
 - e. Basic Guidance and Discipline (5 hours online),
 - f. Computer Technology for Child Care Professionals (5 hours online),
 - g. Early Literacy for Children Ages Birth Through Three (5 hours online),

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II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

13. LFCCH Staff Training - continued

- h. Early Childhood Computer Learning Centers (5 hours online), or
- i. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).
- j. Child care operators have one (1) opportunity, if they choose, to exempt from one (1) or more of the department's Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better. Exemption examinations are not available for the department's online Part II specialized training courses.
- k. The Department of Children and Family Services or its designated representative shall exempt individuals with a:
 - (I) B.A., B.S., or advanced degree in Early Childhood Education or Preschool Education from the Infant and Toddler Appropriate Practices course and Preschool Appropriate Practices course.
 - (II) B.A., B.S., or advanced degree in Elementary Education from the School-Age Appropriate Practices course.
 - (III) B.A., B.S., or advanced degree in Exceptional Student Education from the Special Needs Appropriate Practices course.
- (c) Substitutes. Prior to taking care of children, substitutes for the operator of large family child care homes and substitutes for the large family child care home employee who work 40 hours or more per month on average during a 12 month period must:
 - 1. Successfully complete the Department of Children and Family Services' 30 clock-hour Family Child Care Home training, as evidenced by successful completion of a competency based examination(s) offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better. Individuals who have successfully completed the mandatory 30 clock-hour Family Child Care Home training prior to January 1, 2004 are not required to fulfill the competency examination requirement. Beginning July 1, 2006, the 30 clock-hour Family Child Care Home training will be replaced by five (5) individual training courses which total 30 clock-hours of training: Family Child Care Home Rules and Regulations; Health, Safety and Nutrition; Identifying and Reporting Child Abuse and Neglect; Child Growth and Development; and Behavioral Observation and Screening. Completion of the 30 clock-hour Family Child Care Home training shall be documented on the Department of Children and Family Services' CF-FSP Form 5267 or the Department of Children and Family Services' child care training transcript.
 - a. Child care personnel have one (1) opportunity, if they choose, to exempt from one (1) or more of the department's Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better.
 - b. Beginning July 1, 2006 the Department of Children and Family Services or its designated representative shall exempt individuals from the Health, Safety, and Nutrition; Child Growth and Development; and Behavioral Observation and Screening courses who meet one (1) of the following educational qualifications:
 - (I) Associate's degree or higher with six (6) college credit hours in early childhood education/child growth and development or degree in elementary education with certification to teach any age birth through 6th grade; or
 - (II) An active National Early Childhood or an active Birth Through Five Florida Child Care Professional Credential.
 - 2. Complete a single course of training in early literacy and language development of children ages birth through five (5) that is a minimum of five (5) clock-hours or .5 CEUs. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma. In order to meet this requirement, substitutes for the operator of a large family child care home and substitutes for the large family child care home employee who work 40 hours or more per month on average during a 12 month period must complete one (1) of the following:
 - a. One (1) of the department's online literacy courses available on the Department of Children and Family Services' website at www.myflorida.com/childcare; or
 - b. One (1) of the department's approved literacy training courses. A list of these courses may be obtained from the licensing authority or the Department of Children and Family Services' website at www.myflorida.com/childcare (no additional courses will be approved by the department); or
 - c. One (1) college level early literacy course (for credit or non-credit) if taken within the last five (5) years.
 - (d) Employees in a large family child care home. Employees in a large family child care home shall be at least 18 years of age and must:

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II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

13. LFCCH Staff Training - continued

1. Within 90 days of employment in the child care industry, begin the Department of Children and Family Services' 30 clock-hour Family Child Care Home training. The training shall be successfully completed within 12 months from the date on which the training began, as evidenced by the successful completion of a competency examination offered by the Department of Children and Family Services or its designated representative with a weighted score of 70 or better, and may not exceed 15 months from the date of employment in the child care industry. All individuals who have successfully completed the mandatory 30 clock-hour Family Child Care Home training prior to January 1, 2004 are not required to fulfill the competency examination requirement. Beginning July 1, 2006, the 30 clock-hour Family Child Care Home training will be replaced by five (5) individual training courses which total 30 clock-hours of training: Family Child Care Home Rules and Regulations; Health, Safety and Nutrition; Identifying and Reporting Child Abuse and Neglect; Child Growth and Development; and Behavioral Observation and Screening.
 - a. Child care personnel have one (1) opportunity, if they choose, to exempt from one (1) or more of the department's Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better. The Family Child Care Home training must be documented on the Department of Children and Family Services' CF-FSP Form 5267 or the Department of Children and Family Services' child care training transcript.
 - b. Beginning July 1, 2006 the Department of Children and Family Services or its designated representative shall exempt individuals from the Health, Safety, and Nutrition; Child Growth and Development; and Behavioral Observation and Screening courses who meet one (1) of the following educational qualifications:
 - (I) Associate's degree or higher with six (6) college credit hours in early childhood education/child growth and development or degree in elementary education with certification to teach any age birth through 6th grade; or
 - (II) An active National Early Childhood Credential or an active Birth Through Five Florida Child Care Professional Credential.
2. Within 12 months of date of employment in the child care industry, complete a single course of training in early literacy and language development of children ages birth through five (5) that is a minimum of five (5) clock-hours or .5 CEUs. Proof of completion will be documented on the certificate of course completion, classroom transcript, or diploma. In order to meet this requirement, employees must complete one (1) of the following:
 - a. One (1) of the department's online literacy courses available on the Department of Children and Family Services' website at www.myflorida.com/childcare; or
 - b. One (1) of the department's approved literacy training courses. A list of these courses may be obtained from the licensing authority or the Department of Children and Family Services' website at www.myflorida.com/childcare (no additional courses will be approved by the department); or
 - c. One (1) college level early literacy course (for credit or non-credit) if taken within the last five (5) years.
 - (e) Substitutes for an employee at a large family child care home. Prior to caring for children, substitutes for an employee at a large family child care home who work less than 40 hours a month on average during a 12 month period shall complete the department's three (3) clock-hour Fundamentals of Child Care Training. Large family child care substitutes who have successfully completed the 30 clock-hour Family Child Care Home training are not required to complete the three (3) clock-hour Fundamentals of Child Care training.
 - (f) Documentation of Training. Training completed successfully will be documented on the training transcript or on CF-FSP Form 5267.

~~completed prior to caring for children, large family child care home operators must successfully complete training as evidenced by passage of a competency examination with a score of seventy (70) or better in 10-clock-hours of specialized training from the Department of Children and Family Services specialized training modules within six (6) months of licensure:~~

 1. ~~Infant and Toddler Appropriate Practices (10 hours);~~
 2. ~~Preschool Appropriate Practices (10 hours);~~
 3. ~~School Age Appropriate Practices for school-age children (10 hours);~~
 4. ~~Special Needs Appropriate Practices (10 hours);~~
 5. ~~Basic Guidance and Discipline (5 hours web based);~~
 6. ~~Computer Technology for Child Care Professionals (5 hours web based); and~~

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II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

13. LFCCH Staff Training - continued

7. ~~Early Literacy in the Child Care Environment (5 hours web based).~~

~~(b) Large family child care home operators shall complete 5 clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age by June 30, 2005, as documented on the certificate of course completion, classroom transcript, or diploma. Literacy training must be a single class or course that is no less than 5 hours in duration. In order to meet this requirement, large family child care home operators must select a training course from the Department of Children and Family Services' list of approved training programs, which can be accessed by going to the Department of Children and Family Services' website at www.myflorida.com/childcare/training, or by contacting the licensing authority. Literacy training that was taken between July 1, 1999 and July 1, 2004 will be accepted by the licensing authority until January 1, 2005, if it meets all the required components stated above.~~

~~(c) Training transcripts are updated upon the successful completion of training, as evidenced by the passage of a competency examination with a score of seventy (70) or better. Competency examinations will be offered by the Department of Children and Family Services or its designated representative. Prior to attending the training, Large Family Child Care Home operators have one opportunity, if they choose, to exempt from the 10 clock-hour specialized training modules by successfully completing competency examinations with a score of seventy (70) or better. The 10-hour specialized training must be documented on CF-FSP Form 5267, May 2003, or the Department of Children and Family Services' child care training transcript. Examination exemptions are not available for the Department of Children and Family Services' web based Part II specialized training modules.~~

~~(d) Large family child care homes must have one person on the premises during all hours of operation who has a valid certificate of course completion for infant and child cardiopulmonary resuscitation procedures and first aid training.~~

~~(f) Prior to taking care of children, substitutes for the operator of large family child care homes shall be at least 18 years of age and shall have successfully completed the 30 clock-hour Family Child Care Home training, as evidenced by the passage of a competency examination with a score of seventy (70) or better. Prior to attending the training, substitutes for the operator have one opportunity, if they choose, to exempt from the 30 clock-hour Family Child Care Home training by successfully completing competency examinations with a score of seventy (70) or better.~~

~~Competency examinations will be offered by the Department of Children and Family Services or its designated representative. Completion of the 30 hour Family Child Care Home training shall be documented on the Department of Children and Family Services' CF-FSP Form 5267, May 2003, or the Department of Children and Family Services' child care training transcript. In addition to the 30 clock-hour Family Child Care Home training, prior to caring for children, all substitutes for the operator of the large family child care home, hired on or before December 31, 2004, shall complete 5 clock-hours or .5 continuing unit (CEU) of training in early literacy and language development of children from birth to 5 years of age, as documented on the certificate of course completion, classroom transcript, or diploma; by June 30, 2005. Substitutes for the operator hired on or after January 1, 2005, prior to caring for children, must complete 5 clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age. Literacy training must be a single class or course that is no less than 5 hours in duration. In order to meet this requirement, substitutes must select a training course from the Department of Children and Family Services' list of approved literacy training programs, which may be accessed by going to the Department of Children and Family Services' website at www.myflorida.com/childcare/training, or by contacting the licensing authority. Literacy training that was taken between July 1, 1999 and July 1, 2004 will be accepted by the licensing authority until January 1, 2005, if it meets all the required components stated above. (e) Employees in a large family child care home shall be at least 18 years of age and within 90 days of employment within the child care field, shall begin the 30 clock-hour Family Child Care Home training. Prior to attending the training, employees in a large family child care home have one opportunity, if they choose, to exempt from the 30 clock-hour Family Child Care Home training by successfully completing competency examinations with a score of seventy (70) or better. The training shall be successfully completed within one year of the date on which the training began, as evidenced by the passage of a competency examination with a score of seventy (70) or better. The Family Child Care Home training must be~~

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II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

13. LFCCH Staff Training - continued

~~cont.(f) documented on the Department of Children and Family Services' CF-FSP Form 5267, May 2003, or the Department of Children and Family Services' child care training transcript. In addition to the 30-clock-hour Family Child Care Home training, all employees in a large family child care home, hired on or before December 31, 2004, shall complete 5-clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age, as documented on the certificate of course completion, classroom transcript, or diploma; by June 30, 2005. Employees hired on or after January 1, 2005, prior to caring for children, must complete 5-clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age. Literacy training must be a single class or course that is no less than five (5) hours in duration. In order to meet this requirement, employees must select a training course from the Department of Children and Family Services' list of approved literacy training programs, which can be accessed by going to from the Department of Children and Family Services' website at www.myflorida.com/childcare/training, or by contacting the licensing authority. Literacy training that was taken between July 1, 1999 and July 1, 2004 will be accepted by the licensing authority until January 1, 2005, if it meets all the required components stated above.~~

~~(g) Prior to caring for children, substitutes for an employee at a large family child care home who work less than 40 hours a month on average during a 12 month period, shall complete the department's 3-clock-hour Fundamentals of Child Care Training.~~

~~(h) Prior to taking care of children, substitutes for an employee at a large family child care home who work more than 40 hours a month on average during a 12 month period, shall successfully complete the 30-clock-hour Family Child Care Home training, as demonstrated through passage of a competency examination with a score of seventy (70) or better, documented on the form or transcript referenced above. Prior to attending the training, substitutes for an employee at a large family child care home who work more than 40 hours a month on average during a 12 month period have one opportunity, if they choose, to exempt from the 30-clock-hour Family Child Care Home training by successfully completing competency examinations with a score of seventy (70) or better. All large family child care home substitutes who have completed the 30-clock-hour Family Child Care Home training prior to the availability of the competency examination will not be required to complete the competency based testing. In addition to the 30-clock-hour Family Child Care Home training, prior to caring for children, all substitutes for an employee of a large family child care home, hired on or before December 31, 2004, shall complete 5-clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age, as documented on the certificate of course completion, classroom transcript, or diploma; by June 30, 2005. Substitutes for the employee; hired on or after January 1, 2005, prior to caring for children, must complete 5-clock-hours or .5 continuing education unit (CEU) of training in early literacy and language development of children from birth to 5 years of age. In order to meet this requirement, substitutes for the employee must select a training course from the Department of Children and Family Services' list of approved literacy training programs, which can be accessed by going to the Department of Children and Family Services' website at www.myflorida.com/childcare/training, or by contacting the licensing authority. Literacy training that was taken between July 1, 1999 and July 1, 2004 will be accepted by the licensing authority until January 1, 2005, if it meets all the required components stated above.~~

Transportation

14. A telephone or other means of instant communication shall be available to the operator, employee or other adult responsible for children during all field trips. Cellular phones, two-way radio devices, citizen band radios, and other means of instant communication are acceptable.

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II. A. 4. Proposed increases for Family Day Care Homes and Large Family Child Care Homes from Chapter 65C-20 F.A.C.

LFCCH General Requirements

- 15. Usable indoor floor space refers to that space available for indoor play and activities. Usable indoor floor space is calculated by measuring at floor level from interior walls and by deleting space for stairways, toilets and bath facilities, permanent fixtures and non-movable furniture. Kitchens, offices, laundry rooms, storage areas, hallways, and other areas not used in normal day-to-day operations are not included when calculating usable indoor floor space.
- 16. Large family child care homes shall make available toys, equipment and furnishings suitable to each child's age and development and of a quantity suitable for each child to be involved in activities.
- 17. ~~In addition to conducting fire drills as specified in 65C-20.010(3)(b)4., F.A.C., T~~the large family child care home shall maintain and retain a written the fire-drill record of monthly fire drills as specified in subparagraph 65C-20.010(3)(b)4., F.A.C. on the premises for twelve months.

Implementation Date: January 1, 2008

5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation #1 – Recommendation for a new definition for Premises

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Premises in regulations governing family day care homes and large family child care homes. Motion unanimously adopted.

(Family day care homes and large family child care homes)

Premises- Premises means both inside the family day care home or large family child care home and the provider's yard.

Implementation Date: January 1, 2008

Recommendation #2 – Recommendation to increase definition for Substitute

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Substitute in regulations governing family day care homes and large family child care homes. Motion unanimously adopted.

(family day care homes and large family child care homes)

Substitutes for the Operator - Substitute for the operator means a competent adult, at least 21 years of age, who is available to take the place of the operator on a temporary or emergency basis. The substitute must meet screening and training requirements as set forth in these regulations. ~~an employee of a family day care home or large family child care home who works in the absence of regular child care staff. A substitute must meet the minimum age requirement.~~

(large family child care homes)

Substitutes for the Employee - Substitute for the employee means a competent adult, at least 18 years of age, who is available to take the place of the employee on a temporary or emergency basis. The substitute must meet screening and training requirements as set forth in these regulations. ~~Substitutes - Substitute means an employee of a family day care home or large family child care home who works in the absence of regular child care staff. A substitute must meet the minimum age requirement.~~

Implementation Date: January 1, 2008

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II. A. 5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation #3 – Recommendation to increase minimum standard for General Qualifications

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for General Qualifications in regulations governing family day care homes. Motion unanimously adopted.

I. PERSONNEL (family day care homes)

A. General Qualifications. ~~Personnel in Family Day Care Homes~~

10. At all times the operator or the operator's substitute must protect the health, safety, and mental development of the children in care.

Implementation Date: January 1, 2008

Recommendation #4- Recommendation to increase minimum standard for Staff Training

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Staff Training in regulations governing family day care homes. Motion unanimously adopted.

I. PERSONNEL (family day care homes)

B. Staff Training

7. A provider, with a swimming pool other than a spa, on the premises, and the provider's substitute shall satisfactorily complete a Child Care Water Safety course or the current equivalent prior to issuance of a license.

Implementation date: July 1, 2008

Recommendation # 5 – Recommendation to increase minimum standard for Supervision

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Supervision in regulations governing large family child care homes. Motion unanimously adopted.

I. PERSONNEL (large family child care homes)

C. Supervision

3. In addition to the number of staff required to meet staff to child ratios, if there are more than five (5) ~~preschoolers children~~ participating on a field trip away from the large family child care home, there must be one (1) additional adult present on the field trip per each five (5) ~~preschoolers children~~, or any fraction thereof, to provide direct supervision to the children. Where some children remain in the home, the adult supervision shall be maintained and if more than 5 children are being cared for in total, both on the field trip and in the large family child care home, two child care personnel must be on the premises of the large family child care home. At no time shall the total number of children in attendance at any given time exceed the licensed capacity.

Implementation date: January 1, 2008

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II. A. 5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation #6- Recommendation to increase minimum standard for Supervision

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to deny the following proposed increase in minimum standard for Supervision in regulations governing family day care homes. Motion unanimously adopted.

I. PERSONNEL (family day care homes)

C. Supervision

4. Substitutes. There shall be a written plan to provide at least one other competent adult, who must be at least 21 years of age, to be available to substitute for the operator on a temporary or emergency basis. This plan shall include the name, address, and telephone number of the designated substitute. If the designated substitute is used by more than one provider, each of these providers must have an additional substitute.

Recommendation #7 – Recommendation to increase minimum standard for Facility Records

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Facility Records in regulations governing family day care homes. Motion unanimously adopted.

II. RECORDS (family day care homes)

A. Facility Records

1. The operator shall obtain enrollment information from the child's custodial parent or legal guardian, prior to accepting the child in care. Enrollment information shall be kept current and on file for each child in care. The following information is required:
 - f. List of allergies, special medical or dietary needs, or other areas of concern.
 - g. Signature of parent(s)/guardian(s) verifying that enrollment information is complete and accurate.
 - h. The agreed upon hours that the child is to be in care.
 - i. The child(ren)'s relationship to the provider.
 - j. The name, address, and telephone number of dentist.
 - k. The days of the week in care.
 - l. The meals typically served while in care.

Implementation Date: January 1, 2008

Recommendation #8 – Recommendation to increase minimum standard for Emergency Procedures and Notification

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Emergency Procedures and Notification in regulations governing family day care homes. Motion unanimously adopted.

III. SAFETY, HEALTH AND SANITATION (family day care homes)

A. First Aid Treatment and Emergency Procedures

2. Emergency Procedures and Notification
 - b. Each provider shall have a written plan on file in the License Board office for the evacuation and care of children in case of emergencies and disasters, including but not limited to hurricanes, floods, fires, bomb threats, chemical leaks or evacuations mandated by government officials for public health or safety. The plan shall include arrangements for transportation, food and water supply, parent and provider communication, availability of children's records, and supervision of children during evacuation and relocation.

Implementation Date: For existing providers, submission is due with 2008 renewals. For new applicants submission is due with Plan of Operation beginning in 2008.

MINUTES – June 19, 2007

II. A. 5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation #9 – Recommendation to increase minimum standard for Building

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Building in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

A. Building

2. The family day care home shall have at least one operable, installed, corded telephone installed in a room approved for child care.

Implementation date: January 1, 2008

Recommendation #10 – Recommendation to increase minimum standard for Building

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Building in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

A. Building

15. If a family day care home or a large family child care home has well water, the provider, prior to issuance of a temporary permit, must submit to the License Board written verification from the Pinellas County Health Department of satisfactory well water. Thereafter, the provider must have the well water tested on a quarterly basis and submit to the License Board written verification from the Pinellas County Health Department of approved well water.

Implementation Date: January 1, 2008

Recommendation #11 – Recommendation to increase minimum standard for Outdoor Play Space

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Outdoor Play Space in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

C. Outdoor Play Space

3. The outdoor space shall be fenced, a minimum of four (4) feet in height. Gates on the fence must be locked while children in care are in the outdoor play space. Outdoor activities conducted at the family day care home shall be conducted in the designated outdoor space.

Implementation Date: January 1, 2008

Recommendation #12 – Recommendation to increase minimum standard for Sleeping and Napping Space

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Sleeping and Napping Space in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

F. Sleeping and Napping Space

2. When napping, each child in care must be provided safe and sanitary bedding. Bedding means a cot, bed, crib, mattress, or playpen. Air mattresses, ~~and~~ foam mattresses, and couches may not be used for napping.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation #13 – Recommendation to increase minimum standard for Sleeping and Napping Space

Motion: A motion was made by Lourdes Benedict and was seconded by Donna Rippley to approve the following proposed increase in minimum standard for Sleeping and Napping Space in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

F. Sleeping and Napping Space

3. Cribs, bassinets, or playpens with bases raised above the floor shall be provided for infants. Crib sides must be raised and secured while an infant is in the crib. Cribs and playpens must meet the construction regulations as outlined in Title 16, Parts 1508 and 1509, Code of Federal Regulations.

Implementation Date: January 1, 2008

Recommendation #14 – Recommendation to increase minimum standard for Sleeping and Napping Space

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Sleeping and Napping Space in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

F. Sleeping and Napping Space

4. When infants are napping or sleeping, cribs must have a well fitting, protected mattress covered by a well fitting, cloth crib sheet. Pillows may not be used nor shall soft items such as blankets, towels, etc. be used under the infants when sleeping or napping.

Implementation Date: January 1, 2008

Recommendation #15 – Recommendation to increase minimum standard for Sleeping and Napping Space

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Sleeping and Napping Space in regulations governing family day care homes. Motion unanimously adopted.

IV. PHYSICAL PLANT HOUSING FAMILY DAY CARE HOMES (family day care homes)

F. Sleeping and Napping Space

7. Children in care shall not sleep or nap on the top level of a bunk bed.

Implementation Date: January 1, 2008

Recommendation # 16 – Recommendation to increase minimum standard for Transportation

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Transportation in regulations governing family day care homes. Motion unanimously adopted.

V. TRANSPORTATION (family day care homes)

- A. When any vehicle is used by a family day care home to provide transportation, the driver shall have a current Florida driver's license in accordance with ss.322.01-322.70, F.S.
- B. All family day care providers must maintain current insurance on all vehicles used to transport children in care and documentation thereof.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation # 17 – Recommendation to increase minimum standard for Transportation

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Transportation in regulations governing large family child care homes. Motion unanimously adopted.

V. TRANSPORTATION (large family child care homes)

- A. When any vehicle is regularly used by a large family child care home to provide transportation, the driver shall have a current Florida driver's license in accordance with ss. 322.01-322.70, F.S.

Implementation Date: January 1, 2008

Recommendation # 18 – Recommendation to increase minimum standard for Reporting Child Abuse and Neglect

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Reporting Child Abuse and Neglect in regulations governing family day care homes. Motion unanimously adopted.

VIII. REPORTING CHILD ABUSE AND NEGLECT (family day care homes)

C. Violation

Acts or omissions of child care personnel that meet the definition of child abuse or neglect provided for herein constitute a violation of the Licensing Regulations.

Implementation Date: January 1, 2008

Recommendation # 19 – Recommendation to increase minimum standard for APPLICATION, FEES, LICENSE

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the following proposed increase in minimum standard for Application, Fees, License in regulations governing family day care homes and large family child care homes. Motion unanimously adopted.

IX. APPLICATION, FEES, LICENSE (family day care homes)

B. Fees

1. The License Board is authorized to charge an application fee not in excess of twenty-five dollars (\$25.00) for each family day care home for which a license is sought. All family day care home application fees are set at \$25.00.

3. In addition to the application fee, each family day care home will be charged a license fee of \$25.00.

VII. APPLICATION, LICENSE, FEES (large family child care home)

A. Application

Application for a license or for renewal of a license to operate a large family child care home shall be made on forms provided by the Pinellas County License Board. A License to operate a Large Family Child Care Home may be used to operate a Family Day Care Home, when the number of children in care meets the definition of a Family Day Care Home. A license to operate a Family Day Care Home cannot be used to operate a Large Family Child Care Home.

B. Fees

1. The License Board is authorized to charge an application fee not in excess of twenty-five dollars (\$25.00) for each large family child care home for which a license is sought. All large family child care home application fees are set at \$25.00.

3. In addition to the application fee, each large family child care home will be charged a license fee of \$50.00.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 5. Proposed staff recommendations for increases for Family Day Care Homes and Large Family Child Care Homes

Recommendation # 20 – Recommendation to increase minimum standard for Fee

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Fee in regulations governing family day care homes. Motion unanimously adopted.

IX. APPLICATION, FEES, LICENSE (family day care homes)

B. Fees

2. Prior to issuance of a temporary permit or license, the applicant or provider must pay all unpaid fees and/or fines owed the License Board including but not limited to application and license fees; training and training materials fees; and copying fees.

Implementation Date: January 1, 2008

Recommendation #21 – Recommendation to increase minimum standard for Advertising

Motion: A motion was made by Angela Loring and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Advertising in regulations governing family day care homes. Motion unanimously adopted.

X. ADVERTISING (family day care homes)

- E. No person shall advertise a family day care home or large family child care home, as defined by the licensing regulations, without including within such advertisement the License Board license number of such family day care home or large family child care home.

Implementation Date: January 1, 2008

Recommendation #22 – Recommendation to increase minimum standard for Enforcement

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Enforcement in regulations governing family day care homes. Motion unanimously adopted.

XIII. ENFORCEMENT of FAMILY DAY CARE HOMES (family day care homes)

C. Administrative Fines

2. A violation is noncompliance with any provision of Licensing Regulations. The License Board may levy a fine in addition to or in lieu of any other disciplinary action. The License Board will use the following classifications as a guideline for determining the severity of the violation and the amount of the fine: . . .

Implementation Date: January 1, 2008

Recommendation #23 – Recommendation to increase minimum standard for Enforcement

Motion: A motion was made by Donna Rippley and was seconded by Lourdes Benedict to approve the following proposed increase in minimum standard for Enforcement in regulations governing family day care homes. Motion unanimously adopted.

XIII. ENFORCEMENT of FAMILY DAY CARE HOMES (family day care homes)

D. Provisional License

5. The provisional license issued either by the Board or staff as a result of an action of the Enforcement Plan will be called a probationary-provisional license. All ~~statutory~~ requirements of Licensing Regulations XIII D. Provisional License will remain the same. No application for change shall be accepted during the probationary-provisional license period.

Implementation Date: January 1, 2008

MINUTES – June 19, 2007

II. A. 6. Selection of date for Public Hearing

A motion was made by Donna Rippley and was seconded by Angela Loring to select the Public Hearing date of Monday, July 16, 2007 to begin at 6:15 p.m. Motion unanimously adopted.

II. D.

Motion: A motion was made by Lourdes Benedict and was seconded by Angela Loring to approve the activation of the Memorandum of Delegation of Authority and signing by the Executive Director. The memorandum includes the line of succession for the agency. Motion unanimously adopted.

Motion: A motion was made by Donna Rippley and was seconded by Angela Loring to approve the activation of the Executive Order during a declared disaster and signing by the Executive Director. VII. Safety, Health and Sanitation A. General Requirements 12 Hand washing with running water will be corrected. Motion unanimously adopted.

III. Report: JWB funding discussion - Ms. Tamanini reported to the Board that the LB Chairman has given her permission for the agency to look at options regarding the JWB funding cut. Those options will most likely be presented at the August 1, 2007 meeting for Board decision. [Currently JWB is reducing LB's funding to \$578,864.00.]

Motion to Adjourn: A motion was made by Lourdes Benedict and seconded to adjourn the meeting at 4:45 p.m.

Respectfully Submitted by

Donna Rippley, Secretary