



## CHILD CARE FACILITY STANDARDS CLASSIFICATION SUMMARY

### Florida Statute and Administrative Code Section

#### Specific Child Care Licensing Standard

Class Violation Level	Description of the Licensing Standard Violation
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### General Requirements

#### 1. License Displayed/Citation Posted/Advertising

##### s.402.3125(1)(a), F.S. & CCF Handbook Section, 2.1

3	1.1 The license was not posted in a conspicuous place within the facility. <b>s.402.3125(1)(a), F.S.</b>
3	1.2 The citation for a violation of a licensing standard or requirement of ss. 402.301-402.319 F.S., that resulted in disciplinary action, did not remain posted with the license for the full year after its effective date. <b>s.402.3125(1)(b)2., F.S.</b>
3	1.3 The facility failed to include their license number when advertising. <b>s.402.318, F.S.</b>
2	1.4 The facility was used for a business or other purpose unrelated to child care that interfered with compliance with child care standards and/or permitted the presence of unscreened individuals while children were present. <b>CCF Handbook, Section 2.1, E</b>

#### 2. Minimum Age Requirements CCF Handbook, Section 2.2

3	2.1 In the operator's absence the child care personnel in charge did not meet the minimum age requirement of 21 years. <b>CCF Handbook, Section 2.2</b>
2	2.2 A person under the age of 16 years was employed at the facility and not directly supervised. <b>s.402.305(2)(d), F.S.</b>

#### 3. Ratio Sufficient CCF Handbook, Section 2.3

2	3.1 A ratio of [ ] child care personnel for [ ] children is required. A ratio of [ ] child care personnel for [ ] children was observed. <b>s.402.305(4), F.S.</b>
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#### 4. Supervision CCF Handbook, Section 2.4

2	4.1 Supervision of children in the [ ] group was inadequate in that [ ]. <b>CCF Handbook, Section 2.4</b>
1	4.2 One or more children were not adequately supervised in that [ ], which posed an imminent threat to a child, and could or did result in death or serious harm to the health, safety or well-being of a child. <b>CCF Handbook, Section 2.4.1, A, B, D, G, H, and I; 2.4.2; 2.4.3; 2.4.5, D</b>

1	4.3 A child was not adequately supervised and left the facility premises without child care personnel supervision. <b>CCF Handbook, Section 2.4.1, B</b>
2	4.4 Children in the outdoor play area were not adequately supervised in that [ ]. <b>CCF Handbook, Section 2.4.1, A</b>
2	4.5 Child care personnel were not within sight and hearing of all the children during nap time. <b>CCF Handbook, Section 2.4.2</b>
2	4.6 There were insufficient personnel readily accessible to meet ratio requirements during nap time. <b>CCF Handbook, Section 2.4.2</b>
2	4.7 Children were not individually fed and supervised during meal times. <b>CCF Handbook, Section 2.4.4, A</b>
2	4.8 An infant was observed being fed with a propped bottle. <b>CCF Handbook, Section 2.4.4, C</b>
2	4.9 Children were left in high chairs or other confining devices outside of feeding times. <b>CCF Handbook, Section 2.4.4, B</b>
1	4.10 A child was left without child care personnel supervision inside or outside the facility, in a vehicle, or at a field trip location away from the facility. <b>CCF Handbook, Section 2.4.1, B</b>
1	4.11 The operator, employee or substitute was supervising children while using or under the influence of narcotics, alcohol or other drugs that impaired the individual's ability to provide safe child care. <b>CCF Handbook, Section 2.4.1, F</b>
2	4.12 In addition to the child care personnel required to meet staff-to-child ratios, one additional adult was not present during a field trip. <b>CCF Handbook, Section 2.4.1, G</b>
1	4.13 The facility provided a water activity using a swimming pool that exceeds three feet in depth or a beach or lake area and did not have a person with a certified lifeguard certification or equivalent present. <b>CCF Handbook, Section 2.4.5, A and B</b>
2	4.14 The individual(s) responsible for children while away from the facility did not have a telephone or other means of instant communication available. <b>CCF Handbook, Section 2.4.1, I</b>
2	4.15 Children did not receive supervision as required by their age or required needs while toileting or bathing. <b>CCF Handbook, Section 2.4.1, H</b>
2	4.16 Children were left unattended while being diapered or when changing clothes and/or a safety strap or harness was used on the diaper changing table/surface. <b>CCF Handbook, Section 3.10.2, F</b>
2	4.17 During evening child care hours, child care personnel did not stay awake at all times. <b>CCF Handbook, Section 2.4.3</b>
1	4.18 An unscreened individual was left alone with children in care. <b>s.435.06(2)(a), F.S. and CCF Handbook, Section 5.2, C</b>
1	4.19 The driver of the vehicle failed to drop the child off at the appropriate location. <b>CCF Handbook, Section 2.4.1, E</b>
2	4.20 A child was released to an individual known by the child and/or the child's custodial parent/legal guardian in a manner not authorized in writing by the custodial parent(s) or legal guardian(s). <b>CCF Handbook, Section 2.4.1, E</b>

2	4.21 During swimming or wading, a ratio of [ ] child care personnel for [ ] children is required. A ratio of [ ] child care personnel for [ ] children was observed. <b>CCF Handbook, Section 2.4.5, C</b>
2	4.22 During water play activities, a child was not within an arm's reach and in the sight of the supervising adult. <b>CCF Handbook, Section 2.4.5, D</b>
2	4.23 The facility did not ensure the pool used had drain covers that are in compliance with the Virginia Graeme Baker Pool and Spa Safety Act. <b>CCF Handbook, Section 2.4.5, E</b>
2	4.24 Swimming occurred in a swimming pool more than six feet in width, length, or diameter and a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity was not available. <b>CCF Handbook, Section 2.4.5, F</b>
2	4.25 The facility provided a water activity using a swimming pool that exceeds six feet in width, length, or diameter and child care personnel at the pool did not receive instruction on the proper use of a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity. <b>CCF Handbook, Section 2.4.5, F</b>
3	4.26 The documentation of instruction on the proper use of a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook was not maintained for 12 months. <b>CCF Handbook, Section 2.4.5 F</b>
3	4.27 An automatic feeding device was used and the facility did not have documentation of authorization from a physician in the child's file. <b>CCF Handbook, Section 2.4.4, C</b>
3	4.28 Child care personnel failed to contact the facility to initiate notification of the child's parent/guardian of the child's absence prior to leaving the designated pick-up location. <b>65C-22.001(5)(a), F.A.C. and CCF Handbook, Section 7.5, C</b>
3	4.29 Lighting in the facility was inadequate in that [ ]. <b>CCF Handbook, Section 2.4.1, D</b>
1	4.30 A child was released to an unknown or unrelated individual in a manner not authorized in writing by the custodial parent(s) or legal guardian(s). <b>CCF Handbook, Section 2.4.1, E</b>

#### **5. Transportation CCF Handbook, Section 2.5**

2	5.1 The required staff-to-child ratios were not maintained when transporting children. <b>CCF Handbook, Section 2.5.4, C</b>
2	5.2 The facility did not maintain a log for all children being transported. <b>CCF Handbook, Section 2.5.2, A</b>
3	5.3 The facility's transportation log was not retained for a minimum of twelve months. <b>CCF Handbook, Section 2.5.2, A</b>
3	5.4 The facility's transportation log did not include [ ]. <b>CCF Handbook, Section 2.5.2</b>
2	5.5 Upon arrival at the destination, it was determined that the driver of the vehicle, or assigned child care personnel, failed to mark each child off the log as children departed the vehicle. <b>CCF Handbook, Section 2.5.2, F</b>

1	5.6 Upon arrival at the destination, the driver of the vehicle, or assigned child care personnel, and second adult failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle. <b>CCF Handbook, Section 2.5.2, F&amp;G</b>
3	5.7 Contact information and emergency medical consent for all children being transported was not maintained. <b>CCF Handbook, Section 2.5.3, A</b>
2	5.8 Emergency care plans, supplies, and/or medication was not available for the children being transported with chronic medical conditions. <b>CCF Handbook, Section 2.5.3, B &amp; C</b>
2	5.9 The interior of vehicles used to transport children was not maintained at a temperature between 65 and 82 degrees Fahrenheit. <b>CCF Handbook, Section 2.5.4, E</b>
2	5.10 Upon arrival by foot at the destination, it was determined that the child care personnel failed to conduct roll call, date and initial the log to verify all children were accounted for. <b>CCF Handbook, Section 2.5.2, C</b>
3	5.11 Upon arrival by foot at the destination, it was determined that the second child care personnel failed to witness roll call, date and initial the log to verify all children were accounted for. <b>CCF Handbook, Section 2.5.2, D</b>

**6. Driver's License, Physician Certification & First Aid/CPR Training**  
**CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4**

2	6.1 The facility's driver did not have [ ]. <b>CCF Handbook, Section 2.5.1</b> 6.1.1. A valid Florida driver's license; 6.1.2. An annual physical examination which grants medical approval to drive; 6.1.3. Valid certificate(s) of course completion for first aid training and pediatric cardiopulmonary resuscitation (CPR) procedures.
3	6.2 The driver's personnel record did not include [ ] <b>CCF Handbook, Section 7.4, E</b> 6.2.1. A valid Florida driver's license; 6.2.2. An annual physical examination which grants medical approval to drive; 6.2.3. Valid certificate(s) of course completion for first aid training and pediatric cardiopulmonary resuscitation (CPR) procedures.

**7. Vehicle Requirements CCF Handbook, Section 2.5.4**

2	7.1 A vehicle(s) used to transport children did not have the required insurance coverage. <b>CCF Handbook, Section 2.5.4, D</b>
3	7.2 The facility did not have documentation of current insurance coverage for the vehicle used to transport children in care. <b>CCF Handbook, Section 2.5.4, D</b>
2	7.3 A vehicle(s) used to transport children did not have an annual inspection by a mechanic to ensure it was in proper working order. <b>CCF Handbook, Section 2.5.4, A</b>
3	7.4 The facility did not have documentation of an annual vehicle inspection for a vehicle used to transport children in care. <b>CCF Handbook, Section 2.5.4, A</b>

2	7.5 A vehicle(s) used to transport children did not have the required alarm system installed to prompt the driver to inspect the vehicle for children before exiting the vehicle <b>CCF Handbook, Section 2.5.4</b>
3	7.6 The vehicle alarm installed was not in working condition. <b>CCF Handbook, Section 2.5.4</b>

#### **8. Seat Belts/Child Restraints**

##### **CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5**

1	8.1 The vehicle had operating seat belts and/or safety restraints for [ ] children and [ ] children were transported at one time. <b>CCF Handbook, Section 2.5.5</b>
1	8.2 The number of children transported exceeded the manufacturer's designated seating capacity. <b>CCF Handbook, Section 2.5.4, B</b>
1	8.3 The facility's use of seat belts was not age appropriate for children being transported who required safety restraints. <b>CCF Handbook, Section 2.5.5</b>
2	8.4 The vehicle had missing, broken or non-operable seat belts and/or safety restraints. <b>CCF Handbook, Section 2.5.5</b>
2	8.5 A wheelchair occupant was not properly secured during transport with the wheelchair secured by four tie-downs in a forward-facing direction and the child secured in a three-point tie restraint or in a federally approved child safety restraint in accordance with the child's needs. <b>CCF Handbook, Section 2.5.5, E</b>
2	8.6 Child safety restraint was not replaced after a recall, past the manufacturer's "date of use" expiration date, or after being involved in a crash. <b>CCF Handbook, Section 2.5.5</b>

#### **9. Planned Activities CCF Handbook, Section 2.6**

3	9.1 The facility didn't have a written plan of scheduled activities. <b>CCF Handbook, Section 2.6</b>
3	9.2 The facility's written plan of scheduled activities was not followed. <b>CCF Handbook, Section 2.6</b>
3	9.3 The facility's written plan of scheduled activities was not posted in a conspicuous place accessible to the custodial parents or legal guardians. <b>CCF Handbook, Section 2.6</b>
3	9.4 The facility's written plan of scheduled activities did not include alternate activities in case of inclement weather. <b>CCF Handbook, Section 2.6</b>
3	9.5 The facility's written plan of scheduled activities did not include a variety of activities that range from structured to unstructured in that [ ]. <b>CCF Handbook, Section 2.6, A, B, C, D, F, G, H</b>
3	9.6 The facility used electronic media time with children younger than 2 years of age. <b>CCF Handbook, Section 2.6, C</b>
3	9.7 The facility used electronic media that was not for educational purposes or for physical activity for children 2 years of age and older. <b>CCF Handbook, Section 2.6, C</b>
3	9.8 The facility used electronic media time with children older than 2 years of age and older for more than 2 hours a day. <b>CCF Handbook, Section 2.6, C</b>

3	9.9 The facility's written plan of scheduled activities did not include quiet and active play, both indoors and outdoors. <b>CCF Handbook, Section 2.6, D</b>
3	9.10 For infants in care, the facility did not provide opportunities for: <b>CCF Handbook, Section 2.6, F</b> 9.10.1. outdoor time each day (weather permitting). 9.10.2. activities that promote development of movement skills.
3	9.11 The facility's written plan of scheduled activities did not include meals, snacks, or nap times, appropriate for the ages and the times the children are in care. <b>CCF Handbook, Section 2.6, E</b>
3	9.12 Program has not implemented practices that promote consistency and continuity of care for infants and toddlers. <b>CCF Handbook, Section 2.6, I</b>
3	9.13 Infant observed in an infant seat (swing, bouncers, etc.) for a time greater than 30 minutes. <b>CCF Handbook, Section 2.6, F</b>

#### 10. Field Trip Permission CCF Handbook, Section 2.7

3	10.1 The custodial parents or legal guardian were not provided advanced notice of a planned field trip. <b>CCF Handbook, Section 2.7, A</b>
3	10.2 The facility failed to post, in a conspicuous location, the date, time and location of a planned field trip at least two working days prior to the trip. <b>CCF Handbook, Section 2.7, B</b>
3	10.3 The facility did not secure written permission either in the form of a general permission or an individual permission slip from the custodial parent or legal guardian prior to each field trip. <b>CCF Handbook, Section 2.7, C</b>
3	10.4 Documentation of custodial parent or legal guardian's permission for field trips was not on file for the child(ren). <b>CCF Handbook, Section 2.7, G and Section 7, B. 2</b>
3	10.5 The facility failed to retain documentation of parental field trip permission for a minimum of 12 months from the date of each field trip. <b>CCF Handbook, Section 2.7, G</b>
3	10.6 The facility operator/child care personnel did not have contact information, emergency medical consent and emergency care plans (if applicable) for the children on a field trip, or any other activity away from the facility. <b>CCF Handbook, Section 2.5.3 and 2.7, E</b>

#### 11. Child Discipline CCF Handbook, Section 2.8

3	11.1 The custodial parent or legal guardian was not provided written notification of the facility's disciplinary and expulsion policies. <b>CCF Handbook, Section 2.8, E</b>
3	11.2 A copy of the disciplinary and expulsion policies was not available for review by the licensing authority. <b>CCF Handbook, Section 2.8, E</b>
2	11.3 Child care personnel did not comply with the facility's written disciplinary and expulsion policies. <b>CCF Handbook, Section 2.8, B</b>
1	11.4 A method of discipline was used at the facility that was severe, humiliating or frightening to children in that [ ]. <b>CCF Handbook, Section 2.8, A and s.402.305 (12), F.S.</b>

2	11.5 A form of discipline used by child care personnel was associated with food, rest and/or toileting. <b>CCF Handbook, Section 2.8, A and s.402.305 (12), F.S.</b>
1	11.6 A form of discipline used by child care personnel included the use of spanking or other form of physical punishment. <b>CCF Handbook, Section 2.8, F.1</b>
3	11.7 The child care personnel's use of denial of active play as a form of discipline was not age appropriate. <b>CCF Handbook, Section 2.8, D</b>
3	11.8 The facility did not have a written policy and/or procedures to identify and prevent shaken baby syndrome and abusive head trauma. <b>CCF Handbook, Section 2.8 G</b>

## Physical Environment

<b>12. Facility Environment CCF Handbook, Section 3.1</b>	
3	12.1 Areas of the facility were found to be in need of cleaning. <b>CCF Handbook, Section 3.1, A</b>
3	12.2 An area(s) of the facility was observed to not be in good repair. <b>CCF Handbook, Section 3.1, A</b>
3	12.3 A health deficiency having a low potential for harm to the children in care was observed. <b>CCF Handbook, Section 3.1</b>
2	12.4 A health deficiency having a moderate potential for harm to the children in care was observed. <b>CCF Handbook, Section 3.1</b>
1	12.5 An area of the facility was observed to be a serious health hazard to children in care. <b>CCF Handbook, Section 3.1</b>
3	12.6 A safety deficiency having a low potential for harm to the children in care was observed. <b>CCF Handbook, Section 3.1</b>
2	12.7 A safety deficiency having a moderate potential for harm to the children in care was observed. <b>CCF Handbook, Section 3.1</b>
1	12.8 An area of the facility was observed to be a serious safety hazard to children in care. <b>CCF Handbook, Section 3.1</b>
3	12.9 There was evidence or the presence of rodent or vermin observed in the facility. <b>CCF Handbook, Section 3.1, A</b>
2	12.10 During the facility's operating hours, an activity occurred in a portion of the building which endangered the health and/or safety of children in care. <b>CCF Handbook, Section 3.1</b>
3	12.11 The facility did not have current vaccination records for the pet observed. Vaccinations are available for this type of animal. <b>CCF Handbook, Section 3.1, C</b>
2	12.12 A fire hazard, [ ], was observed in the facility. <b>CCF Handbook, Section 3.1, B</b>
3	12.13 The facility did not have documentation that custodial parents or guardian are given written notification of animals on the premises. <b>CCF Handbook, Section 3.1, C</b>
3	12.14 Animals or birds were observed in the food storage, preparation, or service area. <b>CCF Handbook, Section 3.1, C</b>
3	12.15 Animals or birds kept as classroom pets were not caged. <b>CCF Handbook, Section 3.1, C</b>

3	12.16 Animal or bird cages were not clean. <b>CCF Handbook, Section 3.1, C</b>
3	12.17 The facility did not have documentation of approval from the local governing body to verify compliance for structural modifications made to an existing facility or new building. <b>CCF Handbook, Section 3.1, F</b>
2	12.18 The facility did not have electrical outlet covers or the outlet covers were not in place. <b>CCF Handbook, Section 3.1, I</b>
3	12.19 Indoor and outdoor play areas were not inspected daily for basic health and safety and/or any problems were not corrected before the play area is used by children and/or daily inspection logs were not maintained for 12 months. <b>CCF Handbook, Section 3.1, A</b>
2	12.20 Guardrails or protective barriers, such as baby gates, were not provided at open sides of stairs, ramps, or other walking surfaces from which there is more than a 30 inch vertical distance to fall. <b>CCF Handbook, Section 3.1, J</b>
2	12.21 An electrical device or apparatus accessible to children was located in a place that could be plugged into an electrical outlet while a person is in contact with a water source, such as a sink, tub, shower area, water table, or swimming pool. <b>CCF Handbook, Section 3.1, K</b>
2	12.22 An animal that was poisonous, venomous, aggressive, or posed a potential threat of harm to children was on the premises of the facility. <b>CCF Handbook, Section 3.1, C</b>
2	12.23 Facility uses a product or device that produces carbon monoxide indoors and the facility does not have a carbon monoxide detector installed as required by s.553.885(1), F.S., or local laws. <b>CCF Handbook, Section 3.1, L</b>
3	12.24 Facility has a carbon monoxide detector that was not tested and maintained according to manufacturer's instructions and/or the facility did not maintain documentation of testing. <b>CCF Handbook, Section 3.1, L</b>

### 13. Toxic Substances, Hazardous Materials and Weapons **CCF Handbook, Section 3.2**

2	13.1 A potentially harmful item, [ ], was not labeled as required. <b>CCF Handbook, Section 3.2, B</b>
3	13.2 The facility's storage of harmful items including cleaning supplies, flammable products, and poisonous, toxic and hazardous materials allowed access by children in care. <b>CCF Handbook, Section 3.2, B</b>
2	13.3 Harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials were accessible to children in care. <b>CCF Handbook, Section 3.2, B</b>
2	13.4 Knives and/or sharp tools were accessible to children in care. <b>CCF Handbook, Section 3.2, B</b>
1	13.5 A firearm or weapon was on the premises. <b>CCF Handbook, Section 3.2, C</b>
1	13.6 Narcotics, alcohol, or impairing drugs/paraphernalia were present on the premises or in vehicles used by the child care facility. <b>CCF Handbook, Section 3.2, D</b>



3	13.7 There was evidence that smoking occurred while children were in care in the facility, outdoor area, during a field trip or in a vehicle used to transport children. <b>CCF Handbook, Section 3.1, E</b>
2	13.8 Smoking was observed in the facility, outdoor area, during a field trip or in a vehicle used to transport children, while children were in care. <b>CCF Handbook, Section 3.1, E</b>
3	13.9 The facility failed to provide notification to custodial parents and/or legal guardians that smoking is prohibited on the premises of the child care facility. <b>CCF Handbook, Section 3.1, E</b>
3	13.10 Pest control took place in rooms occupied by children. <b>CCF Handbook Section 3.1, H</b>

#### **14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3**

3	14.1 All rooms did not have sufficient lighting equivalent to 20 foot candles at three feet from the floor. <b>CCF Handbook, Section 3.3.1, A</b>
3	14.2 All reading, painting and other close work areas did not have lighting equivalent to 50 foot candles on the work surface. <b>CCF Handbook, Section 3.3.1, B</b>
3	14.3 During nap time, lighting was insufficient to visually observe and supervise children. <b>CCF Handbook, Section 3.3.1, C</b>
3	14.4 The facility failed to maintain a temperature between 65 degrees and 82 degrees Fahrenheit at all times. <b>CCF Handbook, Section 3.3.3, A</b>
3	14.5 Cleaning (other than general clean-up activities) of a room took place while children were present in the room. <b>CCF Handbook, Section 3.1, G</b>
3	14.6 Screens were not affixed or maintained on all opened doors and windows in the facility. <b>CCF Handbook Section 3.3.2</b>

#### **15. Licensed Capacity CCF Handbook, Section 3.4**

2	15.1 The facility is licensed to serve [ ] children. A total of [ ] children were counted at the center and/or were on a field trip. <b>CCF Handbook, Section 3.4.1, C</b>
2	15.2 The facility held a valid license on October 1, 1992, and has been continuously licensed since that date, did not have 20 square feet of usable floor space per child for the number of children observed in care. The facility had a capacity of [ ] based on 20 square feet per child, and [ ] children were observed in care. <b>CCF Handbook, Section 3.4.2, A</b>
2	15.3 The facility did not have 35 square feet of usable floor space per child for the number of children observed in care. The facility had a capacity of [ ] based on 35 square feet and [ ] children were observed in care. <b>CCF Handbook, Section 3.4.2, D</b>
2	15.4 The facility's outdoor play space calculated at 45 square feet per child allows [ ] children to use the space at one time and [ ] children were observed using the space. <b>CCF Handbook, Section 3.4.4, A</b>
3	15.5 The facility failed to post the room capacity in each room. <b>CCF Handbook, Section 3.4.1, A</b>

<b>16. Indoor Floor Space CCF Handbook, Section 3.4</b>	
3	16.1 The facility did not provide open indoor play space for infants outside of cribs and playpens. <b>CCF Handbook, Section 3.4.2, F</b>
3	16.2 The facility failed to maintain square foot per child during a non-routine special event in a common or multi-purpose area in accordance with the local fire authority. <b>CCF Handbook, Section 3.4.3, D</b>
3	16.3 For Indoor Recreational facilities or facilities that only provide evening child care and do not provide outdoor play space, the facility had no designated indoor space that promotes the development of gross motor skills. <b>CCF Handbook, Section 3.4.4, D</b>

<b>17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5</b>	
3	17.1 The facility's outdoor play area contained litter, nails, glass or other hazards that posed a low potential for harm to children. <b>CCF Handbook, Section 3.5, A</b>
2	17.2 The facility's outdoor play area contained litter, nails, glass or other hazards that posed a threat to the health, safety or well-being of the children. <b>CCF Handbook, Section 3.5, A</b>
3	17.3 The facility did not provide shade on the playground. <b>CCF Handbook, Section 3.5, C</b>
1	17.4 The facility's outdoor play area was not fenced to prevent children's access to a water hazard. <b>CCF Handbook, Section 3.5, E</b>
2	17.5 The facility's outdoor play space was not enclosed with fencing or walls a minimum of 4 feet in height. <b>CCF Handbook, Section 3.5, F</b>
2	17.6 The facility's fencing walls or gate area had gaps that could allow children to exit the outdoor play area. <b>CCF Handbook, Section 3.5, F</b>
3	17.7 The base of the fence in the outdoor play area was not at ground level and could allow inside or outside access by children or animals. <b>CCF Handbook, Section 3.5, F</b>
3	17.8 The fence in the outdoor play area had a build-up (e.g., leaves, soil) at the base on the play area side, causing the fence to be less than the minimum 4 feet in height. <b>CCF Handbook, Section 3.5, F</b>
3	17.9 The outdoor play area did not have at least two exits, with at least one of the exits being remote from the building. <b>CCF Handbook, Section 3.5, F</b>
2	17.10 Equipment or surfacing on the playground that posed a burn risk was used and a child sustained a burn. <b>CCF Handbook, Section 3.5, D</b>

<b>18. Bedding and Linens CCF Handbook, Section 3.6</b>	
3	18.1 A cot, bed, crib, mattress, playpen or floor mat was not available for all children to be used when napping or sleeping. <b>CCF Handbook, Section 3.6.1</b>
2	18.2 The bedding available was not safe and poses a threat to the health, safety or well-being of a child in care. <b>CCF Handbook, Section 3.6.1</b>

3	18.3 The bedding available for children in care was not cleaned and/or sanitized at least once a week, and/or before use by another child. <b>CCF Handbook, Section 3.6.1, G</b>
2	18.4 The bedding available was not sanitary and poses a threat to the health, safety or well-being of a child in care. <b>CCF Handbook, Section 3.6.1</b>
3	18.5 The floor mats available for children were not at least one inch thick. <b>CCF Handbook, Section 3.6.1, D</b>
3	18.6 The floor mats available for children in care were not covered with an impermeable surface. <b>CCF Handbook, Section 3.6.1, D</b>
3	18.7 The bedding available was not appropriate for the child's size. <b>CCF Handbook, Section 3.6.1, E</b>
3	18.8 Linens were not laundered at least once weekly or more often if soiled or dirty. <b>CCF Handbook, Section 3.6.1, F</b>
3	18.9 Linens used by more than one child were not laundered between usage. <b>CCF Handbook, Section 3.6.1, F</b>
3	18.10 Linens were not provided for sleeping children. <b>CCF Handbook, Section 3.6.1, F</b>
3	18.11 Pillows and blankets were not available for sleeping children. <b>CCF Handbook, Section 3.6.1, F</b>
3	18.12 Bedding and/or linens were not stored in a sanitary manner. <b>CCF Handbook, Section 3.6.1, G &amp; H</b>

<b>19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2</b>	
3	19.1 The facility had no designated area where each child can sit quietly or lie down to rest or nap. <b>CCF Handbook, Section 3.6.2, A</b>
3	19.2 A minimum distance of 18" was not maintained around each napping/sleeping space. <b>CCF Handbook, Section 3.6.2, C</b>
3	19.3 A child's napping or sleeping space was against more than two solid barriers. <b>CCF Handbook, Section 3.6.2, C</b>
2	19.4 The nap/sleep space was under furniture or against furniture that created a hazard. <b>CCF Handbook, Section 3.6.2, D</b>
2	19.5 The nap/sleep space interfered with exit areas. <b>CCF Handbook, Section 3.6.2, E</b>

<b>20. Crib Requirements CCF Handbook, Section 3.6</b>	
3	20.1 The facility made use of double or multi-deck cribs, cots or beds for children up to one year of age. <b>CCF Handbook, Section 3.6.1, I</b>
3	20.2 The facility did not have an adequate number of cribs, portable cribs or playpens with sides for the number of children up to one-year old in care. <b>CCF Handbook, Section 3.6.3</b>
2	20.3 The facility used cribs that did not meet current federal guidelines for construction regulations as outlined in Title 16, Parts 1219, 1220 & 1221 Code of Federal Regulations. <b>CCF Handbook, Section 3.6.3</b>

2	20.4 A napping or sleeping infant who is not capable of rolling over was not positioned on his/her back and on a firm surface, or was swaddled, and the provider did not have written authorization for an alternate sleep position from a physician in the child's record. <b>CCF Handbook, Section 3.6.4, B</b>
3	20.5 The facility did not maintain documentation in the child's record that an alternative position is authorized by a physician and/or the documentation was insufficient in that it did not include the [ ]. <b>CCF Handbook, Section 3.6.4, B</b>
2	20.6 Child/ren were placed in a crib, playpen, play yard or other sleeping and napping bedding with items that could pose a strangulation or suffocation risk. <b>CCF Handbook, Section 3.6.4, A</b>
2	20.7 Cribs, playpens, play yards, other napping and sleeping bedding being used by a child was not placed a minimum of 18 inches away from window blinds, draperies, or any window treatment/cover that could pose a strangulation or suffocation risk. <b>CCF Handbook, Section 3.6.4, C</b>
2	20.8 A sleep sack used did not fit according to manufacturer's recommendations, restricted the infant's arms, or slid up around the infant's face. <b>CCF Handbook, Section 3.6.4, B</b>

<b>21. Restrooms and Bath Facilities CCF Handbook, Section 3.7</b>	
3	21.1 A toilet and/or bath facility was not easily accessible and at a height usable by the children. <b>CCF Handbook, Section 3.7, A</b>
3	21.2 A platform used by children was not, safely constructed with an impermeable surface that can be easily cleaned and sanitized or disinfected. <b>CCF Handbook, Section 3.7, A</b>
3	21.3 The facility did not have the number of toilets and/or sinks required for the licensed capacity. <b>CCF Handbook, Section 3.7, B</b>
3	21.4 The facility provided care for diapered infants only and did not have at least one toilet and two wash basins for every thirty infants. <b>CCF Handbook, Section 3.7, C</b>
3	21.5 Cleaning and sanitizing potty chairs did not take place after each use. <b>CCF Handbook, Section 3.7, D</b>
2	21.6 Cleaning and sanitizing potty chairs did not take place after each use posing a threat to the health, safety or well-being of the children. <b>CCF Handbook, Section 3.7, D</b>
3	21.7 Children did not receive assistance with toileting or bathing in accordance with their age or required needs. <b>CCF Handbook, Section 3.7, F</b>
3	21.8 A toilet facility opened directly into an area where food was prepared. <b>CCF Handbook, Section 3.7, E</b>
3	21.9 The facility serving children had neither a portable nor a permanent bath facility available for bathing children. <b>CCF Handbook, Section 3.7, G</b>
3	21.10 The bath facility was not cleaned and/or sanitized or disinfected after each use. <b>CCF Handbook, Section 3.7, G</b>
3	21.11 The sink and/or toilet was not maintained in good operating condition, clean and/or sanitized or disinfected. <b>CCF Handbook, Section 3.7, I</b>

2	21.12 The facility did not maintain the sink, toilet and/or bath facilities used by the children in good operating condition, clean and sanitized or disinfected, posing a threat to the health, safety or well-being of the children. <b>CCF Handbook, Section 3.7, I</b>
3	21.13 Running water was not available and within reach of children using the toileting facility. <b>CCF Handbook, Section 3.7, H</b>
3	21.14 The toileting facility did not have: [ ], and within the reach of children. <b>CCF Handbook, Section 3.7, H</b> 21.14.1. paper towels or hand drying machines 21.14.2. soap 21.14.3. trash receptacle 21.14.4. toilet paper

## **22. Operable Phone CCF Handbook, Section 3.8.1**

2	22.1 The facility did not have an operable corded telephone available to all child care personnel during hours of operation. <b>CCF Handbook, Section 3.8.1</b>
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## **23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8**

3	23.1 The facility did not have documented proof of an annual fire inspection by the local fire authority. <b>CCF Handbook, Section 3.8.2, A</b>
2	23.2 The facility did not have a current and approved annual fire safety inspection by the local fire authority. <b>CCF Handbook, Section 3.8.2, A</b>
3	23.3 The facility did not have a fire extinguisher with a minimum rating of 2A10BC available in the food preparation area. <b>CCF Handbook, Section 3.8.2, B</b>
3	23.4 The facility did not have a fire extinguisher with a minimum rating of 2A10BC within 75 feet of rooms occupied by children or in vehicles used to transport children. <b>CCF Handbook, Section 3.8.2, C</b>
3	23.5 The facility did not have documentation of a fire extinguisher being properly maintained to include being serviced and retagged timely, and/or with a current certificate. <b>CCF Handbook, Section 3.8.2, B</b>
2	23.6 During the facility's licensure year, fire drills utilizing the approved alarm system were not conducted monthly at various dates and times when children were in care [ ]. <b>CCF Handbook, Section 3.8.4, A</b>
2	23.7 Fire drills conducted during the licensure year did not include the following [ ]. <b>CCF Handbook, Section 3.8.4, C</b>
3	23.8 The written record of the fire drills was incomplete and did not include the following: [ ]. <b>CCF Handbook, Section 3.8.4, C</b>
3	23.9 The facility did not maintain fire drill records for the months of operation for a minimum of 12 months from the date of the fire drill. <b>CCF Handbook, Section 3.8.4, C</b>
3	23.10 The facility's emergency evacuation plan did not include a diagram of safe routes and was not posted in each room. <b>CCF Handbook, Section 3.8.5, E</b>
2	23.11 All adults and children failed to evacuate the facility when the approved fire alarm system was activated. <b>CCF Handbook, Section 3.8.4, B</b>

2	23.12 Child care personnel failed to possess a current attendance record and parent contact information during a fire drill, emergency preparedness drill or an actual emergency. <b>CCF Handbook Section 3.8.4, C and 3.8.5, A</b>
2	23.13 The facility did not have a written emergency preparedness plan. <b>CCF Handbook, Section 3.8.5, A</b>
3	23.14 The facility's emergency preparedness plan was incomplete in that it did not [ ]. <b>CCF Handbook, Section 3.8.5, A</b>
2	23.15 Emergency preparedness drills were not conducted when children were in care. <b>CCF Handbook, Section 3.8.5, B</b>
3	23.16 The written record of the emergency preparedness drills was incomplete and did not include the following [ ]. <b>CCF Handbook, Section 3.8.5, A</b>
3	23.17 The facility did not maintain emergency preparedness drill records for the months of operation for a minimum of 12 months from the date of the emergency preparedness drill. <b>CCF Handbook, Section 3.8.5, B</b>
3	23.18 The written record of the fire and emergency preparedness drills conducted was not available at the time of inspection. <b>CCF Handbook, Section 3.8.5, D</b>
3	23.19 The operator failed to notify the licensing agency within 24 hours following a fire or natural disaster as to their operational status. <b>CCF Handbook, Section 3.8.6</b>
2	23.20 An automatic range-top fire suppression system was not in the kitchen for a facility that deep fried food. <b>CCF Handbook, Section 3.8.2, D</b>
3	23.21 The automatic range-top fire suppression system was not maintained and inspected in accordance with the Florida Fire Prevention Code. <b>CCF Handbook, Section 3.8.2, D</b>
3	23.22 Exit areas were not clear in accordance with fire safety regulations. <b>CCF Handbook, Section 3.8.3</b>
2	23.23 Exit areas were blocked off and inaccessible in an emergency. <b>CCF Handbook, Section 3.8.3</b>
3	23.24 The facility did not have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children or child care personnel to the licensing authority. <b>CCF Handbook, Section 3.8.7</b>
2	23.25 The facility failed to notify the licensing authority of an incident or unusual occurrence that was threatening to the health, safety, or welfare of the children or child care personnel. <b>CCF Handbook, Section 3.8.7</b>
2	23.26 An alternate power source was used by the facility, was not installed and maintained in accordance with manufacturer's instructions, and/or did not comply with the Florida Building Code or Florida Fire Prevention Code 69A-60, F.A.C. <b>CCF Handbook, Section 3.8.5, F</b>

## Food and Nutrition

<b>24. Food Preparation Area CCF Handbook, Section 3.9</b>	
3	24.1 The food preparation area was being used for purposes other than food preparation. <b>CCF Handbook, Section 3.9.1</b>
3	24.2 Preparation of food occurred in an area that is not a designated food preparation area. <b>CCF Handbook, Section 3.9.1</b>

3	24.3 The food preparation area was not ventilated by either mechanical or natural means to provide fresh air and control unpleasant odors. <b>CCF Handbook, Section 3.9.1, A.1</b>
3	24.4 The food contact surfaces were not smooth or nonabsorbent to include unsealed cracks and seams. <b>CCF Handbook, Section 3.9.1, A.2</b>
3	24.5 Food equipment was not maintained and stored in a sanitary manner and out of the reach of children. <b>CCF Handbook, Section 3.9.1, A.3</b>
3	24.6 The lighting in the food preparation area was not shielded. <b>CCF Handbook, Section 3.9.1, A.4</b>
3	24.7 The food preparation area floors, floor coverings, or walls were absorbent and not easy to clean. <b>CCF Handbook, Section 3.9.1, A.5</b>
3	24.8 The food preparation area ceiling is not easily cleanable or replaceable in the event of water and other damage, mildew, or mold. <b>CCF Handbook, Section 3.9.1, A.6</b>
3	24.9 The food preparation area does not have a hand washing station or the hand washing station did not include the following: [ ]. <b>CCF Handbook, Section 3.9.1, A.7</b>
3	24.10 A portable sink in the food preparation area was used for ware washing or food preparation. <b>CCF Handbook, Section 3.9.1, A.7</b>
3	24.11 Garbage containing food waste was not disposed of in a leak proof, nonabsorbent container with a tight fitting lid. <b>CCF Handbook, Section 3.9.1, A.8</b>
3	24.12 The garbage container used for the disposal of food waste was not emptied, cleaned and sanitized or disinfected daily. <b>CCF Handbook, Section 3.9.1, A.8</b>
3	24.13 Child care personnel working in the food preparation area did not wear proper head covering. <b>CCF Handbook, Section 3.9.1, B</b>
2	24.14 Child care personnel, working in the food preparation area did not use disposable gloves, utensils or similar items to prevent bare hand contact with ready-to-eat foods. <b>CCF Handbook, Section 3.9.1, B</b>
2	24.15 Children were present in the food preparation area when meals and snacks were being prepared. <b>CCF Handbook, Section 3.9.1, C</b>
3	24.16 Food was stored in an inappropriate area. <b>CCF Handbook, Section 3.9.2</b>
3	24.17 Food containers were not stored above the floor on clean surfaces to protect from splash and other contamination. <b>CCF Handbook, Section 3.9.2, A</b>
3	24.18 Stored food was not consumed or discarded on or before the expiration date listed by the manufacturer. <b>CCF Handbook, Section 3.9.2, B</b>
3	24.19 Recalled food was not removed and/or discarded. <b>CCF Handbook, Section 3.9.3, D.5</b>
2	24.20 Poisonous/toxic or cleaning products were not stored separately from food. <b>CCF Handbook, Section 3.9.2, C</b>

3	24.21 Open packages of perishable or leftover foods were not [ ]. <b>CCF Handbook, Section 3.9.2, D</b> 24.21.1. properly covered or sealed. 24.21.2. labeled with date. 24.21.3 properly stored. 24.21.4. discarded within 7 calendar days.
3	24.22 Open packages of dried goods were not [ ]. <b>CCF Handbook, Section 3.9.2, E</b> 24.22.1. properly covered or sealed. 24.22.2. properly stored. 24.22.3. discarded according to the manufacturer's date. 24.22.4. discarded if the quality of food has been compromised.
3	24.23 The facility's refrigerator and/or freezer does not have an appropriate thermometer. <b>CCF Handbook, Section 3.9.2, F.1</b>
3	24.24 Frozen food was not: <b>CCF Handbook, Section 3.9.2, F.2 and 3</b> 24.24.1. labeled by date and type. 24.24.2. discarded within 7 calendar days of thawing.

<b>25. Meals and Snacks CCF Handbook, Section 3.9</b>	
3	25.1 Meals and/or snacks supplied by the facility did not meet the daily nutritional needs of the children in care in that [ ]. <b>CCF Handbook, Section 3.9.3, B</b>
3	25.2 Children were provided food that was not age appropriate and/or posed a choking hazard. <b>CCF Handbook, Section 3.9.3, B &amp; C</b>
2	25.3 Food item was served from an unapproved source in that [ ]. <b>CCF Handbook, Section 3.9.3, E</b>
2	25.4 Food served at the facility was not free from spoilage and contamination, and was not safe for eating as evidenced by [ ]. <b>CCF Handbook, Section 3.9.3, D</b>
2	25.5 Recalled food item was served to the children in care. <b>CCF Handbook, Section 3.9.3, D.5</b>
2	25.6 Required food temperatures were not maintained in that [ ]. <b>CCF Handbook, Section 3.9.3, D.7</b>
2	25.7 A refrigerator was observed without a thermometer or with a thermometer showing a temperature reading greater than 41 degrees Fahrenheit. <b>CCF Handbook, Section 3.9.2, F.1</b>
2	25.8 A freezer was observed without a thermometer or with a thermometer showing a temperature reading greater than 0 degrees Fahrenheit. <b>CCF Handbook, Section 3.9.2, F.1</b>
2	25.9 Food was not thoroughly cooked and/or reheated to the appropriate temperature. <b>CCF Handbook, Section 3.9.3, D.9</b>
2	25.10 Raw fruit or vegetables were not washed before being served or cooked. <b>CCF Handbook, Section 3.9.3, D.6</b>



3	25.11 The facility chose not to provide meals and snacks, but failed to make arrangements with custodial parent or legal guardian to provide nutritional food for children. <b>CCF Handbook, Section 3.9.3, F</b>
3	25.12 The facility did not maintain required written documentation of known food allergies and/or a specialized diet in a child's file. <b>CCF Handbook, Section 3.9.3, G</b>
2	25.13 A child was given [ ] after the facility was notified of a food allergy by the custodial parent or legal guardian. <b>CCF Handbook, Section 3.9.3, G</b>
3	25.14 The facility did not share with child care personnel or post in an easily accessible location, special food restrictions for a child. <b>CCF Handbook, Section 3.9.3, G</b>
3	25.15 Milk and/or food sat out longer than 15 minutes prior to the beginning of the meal. <b>CCF Handbook, Section 3.9.5, C</b>
3	25.16 Child care personnel, while distributing snacks/serving food, did not use napkins, disposable gloves, utensils, or similar items to prevent skin contact with food. <b>CCF Handbook, Section 3.9.5, D</b>
3	25.17 Food provided by parents/guardians was not properly stored and handled in a sanitary manner to prevent contamination or spoilage. <b>CCF Handbook, Section 3.9.5, E</b>
2	25.18 Children were permitted to eat hot food before it was sufficiently cooled to be eaten. <b>CCF Handbook Section 3.9.5, C</b>
1	25.19 Children were permitted to eat hot food before it was sufficiently cooled to be eaten and suffered first or second degree burns as a result. <b>CCF Handbook Section 3.9.5, C</b>
3	25.20 Clean, sanitary drinking water was not available to all children. <b>CCF Handbook, Section 3.9.8</b>
3	25.21 A sink/water fountain combination was used inappropriately in that [ ]. <b>CCF Handbook, Section 3.9.8</b>

## **26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7**

3	26.1 The facility's menu was not: <b>CCF Handbook, Section 3.9.3, H</b> 26.1.1. was not planned. 26.1.2. was not written. 26.1.3. was not dated. 26.1.4. was not posted at the beginning of each week in an easily seen place. 26.1.5. was not accessible to parents. 26.1.6. did not have substitutions noted.
3	26.2 The facility failed to maintain documentation of meal and snack menus for at least 12 months. <b>CCF Handbook, Section 3.9.3, H and Section 7, B.13.</b>

## **27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3**

3	27.1 Facility served catered food but did not have a copy of caterer's license or permit. <b>CCF Handbook, Section 7, B.15</b>
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3	27.2 Facility served food from an unlicensed or unpermitted caterer. <b>CCF Handbook, Section 7, B.15</b>
2	27.3 Facility accepted food that was not at the appropriate holding temperature in that [ ]. <b>CCF Handbook, Section 3.9.3, E.1</b>
2	27.4 Facility did not have an alternate plan for meals if catered food is unacceptable. <b>CCF Handbook, Section 3.9.3, E.2</b>
3	27.5 Food Acceptance Log was missing or was incomplete in that it did not [ ]. <b>CCF Handbook, Section 3.9.3, E.1</b>
3	27.6 Food Acceptance Log was not retained for 12 months. <b>CCF Handbook, Section 3.9.3, E.1</b>
3	27.7 Parent permission for special occasion food consumption was not maintained for a minimum of 12 months from the date of each activity. <b>CCF Handbook, Section 3.9.3, E.3</b>

<b>28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9</b>	
3	28.1 Bottles and/or sippy cups provided by the facility were not washed, rinsed, and sanitized between each use. <b>CCF Handbook, Section 3.9.5, A</b>
3	28.2 Bottles and/or sippy cups brought from home were not labeled with child's first and last name. <b>CCF Handbook, Section 3.9.5, B</b>
3	28.3 Bottles and/or sippy cups brought from home were not returned to custodial parent or legal guardian daily. <b>CCF Handbook, Section 3.9.5, B</b>
3	28.4 Formula and/or food brought from home was not labeled with the child's first and last name. <b>CCF Handbook, Section 3.9.6, B</b>
3	28.5 Prepared bottles brought to the facility were not properly refrigerated and used within 24 hours. <b>CCF Handbook, Section 3.9.6, D</b>
2	28.6 Breastmilk or formula was fed to the wrong child. <b>CCF Handbook, Section 3.9.6, C</b>
3	28.7 Parents of a child who received the wrong breastmilk or formula as well as the parents of child for whom the breastmilk or formula was intended were not notified immediately of the incident. <b>CCF Handbook, Section 3.9.6, C</b>
3	28.8 An incident involving children being fed the wrong breastmilk or formula was not recorded on an accident/incident form. <b>CCF Handbook, Section 3.9.6, C</b>
2	28.9 Solid food and/or cereal was fed to an infant under 4 months of age without authorization from a physician. <b>CCF Handbook, Section 3.9.6, G</b>
2	28.10 Bottle warming devices were accessible to children. <b>CCF Handbook, Section 3.9.7, A</b>
2	28.11 Bottles and/or formula were heated in a microwave oven. <b>CCF Handbook, Section 3.9.7, D</b>
2	28.12 Heated bottles and/or food was not tested prior to feeding in order to prevent injury. <b>CCF Handbook, Section 3.9.7, E</b>
2	28.13 A bottle was warmed more than once. <b>CCF Handbook, Section 3.9.7, F</b>
3	28.14 Breastmilk and/or infant formula was not discarded within one hour after serving. <b>CCF Handbook, Section 3.9.7, G</b>
3	28.15 Previously opened baby food jars were accepted at the center. <b>CCF Handbook, Section 3.9.6, E</b>

3	28.16 Baby food was fed directly from the jar for more than one feeding. <b>CCF Handbook, Section 3.9.6, E</b>
3	28.17 Manufacturer or parental instructions were not readily available, child care personnel did not obtain information from the World Health Organization's Safe Preparation, Storage and Handling of Powdered Infant Formula Guidelines. <b>CCF Handbook, Section 3.9.6, A</b>
3	28.18 The facility did not have written procedures and/or follow procedures for the preparation and storage of expressed breastmilk that ensures the health and safety of all infants. <b>CCF Handbook, Section 3.9.6, F</b>

<b>Sanitation and Equipment</b>	
<b>29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10</b>	
3	29.1 Child care personnel did not wash their hands properly/thoroughly in that [ ]. <b>CCF Handbook, Section 3.10.1</b>
2	29.2 Child care personnel did not wash their hands [ ]. <b>CCF Handbook, Section 3.10.1</b>
2	29.3 Child care personnel did not assist children with hand washing [ ]. <b>CCF Handbook, Section 3.10.1</b>
3	29.4 Hand sanitizer was used in place of hand washing with soap and running water. <b>CCF Handbook, Section 3.10.1, B</b>
2	29.5 Child care personnel with open wounds and/or injury that inhibits hand washing, was observed preparing food. <b>CCF Handbook, Section 3.10.1, C</b>
3	29.6 Child care personnel did not ensure that children sleeping overnight at the facility brushed their teeth and washed their face and hands before bedtime. <b>CCF Handbook, Section 3.6.1, B</b>
3	29.7 Children shared use of toothbrushes, towels and/or wash cloths. <b>CCF Handbook, Section 3.6.1, B.1</b>
3	29.8 Children's toothbrushes were stored touching each other. <b>CCF Handbook, Section 3.6.1, B.2</b>
3	29.9 Non-disposable food equipment, tableware, and utensils utilized for food preparation and food consumption were not properly washed and sanitized on-site. <b>CCF Handbook, Section 3.9.4</b>
3	29.10 A dishwasher used for tableware and utensil washing and sanitization was not functioning properly in that [ ]. <b>CCF Handbook, Section 3.9.4, A</b>
3	29.11 The facility failed to have a test kit or other device to accurately measure the concentration of the sanitizing solution used for ware washing. <b>CCF Handbook, Section 3.9.4, A.4. &amp; C.3</b>
3	29.12 The facility does not have a heat strip or temperature gauge to measure and verify sanitizing temperature. <b>CCF Handbook, Section 3.9.4, A.6 &amp; D</b>
3	29.13 A three compartment sink (or two compartment sink plus portable compartment receptacle) used for ware washing and sanitization was not sanitized before and after each use. <b>CCF Handbook, Section 3.9.4, B.2</b>
3	29.14 A three compartment sink (or two compartment sink plus portable compartment receptacle) used for ware washing and sanitization was not utilized properly in that [ ]. <b>CCF Handbook, Section 3.9.4, B</b>

3	29.15 Single service items were not discarded after each use. <b>CCF Handbook, Section 3.9.4</b>
3	29.16 Hand hygiene procedures, including situations or times, were not posted in food preparation, diapering, and toileting areas. <b>CCF Handbook, Section 3.10.1, D</b>

<b>30. Diapering CCF Handbook, Section 3.10</b>	
3	30.1 Diapering occurred in a room that did not have a hand washing station or did not have a hand washing station in an adjoining area. <b>CCF Handbook, Section 3.10.2, A</b>
3	30.2 The hand washing station in the diapering area did not include [ ]. <b>CCF Handbook, Section 3.10.2, A</b> 30.2.1. disposable towels or properly installed hand drying machine 30.2.2. soap 30.2.3. trash receptacle 30.2.4. running water
3	30.3 The hand washing sink was used for something other than hand washing in that [ ]. <b>CCF Handbook, Section 3.10.2, C</b>
3	30.4 The diapering area was not physically separated from the food preparation, service or feeding area. <b>CCF Handbook, Section 3.10.2, D</b>
3	30.5 The diaper changing surface was not cleaned and sanitized or disinfected after each use. <b>CCF Handbook, Section 3.10.2, E</b>
3	30.6 Diaper changing occurred on a surface that was not impermeable. <b>CCF Handbook, Section 3.10.2, E</b>
3	30.7 Items unrelated to diaper changing were stored in the diaper changing area or placed on the diaper changing table/surface. <b>CCF Handbook, Section 3.10.2, G</b>
3	30.8 There was not a supply of clean diapers, clothing and/or linens. <b>CCF Handbook, Section 3.10.2, H</b>
3	30.9 Soiled or wet diapers, clothing, or linens were not changed immediately. <b>CCF Handbook, Section 3.10.2, I</b>
3	30.10 Soiled disposable diapers were not disposed of in a plastic-lined, securely covered container. <b>CCF Handbook, Section 3.10.2, J</b>
3	30.11 Soiled cloth diapers were not emptied into the toilet and placed in a securely covered container. <b>CCF Handbook, Section 3.10.2, K</b>
2	30.12 The container used for the disposal of soiled diapers or the storage of used cloth diapers was accessible to children. <b>CCF Handbook, Section 3.10.2, J &amp; K</b>
3	30.13 The container used for the disposal of soiled diapers or the storage of used cloth diapers was not emptied, cleaned and sanitized or disinfected daily. <b>CCF Handbook, Section 3.10.2, J &amp; K</b>
3	30.14 Diaper changing procedure was not posted in the changing area and/or was not followed. <b>CCF Handbook, Section 3.10.2, L</b>

<b>31. Indoor Equipment CCF Handbook, Section 3.11</b>	
3	31.1 Toys, equipment and/or furnishings available to the children in care were not age appropriate in that [ ]. <b>CCF Handbook, Section 3.11, A</b>

3	31.2 The quantity of toys, equipment and/or furnishings suitable to each child's age and development was inadequate for the number of children in care. <b>CCF Handbook, Section 3.11, A</b>
3	31.3 Toys, equipment and/or furnishings were not safe in that [ ]. <b>CCF Handbook, Section 3.11</b>
2	31.4 Toys, equipment and/or furnishings were not safe in that [ ] and pose a threat to the health, safety or well-being of the children in care. <b>CCF Handbook, Section 3.11</b>
3	31.5 Toys, equipment and/or furnishings were not maintained in a sanitary condition and not cleaned and sanitized or disinfected following exposure to bodily fluids. <b>CCF Handbook, Section 3.11, B</b>
3	31.6 The facility had insufficient age-appropriate seating for the number of children eating meals at one time. <b>CCF Handbook, Section 3.11, C</b>
3	31.7 The facility did not have a written routine schedule for cleaning, sanitizing and disinfecting equipment, materials, furnishings and play areas on a daily and/or weekly basis. <b>CCF Handbook, Section 3.11, B</b>
3	31.8 The frame of the [ ] was not securely anchored in the ground or stationary by design. <b>CCF Handbook, Section 3.11, D</b>
3	31.9 Inspections were not conducted and documented monthly of all supports, above and below the ground, connectors, and moving parts of the permanent/stationary playground equipment. <b>CCF Handbook, Section 3.11, D</b>
3	31.10 Documentation was not maintained for 12 months showing that routine inspections were conducted monthly of all supports, above and below the ground, connectors, and moving parts of the permanent/stationary playground equipment. <b>CCF Handbook, Section 3.11, D</b>
2	31.11 A resilient surface was not provided beneath and within the fall/use zone for [ ]. <b>CCF Handbook, Section 3.11, D</b>
3	31.12 The resilient surface under the [ ] was not maintained. <b>CCF Handbook, Section 3.11, D</b>
3	31.13 The placement of [ ] did not allow for adequate distance/clearance from other equipment, fences, and objects in the area. <b>CCF Handbook, Section 3.11, D</b>
3	31.14 Equipment used in the indoor play area was not constructed and maintained according to manufacturer's recommendations. <b>CCF Handbook, Section 3.11, D</b>

<b>32. Outdoor Equipment CCF Handbook, Section 3.12</b>	
3	32.1 Equipment available to children in the outdoor play area was not appropriate for the age and developmental level of the children in care in that [ ]. <b>CCF Handbook, Section 3.12, A</b>
3	32.2 The frame of the [ ] was not securely anchored in the ground or stationary by design. <b>CCF Handbook, Section 3.12, B</b>
2	32.3 The play equipment was not maintained in a safe or sanitary condition for the children to use in that [ ]. <b>CCF Handbook, Section 3.12, B and F</b>

3	32.4 Inspections were not conducted and documented monthly of all supports, above and below the ground, connectors, and moving parts. <b>CCF Handbook, Section 3.12, B</b>
3	32.5 Documentation was not maintained for 12 months showing that routine inspections were conducted monthly of all supports, above and below the ground, connectors, and moving parts. <b>CCF Handbook, Section 3.12, B</b>
2	32.6 A resilient surface was not provided beneath and within the fall/use zone for [ ]. <b>CCF Handbook, Section 3.12, D</b>
3	32.7 The ground cover or other protective surface under the [ ] was not maintained. <b>CCF Handbook, Section 3.12, D</b>
3	32.8 The placement of [ ] did not allow for adequate distance/clearance from other equipment, fences, and objects in the area. <b>CCF Handbook, Section 3.12, C</b>
3	32.9 The equipment used in the outdoor play area was not constructed and maintained according to manufacturer's recommendations, and/or to allow for water drainage or open containers for water play were not emptied. <b>CCF Handbook, Section 3.12, F</b>
2	32.10 A wading pool, or inflatable water slide with a landing area where water collects, was used by children in care. <b>CCF Handbook, Section 3.12, H</b>
3	32.11 Outdoor play equipment suitable to each child's age and development was inadequate for the number of children in care. <b>CCF Handbook, Section 3.12 A</b>
3	32.12 The facility did not maintain the manufacturer's instructions for playground equipment purchased or installed on or after (insert rule effective date) and/or have available for licensing to review. <b>CCF Handbook, Section 3.12, I</b>

## Training

<b>33. Training Requirements CCF Handbook, Section 4</b>	
3	33.1 Child care personnel including volunteers who work 10 hours or more per month did not complete the 40 hour Introductory Child Care Training requirement. <b>CCF Handbook Section 4.2.1</b>
3	33.2 The facility did not have documentation of child care personnel's completion of required training on the training transcript in that [ ]. <b>CCF Handbook, Section 4.5</b>
3	33.3 The facility did not have documentation to show child care personnel had begun the introductory training within 90 days of employment in the child care industry. <b>CCF Handbook, Section 4.1</b>
3	33.4 Child Care personnel, returning to the industry and who were in compliance with training requirements when they left the industry, did not complete new mandated training within 90 days of employment. <b>CCF Handbook, Section 4.3, A</b>
3	33.5 Child Care personnel, who were not in compliance with training requirements when they left the industry, did not complete required training and any new mandated training before returning to the industry. <b>CCF Handbook, Section 4.3, B</b>

3	33.6 The facility did not have documentation to show completion of a Department approved five-hour early literacy and language development course for child care personnel within 12 months of date of employment in child care industry and/or the early literacy course documentation was not uploaded in the Florida Pathways/Registry. <b>CCF Handbook, Section 4.2.2 and 4.5, C</b>
3	33.7 Child care personnel, including volunteers who work 10 hours or more per month did not complete the required in-service training during the state's fiscal year beginning July 1 and ending June 30. <b>CCF Handbook, Section 4.2.7</b>
3	33.8 Documentation of in-service training was not recorded on CF-FSP Form 5268, Child Care In-service Training Record. <b>CCF Handbook, Section 4.2.7, B</b>
3	33.9 The facility did not have documented proof that all child care personnel were trained and knowledgeable within 30 days of date of hire in [ ]. <b>CCF Handbook, Section 4.2.3 and 4.2.5</b> 33.9.1. safe sleep practices and shaken baby syndrome 33.9.2. the use of fire extinguishers
3	33.10 The facility did not have documented proof that child care personnel participating in the transportation of children were trained on safe transportation practices prior to participating in transportation of children. <b>CCF Handbook, Section 4.2.6</b>
3	33.11 A foster grandparent working at the facility failed to complete the required training. <b>CCF Handbook, Section 1.2</b>
3	33.12 The Individual left in charge at the before-school and/or after-school program: [ ]. <b>CCF Handbook, Section 4.7.2, B</b> 33.12.1. was not at least 21 years of age. 33.12.2. did not complete the approved 40-hour Introductory Child Care Training. 33.12.3. did not complete the special needs or the school age appropriate practices course.

<b>34. Credentialed Staff CCF Handbook, Section 4.6 &amp; 4.7</b>	
3	34.1 The facility was required to have at least [ ] credentialed child care personnel and had [ ] credentialed child care personnel. <b>CCF Handbook, Section 4.6.1, B</b>
3	34.2 The credentialed child care personnel failed to meet the minimum work hours required as documented on time sheets, personnel schedules or employment records. <b>CCF Handbook, Section 4.6.1, C</b>
3	34.3 The Training Transcript documenting an active Staff Credential Verification was not on file for child care personnel. <b>CCF Handbook, Section 4.6.2</b>
2	34.4 The director responsible for the daily operation of the program did not have an active Director Credential. <b>CCF Handbook, Section 4.7</b>
2	34.5 The credentialed director was not on-site a majority of the hours that the facility is in operation as documented on timesheets, personnel schedules or employment records. <b>CCF Handbook, Section 4.7, B</b>
2	34.6 The director was responsible for the operation of two programs with overlapping hours. <b>CCF Handbook, Section 4.7, A</b>

3	34.7 The facility owner failed to notify the licensing authority within five working days of when the facility lost the credentialed director or when there was a change of director. <b>CCF Handbook, Section 4.7, D. 1 &amp; 2</b>
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## Health Requirements

<b>35. Communicable Disease Control CCF Handbook, Section 6.1</b>	
3	35.1 A child, child care personnel or other person in the child care facility suspected of having a communicable disease was not removed from the facility or placed in isolation. <b>CCF Handbook, Section 6.1, B</b>
3	35.2 A child, child care personnel or other person suspected to be contributing to transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual was permitted to return to the facility without medical authorization. <b>CCF Handbook, Section 6.1, B</b>
2	35.3 The facility did not report the child's signs and symptoms of illness to the child's custodial parents or legal guardian. <b>CCF Handbook, Section 6.1, C</b>
3	35.4 A child identified as having head lice was permitted to return to the facility before treatment occurred and was verified. <b>CCF Handbook, Section 6.1, E</b>
3	35.5 The facility failed to treat areas, equipment, toys or furnishings with which a child with lice had contact. <b>CCF Handbook, Section 6.1, E</b>
3	35.6 The facility did not have an area for the care of an ill child which is: <b>CCF Handbook, Section 6.1.1, A &amp; B</b> 35.6.1. isolated. 35.6.2. ventilated. 35.6.3. heated. 35.6.4. equipped with a bed, mat, or cot 35.6.5. equipped with materials that can be cleaned and sanitized, or disinfected easily.
3	35.7 Linens in the isolation area were not changed after each use by an ill child. <b>CCF Handbook, Section 6.1.1, C</b>
3	35.8 In the isolation area, used linens and/or disposable items were not kept in a closed container until cleaned or thrown away. <b>CCF Handbook, Section 6.1.1, C &amp; D</b>
2	35.9 A child placed in the isolation area was not within sight and hearing of child care personnel. <b>CCF Handbook, Section 6.1.1, E</b>
2	35.10 The facility failed to report a suspected communicable disease outbreak for two or more children or adults within 72 hours to the local county health department and failed to follow directions given. <b>CCF Handbook, Section 6.1.2, B</b>
3	35.11 The facility did not have a written exposure plan regarding safety precautions for exposure to blood and potentially infectious fluids. <b>CCF Handbook, Section 6</b>
3	35.12 The facility does not have documentation for all child care personnel on required annual refresher education of the facility's exposure plan. <b>CCF Handbook, Section 6</b>



<b>36. CPR Requirements CCF Handbook, Section 4.2.4</b>	
2	36.1 The facility did not have at least one child care personnel with current and valid pediatric cardiopulmonary resuscitation certification present during all hours of operation. <b>CCF Handbook, Section 4.2.4, A</b>
3	36.2 Documentation of pediatric cardiopulmonary resuscitation certification was not on file for child care personnel. <b>CCF Handbook Section 4.2.4, A</b>
2	36.3 The facility had an inadequate number of child care personnel appropriately trained in CPR to maintain coverage both on-site and on field trips. <b>CCF Handbook, Section 4.2.4, B</b>
2	36.4 The online CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual. <b>CCF Handbook, Section 4.2.4, E</b>
3	36.5 The facility did not have at least one child care personnel who had current pediatric cardiopulmonary resuscitation (CPR) certification in each classroom/room/designated space, or outdoor area occupied by children. <b>CCF Handbook, Section 4.2.4, A</b>

<b>37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2</b>	
2	37.1 The facility did not have at least one child care personnel with current and valid certificate of course completion for first aid training present at all times that children are in care. <b>CCF Handbook, Section 4.2.4, A</b>
2	37.2 The facility did not have an adequate number of child care personnel appropriately trained in first aid to maintain coverage both on-site and on field trips. <b>CCF Handbook, Section 4.2.4, B</b>
2	37.3 The facility did not have a first aid kit accessible to child care personnel on the premises at all times. <b>CCF Handbook, Section 6.2, A</b>
2	37.4 First aid kit did not accompany child care personnel on a field trip, on an activity away from the facility, or while transporting children. <b>CCF Handbook, Section 6.2, B</b>
3	37.5 The facility's first aid kit was within reach of children. <b>CCF Handbook, Section 6.2, A</b>
3	37.6 The facility's first aid kit was missing the following items: [add items as a drop down]. <b>CCF Handbook, Section 6.2, C</b> 37.6.1 Soap and hand sanitizer 37.6.2 Adhesive bandages 37.6.3 Disposable, non-porous gloves 37.6.4 Cotton balls or applicators 37.6.5 Sterile gauze pads or rolls 37.6.6 Adhesive tape 37.6.7 Digital thermometer 37.6.8 Tweezers 37.6.9 Pre-moistened wipes 37.6.10 Scissors 37.6.11 Bottled water 37.6.12 A current resource guide on first aid and CPR procedures

3	37.7 Documentation of first aid training was not on file for child care personnel. <b>CCF Handbook, Section 4.2.4, A</b>
3	37.8 The facility did not have at least one child care personnel who had current first aid training in each classroom/room/designated space, or outdoor area occupied by children. <b>CCF Handbook, Section 4.2.4, A</b>

### **38. Emergency Telephone Numbers CCF Handbook, Section 6.3**

3	38.1 The facility's posted emergency information did not include the following: [ ]. <b>CCF Handbook, Section 6.3, A</b> 38.1.1 emergency services/911 38.1.2 ambulance phone number 38.1.3 fire department phone number 38.1.4 police phone number 38.1.5 Poison Control Center phone number 38.1.6 Florida Abuse Hotline 38.1.7 County Public Health Unit phone number 38.1.8 the facility's address, 38.1.9 directions to the facility; including major intersections and local landmarks.
3	38.2 Emergency information was not posted on or near all telephones in the facility. <b>CCF Handbook, Section 6.3 A</b>

### **39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4**

2	39.1 Child care personnel failed to immediately contact emergency services and the child's custodial parents or legal guardians in the event of a serious illness, accident, injury or emergency to their child. <b>CCF Handbook, Section 6.3, B &amp; C and 2.5.3, E</b>
2	39.2 Child care personnel failed to follow the instructions from the child's custodial parents or legal guardians, in the case of a serious illness, accident, injury or emergency to their child. <b>CCF Handbook, Section 6.3, C</b>
3	39.3 Child care personnel failed to document an accident or incident on the day that it occurred. <b>CCF Handbook, Section 6.4, A</b>
3	39.4 Child care personnel failed to share the accident/incident form with the custodial parent/ legal guardian or the individual authorized to pick up child on the day that the incident occurred. <b>CCF Handbook, Section 6.4, B &amp; D</b>
3	39.5 Documentation of an accident or incident was insufficient in that it did not include the [ ]. <b>CCF Handbook, Section 6.4, C</b>
3	39.6 Documentation of an accident or incident was not maintained by the facility for a minimum of one year. <b>CCF Handbook, Section 6.4, D</b>
2	39.7 The facility failed to report a serious injury or death to the licensing authority. <b>CCF Handbook, Section 6.4, E</b>

### **40. Medication CCF Handbook, Section 6.5**

2	40.1 A prescription or non-prescription medication, specifically [ ], was dispensed without written authorization from the custodial parent or legal guardian. <b>CCF Handbook, Section 6.5, A and K</b>
3	40.2 The facility was notified of allergies to medication or special restrictions and there was no written documentation in the child's file. <b>CCF Handbook, Section 6.5, B</b>
2	40.3 The facility was notified of allergies to medication or special restrictions and the information was neither shared with child care personnel nor posted with the stored medication. <b>CCF Handbook Section 6.5, B</b>
3	40.4 A medication, [ ], brought to the center for administration, was not in its original container. <b>CCF Handbook, Section 6.5, C</b>
3	40.5 The label on the prescription medication did not have the required information in that it did not include [ ]. <b>CCF Handbook, Section 6.5, C</b>
2	40.6 Written directions on the prescription label, the manufacturer's label or from the child's doctor for dispensing prescription or non-prescription medication were not followed in that [ ]. <b>CCF Handbook, Section 6.5, C</b>
2	40.7 Prescription or nonprescription medication provided for a child was not dispensed when needed in that [ ]. <b>CCF Handbook, Section 6.5, A</b>
1	40.8 Written directions on the prescription label were not followed in that [ ] or a child was given the wrong medication, which posed an imminent threat and could or did result in death or serious harm to the health, safety, or well- being. <b>CCF Handbook, Section 6.5, C</b>
3	40.9 The facility did not obtain written authorization prior to administering emergency non-prescription medication. <b>CCF Handbook, Section 6.5, D and K</b>
2	40.10 In an emergency, a non-prescription medication, specifically [ ], was dispensed and the custodial parent or legal guardian was not notified on the day it occurred. <b>CCF Handbook, Section 6.5, E</b>
3	40.11 The facility did not maintain a record for each child who received medication while in care. <b>CCF Handbook, Section 6.5, F</b>
3	40.12 The facility's record for a child receiving medication was incomplete in that it did not include [ ]. <b>CCF Handbook, Section 6.5, F</b>
3	40.13 A record of medication dispensed was not retained for at least 12 months after the last dosage was given. <b>CCF Handbook, Section 6.5, F</b>
3	40.14 All medication did not have child resistant caps, if applicable. <b>CCF Handbook, Section 6.5, G</b>
2	40.15 Medication was not stored in either a locked area or inaccessible and out of a child's reach. <b>CCF Handbook, Section 6.5, G</b>
3	40.16 Medication stored in the food preparation area was not stored in a manner to prevent contamination of food, food contact surfaces, or medication. <b>CCF Handbook, Section 6.5, G</b>
3	40.17 Medication which had expired or is no longer being administered was not discarded or returned to the custodial parent or legal guardian. <b>CCF Handbook, Section 6.5, H</b>

3	40.18 Child care personnel administering medication did not have documentation of education on proper administration procedures. <b>CCF Handbook, Section 6.5, I</b>
2	40.19 Child care personnel did not ensure sun safety. <b>CCF Handbook, Section 6.5, J</b>
2	40.20 Parental permission was not obtained prior to administering: <b>CCF Handbook, Section 6.5, J and K</b> 40.20.1 sunscreen 40.20.2 insect repellent 40.20.3 diaper cream
2	40.21 A child was given the wrong medication in that [ ]. <b>CCF Handbook, Section 6.5, A</b>
3	40.22 Additional documentation describing the symptoms that would require the prescription and/or non-prescription medication used on an “as needed” basis to be administered was not on file. <b>CCF Handbook, Section 6.5, A and 2.5.3, C &amp; D</b>

## Record Keeping

<b>41. Immunization Records CCF Handbook, Section 7.1</b>	
3	41.1 Child(ren) did not have a Florida Certification of Immunization (DH Form 680) or a Religious Exemption from Immunization (DH Form 681), on file within 30 days of enrollment. <b>CCF Handbook, Section 7.1, B</b>
3	41.2 The Florida Certificate of immunization was not acceptable in that [ ] <b>CCF Handbook, Section 7.1</b> 41.2.1. The form was not current (expired). 41.2.2. An applicable part of the record was not complete. 41.2.3. It did not include the signature of the physician. 41.2.4. It did not include the date the form was issued by the physician.
3	41.3 The facility does not have a general statement in the parent handbook/policies to inform parents at the time of enrollment that some children in care may not have current immunizations. <b>CCF Handbook, Section 7.1, B</b>

<b>42. Student Health and Records CCF Handbook, Section 7.2</b>	
3	42.1 Child(ren) did not have a Student Health Examination/DH (Form 3040), or an equivalent health statement on file within 30 days of enrollment. <b>CCF Handbook, Section 7.2, C</b>
3	42.2 The Student Health Examination or equivalent health statement was not acceptable in that [ ]. <b>CCF Handbook, Section 7.2</b> 42.2.1. It was not current (over two years old). 42.2.2. It did not indicate the results of all components included in DH Form 3040. 42.2.3. The exam was completed by a person without statutory authority to perform health exams. 42.2.4. The health statement was completed by an unauthorized professional.

<b>43. Enrollment Information CCF Handbook, Section 7.3 &amp; s. 402.3054(2), F.S.</b>
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3	43.1 Child records or copies of records were not being maintained at the facility and available for review by the licensing authority. <b>CCF Handbook, Section 7.3, A</b>
3	43.2 The facility did not have a fully-completed enrollment form (CF-FSP Form 5219) or equivalent form for the child(ren) in care. <b>CCF Handbook, Section 7.3</b>
3	43.3 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the facility had provided the department's Know Your Child Care Facility brochure was not on file for the child(ren). <b>CCF Handbook, Section 7.3, C.1.</b>
3	43.4 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the facility had provided their written disciplinary and expulsion policies was not on file for the child(ren). <b>CCF Handbook, Section 7.3, C.2. and Section 2.8, C</b>
3	43.5 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the facility had provided their food and nutrition policies that included language on food safety and food allergens was not on file for the child(ren). <b>CCF Handbook, Section 7.3, C.3.</b>
3	43.6 The facility did not maintain documentation that the parent(s) or legal guardian(s) of each child were provided information detailing the causes, symptoms, and transmission of the influenza virus annually during the months of August through September in that [ ]. <b>CCF Handbook, Section 7.3, C.4.</b>
3	43.7 The facility did not have written consent from the custodial parent(s) or legal guardian(s) before a child participated in activities conducted by the child enrichment service provider. <b>s.402.3054(2), F.S.</b>
3	43.8 A child who has or is at an increased risk for a chronic physical, developmental, behavioral or emotional condition and require additional services did not have a current emergency care plan included in their file. <b>CCF Handbook, Section 7.2, G</b>
3	43.9 The name, address and phone number of persons authorized to retrieve the child was not included in the enrollment information. <b>CCF Handbook, Section 7.3, B</b>
3	43.10 The facility did not maintain documentation that the parent(s) or legal guardian(s) of each child were provided information regarding the potential for distracted adults to fail to drop off a child and leave them in the car annually during the months of April and September in that [ ]. <b>CCF Handbook, Section 7.3, C.5.</b>

<b>44. Personnel Records CCF Handbook, Section 7.4</b>	
3	44.1 Personnel records or copies of records were not being maintained at the facility and available for review by the licensing authority. <b>CCF Handbook, Section 7.4</b>
3	44.2 Child care personnel did not have an employment application on file. <b>CCF Handbook, Section 7.4, A</b>

3	44.3 The child care personnel record did not include a signed statement regarding any work in a center that had been subject to negative licensing action or the subject of disciplinary action while employed. <b>s.402.3055(1)(b), F.S. and Section 7.4, A</b>
3	44.4 The personnel/ volunteer (ten hours or more per month) record did not include a CF-FSP 5337 Child Abuse and Neglect Reporting Requirements form signed annually. <b>CCF Handbook, Section 7.4, C</b>
3	44.5 A Volunteer Acknowledgement (Form CF-FSP 5217) was not on file prior to volunteering. <b>CCF Handbook, Section 7.4, F</b>
3	44.6 The facility failed to maintain written documentation for the number of hours a volunteer worked. <b>CCF Handbook, Section 7.4, F</b>

<b>45. Background Screening Documents CCF Handbook, Section 7.4.1</b>	
3	45.1 A complete CF-FSP Form 5131, Background Screening and Personnel File Requirements, was not on file for all employees. <b>CCF Handbook, Section 7.4.1, A</b>
2	45.2 Documentation of Level 2 Clearinghouse screening clearance was missing for child care personnel. <b>CCF Handbook, Section 7.4.1, C</b>
1	45.3 The personnel record for the individual indicated the person had been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense noted in Section 435.04, Florida Statute, which disqualifies the person from employment and the owner/operator failed to take appropriate action in that [ ]. <b>s 435.04 F.S.</b>
3	45.4 An employment history verification was not documented and on file. <b>CCF Handbook, Section 5.1, D</b>
3	45.5 Employment history check did not include all required information including applicants, job title, description of regular duties, confirmation of employment dates, and level of job performance. <b>CCF Handbook, Section 5.1, D</b>
3	45.6 The Child Care Attestation of Good Moral Character was not completed at the time of initial screening or upon change in employers. <b>CCF Handbook, Section 7.4.1, B</b>
2	45.7 Background screening was not completed: <b>CCF Handbook, Section 5.2</b> 45.7.1. every five years after the initial screening. 45.7.2. after a 90-day break in service.
2	45.8 The child enrichment provider was missing level 2 screening or did not met the screening requirements prior to providing services. <b>s.402.3054(3), F.S.</b>
3	45.9 The facility failed to maintain a current Employee/Contractor Roster for all child care personnel in the Clearinghouse. <b>CCF Handbook, Section 5.1, K</b>
3	45.10 The facility failed to maintain a copy of the DCF email informing of the individual's eligibility for a provisional hire in the child care personnel file. <b>CCF Handbook, Section 7.4.1, C</b>

3	45.11 Child care personnel's Level 2 documentation was incomplete in that [ ]. <b>CCF Handbook, Section 7.4.1, D, E, and F</b> 45.11.1 A copy of the DCF letter/email acknowledging search of the child abuse and neglect registry for individuals screened July 1 – December 15, 2016 is missing. 45.11.2. A copy of out-of-state child abuse and neglect registry search is missing. 45.11.3. A copy of out-of-state sexual offender/predator registry search is missing.
2	45.12 A facility that is located in or adjacent to the home of the operator failed to maintain [ ]. <b>CCF Handbook, Section 5.1, M and 7.4.1</b> 45.12.1. Juvenile Records Check for household members aged 12 to 17 years. 45.12.2. Background screening documentation for adult household members.

<b>46. Daily Attendance CCF Handbook, Section 7.5</b>	
3	46.1 There were no daily attendance records or they were unavailable for review by the licensing authority. <b>CCF Handbook, Section 7, B.4</b>
3	46.2 Attendance records did not include the time of each child's arrival and departure. <b>CCF Handbook, Section 7.5</b>
3	46.3 Child care personnel failed to ensure arrival and departure times were complete and accurate at the time of arrival or departure. <b>CCF Handbook, Section 7.5, B</b>
3	46.4 The facility did not maintain attendance records for the past 12 months. <b>CCF Handbook, Section 7.5, D</b>
2	46.5 The facility did not have documentation of prior notice of a child's absence and failed to contact the custodial parent(s)/ legal guardian(s) to notify of their child's absence. <b>CCF Handbook, Section 7.5, C</b>
3	46.6 The facility did not document attempts to contact parent/guardian/emergency contacts of an absent child. <b>CCF Handbook, Section 7.5, C</b>
3	46.7 The attendance roster did not accompany the group of children in that [ ]. <b>CCF Handbook, Section 7.5, A</b>

## Enforcement

<b>47. Access/Child Safety CCF Handbook, Section 8</b>	
2	47.1 Child care personnel inappropriately interacted with children in care in a manner that was aggressive, demeaning or intimidating in nature. <b>CCF Handbook, Section 8.2, C</b>
1	47.2 The owner, operator, employee or substitute, while caring for children, committed an act or omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes or Chapter 827, Florida Statutes. <b>CCF Handbook, Section 8.2, A</b>
1	47.3 As a mandated reporter, the owner, operator, employee, volunteer or substitute failed to report suspected child abuse or neglect as required in section 39.201, Florida Statutes. <b>CCF Handbook, Section 8.2, B</b>

2	47.4 The facility did not provide the parent(s) or legal guardian(s) access, in person or by telephone, to the child care facility during the hours of operation. <b>CCF Handbook, Section 8.1, A</b>
2	47.5 The owner, operator, employee or substitute failed to grant the licensing authority access to the child care facility, or any portion thereof, during the hours of operation. <b>s. 402.311, F.S.</b>
3	47.6 The owner, operator, employee or substitute failed to grant the licensing authority access to facility records. <b>s. 402.311, F.S.</b>
1	47.7 Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the child care facility to a parent/guardian, licensing authority, or law enforcement that could or did result in the death or serious harm to the health safety or wellbeing of a child. <b>s. 402.319(1)(f), F.S.</b>
2	47.8 Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the child care facility to a parent/guardian, licensing authority, or law enforcement. <b>s. 402.319(1)(f), F.S.</b>
2	47.9 Facility personnel interfered with or prevented the licensing authority from copying of facility records, photographing or recording a location/activity on the premises. <b>CCF Handbook, Section 8.1, B</b>
1	47.10 Facility denied the licensing authority access to the child care facility, personnel and/or records during the hours of operation. <b>s.402.311, F.S.</b>