



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 is also an important factor 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:

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

Additional child care programs types that require licensure, pursuant to Florida Statutes:

- DROP-IN
- INDOOR RECREATIONAL
- MILDLY ILL CHILD CARE FACILITY

Child care programs that may qualify for an exemption from licensure, pursuant to Florida Statutes (F.S.) and Florida Administrative Code (F.A.C.):

- REGISTERED FAMILY DAY CARE HOME
- RELIGIOUS EXEMPT PROGRAM
- PUBLIC AND NON-PUBLIC SCHOOL PROGRAMS
- SCHOOL-AGE ONLY PROGRAMS
 - PROGRAMS ON SCHOOL SITES
 - INSTRUCTIONAL/TUTORIAL PROGRAMS
 - OPEN ACCESS PROGRAMS
 - NATIONAL MEMBERSHIP PROGRAMS
 - 6TH GRADE AND ABOVE PROGRAMS

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.

See [Child Care Fact Sheet](#) for more information on what is required to operate a Child Care Facility.



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 which has at least two full-time child care personnel on the premises. The provider receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit.

See [Large Family Child Care Home Fact Sheet](#) for more information on what is required to operate a Large Family Child Care Home.

LICENSED FAMILY DAY CARE HOME

A Licensed Family Day Care Home is an occupied resident 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.

See [Licensed Family Day Care Home Fact Sheet](#) for more information on what is required to operate a Licensed Family Day Care Home.

DROP-IN

Child care provided occasionally in a child care facility in a shopping mall or business establishment where a child is in care for no more than a four-hour period, and the parent remains on the premises of the shopping mall or business establishment at all times.

INDOOR RECREATIONAL FACILITY

An indoor commercial facility which is established for the primary purpose of entertaining children in a planned fitness environment through equipment, games, and activities, in conjunction with food service and provides care for a child no more than four hours on any one day.

MILDLY ILL CHILD CARE FACILITY

A child care facility that provides child care for more than five mildly ill children unrelated to the operator, and receives a payment, fee, or grant for any of the children receiving care. Specialized child care facilities may provide care for mildly ill children in a facility specialized for this purpose or as a component of other child care services offered in a distinct and separate part of a regularly licensed child care facility.



REGISTERED FAMILY DAY CARE HOME

A Registered Family Day Care Home is an alternative to licensure for family day care home providers. Registered family day care homes are required to be annually registered with the state as part of the application process, unless licensure is required under a specific county ordinance or resolution. Registered family day care homes are not inspected by the Department unless a complaint is reported regarding background screening or ratio, or the program is contracted to offer School Readiness.

See [Thinking About Becoming A Registered Family Day Care Home Provider](#) for more information on what is required to become a registered home.

RELIGIOUS EXEMPT PROGRAM

A Religious Exempt Program is a licensed exempt child care provider affiliated with an accrediting program that meets statutory requirements. Religious exempt providers are not inspected by the Department unless the program is Gold Seal accredited or offer School Readiness services. To be recognized and exempt from licensure, the program must apply through the Department and provide required information annually as part of the application process.

See Religious [Exempt Provider Requirements](#) for more information on what is required to become a religious exempt provider.

PUBLIC SCHOOLS (s.402.3025(1), F.S.)

School day programs not deemed to be child care for children who are at least three years of age, but who are under five years of age, provided the programs are operated and staffed directly by the schools and provided the programs meet age-appropriate standards as adopted by the State Board of Education.

NONPUBLIC SCHOOLS (s.402.3025(2), F.S.)

School day programs for children who are at least three years of age, but under five years of age, not deemed to be child care, provided the programs in the schools are operated and staffed directly by the schools, and provided there is compliance with the screening requirements for personnel pursuant to s. 402.305, F.S.

SCHOOL-AGE ONLY PROGRAMS

A school-age child care program may not be required to be licensed as long as the program complies with the minimum background screening requirements provided in sections 402.305 and 402.3055, F.S., and if the program demonstrates the conditions of one of the following criteria area is being met:

- PROGRAMS ON SCHOOL SITES



- The program is operated and staffed directly by that school, serves only school-age children that attend the school during the school day, and follows standards set forth by the Florida Building Code State Requirements for Public Educational Facilities.
- **INSTRUCTIONAL/TUTORIAL PROGRAMS**
 - The program has a single instructional/tutorial purpose and that purpose is the only service that the program provides, (i.e. tutoring, ballet, karate, etc.) The program cannot provide any service beyond the instructional and tutorial/academic activity.
- **OPEN ACCESS PROGRAMS**
 - The program does not advertise or otherwise represent that the program is an afterschool child care program or that the program offers supervision, allows children to enter and leave the premises without permission, and operates for less than four hours per day, (i.e. a community center that allows access to the neighborhood children).
- **NATIONAL MEMBERSHIP PROGRAMS**
 - The program has an affiliation with a national membership non-profit or not-for-profit organization that certifies membership organizations. The purpose of the program is to provide activities that contribute to the development of good character or good sportsmanship, the education, or cultural development of minors in this state.
- **6th GRADE OR ABOVE PROGRAMS**
 - The program provides child care exclusively for children in grades six and above.

TYPES AND FREQUENCY OF INSPECTIONS

The Office of Child Care Regulation is responsible for the statewide monitoring of programs that provide services that meet the statutory definition of “child care.” 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.

There are eight types of inspections conducted by the Department of Children and Families:

- INITIAL/NEW HOME INSPECTIONS
- ROUTINE INSPECTIONS
- ABBREVIATED INSPECTIONS
- RE-INSPECTIONS



- RENEWAL INSPECTIONS
- COMPLAINT INSPECTIONS
- GOLD SEAL 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 three times during the licensure year (or approximately every four months). Licensed family and large family day care homes are inspected TWO times a year. Registered homes, religious exempt providers, public and non-public schools are not subject to annual inspections unless they are Gold Seal designated or contracted to offer School Readiness.

INITIAL/NEW HOME INSPECTION

The initial or new home inspection is an on-site visit that takes place prior to licensure. Unlike other types of inspections, the initial or new home inspection is conducted by appointment at the convenience of all parties involved. Compliances 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 include an initial inspection and several re- inspections.

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.

ABBREVIATED INSPECTION

An abbreviated inspection is conducted in lieu of a routine inspection when a facility achieves “abbreviated inspection” status. In order to reach abbreviated status, a provider must not have any Class I or Class II violations for two years. Like a routine inspection, an abbreviated inspection is an on-site unannounced routine visit. The abbreviated inspection is a condensed inspection where 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 violation, they immediately lose their abbreviated inspection status.

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 non-compliant during the previous inspection, unless additional non-compliant items are observed during the re-inspection. When this occurs, the licensing counselor may either add just the items that are non-compliant or may conduct a full routine inspection if needed.

RENEWAL INSPECTION



Prior to the submission of the renewal packet for approval, the licensing counselor must complete a full on-site renewal inspection. A renewal inspection includes a file review of all personnel and children's files. The renewal inspection should be scheduled in sufficient time to allow for corrective action and re-inspection prior to the license expiration date.

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.

GOLD SEAL INSPECTION

The Gold Seal Quality Care program acknowledges individual child care facilities and family day care homes that are accredited by a nationally recognized agency and who provide quality child care and supervision. Prior to receiving a Gold Seal Quality Care designation, the provider's inspection history is reviewed by the Children's Forum to ensure the provider has not had any Class 1 violations or three or more Class 2 violations within the 2 years preceding their application.

In addition, to maintain a Gold Seal Quality Care designation, a provider may not commit any Class 1 or three or more Class 2 violations within a two-year period, as these violations are grounds for termination of the Gold Seal Quality Care designation.

All Gold Seal Quality Care programs will be inspected three times a year, this includes religious exempt, public and non-public schools. A Gold Seal inspection is an on-site unannounced inspection during which compliance with all applicable items on the standard classification summary is verified.

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 are conducted by the Department of Children and Families, Office of Child Care Regulation 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, in which case a re-inspection will be conducted, and the local Early Learning Coalition is notified.

NON-COMPLIANCE & CLASSIFICATION OF VIOLATIONS

During an inspection if an item on the standard classification summary is found to be out of compliance the counselor 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 or 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. Due to their severity, some violations 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 (see below).



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, non-compliance, 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 counselor 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.

	<p>Name: TEST PROVIDER ID Number: C02LE0020 Address: 1317 Winewood Blvd -6570 City: Tallahassee State: FL Zip Code: 32399-6570 Phone Number: (111) 111-1111 Capacity: 50 Owner/Director/Staff Responsible: test</p> <p>Inspection Information Type: Routine Date: 07/15/2016 Arrival/Departure Time: 04:15 PM to 05:15 PM Staff Present: 0 Children Present: 0</p>
GENERAL REQUIREMENTS	
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
<p><u>Non-Compliance Description</u> 03-01 The staff person in charge in the operator's absence did not meet the minimum age requirement.</p> <p><u>Comments</u></p> <p><u>Due Date</u> 07/15/2016 <u>Violation Level</u> Class 3 - Technical Support</p>	
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 web page at www.myffamilies.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.