



# CHILD CARE PROGRAMS & INSPECTIONS GUIDE

## TYPES OF CHILD CARE PROGRAMS

Finding the right child care program for your child is a critical decision to make. Knowing what the requirements are and the inspection process for a child care provider are important factors to understand when making such an important decision that can impact your child's life.

There are 3 types of child care programs, as defined by Florida statutes and Chapter 2010-249, Laws of Florida, which are licensed or certified by the Florida Department of Health in Palm Beach County:

- CHILD CARE FACILITY
- LARGE FAMILY CHILD CARE HOME
- LICENSED FAMILY CHILD CARE HOME

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### CHILD CARE FACILITY

A child care facility provides child care for more than five children, unrelated to the operator. The provider also receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit.

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### LARGE FAMILY CHILD CARE HOME

A Large Family Child Care Home is an occupied residence in which child care is regularly provided for children from at least two unrelated families to the operator. The provider receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit. Family Child Care Home must successfully operate as a for 2 years before applying for a Large Family Child Care Home license with maximum capacity of up to 12 children (conditions apply)

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### FAMILY CHILD CARE HOME

A Family Child Care Home is an occupied residence in which child care is regularly provided for children from at least two unrelated families to the operator. The provider receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit. The maximum capacity for a Family Child Care Home is 6 children (conditions apply)



## TYPES AND FREQUENCY OF INSPECTIONS

The Florida Department of Health in Palm Beach County is responsible for the monitoring of programs that provide services that meet the statutory definition of “child care” in Palm Beach County. This is accomplished through the inspection of child care providers to ensure the consistent application of child care standards established by Florida statute and rule and local licensing.

There are 8 types of inspections conducted by the Florida Department of Health in Palm Beach County:

- CONSULTATION INSPECTIONS
- INITIAL/NEW HOME INSPECTIONS
- ROUTINE INSPECTIONS
- ABBREVIATED INSPECTIONS
- RE-INSPECTIONS
- RENEWAL INSPECTIONS
- COMPLAINT INSPECTIONS
- SCHOOL READINESS INSPECTIONS

The frequency and type of an inspection depends on the program and the services provided. Licensed child care facilities are inspected 2 times during the licensure. Licensed family and large family day care homes are inspected 2 times a year. License-exempt public and non-public schools and programs are not subject to annual inspections unless they offer School Readiness service.

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### CONSULTATION INSPECTION

The consultation inspection is an on-site visit that takes place prior to licensure. Unlike other types of inspections, the consultation inspection is conducted by appointment at the convenience of all parties involved. Compliance with all applicable items on the inspection checklist must be verified and all findings of non-compliance resolved prior to licensure. For this reason, this inspection may require several follow-up inspections.

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### INITIAL/NEW HOME INSPECTION

The initial or new home inspection is a comprehensive on-site visit that takes place prior to licensure and is issued only when the facility or home is in compliance with all applicable items on the inspection checklist.



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## ROUTINE INSPECTION

A routine inspection is an on-site unannounced inspection of licensed providers conducted to verify compliance with all applicable items on the standard classification summary. A routine inspection may find some standards non-compliant, in which case a re-inspection will be conducted to verify compliance.

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## ABBREVIATED INSPECTION

An abbreviated inspection is conducted in lieu of a routine inspection when a facility's compliance history of not having any Class I or Class II violations for two years allows it to achieve "abbreviated inspection" status. Like a routine inspection, an abbreviated inspection is an on-site unannounced routine visit. The abbreviated inspection is a condensed inspection where only specific key indicator standards are monitored for compliance.

Although the abbreviated inspection is considered a "right" of licensed providers, any item found in non-compliance that is not on the abbreviated checklist may be added to the abbreviated inspection or a full routine inspection may be conducted. An abbreviated inspection should never be conducted in lieu of the renewal inspection. If a provider is cited for a Class I or Class II they immediately lose their abbreviated inspection status.

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## RE-INSPECTION

A re-inspection is a follow-up inspection that is conducted as a result of a finding of non-compliance during a previous inspection. A re-inspection is required to ensure that corrective action for the noncompliant standard has been completed. A re-inspection generally includes only those items that were found noncompliant during the previous inspection, unless additional non-compliant items are observed during the re-inspection. When this occurs, the licensing inspector may either add just the items that are non-compliant or may conduct a full routine inspection if needed.

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## RENEWAL INSPECTION

Prior to the approval of a license renewal application, the facility/home must receive a satisfactory inspection report after a full on-site renewal inspection. A renewal inspection is an on-site unannounced inspection which includes a file review of all personnel and children's files. A satisfactory renewal inspection should not have any item that is non-compliant.



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## COMPLAINT INSPECTION

A complaint inspection is an on-site investigation conducted as a result of a report that a child care provider may have violated child care standards. The purpose of the complaint investigation is to determine whether the allegations can be verified. A complaint inspection generally includes only those items on the standard classification summary that relate to the complaint allegations, unless additional non-compliance items are observed during the inspection. In that case, additional standards may be added to the complaint investigation or a full routine inspection may be conducted.

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## SCHOOL READINESS INSPECTION

The federal government works with states to support low-income working families by providing access to child care through the federal Child Care Development Block Grant (CCDBG). Florida uses CCDBG funds to subsidize child care providers who offer school readiness services and early childhood education for children of low-income families, children in protective services who are at risk of abuse, neglect, or abandonment, and for children with disabilities. Families also use these subsidies to purchase child care services from providers who offer school readiness.

In order for a child care program to qualify to be a school readiness provider, a school readiness inspection must be conducted once annually as part of the school readiness provider contract between the program and the [Office of Early Learning](#) (OEL). These inspections may be conducted by the Florida Department of Health in partnership with OEL. A school readiness inspection is an on-site unannounced inspection during which compliance with all applicable items on the school readiness standard classification summary is verified. When a school readiness inspection results in findings of non-compliances, a re-inspection will be conducted, and the local Early Learning Coalition is notified.



## NON-COMPLIANCES & CLASSIFICATION OF VIOLATIONS

During an inspection if an item on the standard classification summary is found to be out of compliance the inspector will determine if the correction can be "completed at time of the inspection." If it is determined that the provider will need reasonable time to correct the non-compliance(s) a due date for each violation will be determined and documented on the inspection report. After the due date has expired a re-inspection will be conducted to ensure all noncompliance items have been brought into compliance.

Each standard on the classification summary includes specific substandard citations which are assigned a violation level. There are three types of violation levels.

**"Class 1 Violation"**-is the most serious type of non-compliance. Class 1 violations are issued for occurrences that could result, or do result, in death or serious harm to the health, safety and well-being of a child. This includes overt abuse and negligence in relation to the operation and maintenance of a facility or home.

**"Class 2 Violation"**- is a less serious violation in nature than Class I violations, and could potentially pose a threat to the health, safety, or well-being of a child, although the threat is not imminent.

**"Class 3 Violation"**- is the least serious violation in nature and pose a low potential for harm to children in care.

## PROGRESSIVE ENFORCEMENT

The goal of the licensing program is to prevent non-compliance issues through guidance, education, technical assistance, and positive interactions with providers before problems occur. When enforcement actions do become necessary, the steps in the Department's enforcement process are generally sequential in nature and based on the provider's continued noncompliant history over the previous two year period. Some violations however, due to their severity, require more immediate and impactful intervention.

Different progressive enforcement mechanisms from technical assistance to license revocation are employed as escalating measures in the Department's progressive enforcement model referred to as the "Palm Beach County Child Care Licensing Progressive Enforcement Matrix".



## PALM BEACH COUNTY CHILD CARE LICENSING PROGRESSIVE ENFORCEMENT MATRIX

### Class 1 Violations

- 1st Violation: \$250.00 fine
- 2nd Violation: \$350.00 fine
- 3rd Violation: \$500.00 fine **AND** Suspend, Deny or Revoke license

### Class II Violations

- 1<sup>st</sup> Violation: Technical Support
- 2<sup>nd</sup> Violation: \$125.00 fine
- 3<sup>rd</sup> Violation: \$250.00 fine
- 4<sup>th</sup> Violation: \$375.00 fine
- 5<sup>th</sup> Violation: \$500.00 fine **AND** Suspend, Deny or Revoke license

### Class III Violations

- 1<sup>st</sup> Violation: Technical Support
- 2<sup>nd</sup> Violation: Technical Support
- 3<sup>rd</sup> Violation: \$50.00 fine
- 4<sup>th</sup> Violation: \$100.00 fine
- 5<sup>th</sup> Violation: \$150.00 fine & Go before the Child Care Advisory Council (CCAC) for provisions to be placed on the provider's license.
- 6<sup>th</sup> Violation: \$200 fine **AND** Suspend, Deny or Revoke license

### CLASS III - Children's Health/Immunization Records

- 1<sup>st</sup> Violation: Technical Support
- 2<sup>nd</sup> Violation: Technical Support
- 3<sup>rd</sup> Violation: \$50.00 fine
- 4<sup>th</sup> Violation: \$100.00 fine
- 5<sup>th</sup> Violation: \$150.00 fine
- 6<sup>th</sup> Violation: \$200.00 fine **AND** Go before the CCAC for provisions to be placed on provider's license.

### OTHER IMPORTANT DETAILS

- Each fine listed above is the amount that may be fined for each day that the violation exists.
- Violations that are not corrected on re-inspection will be counted as a second violation.
- The Environmental Control Hearing Board reserves the right to increase or decrease the above recommended fines at its discretion.
- The first Class II violation and the first and second Class III violations are listed as Technical Support. However, they are recorded and tracked as violations of the applicable standards.



## HOW TO READ AN INSPECTION REPORT?

The components that make up an inspection report are: the provider’s demographic information, inspection information, and the standard classification summary that applies to that provider. Each standard is given a status of a compliance, noncompliance, not monitored or not applicable.

If a non-compliance has occurred the description and violation level will appear under the standard. Additional comments from the inspector may also appear. A due date will appear if it’s determined that the provider needs time to correct non-compliance items. “Completed at time of inspection” will be displayed when an item is corrected prior to the end of the inspection.

	<b>Name:</b> TEST PROVIDER <b>ID Number:</b> C02LE0020 <b>Address:</b> 1317 Winewood Blvd -6570 <b>City:</b> Tallahassee <b>State:</b> FL <b>Zip Code:</b> 32399-6570 <b>Phone Number:</b> (111) 111-1111 <b>Capacity:</b> 50 <b>Owner/Director/Staff Responsible:</b> test
	<b>Inspection Information</b> <b>Type:</b> Routine <b>Date:</b> 07/15/2016 <b>Arrival/Departure Time:</b> 04:15 PM to 05:15 PM <b>Staff Present:</b> 0 <b>Children Present:</b> 0
<b>GENERAL REQUIREMENTS</b>	
01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S.	Not Applicable
02. Licensed Capacity ss. 402.305(6), rule 65C-22.002(3), F.A.C.	Compliance
03. Minimum Age Requirements ss. 402.305(2), F.S. & rule 65C-22.001(3), F.A.C.	Noncompliance
<u>Non-Compliance Description</u> 03-01 The staff person in charge in the operator's absence did not meet the minimum age requirement.	
<u>Comments</u>	
<u>Due Date</u> 07/15/2016 <span style="float: right;"><u>Violation Level</u> Class 3 - Technical Support</span>	
04. Ratio Sufficient ss. 402.305(4), F.S. & rule 65C-22.001(4), F.A.C.	Not Monitored
05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) & 65C-22.007 (2), F.A.C.	Compliance



## WHERE TO FIND THE INSPECTION REPORTS?

The Child Care Regulation Program is responsible for making inspection reports available for public access. Inspection reports for licensed child care providers and annual statements can be found on the Child Care Program webpage- [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) .

Providers can be searched by zip code, city, county, provider address, and provider's name or license number. Click [here](#) to search for a provider in your area.