

# FAMILY DAY CARE HOME STANDARD CLASSIFICATION SUMMARY

Specific Child Care Licensing Standard	
Class violation level Unique ID	Description of licensing Standard Violation

## General Requirements

1. Access (Article VIII.I)	
2 01-01	<u>Department Denied Access</u> <b>Comments</b> Department staff was denied access to the family day care home, premises, or records.
2 01-02	<u>Custodial Parent Denied Access</u> <b>Comments</b> The family day care facility denied parent access in person/by telephone to the facility during normal hours of operation.

2. Licensed Facility (Article IV.A)	
3 02-01	<u>License Not Posted</u> <b>Comments</b> The operator did not have the family day care home's license posted.
2 02-02	<u>License Expired</u> <b>Comments</b> The family day care home's license expired, and it continued operating without a valid license.
1 02-03	<u>No License to Operate</u> <b>Comments</b> The family day care home operated without first obtaining a license as required.

3. License Capacity (Article IV.D)	
1 03-01	<u>Licensed Capacity Exceeded</u> <b>Comments</b> The family day care home has a licensed capacity of [ ] children and [ ] children were observed in care.

4. Indoor or Outdoor Space (Article VIII.B and C)	
2 04-01	<u>Not 35 Square Feet Per Child</u> <b>Comments</b> The home, licensed after October 1, 1992, did not have a minimum of 35 square feet of usable activity space for each child. There was space for [ ] children and [ ] children were in care.
2 04-02	<u>Inadequate Outdoor Space</u> <b>Comments</b> The family day care home did not have adequate outdoor space on the premises as evidenced by [ ].

5. Communicable Disease (Articles VIII.F and X.A - D, F - G)	
3 05-01	<u>No Designated Isolation Area</u> <b>Comments</b> The home did not have an area designated for the care of an ill child.
2 05-02	<u>Child With Signs/Symptoms Not Isolated</u> <b>Comments</b> A child suspected of having a communicable disease was not placed in isolation.
2 05-03	<u>Isolation Area Not on Ground Floor</u> <b>Comments</b> The designated isolation area is not located on the ground floor.

3 05-04	<u>Used Linens Not Changed/Washed/Stored Properly</u> <b>Comments</b> Linens used in the isolation area were not changed and washed/stored in a closed container out of children's reach.
3 05-05	<u>Disposables Not Changed/Discarded/Stored Properly</u> <b>Comments</b> Disposable items used in the isolation area were not changed and discarded/stored in a closed container out of children's reach.
3 05-06	<u>No Daily Observation for Children for Disease</u> <b>Comments</b> There is no routine in place to observe children in care on a daily basis for signs of communicable disease.
2 05-07	<u>Sick Child Kept-Parent Not Informed</u> <b>Comments</b> The condition of a child placed in isolation was not reported to the parent or other person authorized by the parent, and the child remained in the facility.
2 05-08	<u>Excluded Sick Child Improperly Readmitted</u> <b>Comments</b> A child who had been excluded from care returned without medical authorization and with symptoms of disease that required exclusion.
2 05-09	<u>Child Readmitted With Untreated Head Lice</u> <b>Comments</b> A child excluded from care for head lice returned before treatment, including the removal of all lice, lice eggs and egg cases had been completed.
2 05-10	<u>Sick Caregiver/Household Member With Children</u> <b>Comments</b> The operator/household member who had a symptom of communicable disease, which required exclusion from where children were, remained in the area occupied by children.
2 05-11	<u>Department Not Notified of Suspected Outbreak</u> <b>Comments</b> The operator failed to notify the Department of a suspected outbreak of [ ] that requires immediate notification.
2 05-12	<u>Bleach Solution Too Weak/Too Strong</u> <b>Comments</b> The sanitizing agent used was chlorine bleach; however, the proportion of bleach to water was not one tablespoon of bleach to a quart of water and the solution was ineffective/too strong.
3 05-13	<u>Bleach Solution Not Made Daily</u> <b>Comments</b> The bleach/water solution was not made fresh daily.
3 05-14	<u>Sanitizer-Manufacture Specs. Not Followed</u> <b>Comments</b> The manufacturer's specifications were not followed for the sanitizer used.
2 05-15	<u>Toxic Residue Remains on Treated Surface</u> <b>Comments</b> A toxic residue remained on the surface following use of a sanitizing agent.
3 05-16	<u>No MSDS Kept on Site for Proprietary Sanitizer</u> <b>Comments</b> The Material Safety Data Sheets (MSDS) were not kept on hand for the sanitizer used.

#### 6. Parental Notification (Article IX.B)

2 06-01	<u>Sick Child Not Isolated</u> <b>Comments</b> The operator failed to immediately isolate a child who exhibited signs and symptoms of illness.
2 06-02	<u>Sick Child Parent Not Notified</u> <b>Comments</b> The operator failed to immediately notify the parents of a child who exhibited signs and symptoms of illness.
2 06-03	<u>Parents Not Notified of Accident</u> <b>Comments</b> The operator failed to immediately notify the parents of a child who had an accident while in care.

<b>2</b> <b>06-04</b>	<u>Parents Not Notified of Emergency</u> <b>Comments</b> The operator failed to immediately notify the parents of an emergency in the home.
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<b>7. Telephone (Article VIII.A)</b>	
<b>2</b> <b>07-01</b>	<u>No Telephone in Pool/Spa Area</u> <b>Comments</b> The family day care home did not have a telephone located in the area of the pool/spa.
<b>3</b> <b>07-02</b>	<u>No Installed Landline/Approved VOIP Telephone</u> <b>Comments</b> The family day care home did not have a working approved telephone.
<b>3</b> <b>07-03</b>	<u>No Landline or Approved Telephone Service</u> <b>Comments</b> The family day care home's corded telephone was not in service.

<b>8. Handwashing Requirements (Article VIII.H)</b>	
<b>2</b> <b>08-01</b>	<u>No Handwash After Child Toileting</u> <b>Comments</b> The operator failed to wash hands with soap and running water after assisting a child with toileting.
<b>2</b> <b>08-02</b>	<u>No Handwash after Diapering Changing</u> <b>Comments</b> The operator failed to wash hands with soap and running water after diapering a child.
<b>2</b> <b>08-03</b>	<u>No Handwash after Personal Hygiene</u> <b>Comments</b> The operator failed to wash hands with soap and running water following personal hygiene procedures.
<b>2</b> <b>08-04</b>	<u>No Handwash Before Food Preparation</u> <b>Comments</b> The operator failed to wash hands with soap and running water prior to preparing food.
<b>3</b> <b>08-05</b>	<u>Child Did Not Wash Hands After Toileting</u> <b>Comments</b> Children did not wash their hands with soap and running water after using the toilet.
<b>2</b> <b>08-06</b>	<u>Child Did Not Wash Hands Before Meals</u> <b>Comments</b> Children did not wash their hands with soap and running water before eating.

<b>9. Diaper Changing Area (Article VIII.H)</b>	
<b>3</b> <b>09-01</b>	<u>Container Not Lined and Securely Covered</u> <b>Comments</b> The container for soiled, disposable diapers was not plastic-lined and securely covered.
<b>2</b> <b>09-02</b>	<u>Waste Container Contents Accessible to Child</u> <b>Comments</b> The container for soiled, disposable diapers was accessible to children.
<b>3</b> <b>09-03</b>	<u>Waste Container Not Emptied/Disinfected Daily</u> <b>Comments</b> The container for soiled, disposable diapers was not emptied and sanitized daily.

<b>10. Advertising (Article IV.E)</b>	
<b>3</b> <b>10-01</b>	<u>Family Day Care Home Advertisement Did Not Include the License Number</u> <b>Comments</b> The family day care home's advertisement did not include its license number.
<b>2</b> <b>10-02</b>	<u>Operator Advertised Family Day Care Home Without Valid License</u> <b>Comments</b> The family day care home operator advertised services before obtaining a license.

<b>11. Supervision (Article VI.D &amp; Article VII.E)</b>	
<b>1</b> <b>11-01</b>	<u>Child not supervised left the home</u> <b>Comments</b>

	A child was not adequately supervised and left the family day care home premises without the knowledge or awareness of the operator.
1 11-02	<u>Operator or Sub. Observed under the influence</u> <b>Comments</b> The operator or substitute was observed supervising children while under the influence of narcotics, alcohol or other drugs that impair the individual's ability to provide safe child care.
2 11-03	<u>Child Left Without Supervision-Caregiver Was Not Present</u> <b>Comments</b> Children were observed indoors/outdoors without supervision; the caregiver was not present.
2 11-04	<u>Children's Needs Were Not Being Met</u> <b>Comments</b> Although the caregiver was present, the needs of children were not being met as evidenced by [ ].
2 11-05	<u>Children Not Supervised While Napping</u> <b>Comments</b> The caregiver was not able to supervise all napping children as evidenced by [ ].
2 11-06	<u>Child Not within Sight and Hearing of Caregiver</u> <b>Comments</b> A child placed in isolation was not within sight and hearing of the caregiver at all times.
3 11-07	<u>Care Provided Care for &gt;12 Consecutive Hours</u> <b>Comments</b> The operator provided child care for more than 12 consecutive hours in a 24 hour period.

## 12. Transportation Services (Articles XIV.A - H)

3 12-01	<u>Driver Lacks Valid Florida Driver's License</u> <b>Comments</b> The facility's driver did not have verification of a current Florida driver's license.
3 12-02	<u>Driver Lacks Valid Physician Certification</u> <b>Comments</b> The personnel record did not include a copy of the driver's physician certification, or equivalent, granting medical approval to operate a vehicle.
3 12-03	<u>No Transportation Notification to Department</u> <b>Comments</b> The Department was not informed in writing that the family day care home regularly provides transportation for children.
1 12-04	<u>Seat Belt Not Available for Each Child</u> <b>Comments</b> An individual, factory-installed seat belt or other approved restraint device was not provided for each child transported at one time. [ ] were required and [ ] were provided.
1 12-05	<u>Seat Belts Shared Between Children</u> <b>Comments</b> Seat belts were shared between children. The number of children transported exceeded the number that could be properly restrained.
1 12-06	<u>Maximum Seating Capacity Exceeded</u> <b>Comments</b> The maximum seating capacity of the vehicle used to transport children was exceeded. The manufacturer's designated seating capacity/number of factory-installed seat belts permitted a capacity of [ ] and [ ] were transported.

## 13. Transporting Children (Article XIV A-H)

3 13-01	<u>No Written Parent Permission to Transport</u> <b>Comments</b> The operator did not have written parental permission to transport children in care.
2 13-02	<u>Smoking in Vehicle While Transporting Children</u> <b>Comments</b> Smoking occurred in the vehicle when children were being transported.
2 13-03	<u>No Transportation Log</u> <b>Comments</b> The operator had no evidence that a log was maintained for all children being transported.

2 13-04	<u>Transportation Log Incomplete/Missing Information</u> <b>Comments</b> The operator's log for children being transported did not include the following: each child's name, date, time of departure and time of arrival, signature of the driver and verification that all children left the vehicle and were accounted for.
3 13-05	<u>Transportation Log Not Retained 12 Months</u> <b>Comments</b> The transportation log was not maintained for a minimum of 12 months.
2 13-06	<u>Children Not Marked off on Log at Destination</u> <b>Comments</b> Upon arrival at the destination and return to the family day care home, the driver of the vehicle failed to mark each child off the log as the children departed the vehicle.
1 13-07	<u>Child Left on Vehicle</u> <b>Comments</b> Upon arrival at the destination and return to the family day care home, the driver of the vehicle failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle.
1 13-08	<u>Child Left at Unapproved Location</u> <b>Comments</b> A child was left at a location that was not approved by the custodial parent.

<b>14. Nighttime Care (Article XIII.A - F)</b>	
3 14-01	<u>No Prior Child Care Advisory Council Approval</u> <b>Comments</b> The operator failed to obtain written approval of the Child Care Advisory Council prior to providing nighttime care on a regular basis.
3 14-02	<u>Bed/Cot Not Provided for Each Child Overnight</u> <b>Comments</b> There was no individual bed or cot for each child in overnight care.
3 14-03	<u>Individual Bed Linens Not Provided</u> <b>Comments</b> Individual bed linens were not provided for each child.
3 14-04	<u>Family Member Shared Bed with Child in Care</u> <b>Comments</b> A bed in use by a family member was shared with a child in overnight care.
3 14-05	<u>Less Than 2 Feet Spacing Between Beds/Cots</u> <b>Comments</b> The required two feet spacing was not provided between beds/cots used by children in overnight care.
2 14-06	<u>Caregiver Not Awake to Supervise Children</u> <b>Comments</b> The operator/substitute did not remain awake during operating hours while children were in care.
3 14-07	<u>Breakfast Not Provided as Required</u> <b>Comments</b> Children who stayed beyond 6 A.M. were not provided a morning meal.
2 14-08	<u>Both Sexes &gt; 6 Years Old Share Room Unsupervised</u> <b>Comments</b> Children of the opposite sex and over the age of six years shared the same room without constant adult supervision.
3 14-08	<u>Children Shared Personal Hygiene Items</u> <b>Comments</b> Children were observed to share personal items such as toothbrushes, towels and wash-cloths.
3 14-10	<u>Bedtime Routines Not Completed</u> <b>Comments</b> The operator did not ensure that children in care overnight completed bedtime routines, such as brushing teeth and washing face and hands.
2 14-11	<u>Crib Not Provided for Children Under 2 Years Old</u> <b>Comments</b> A crib was not provided for each child under two years old.
3 14-12	<u>Bed Linens Not Changed Between Uses</u> <b>Comments</b>

	Bed linens are not changed between each use.
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## Physical Facility

15. Physical Facility in Good Repair (Article VIII.H)	
3 15-01	<u>Furniture, Fixtures or Equipment in Disrepair</u> <b>Comments</b> The following furnishings/equipment in disrepair: [ ].
3 15-02	<u>Areas of Home/Premises in Disrepair</u> <b>Comments</b> The following areas of the home were in disrepair: [ ].
3 15-03	<u>Accumulation of Debris or Unnecessary Equipment/Materials</u> <b>Comments</b> The following areas of the home contained debris or unnecessary equipment/materials: [ ].

16. Ventilation Requirements (Article VIII.A)	
3 16-01	<u>Inadequate Natural or Mechanical Ventilation</u> <b>Comments</b> The home had inadequate means for providing either mechanical or natural ventilation.
3 16-02	<u>Interior Temperature Not 72-82 Degrees Farenheit</u> <b>Comments</b> The home's inside temperature was not maintained between 72 and 82 degrees in all rooms used by children. The temperature in [ ] room was approximately [ ] degrees.
3 16-03	<u>Cooling or Heating Equipment Not Maintained</u> <b>Comments</b> Equipment used for cooling the home was not functioning and supplemental aides were not available to maintain a temperature between 72 and 82 degrees.
3 16-04	<u>No Reliable Thermometer in Major Area of Home</u> <b>Comments</b> The home did not have a reliable thermometer placed in a major area of the home.
3 16-05	<u>Unscreened Electric Fan Within Children's Reach</u> <b>Comments</b> An electric fan that was not screened was within children's reach.

17. Heating Requirements (Article VIII.A)	
3 17-01	<u>Interior Temperature Not 72-82 Degrees Farenheit</u> <b>Comments</b> The home's inside temperature was not maintained between 72 and 82 degrees in all rooms used by children. The temperature in [ ] room was approximately [ ] degrees.
3 17-02	<u>Heating Equipment Not Maintained</u> <b>Comments</b> Equipment used for heating the home was not functioning and supplemental aides were not available to maintain a temperature between 72 and 82 degrees.
3 17-03	<u>The FCCH Did Not Have a Heat Source</u> <b>Comments</b> The family day care home did not have a source of heat.
3 17-04	<u>Space Heater/Non-Vented Open Heater Used</u> <b>Comments</b> The home used a space heater/non-vented open flame heater.
3 17-05	<u>Fireplace Not Vented</u> <b>Comments</b> The home's fireplace was not vented.
2 17-06	<u>Unshielded Heater Accessible to Children</u> <b>Comments</b> An unshielded fireplace/heater was within reach of children in the [ ] area.

18. Flooring Requirements (Article VIII.H)	
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3 18-01	<u>Dirt, Dust or Debris Accumulation on the Floor</u> <b>Comments</b> The floor in the [ ] area had an accumulation of dirt, dust or debris as evidenced by [ ].
3 18-02	<u>Floor Not in Good Repair</u> <b>Comments</b> The floor of the [ ] room was not in good repair as evidenced by [ ].
3 18-03	<u>Carpet Torn or Curled Posing a Trip Hazard</u> <b>Comments</b> Carpet in the [ ] area were observed to be torn or curled which posed a trip hazard.
3 18-04	<u>Broken or Loose Tiles on the Floor</u> <b>Comments</b> Broken or loose tiles were observed in the [ ] area to which children had access.

#### 19. Lighting and Electrical (Article VIII.A)

3 19-01	<u>Electrical Outlets Not Covered/Protected</u> <b>Comments</b> The home did not provide protective covers for all electrical outlets within the children's reach.
3 19-02	<u>Insufficient Lighting Provided</u> <b>Comments</b> The home failed to provide sufficient lighting in the [ ] area.
3 19-03	<u>Electrical Wiring Poses a Tripping Hazard</u> <b>Comments</b> The placement of electrical wiring in the [ ] area presented a tripping hazard.
3 19-04	<u>Extension Cord Used As Permanent Wiring</u> <b>Comments</b> An extension cord in the [ ] area was used as permanent wiring.
3 19-05	<u>Electrical Power Cord Accessible to Children</u> <b>Comments</b> A power cord to the [ ] was accessible to children.

#### 20. Wall and Ceiling (Article VIII.H)

3 20-01	<u>Dirt or Dust Buildup on the Walls</u> <b>Comments</b> The walls of the [ ] room were not kept clean as evidenced by [ ].
3 20-02	<u>Wall Was Not in Good Repair</u> <b>Comments</b> The wall in the [ ] room was not in good repair as evidenced by [ ].
3 20-03	<u>Dirt or Dust Buildup on the Ceiling</u> <b>Comments</b> The ceiling of the [ ] room was not clean as evidenced by [ ].
3 20-04	<u>Ceiling Was Not in Good Repair</u> <b>Comments</b> The ceiling of the [ ] room was not in good repair as evidenced by [ ].

#### 21. Fenced Areas (Article VIII.C)

2 21-01	<u>Insecure Fence with Large Holes or Openings</u> <b>Comments</b> The home's outdoor play area was not adequately fenced, in that there were holes or missing slats in the fencing, or fencing was unsecured.
2 21-02	<u>Fence was Less Than 4 Feet High</u> <b>Comments</b> The home used an area for outdoor play that was not enclosed with fencing a minimum of four feet high as required.

#### 22. Sewage (Article VIII.A)

2 22-01	<u>Water Sewage Disposal System was Defective</u> <b>Comments</b> The home's disposal of sewage did not meet requirements as evidenced by [ ].
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2 22-02	<u>Unapproved or Defective Plumbing System</u> <b>Comments</b> Sewage and liquid waste disposal systems were not properly operated and/or maintained.
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**23. Water Supply (Article VIII.A)**

1 23-01	<u>Unapproved Drinking Water Source</u> <b>Comments</b> The home's source of drinking water did not meet requirements as evidenced by [ ].
2 23-02	<u>Drinking Water Not Accessible Ad Libidum</u> <b>Comments</b> Drinking water was not available to the children at all times.
2 23-03	<u>No Hot and Cold Water Under Pressure</u> <b>Comments</b> The family day care home did not have hot and cold water under pressure.
2 23-04	<u>No Hot and Cold Water Under Pressure in Food Prep Area</u> <b>Comments</b> The family day care home did not have hot and cold water under pressure in the area where food is prepared.
2 23-05	<u>No Approval or Permit for Potable Water Well</u> <b>Comments</b> The family day care home did not have verification of annual inspection and approval for the private well used as its source for drinking water.

**24. Solid Waste Management (Article VIII.A)**

2 24-01	<u>Solid Waste not Stored Properly</u> <b>Comments</b> Garbage, trash, and rubbish were not placed in suitable, covered receptacles until proper disposal.
2 24-02	<u>Solid Waste not Disposed Properly</u> <b>Comments</b> Garbage, Trash, and rubbish were not disposed of properly.

**25. Housing Construction (Article VIII.A)**

3 25-01	<u>Home Showed Signs of Improper Construction</u> <b>Comments</b> The facility was not properly constructed in that [ ].
3 25-02	<u>Extensive Renovation – No Department Notice/Review</u> <b>Comments</b> The family day care operator failed to advise the Department in writing of a change that was made to the home/premises that required a permit, Department review and approval.

**26. Clean and Orderly (Article VIII.E and H)**

3 26-01	<u>Build UP of Dirt, Dust, or Stains on Fixtures, Equipment/Furnishings</u> <b>Comments</b> There was evidence of build up of dirt, dust, or stains on fixtures, equipment/furnishings as evidenced by [ ].
3 26-02	<u>Dust, Dirt, or Debris build up in areas of the home</u> <b>Comments</b> Areas of the home had a build up of dust, dirt, or debris as evidenced by [ ].
3 26-03	<u>Equipment, Furnishings, or Supplies Not Stored in an Orderly Manner</u> <b>Comments</b> Equipment, furnishings, of supplies were not stored in an orderly manner as evidenced by [ ].
3 26-04	<u>Potty Chair Not Cleaned and Sanitized after Each Use</u> <b>Comments</b> It was observed that the potty chair was not cleaned and sanitized after each use.
3 26-05	<u>Unnecessary Equipment, furnishings, or Other Items</u> <b>Comment</b> Unnecessary equipment, furnishings or other items were observed accumulating in the home as evidenced by [ ].

<b>27. Vermin Control (Article VIII.A)</b>	
<b>3</b> <b>27-01</b>	<u>Signs of Current Pest Infestation Observed</u> <b>Comments</b> Signs of current pest infestation were observed as evidenced by [ ].
<b>3</b> <b>27-02</b>	<u>Operable Doors or Windows not Screened</u> <b>Comments</b> Windows/Doors that are capable of being opened did not have screens in place.
<b>2</b> <b>27-03</b>	<u>Pest Control Treatment Done While Children Present</u> <b>Comments</b> Pest control treatment was conducted in the home while children were present.

### Toilet/Bath Facility

<b>28. Toilet and Bath Facilities (Article VIII.H)</b>	
<b>2</b> <b>28-01</b>	<u>Toilet Room was Not Clean and Sanitary</u> <b>Comments</b> Toileting facilities were not maintained in a sanitary condition.
<b>3</b> <b>28-02</b>	<u>No Usable Lavatory Available</u> <b>Comments</b> The bathroom sink was not usable because it was not maintained in working order.
<b>3</b> <b>28-03</b>	<u>No Usable Commode Available</u> <b>Comments</b> The bathroom toilet was not usable because it was not maintained in working order.
<b>3</b> <b>28-04</b>	<u>No Soap Provided for Hand Washing</u> <b>Comments</b> The bathroom was not supplied with soap.
<b>3</b> <b>28-05</b>	<u>No Disposable or Individual Towels Provided</u> <b>Comments</b> The bathroom was not supplied with disposable towels or individually labeled towels and washcloths.
<b>3</b> <b>28-06</b>	<u>No Toilet Paper Provided</u> <b>Comments</b> The bathroom was not supplied with toilet paper.
<b>3</b> <b>28-07</b>	<u>No Usable Bath Facility Available</u> <b>Comments</b> The family day care home did not have a working bath facility.
<b>3</b> <b>28-08</b>	<u>No Potty Chair/Portable Infant Seat Available</u> <b>Comments</b> The family day care home did not have at least one portable infant seat or potty chair for diapered children.
<b>3</b> <b>28-09</b>	<u>Lavatory Too High for Children's Use</u> <b>Comments</b> A sink used by children in care was not easily accessible and a safely constructed platform was not in place.
<b>3</b> <b>28-10</b>	<u>Toilet Facilities Not Conveniently Located</u> <b>Comments</b> Toilet/bath facilities were not conveniently located for the children in care.

### Safety/Health

<b>29. Bedding and Cribs (Article VIII.D)</b>	
<b>2</b> <b>29-01</b>	<u>No Crib Provided for Infant &lt; 12 Months Old</u> <b>Comments</b> The home did not have enough cribs for the number of infants up to the age of 12 months old in care. The home had [ ] suitable cribs and [ ] cribs were needed.
<b>2</b> <b>29-02</b>	<u>Crib Mattress Was Not Large Enough</u> <b>Comments</b> Mattresses were not appropriately sized, in that the space between the mattress and side of the crib exceeded one and one-half inches on [ ] crib(s) in use.
<b>3</b> <b>29-03</b>	<u>Bedding Not Provided for Each Child in Care</u> <b>Comments</b> The home did not have bedding (cot, crib, mattress, playpen, or mat) for each child in care. There was

	bedding for [ ] children and [ ] were needed.
<b>2</b> <b>29-04</b>	<u>Unsafe or Inappropriate Bedding Provided</u> <b>Comments</b> The operator failed to provide each child in care safe, appropriate bedding as evidenced by [ ].
<b>3</b> <b>29-05</b>	<u>Floor Mats in Use Less Than 1 Inch Thick</u> <b>Comments</b> Floor mats in use were not at least one inch thick.
<b>3</b> <b>29-06</b>	<u>Mats or Mattresses Not Impermeable/Cleanable</u> <b>Comments</b> Floor mats in use were not covered with an impermeable, easily cleanable material.
<b>3</b> <b>29-07</b>	<u>Distance Between Napping Spaces &lt; 18 Inches</u> <b>Comments</b> Sleeping equipment (cots, beds, cribs, playpens, mats) were not spaced a minimum of 18 inches between individual napping spaces.
<b>2</b> <b>29-08</b>	<u>More Than 2 Rooms Used for Sleeping Children</u> <b>Comments</b> More than two rooms were used by the operator for sleeping children and adequate supervision could not be provided.
<b>2</b> <b>29-09</b>	<u>Sleeping Rooms Not Close to Each Other</u> <b>Comments</b> Although just two rooms were used for sleeping children, the rooms were not in close proximity to each other and adequate supervision could not be provided.
<b>3</b> <b>29-10</b>	<u>Doors to Adjacent Rooms With Children Closed</u> <b>Comments</b> Although just two rooms in close proximity to each other were used for sleeping children, the operator failed to keep the doors to the rooms open in order to provide adequate supervision.
<b>3</b> <b>29-11</b>	<u>Inappropriate Bedding Used for Sleeping</u> <b>Comments</b> Children in overnight care were provided mats/playpens/air mattresses/foam mattresses for sleeping.
<b>3</b> <b>29-12</b>	<u>Inappropriate Bedding Used for Napping</u> <b>Comments</b> Children in care were provided air mattresses/foam mattresses for napping.
<b>3</b> <b>29-13</b>	<u>Bedding, Blankets, Linen Not Sanitized</u> <b>Comments</b> The operator had no system in place to ensure bedding is sanitized daily or more frequently if needed.
<b>3</b> <b>29-14</b>	<u>No Record of Bedding Assignments</u> <b>Comments</b> The operator of the family day care home made bedding assignments but had no record for review.
<b>2</b> <b>29-15</b>	<u>Kitchen/Bathroom/Utility Room/Garage Used for Napping</u> <b>Comments</b> Space in the kitchen/bathroom/utility room/garage was used for napping.

### 30. Emergency Plan and Numbers (Article VIII.A)

<b>3</b> <b>30-01</b>	<u>Emergency Numbers Not Posted</u> <b>Comments</b> The home failed to have a complete listing of emergency information posted by or on each phone. Information in letter(s) [ ] as follows was not posted: a) fire, b) police, c) poison control center, d) ambulance, e) Florida Abuse Registry, f) Palm Beach Health Department, and g) the address of and directions to the family day care home.
<b>3</b> <b>30-02</b>	<u>No Emergency Numbers on Portable Phone</u> <b>Comments</b> The home's portable phone did not have a complete listing of emergency information on it. Information in letter(s) [ ] as follows was not included: a) fire, b) police, c) poison control center, d) ambulance, e) Florida Abuse Registry, f) Palm Beach Health Department, and g) the address of and directions to the family day care home.

### 31. Play Equipment (Article VIII.G)

<b>3</b> <b>31-01</b>	<u>Equipment Not Maintained Clean and Sanitary</u> <b>Comments</b>
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	The following equipment was not maintained in a clean and sanitary condition: [ ].
3 31-02	<u>Mouthed Toys/Items Not Cleaned and Sanitized</u> <b>Comments</b> Toys and other items mouthed by children were not cleaned, disinfected and rinsed.
3 31-03	<u>Equipment/Material Does Not Facilitate Cleaning</u> <b>Comments</b> The material used for construction of the [ ] did not facilitate cleaning.
2 31-04	<u>Broken or Hazardous Equipment</u> <b>Comments</b> The following equipment was in need of repair or was hazardous to children:[ ].
3 31-05	<u>Equipment or Furnishing Was Not Age-appropriate</u> <b>Comments</b> Equipment/furnishings were unsuitable for the age and developmental level of children in care as evidenced by [ ].
3 31-06	<u>Toy(s) Not Age-appropriate</u> <b>Comments</b> The family day care home did not have toys that were appropriate for the age and developmental level of children in care as evidenced by [ ].
3 31-07	<u>Inadequate Clearance/Use Zone Around Equipment</u> <b>Comments</b> The placement of [ ] did not allow for adequate distance/clearance from other equipment or other children playing in the area.
3 31-08	<u>Equipment Not Installed/Maintained for Safe Play</u> <b>Comments</b> The following outdoor play equipment was not properly installed/maintained to be safe for play; [ ].
2 31-09	<u>Equipment Not Securely Anchored</u> <b>Comments</b> A piece of stationary equipment, [ ], was not securely anchored.
3 31-10	<u>Outdoor Equipment Did Not Allow for Drainage</u> <b>Comments</b> The equipment used in outdoor play area did not allow for adequate drainage.
3 31-11	<u>Outdoor Sand Box Not Covered When Not in Use</u> <b>Comments</b> The sand box in the outdoor play area was not covered when not in use and an unsanitary condition existed, in that [ ].
2 31-12	<u>Equipment Safety Straps Were Missing or Not Used</u> <b>Comments</b> Manufacturer's installed safety straps on [ ] were missing or not used.

### 32. Safe Environment (Article VIII.A and 65C-20.010)

2 32-01	<u>Hazardous/Toxic Materials Accessible to Children</u> <b>Comments</b> Bleach/ammonia/soap powder was observed on a low shelf or in an unlocked utility closet that was accessible to children.
2 32-02	<u>Knives/Sharp Tools Accessible to Children</u> <b>Comments</b> Knives/sharp tools were within the reach of children; they were stored in unlocked drawers in the lower part of a counter.
2 32-03	<u>Unlabeled Container With Toxic Substance Accessible to Children</u> <b>Comments</b> An unlabeled bottle/container of [ ] was observed in the [ ] which was accessible to the children.
2 32-04	<u>Lead-based Paint Hazard Accessible to Children</u> <b>Comments</b> Lead paint was present on [ ] that was accessible to children.
2 32-05	<u>Container With Warning Label Accessible to Children</u> <b>Comments</b> A container with a warning label to keep out of the reach of children was observed accessible to children in the [ ].

2 32-06	<u>Children Exposed to Toxic/Irritating Products</u> <b>Comments</b> A product was used while children were present that produced an irritating odor/toxic fume.
2 36-07	<u>Alcohol Stored Within Children's Reach</u> <b>Comments</b> Alcohol was not stored out of the reach of children.
3 36-08	<u>No Parent Notification of Smoking in Home</u> <b>Comments</b> The family day care home operator failed to inform parents that someone living in the home smoked.
2 36-09	<u>Smoking on Premises While Children Present</u> <b>Comments</b> Smoking was observed in the family day care home/on the outdoor play area.
1 36-10	<u>Firearm Accessible to Children</u> <b>Comments</b> A firearm was observed outside a locked closet or cabinet.

### 33. Water Hazards (Articles VI.B and VIII.C)

3 33-01	<u>Sit Pool Water Not Changed Every 2 Hrs</u> <b>Comments</b> Water in the sit pool was not completely changed every two hours.
3 33-02	<u>Sit Pool Not Cleaned with Chlorine Solution</u> <b>Comments</b> A sit pool used by the facility was not cleaned with a bleach solution between uses.
3 33-03	<u>Sit Pool Too Large; &gt; 5 Feet Wide and 1 Foot Deep</u> <b>Comments</b> A sit pool used by the home was larger than five feet in diameter and contained a foot or more of water.
3 33-04	<u>Pool Water Not Maintained as Required</u> <b>Comments</b> The family day care home's swimming pool was not properly maintained with the use of chlorine or other suitable chemicals as evidenced by [ ].
1 33-05	<u>Pool Without 4 Foot Fence Around Entire Perimeter</u> <b>Comments</b> The pool on the premises of the family day care home did not have a fence or barrier on all four sides, a minimum of four feet high that separated the home from the swimming pool.
2 33-06	<u>Large Gaps or Openings in Pool Fence</u> <b>Comments</b> The fence/barrier enclosing the in-ground/above-ground pool had gaps or openings that allow entrance into the area.
2 33-07	<u>Fence Gate Not Locked at All Times When Required</u> <b>Comments</b> The door/gate in the fence/barrier was not locked at all times when children were in care but not using the pool.
2 33-08	<u>Exterior Door to Pool/Spa/Hot Tub Not Locked</u> <b>Comments</b> Exterior doors of the home that lead to the pool/spa/hot tub area were not kept locked at all times while children were in care.
2 33-09	<u>Above-Ground Pool Ladder Not Removed</u> <b>Comments</b> The ladder/steps used to access the home's above-ground pool were not removed while children were in care but not using the pool.
3 33-10	<u>Pool Construction Not Approved/Compliant</u> <b>Comments</b> The construction/operation of the family day care home's swimming/wading pool did not meet requirements as evidenced by [ ].
3 33-11	<u>Sit Pool Not Safely Stored</u> <b>Comments</b> A sit pool used by the home was not emptied and stored away from the play area in a manner to prevent standing water from collecting.
1 33-12	<u>Sit Pool Use Without Constant, Direct Supervision</u> <b>Comments</b>

	Children using the sit pool were not constantly and directly supervised.
1 33-13	<u>Spa/Hot Tub Without Cover, Barrier, or Fence</u> <b>Comments</b> The family day care home's hot tub/spa had no protective fence or barrier on all four sides, minimally four feet high separating it from the home nor was there a safety cover that complies with requirements in place.
1 33-14	<u>Water Hazard Accessible to Children</u> <b>Comments</b> A water hazards, a [ ], was accessible to children. Fencing a minimum of four feet and key locked was not present.
1 33-15	<u>Operator Without Required Water Safety Course</u> <b>Comments</b> The operator had no documentation to show satisfactory completion of a Child Care Water Safety Course or the current equivalent.
2 33-16	<u>No Second Person with Water Safety Certification</u> <b>Comments</b> When the swimming pool at the family day care home was being used, there was not at least one person present, in addition to the operator, who had completed a basic water safety course.

#### 34. Animals/Pets (Article VIII.A and 65C-20.010)

3 34-01	<u>No Immunization Record For Animal/Pet</u> <b>Comments</b> The family day care home did not have immunization records for an animal or pet [ ] observed.
3 34-02	<u>Animal's Cage or Tank Not Kept Clean</u> <b>Comments</b> An animal's cage/tank was not kept clean.
2 34-03	<u>Animal Showed Signs of Illness</u> <b>Comments</b> An animal showed signs of illness.
3 34-04	<u>No Written Parent Notification</u> <b>Comments</b> There was no documentation that parents had received written notification of an animal observed on the premises.
3 34-05	<u>Required Animal License Not Available</u> <b>Comments</b> There was no documentation of a current license for an animal, pet or fowl, a [ ].
2 34-06	<u>Dangerous Animal on Premises</u> <b>Comments</b> A animal that has bitten a human more than once, or has exhibited aggressive behavior, or has been declared dangerous was on the property of the family day care home.
1 34-07	<u>Large Dangerous Animal Not Restrained</u> <b>Comments</b> A large or potentially dangerous animal, a [ ], was not leashed or restrained in a secured enclosure to prevent contact with children.

#### 35. Fire Safety and Emergency Planning (Article VIII. A and J; 65C-20.010)

2 35-01	<u>Fire Drills Not Held Monthly</u> <b>Comments</b> The operator did not conduct a fire drill for the month(s) of [ ].
3 35-02	<u>Fire Drills Not Held at Various Times of Day</u> <b>Comments</b> The operator did not vary the times as required when conducting fire drills.
3 35-03	<u>No Fire Drill During Naptime</u> <b>Comments</b> The operator failed to conduct at least one fire drill during naptime as required.
3 35-04	<u>No Fire Drill Using Alternate Route</u> <b>Comments</b> The operator failed to conduct at least one fire drill using an alternate route as required.

<b>3</b> <b>35-05</b>	<u>Fire Drills Not Documented as Required</u> <b>Comments</b> The operator failed to maintain a written record of monthly fire drills. There was no record that a fire drill had been conducted for the month(s) of [ ].
<b>3</b> <b>35-06</b>	<u>Fire Drill Records Incomplete</u> <b>Comments</b> The operator's record of monthly fire drills failed to include information noted in number(s) [ ] as follows: 1) the date, 2) the number of children in attendance at the time, and 3) the time taken to evacuate the premises.
<b>3</b> <b>35-07</b>	<u>No Written Emergency Preparedness Plan</u> <b>Comments</b> The operator failed to develop an appropriate Emergency Evacuation Plan to be used during emergencies and fire drills.
<b>3</b> <b>35-08</b>	<u>Emergency Evacuation Plan Not Posted</u> <b>Comments</b> The home's Emergency Evacuation Plan to be used during emergencies and fire drills was not posted.
<b>3</b> <b>35-09</b>	<u>No Emergency Evacuation Plan Diagram</u> <b>Comments</b> The Emergency Evacuation Plan did not include a diagram of safe routes for exiting each area.
<b>3</b> <b>35-10</b>	<u>No Violent Weather Emergency Plan</u> <b>Comments</b> The family day care home did not have a written Emergency Plan For Response to Violent Weather.
<b>3</b> <b>35-11</b>	<u>Incomplete Violent Weather Emergency Plan</u> <b>Comments</b> The family day care home's written Emergency Plan For Response To Violent Weather was not complete. Information noted in number(s) [ ] as follows was not included: 1) identification of weather conditions requiring action, 2) the procedure to have children return to the building quickly when children are at the facility and 3) the procedure if adverse weather occurs when children are away from the facility.

### 36. First Aid Supplies (Article IX.A)

<b>3</b> <b>36-01</b>	<u>Supplies Not in Labeled Container</u> <b>Comments</b> The first aid supplies were not kept in a covered container labeled "First Aid Kit".
<b>3</b> <b>36-02</b>	<u>No First Aid Manual Available</u> <b>Comments</b> The home did not have a first aid manual.
<b>2</b> <b>36-03</b>	<u>Incomplete First Aid Kit: Items were Missing</u> <b>Comments</b> The home's first aid kit did not contain the item(s) noted in number(s) [ ] as follows: 1) soap, 2) Band-Aids or equivalent, 3) disposable latex gloves (in a puncture proof container), 4) cotton balls or applicators, 5) sterile gauze pads and rolls, 6) adhesive tape, 7) thermometer, 8) tweezers, 9) pre-moistened wipes, 10) scissors, and 11) a current resource guide on first aid and CPR procedures.

### 37. Accident or Incident Reports (Article IX.B)

<b>3</b> <b>37-01</b>	<u>Report of Incident Not Completed Same Day of Incident</u> <b>Comments</b> The operator failed to complete a written record of all accidents, incidents, and observed signs and symptoms of illness on the day they occurred as evidenced by [ ].
<b>3</b> <b>37-02</b>	<u>Report of Incident Incomplete</u> <b>Comments</b> The operator's documentation of accidents/incidents/signs of illness did not include information in number(s) [ ] as follows: 1) the name of the affected child, 2) date and time of occurrence, 3) description of occurrence, 4) actions taken, 5) signature of the operator or substitute and 6) signature of the custodial parent or legal guardian.
<b>2</b> <b>37-03</b>	<u>No Accident/Incident Report Completed</u> <b>Comments</b> The operator failed to complete a written record of an accident/incident as required.
<b>1</b> <b>37-04</b>	<u>Suspicion of Abuse Not Reported Within 24 Hours</u> <b>Comments</b> A suspicion of abuse, abandonment, or neglect was not reported by child care personnel to the Abuse

	Hotline, as well as the Department within 24 hours.
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<b>38. Field Trips (Article XVI)</b>	
<b>3</b> <b>38-01</b>	<u>Parents Not Given Notice of Field Trip</u> <b>Comments</b> The operator failed to advise parents in advance of a field trip.
<b>2</b> <b>38-02</b>	<u>No Parental Permission for Field Trip</u> <b>Comments</b> The operator failed to obtain written parental permission before a field trip.
<b>3</b> <b>38-03</b>	<u>Record of Parental Permission Not Kept for 1 Year</u> <b>Comments</b> The operator did not retain a copy of each parental permission on file for 1 year.
<b>3</b> <b>38-04</b>	<u>Date/Time/Location Not Posted Prior to Trip</u> <b>Comments</b> The operator failed to post the date, time and location of the field trip in a conspicuous place at least one day prior to the trip.
<b>2</b> <b>38-05</b>	<u>No Manifest Available</u> <b>Comments</b> The operator did not have a copy of the manifest to be kept in the home and a copy to be taken on the field trip.
<b>2</b> <b>38-06</b>	<u>Manifest was Incomplete</u> <b>Comments</b> The manifest did not include all required information; information noted in number(s) [ ] as follows was missing: 1) the names of the children attending the field trip and 2) current telephone numbers where parent(s) may be reached in the event of an emergency.
<b>3</b> <b>38-07</b>	<u>Manifest Was Not Kept for 1 Year</u> <b>Comments</b> The operator did not retain a copy of each manifest on file for at least one year.
<b>2</b> <b>38-08</b>	<u>No Cellular Phone or Other Device for Field Trip</u> <b>Comments</b> The family day care home did not have a cellular phone or similar two-way communication device to take on field trips to summon help.
<b>2</b> <b>38-09</b>	<u>No First Aid Kit for Field Trips</u> <b>Comments</b> The family day care home did not have a first aid kit to take on field trips.
<b>1</b> <b>38-10</b>	<u>No Certified Lifeguard for Swimming Activity</u> <b>Comments</b> When a field trip was taken to a site for swimming activities, the operator did not provide a person with a current Certified Lifeguard Certificate or equivalent, and no Certified Lifeguard was on duty.

## **Food and Nutrition**

<b>39. Food Service (Article XI.A)</b>	
<b>3</b> <b>39-01</b>	<u>Nutrition Requirements Not Met by Meals</u> <b>Comments</b> The family day care home did not provide meals of a quantity and quality to meet the daily nutritional needs of the children, in that [ ].
<b>3</b> <b>39-02</b>	<u>Breakfast Did Not Have at Least 3 Food Groups</u> <b>Comments</b> Breakfast served to children did not consist of at least three different food groups.
<b>3</b> <b>39-03</b>	<u>Lunch/Dinner Did Not Have at Least 4 Food Groups</u> <b>Comments</b> Lunch and dinner served to children did not consist of at least four different food groups.
<b>3</b> <b>39-04</b>	<u>Snacks Did Not Have at Least 2 Food Groups</u> <b>Comments</b> Snacks served to children did not consist of at least two different food groups.

<b>40. Menu Posted/Filed (Article XI.A)</b>
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3 40-01	<u>No Planned Menu Available</u> <b>Comments</b> The home had no evidence of a planned menu.
3 40-02	<u>Menus Were Not Dated</u> <b>Comments</b> The operator did not date meal and snack menus.
3 40-03	<u>Food Substitutes Not Included on Posted Menu</u> <b>Comments</b> Foods substituted for the planned menu were not included on the posted menu.
3 40-04	<u>Menu Not Posted in Conspicuous Location</u> <b>Comments</b> The home's menus were not posted in a conspicuous place accessible to parents.

#### 41. Special Diets (Article XI.G)

3 41-01	<u>No Documentantation of Prescribed Special Diet</u> <b>Comments</b> Documentation for a special diet ordered by a physician did not include information in number(s) [ ] of the following: 1) physician's order, 2) a copy of the diet, and 3) a sample meal plan.
2 41-02	<u>Documentation of Food Allergy Not on File</u> <b>Comments</b> Information provided by parents of a child's know food allergy was not documented in writing and kept in the child's file.

#### 42. Schedule for Meals and Snacks (Article XI.D)

3 42-01	<u>No Mid-morning/Mid-afternoon Snack Provided</u> <b>Comments</b> Children in care did not receive a mid-morning and/or mid-afternoon snack.
3 42-02	<u>Required Meals Not Provided for Up to 8-hours Care</u> <b>Comments</b> Children in care for eight or fewer hours were not offered the required one meal and two snacks, or two meals and one snack.
3 42-03	<u>Required Meals Not Provided for Over 8-hours Care</u> <b>Comments</b> Children in care for more than eight hours were not offered the required two meals and two snacks, or three snacks and one meal.
3 42-04	<u>Food Not Offered at Required Intervals</u> <b>Comments</b> Children were not offered food at intervals of two to three hours apart when children were awake.

#### 43. Infant Feeding (Article XI.E)

3 43-01	<u>Infant Bottles Not Capped When Not in Use</u> <b>Comments</b> Bottles of formula/beverage were not capped.
3 43-02	<u>Formula Was Prepared by Operator</u> <b>Comments</b> Bottles of formula were prepared by the operator for a child in care.
3 43-03	<u>Bottle(s) Not Individually Labeled</u> <b>Comments</b> Bottles of formula/beverage were not individually labeled.
3 43-04	<u>Infant Observed with Propped Bottle</u> <b>Comments</b> An infant was observed with a propped bottle.
3 43-05	<u>Infant Bottles Warmed Directly in Microwave</u> <b>Comments</b> The microwave oven was used for directly warming bottles.
3 43-06	<u>Water Bath &gt; 120 Degrees F Used for Warming Bottles</u> <b>Comments</b> A water bath/crock pot used for warming infant formula and food contained water that exceeded 120 degrees Fahrenheit.

3 43-07	<u>Crock Pot/Bottle Warmer Not Sanitized Daily</u> <b>Comments</b> A crock pot used for warming infant formula and food was not emptied, sanitized, and refilled with fresh water at least daily.
2 43-08	<u>Food Temperature Not Checked Before Feeding</u> <b>Comments</b> The content of heated bottles/food was not tested for temperature before feeding a child.
3 43-09	<u>Infant Held While Bottle/Food Prepared</u> <b>Comments</b> The caregiver was observed holding an infant while the caregiver prepared a bottle or food for an infant.
2 43-10	<u>Cooking/Warming Device Accessible to Children</u> <b>Comments</b> A cooking or warming device, a [ ], was accessible to children.
3 43-11	<u>Cereal Mixed With Formula - No Doctor's Order</u> <b>Comments</b> There was no physician's order for mixing cereal with formula in an infant's bottle.

#### 44. Food Preparation Area (Article VIII.A)

2 44-01	<u>Food Served Was Not Wholesome!</u> <b>Comments</b> Food served was not clean, free from spoilage and safe for eating as evidenced by [ ].
3 44-02	<u>Food Was Not Stored Properly!</u> <b>Comments</b> Food was not properly stored as evidenced by [ ].
1 44-03	<u>Food Preparation Process Made Food Unsafe to Eat</u> <b>Comments</b> The preparation of food made it unsafe for consumption in that [ ].
2 44-04	<u>Food Handled Without Proper Hand Washing</u> <b>Comments</b> The operator/substitute handled food without proper hand washing.
3 44-05	<u>Utensils/Equipment Were Not Properly Washed</u> <b>Comments</b> Eating and drinking utensils and/or equipment were not properly washed as evidenced by [ ].

### Medication

#### 45. Medication (Article IX.C)

3 45-01	<u>Prescribed Medication Not Properly Labeled</u> <b>Comments</b> Prescription medication dispensed in the family day care home was not in the original container with the name of the physician, child, and written directions for dispensing the medication on the label.
3 45-02	<u>Non-Prescription Medication Not Properly Labeled</u> <b>Comments</b> Non-prescription medication dispensed in the family day care home was not in the original container with the name of the child and the manufacturer's printed instructions for dispensing the medication on the label.
2 45-03	<u>Medication Accessible to Children</u> <b>Comments</b> The operator failed to keep all medicines in a key-locked storage area; [ ] was observed [ ], a location accessible to children.
2 45-04	<u>No Key-Locked Storage Available for Medication</u> <b>Comments</b> The operator had no separate key-locked storage area for medicine.
3 45-05	<u>Left-over/Expired Medication Not Returned to Parent</u> <b>Comments</b> A medication that was expired, or was no longer being administered, was not returned to the parent.
2 45-06	<u>No Written and Signed Parent Authorization</u> <b>Comments</b> The operator did not have a written and signed parent authorization for medication given to a child in care.

2 45-07	<u>Parent Authorization Missing Name, Dosage or Time</u> <b>Comments</b> The parent authorization to give medication did not include the time and amount of dosage and the name of the medication to be given to the child.
3 45-08	<u>No System to Record /Log Administration of Meds</u> <b>Comments</b> The operator did not have a system/log to record medication dispensed.
3 45-09	<u>Medication Log/Record Not Retained 1 Year</u> <b>Comments</b> The family day care home operator did not retain the written record of medication dispensed for a minimum of one year.
3 45-10	<u>Medication Log Not Signed by Parent</u> <b>Comments</b> The family day care home operator's written log of medication dispensed did not include the signature of the parent.
3 45-11	<u>Medication Log Not Initialed by Caregiver</u> <b>Comments</b> The family day care home operator's written log of medication dispensed did not include the initials of the adult who gave the medication.
1 45-12	<u>Written instructions For Medication Administration not followed</u> <b>Comments</b> Written instructions for dispensing a medication were not followed in that [ ].
1 45-13	<u>Child given wrong medication</u> <b>Comments</b> A child was given the wrong medication in that [ ].
3 45-14	<u>No Written Policy For Non-medicated Lotions, Ointments or Creams</u> <b>Comments</b> The operator did not have a written policy directing the use of non-medicated lotions, ointments and creams.
2 45-15	<u>No Written Parental Consent for Applying Non-medicated Ointments, Lotions or Creams</u> <b>Comments</b> The operator did not obtain written parental consent for the use of non-medicated lotions, ointments and creams that were applied to children in care.

## Personnel

<b>46. Personnel Requirements (Article VI.A and E)</b>	
3 46-01	<u>Operator Not at Least 21 Years of Age</u> <b>Comments</b> The operator of the family day care home facility is not at least 21 years of age.
1 46-02	<u>Unauthorized Substitute was Untrained or Unscreened</u> <b>Comments</b> The substitute providing care for children was not a designated authorized person listed on the written plan approved by the Department, and did not meet the screening, training, or health examination requirements.
2 46-03	<u>Substitute was Not Designated/Authorized</u> <b>Comments</b> The substitute providing care for children was not a designated authorized person listed on the written plan approved by the Department.
3 46-04	<u>No Written Plan to Provide a Substitute</u> <b>Comments</b> The operator had no written plan to provide at least one emergency person, minimally 18 years old, to substitute for the operator.
3 46-05	<u>No Name, Address, Phone Number in Substitute Plan</u> <b>Comments</b> The operator's written plan to provide a substitute did not include the name, address and telephone number of the designated substitute.
3 46-06	<u>No Signed Statement of Number of Hours Substitute Will Work Monthly</u> <b>Comments</b> There was no signed statement from the operator stating the number of hours the substitute(s) worked.

3 46-07	<u>Department Not Notified of Change in Substitute's Number of Work Hours</u> <b>Comments</b> The operator failed to advise the Department in writing of a change in the number of hours the substitute works in the home.
3 46-08	<u>Operator Not Primary Caregiver for Children</u> <b>Comments</b> The operator is not the primary caregiver for children in care. The substitute provides care to children on a regular basis.
3 46-09	<u>Substitute Works More Than 40 Hours Per Month</u> <b>Comments</b> The individual serving as substitute provided care in excess of 40 hours per month on average in a 12 month period.
3 46-10	<u>Provider With Operational Home, Worked as Substitute for Another Child Care Provider</u> <b>Comments</b> The provider's licensed family day care home was operating, while the provider also served as substitute for another family day care provider, or child care facility.
3 46-11	<u>Inactive Provide Worked for Other Facility Without Department Notification</u> <b>Comments</b> The provider's licensed family day care home currently has no children enrolled; the provider served as a substitute for another operation but failed to provide written notification to the Department regarding the following: the status of the home and date of becoming non-operational; the name(s) of the facility/home(s) where the provider will be a substitute; the date that the provider's family day care home returns to operational status.
2 46-12	<u>Substitute Not at Least 18 Years of Age</u> <b>Comments</b> The individual observed substituting in the operator's absence was not at least 18 years of age.

## Background Screening

<b>47. Background Screening (Article VII.B)</b>	
2 47-01	<u>No Affidavit of Good Moral Character for Operator</u> <b>Comments</b> The personnel record for the operator of the family day care home did not include a signed and notarized "Affidavit of Good Moral Character".
2 47-02	<u>No Affidavit of Good Moral Character for Substitute</u> <b>Comments</b> The personnel record for the substitute did not include a signed and notarized "Affidavit of Good Moral Character".
2 47-03	<u>No Affidavit of Good Moral Character for Household Member</u> <b>Comments</b> The personnel record for a Household Member did not include a signed and notarized "Affidavit of Good Moral Character".
2 47-04	<u>No Local Records Check for Operator</u> <b>Comments</b> There was no verification that a local criminal records check had been completed for the operator of the family day care home.
2 47-05	<u>No Local Records Check for Substitute</u> <b>Comments</b> There was no verification that a local criminal records check had been completed for the substitute.
2 47-06	<u>No Local Records Check for Household Member</u> <b>Comments</b> There was no verification that a local criminal records check had been completed for a Household Member.
2 47-07	<u>No Level 2 Clearance for Operator</u> <b>Comments</b> There was no verification of level 2 clearance for the operator of the family day care home.
2 47-08	<u>No Level 2 Clearance for Substitute</u> <b>Comments</b> There was no verification of level 2 clearance for the substitute.

<b>2</b> <b>47-09</b>	<u>No Level 2 Clearance for Household Member</u> <b>Comments</b> There was no verification of level 2 clearance for a household member.
<b>1</b> <b>47-10</b>	<u>Disqualified Person Present in the Home</u> <b>Comments</b> A person disqualified from having contact with children was present in the home.

### Household/Sub Record

<b>48. Physical and TB Certifications (Article VI.C)</b>	
<b>3</b> <b>48-01</b>	<u>No Current TB Screening for Operator</u> <b>Comments</b> There was no statement of a current tuberculosis risk assesment for the operator of the family day care home.
<b>3</b> <b>48-02</b>	<u>No Current TB Screening for Substitute</u> <b>Comments</b> There was no statement of a current tuberculosis risk assesment for the substitute.
<b>3</b> <b>48-03</b>	<u>No Current TB Screening for Household Member</u> <b>Comments</b> There was no statement of a current tuberculosis risk assesment for a household/family member older than 12 years of age.
<b>3</b> <b>48-04</b>	<u>No Current Medical Exam for Operator</u> <b>Comments</b> There was no verification of a current medical examination for the operator of the family day care home.
<b>3</b> <b>48-05</b>	<u>No Current Medical Exam for Substitute</u> <b>Comments</b> There was no verification of a current medical examination for the substitute.

<b>49. Child Abuse and Neglect (Article VI.B)</b>	
<b>3</b> <b>49-01</b>	<u>No Attestation for Abuse &amp; Neglect Information</u> <b>Comments</b> There was no statement on file for the operator, substitute or household member attesting that the pamphlet "Child Abuse and Neglect in Florida, A Guide for Professionals" had been read.

<b>50. Training Requirements (Article VI.B)</b>	
<b>3</b> <b>50-01</b>	<u>Substitute's Training Requirements Not Met</u> <b>Comments</b> A substitute did not complete the department's required training before keeping children.
<b>3</b> <b>50-02</b>	<u>30-Hour Training Not Completed by Operator</u> <b>Comments</b> The operator of the family day care home did not have verification that the required 30-clock hour family day care training had been completed.
<b>3</b> <b>50-03</b>	<u>Operator Early Literacy Training not Completed</u> <b>Comments</b> The operator did not have documentation to show completion of a 5-clock hour or .5 CEU literacy training course.
<b>3</b> <b>50-04</b>	<u>Operator 10-hours of Annual In-service Not Completed</u> <b>Comments</b> The operator did not complete a minimum of 10-clock hours or 1 CEU of annual in-service training for the fiscal year beginning July 1 and ending June 30.
<b>3</b> <b>50-05</b>	<u>In-Service Not Documented as Required</u> <b>Comments</b> Documentation of in-service training for the operator was not recorded on the Departments In-Service Training Record form.
<b>3</b> <b>50-06</b>	<u>Operator Immunization Training Not Completed</u> <b>Comments</b> The operator had no documentation to show that two hours of Immunization & Health Records training had been taken within six months from original licensure.

<b>2</b> <b>50-07</b>	<u>Operator's First Aid/CPR Certification Expired</u> <b>Comments</b> The operator's certification in First Aid/CPR was no longer current.
<b>2</b> <b>50-08</b>	<u>Substitute's First Aid/CPR Certification Expired</u> <b>Comments</b> The substitute's certification in First Aid/CPR was no longer current.
<b>2</b> <b>50-09</b>	<u>Invalid First Aid/CPR Certification</u> <b>Comments</b> The First Aid/CPR training that was completed without real time classroom instruction cannot be accepted to meet required training requirements.

## Children Records

<b>51. Children's Records and Enrollment (Article XV.A and B)</b>	
<b>2</b> <b>51-01</b>	<u>No Enrollment Information for Child(ren)</u> <b>Comments</b> The operator did not have any enrollment information on file for the child(ren) in care.
<b>3</b> <b>51-02</b>	<u>Incomplete Enrollment Information</u> <b>Comments</b> The operator did not have complete enrollment information on file for the child(ren) in care.
<b>3</b> <b>51-03</b>	<u>No Emergency Medical Care Authorization</u> <b>Comments</b> The operator did not have written parental permission for emergency health care or treatment on file for the child(ren) in care.
<b>3</b> <b>51-04</b>	<u>Emergency Medical Authorization Not Current</u> <b>Comments</b> The operator's written parental permission for emergency health care or treatment on file for the child(ren) was not current.
<b>3</b> <b>51-05</b>	<u>Emergency Medical Authorization Not Complete</u> <b>Comments</b> The operator's written parental permission for emergency health care or treatment on file for the child(ren) was not completed in full.
<b>3</b> <b>51-06</b>	<u>No Alternate Nutrition Plan on File</u> <b>Comments</b> The operator did not have a written agreement signed by the parent and operator for children whose parents furnish meals and snacks.
<b>3</b> <b>51-07</b>	<u>Alternate Nutrition Plan Responsibilities Not Clearly Defined</u> <b>Comments</b> The operator's alternate nutrition contract did not adequately define the responsibilities of the parent and/or operator for meeting the child's nutritional needs.

<b>52. Physical Examination and Immunization (Article XV.A)</b>	
<b>3</b> <b>52-01</b>	<u>Missing Form 3040 – Student Health Examination</u> <b>Comments</b> The operator did not have Form 3040 – Student Health Examination on file for each child enrolled.
<b>3</b> <b>52-02</b>	<u>Form 3040 – Student Health Examination Not Current</u> <b>Comments</b> The operator did not have a current (valid for two years from the date of examination) Form 3040, Student Health Examination on file for the child(ren) in care.
<b>3</b> <b>52-03</b>	<u>No Signature on Form 3040</u> <b>Comments</b> The Form 3040, Student Health Examination, had not been signed by a person given statutory authority to perform a health examination for the child(ren).
<b>3</b> <b>52-04</b>	<u>Missing Form 680 – Immunization Certificate</u> <b>Comments</b> The operator did not have a current Form 680, Florida Certificate of Immunization on file for the child(ren) in care.

<b>53. Discipline Policy and Daily Program (Article XII.A - F)</b>
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<p><b>2</b> <b>53-01</b></p>	<p><u>Method of Discipline Not Constructive</u> <b>Comments</b> The family day care home failed to ensure the use of only constructive disciplinary practices as evidenced by the use of [ ].</p>
<p><b>3</b> <b>53-02</b></p>	<p><u>No Signed Statement of Discipline Policy</u> <b>Comments</b> The operator did not have parents sign a statement that they had received information regarding the specific types of discipline used for each age group.</p>
<p><b>3</b> <b>53-03</b></p>	<p><u>Daily Activity Schedule Not Age-appropriate</u> <b>Comments</b> The daily schedule of activities was not appropriate for the children/infants in care.</p>
<p><b>3</b> <b>53-04</b></p>	<p><u>No Written Schedule of Activity</u> <b>Comments</b> There was no written daily schedule of activities for infants and older children.</p>
<p><b>3</b> <b>53-05</b></p>	<p><u>Activity Plan Not Conspicuously Posted</u> <b>Comments</b> The activity plan was not conspicuously displayed in the family day care home.</p>
<p><b>3</b> <b>53-06</b></p>	<p><u>Infants Kept in Cribs – No Activity Outside of Crib</u> <b>Comments</b> Infants were routinely left in the crib or playpen when awake and were not provided an opportunity for play outside of a crib or playpen for a minimum of two hour per day.</p>
<p><b>3</b> <b>53-07</b></p>	<p><u>No Appropriate Infant Play Space Provided</u> <b>Comments</b> There was no appropriate space available for infants to play outside of their crib or playpen for the minimally required two hours per day.</p>
<p><b>3</b> <b>53-08</b></p>	<p><u>No Outdoor Play Time Provided for Infants</u> <b>Comments</b> Infants are not taken outdoors each day when weather permits outdoor activity.</p>