

# Child Care Facility Rules and Regulations



## RNRF

# Icons



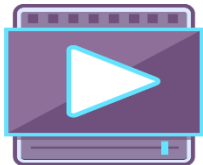
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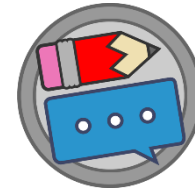
Activity



Key Point



Video



Practice and  
Feedback



Online  
Resource



Role-Playing  
Scenario



Reflect,  
Think, Act



Workplace  
Connection

# **Child Care Facility Rules and Regulations**

## **Module 1: The Regulation of Child Care Facilities**

# Module Goal and Learning Objectives

## Module Goal

- Participants will understand the role of regulation in protecting the health and safety of children in out-of-home care.

## Learning Objectives

After successfully completing this module, you will be able to:

- Define the roles and responsibilities of a child care professional
- Describe different types of child care programs
- Identify the key agencies and resources available to child care professionals
- Recognize how the Florida Statutes, Florida Administrative Code, and the Handbook align to protect the health and safety of children in child care programs

# Purpose



The screenshot shows the Florida Department of Children and Families website. At the top left is the logo with the text "FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES" and "MYFLFAMILIES.COM". To the right is a Google Custom Search box. Below the header is a navigation menu with links for Home, Services, General Information, About Us, News & Events, and Contact Us. Social media icons for Facebook, Twitter, YouTube, and LinkedIn are also present. The main content area is divided into three columns. The left column has a section titled "Essential Links" with a list of links including Child Care Home, For Families, For Child Care Providers And Staff, Training & Credentialing, Training and Registry Login, Background Screening, Other Programs and Services, News and Announcements, Recall Notifications, Laws & Requirements, and DCF Admin Login. The middle column has a section titled "Laws and Requirements" with a paragraph of text and a sub-section titled "Florida Statutes" with a list of links. The right column has a sub-section titled "Florida Administrative Code" with a list of links. Below the "Laws and Requirements" section is a section titled "Licensing Handbooks" with a list of links. At the bottom of the screenshot is a section titled "Events" with the text "No events scheduled." and a note about Adobe Reader software. A small Adobe Reader logo is also visible.

**Essential Links**

- [Child Care Home »](#)
- ▶ [For Families »](#)
- ▶ [For Child Care Providers And Staff »](#)
- [Training & Credentialing »](#)
- [Training and Registry Login »](#)
- [Background Screening »](#)
- [Other Programs and Services »](#)
- [News and Announcements »](#)
- [Recall Notifications »](#)
- [Laws & Requirements »](#)
- [DCF Admin Login »](#)

**Events**

No events scheduled.

Some files on this page may require free Adobe Reader. Download this software by clicking the link below



**Laws and Requirements**

The following provides detailed information on the laws and requirements that governs the operation of child care facilities and homes within the State of Florida. Referenced are the Florida Statutes Sections 402.26 - 402.319 and the Florida Administrative Codes, Chapters 65C-20, 65C-22 and 65C-25.

**Florida Statutes**

- [Child Care Statutes \(Sections 402.26 - 402.319, F.S.\) »](#)
- [Level 2 Screening Standards \(Section 435.04, F.S.\) »](#)
- [Licensing \(Section 120.60, F.S.\) »](#)

**Florida Administrative Code**

- [Family Day Care/Large Family Child Care Homes \(Chapter 65C-20, F.A.C.\) »](#)
- [Child Care Facility/Center \(Chapter 65C-22, F.A.C.\) »](#)
- [Mildly-Ill Child Care \(Chapter 65C-25, F.A.C.\) »](#)
- [Communicable Disease \(Chapter 64D-3, F.A.C.\) »](#)

**Licensing Handbooks**

- [Facility Handbook »](#)
- [Family Child Care Home Licensing Handbook »](#)
- [School Age Handbook »](#)

**Classification Summaries**

- [Child Care Facility » - Reconciliation of 2012 and 2017 Child Care Facility Standards Classification Summaries »](#)
- [Licensed Family Day Care Home » - Reconciliation of 2009 and 2017 Family Day Care Home Standards Classification Summaries »](#)
- [Large Family Child Care Home » - Reconciliation of 2009 and 2017 Large Family Child Care Home Standards Classification Summaries »](#)

# Key Point



Child care professionals must understand the rules and regulations to protect the health and safety of children in care.

# Legislative Intent

- Protect the health, safety, and well-being of Florida's children through the establishment of minimum standards of care for Florida.
- Office of Child Care Regulation Mission  
“ensure the health, safety, and well-being of the children of the state while in care through licensing and regulatory activities. The purpose of this program is to ensure that children are well cared for in a safe, healthy, positive, and educational environment by trained, qualified child care staff.”

# Rules and Regulations

## Rules and Regulations

**Florida Statutes: 402.26**

**Florida Administrative Code: 65C-22.001(6)**

**Child Care Facility Handbook: 1**

**School-Age Child Care Licensing Handbook: 1**



# Key Point



Child care standards are established to protect the health and safety of children while in out-of-home care.

# How Do Rules and Regulations Fit Together

- Regulation is a law, rule, ordinance, or other order prescribed by authority, especially to regulate conduct
- Florida Law means a bill passed by the Florida Legislature, which includes the House and Senate, and signed by the governor of Florida
- Rules implement, interpret, and/or describe laws found in the Florida Statutes
- An ordinance is a local law enacted by a county or municipality and only applies within the jurisdiction of the particular county or city

# Key Point



The rules and regulations protect the health and safety of children in out-of-home care.



# What Does This Mean?

1. F
2. J
3. A
4. H
5. B
6. I
7. G
8. D
9. E
10. C

# Child Care

Care, protection, and supervision of a child for a period of less than 24 hours a day on a regular basis, which supplements parental care, enrichment, and health supervision for the child, in accordance with his or her individual needs and for which a payment, fee, or grant is made for care.

# Key Point



Child care supplements parental care for a period of less than 24 hours a day on a regular basis.

# School-Age Child Care

Before-school and after-school sites are programs, regardless of location, providing care for children who are at least five years old, and who are enrolled in and attend kindergarten or above.

Provide care only before and after school, on teacher planning days, holidays, and breaks that occur during the school district's official academic calendar year.

# Key Point



School-age child care is a specific program providing care before and after school or during school closures to school-age children exclusively.



# **Specialized Child Care Facilities for the Care of Mildly Ill Children**

care of children with short-term illness or symptoms of illness or disability.

Care is provided either as an exclusive service in a center specialized for this purpose or as a component of other child care services offered in a distinct part of a regularly licensed child care facility,  
for a period of less than 24 hours per day.

# Key Point



The Legislature created standards for specialized child care programs that take care of children who are mildly ill.

# Drop-In Child Care

- Families occasionally leave their child for no more than four hours
- But remain on the premises, such as child care at a shopping mall.
- Must be licensed
- Meet all requirements for a child care facility

# Key Point



Drop-in child care is a licensed program providing care for children while families are on the premises.

# Evening Child Care

- Care provided during the evening hours, which are defined as 6:00 p.m. To 7:00 a.m.
- Personnel must remain awake at all times
- If a program only provides evening child care, they are not required
  - To provide outdoor space.
  - Program director does not require to have a director credential,
  - Nor do staff need to have staff credentials.

# Key Point



Evening child care begins at 6:00 p.m. and ends at 7:00 a.m.

# Access

- Program must allow parents, guardians, and the licensing authority access to the program.

# Key Point



Child care programs must provide access to families and licensing authority during operational hours.



# Programs Exempt from Licensure

- Public and Non-Public Schools—School Day
- Programs for Children Grades Six and Above
- School-Age Programs That Meet Certain Criteria
- Instructional/Tutorial Programs
- Open Access Programs
- National Membership Organizations That Meet Certain Criteria
- Summer Day Camps and 24-hour Camps
- Vacation Bible Schools
- Transient Establishments (hotels, resorts, and similar establishments)
- Non-Custodial In Home Care
- Religious Exemption Pursuant To s. 402.316, F.S.

# Key Point



Some programs for children are considered exempt from licensure by the Florida Statutes and Florida Administrative Code.

# Public and Non-Public Schools—School Day

- Operated and staffed directly by the school and that meet age-appropriate standards as adopted by the State Board of Education

## **Programs for Children Grades Six and Above**

- Provide child care exclusively for children in grades six and above.

# School-Age Programs That Meet Certain Criteria

Located on a public or non-public school site,  
is operated directly by that school, and  
serves only school-age children who attend the school during  
the day.

- The program may provide services during any out-of-school times, including before school, after school, on teacher planning days, holidays, and intercessions that occur during the school district's academic calendar year.
- They must follow standards set by the Florida Building Code State Requirements for Public Educational Facilities.

# Key Point



In general, after-school programs at a public or non-public school site do not require licensure if they meet certain criteria.

# Instructional/Tutorial Programs

- Have a single instructional/tutorial purpose
- Is the only service they provide
- Cannot cater, serve, or prepare meals
- Instructional/tutorial session may not exceed two hours for one session or three hours for a session with multiple academic areas

# Key Point



Instructional and tutorial programs cannot be designated as Gold Seal and cannot contract to deliver a School Readiness program.

# Open Access Programs

- Operate for less than four hours per day,
- Including any out-of-school times, such as before school, after school, on teacher planning days, holidays, and intercessions that occur during the school district's official academic calendar year
- Do not
  - Assume responsibility for supervision
  - Provide transportation for field trips
  - Serve or prepare any meals



# Key Point



Open access programs operate for less than four hours per day and do not provide any type of supervision, with children freely entering and leaving at any time without permission, prior arrangements, or supervision.

# National Membership Organizations That Meet Certain Criteria

- Recognized in at least ten states,
- Which are created for the purpose of providing activities that contribute to the development of good character/good sportsmanship
- Must comply with the association's purposes and procedures;
- Meet minimum standards; and
- Be in good standing for all of their before school, after school, and out-of-school programs

# Key Point



Nonprofit membership organizations that are associated with national organizations must submit an annual attestation to the Department and comply with background screening requirements.

# Summer Day Camps and 24-Hour Camps

- Recreational, educational, and other enrichment programs operated during summer vacations for children who are five years of age or older on or before September 1.
- Not inspected or regulated by the department,
- Are required to have **all** personnel screened through the background screening clearinghouse with a level 2 background screening and a signed child care attestation of good moral character

# Key Point



Summer camps are exempt from licensure.

# Other Exempt Child Care Programs

- Vacation Bible Schools
- Transient Programs
- Club/Recreational Facility
- Non-Custodial In-Home Care



# What Programs Are Exempt?

- A. Public and non-public schools
- C. Membership organization programs
- D. Summer day and 24-hour camps
- F. Vacation Bible School programs
- G. Hotels and resorts

# Religious Exemption

- Considered an “integral” part of a church or parochial school
- A child care program must submit a notarized statement from the pastor of the church that describes how the program is integral to the church/parochial school



# Key Point



A faith-based child care program that is an integral part of a church or parochial school may qualify for religious exemption from licensure.

# Religious Exempt Accreditation

- Faith-based child care programs must be accredited by or members of organizations that have adopted and published accrediting standards for health, safety, and sanitation and
- Require their child care programs to comply with these and local standards.
- Must be required to meet the requirements in ss. 402.305 and 402.3055, F.S., Relating to background screening.

# Faith-Based Voluntary and Mandatory Licensure

- May choose to pursue voluntary licensure
- Once licensed, though, a religious exempt program cannot withdraw from licensure



# What Are the Requirements for Religious Exemption?

- A. Primary activity is related to teaching religious beliefs, doctrines, and rituals of the church
  
- C. Regularly scheduled classes, courses of study, or educational programs are conducted
  
- E. Accreditation by or a member of an organization that requires compliance with health, safety, and sanitation requirements



# Types of Child Care Programs

1. C
2. E
3. D
4. A
5. B

# Gold Seal Quality Care Accrediting Associations

- Recognizes child care facilities, large family child care homes, and family day care homes that have been accredited by an [approved accrediting association](#)
- Program must not have any of the following within the past two years:
  - Class I violations
  - Three or more Class II violations of the same licensing standard
  - Citations for the same Class III violation three or more times and failed to correct the problem within the past year

# Key Point



The Gold Seal Quality Care program recognizes child care programs that have earned accreditation.

# Local Licensing Agencies

- A county whose licensing standards meet or exceed the minimum state standards
- In Florida, the following counties are locally licensed:
  - Broward
  - Hillsborough
  - Palm Beach
  - Pinellas
  - Sarasota



# Other Rules and Regulations That Are Important to Know

## Federal Laws:

- [American with Disabilities Act](#)
- [Individuals with Disabilities Education Act Child Care and Development Fund Reauthorization](#)
- [Crib Requirements – Part 1508 and Part 1509](#)

## State Laws:

- [Safety Belts and Seat Belt Usage](#)
- [School Readiness Program](#)
- [Voluntary Pre-K Program](#)

# Partnering State Agencies

- State Fire Marshal
- Department of Children and Families Background Screening Clearinghouse
- Florida Department of Law Enforcement
- Florida Office of Early Learning
- Florida Department of Health
- Local County Government Agencies

# Key Point



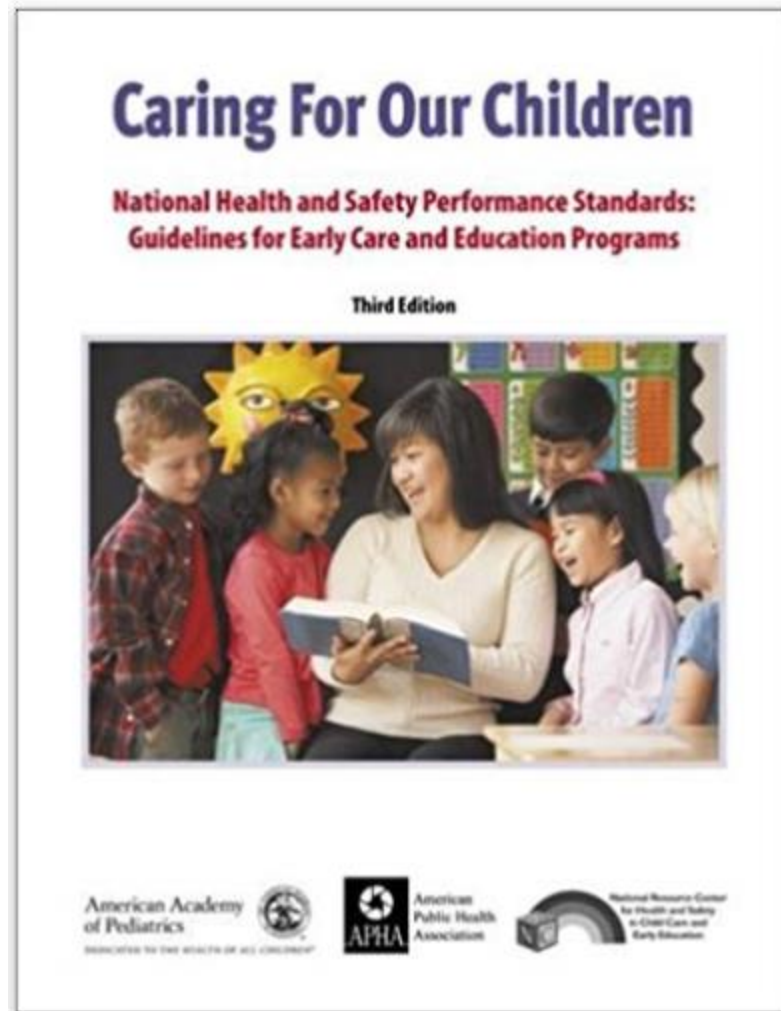
It is important to understand the requirements of all agencies at both the state and local levels.



# Who Does What?

1. C
2. F
3. D
4. A
5. E
6. B

# Caring for Our Children



# Key Point



*Caring for Our Children* is a valuable resource for child care professionals.

# What Is Your Role?

Reflect on the information provided



Think about what your role is in implementing the Florida Statutes, Florida Administrative Code, and the Child Care Facility Handbook

Act by discussing your thoughts with your program director or another early childhood professional.

# Module 1 Summary

You have achieved this module's learning objectives if you can:

- Define the roles and responsibilities of a child care professional
- Describe different types of child care programs
- Identify the key agencies and resources available to child care professionals
- Recognize how the Florida Statutes, Florida Administrative Code, and the Handbook align to protect the health and safety of children in child care programs



# **Child Care Facility Rules and Regulations**

## **Module 2: General Requirements**

# Module Goal and Learning Objective

## Module Goal

- Participants will examine the General Requirements section of the regulations.

## Learning Objective

After successfully completing this module, you will be able to:

- Summarize the General Requirements required for child care programs

# License Application Process and Minimum Age Requirements

- Must have an annual application approved by the Department in order to operate as a child care facility
- May not be used for any business or purpose that is unrelated to providing child care
- Operator of a child care facility must be at least 21 years old

# Key Point



Child care programs must complete an annual application for licensure.

# Issuance of a License

- **Annual (regular):** issued when all requirements are met or corrected timely
- **Provisional status:** issued when the program is not in full compliance due to circumstances beyond control of the program and is not considered a disciplinary sanction; may be issued for a period not to exceed six months and renewed one time for circumstances beyond the control of the applicant
- **Probationary status:** issued when the license is in jeopardy of being revoked or not renewed due to violations of licensing standards (renewal only)

# Key Point



If an initial or renewal application for licensure is approved, one of three statuses of licensure is issued: annual, provisional, or probationary status.

# Licensing Inspections

- Subject to inspections by the Department or local licensing agency during regular business hours to ensure compliance with the standards
- Unannounced inspections are conducted a minimum of three times per year and are conducted additionally to re-inspect noncompliance with the standards or if a complaint is received

# Key Point



Child care programs are subject to inspections to ensure compliance with the standards.



# Enrollment Records

- Obtain enrollment information on the Child Care Application for Enrollment form or an equivalent form for the child's parent or guardian prior to accepting the child into the program
- When a child is enrolled in the child care program, the specific statements must be signed by the parent or guardian to acknowledge they received the information



# Key Point



Enrollment records must be on file and contain critical information about the child to protect their safety.

# Staff-to-Child Ratio

Age of the Children	Maximum Number of Children One (1) Caregiver Can Supervise
Infants (Birth to 1 Year)	4
1-year-old children	6
2-year-old children	11
3-year-old children	15
4-year-old children	20
5-year-old children or older	25
Mixed age groups – includes child(ren) under 1 year of age	4
Mixed age groups – includes child(ren) over 1 year of age but under 2 years of age	6
Mixed age groups – includes child(ren) 2 years of age or older	Ratio of age group of the majority of children in the group

# Key Point



Maintaining staff-to-child ratios protects the safety of the children in care, while providing experiences that strengthen their development.



# How Many?

1. B
2. A
3. C
4. B
5. A
6. D
7. B
8. B
9. B

# Attendance Records

- Maintain accurate attendance records throughout the day to ensure they know which children are in their care at any given time
- Daily attendance of children must be taken and recorded accurately by the child care personnel, documenting the times when each child enters and departs the program
- Daily attendance records must be kept as follows:
  - For a minimum of four months for child care facilities
  - For a minimum of 12 months for school-age programs

# Key Point



Daily attendance records are important to protect the safety of children.

# General Supervision Requirements

- Directly supervise all children in care at all times
- Actively watching and directing children's activities
- Must respond appropriately to each individual child's needs, special interests, abilities, and cultures
- Lighting in the child care environment must be sufficient to allow the children to be seen and supervised



# Key Point



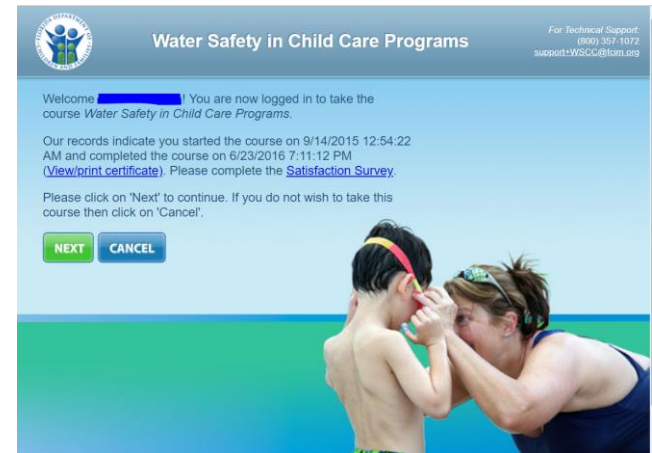
Direct supervision means actively watching children.

# Specific Supervision Requirements

- Outdoor play area
- Naptime
- Evening
- Meal time
- School-age program drop-off/pick-up points Designated location pick up/drop off

# Water Activity Supervision Requirements

- One person with a certified lifeguard certificate or equivalent present
- Constant and active supervision must be maintained when any child is in or near the water
- Caregivers must be within an arm's length providing "touch supervision"



# Transportation Requirements: Driver Requirements

- Must have a valid Florida driver's license with the proper endorsement
- An annual physical examination granting medical approval to drive
- A valid first aid and pediatric CPR certification
- Must have the contact information for the parent or guardian of each child being transported
- Emergency Care Plans, supplies, and medication must be available



# Key Point



When transporting children, the driver must meet specific requirements.

# Transportation Requirements: Transportation Log

- Required to complete a transportation log every time children are transported
- The transportation log must contain the following information:
  - Name of each child
  - Date and time of departure
  - Date and time of arrival
  - Signature of the driver; or child care personnel in charge, if walking
  - Signature of second staff member or authorized personnel



# Key Point



The transportation log is important in accounting for all children departing from and returning to the child care program.



# Transportation Requirements: Vehicle

- Must be inspected annually by a mechanic to ensure it is in proper working order
- Must comply with the insurance requirements found in the Florida Statutes
- Number of individuals being transported may not exceed the manufacturer's designated seating capacity
- Each child being transported must be seated appropriately based on their age

# Key Point



The vehicle(s) used to transport children must be maintained and in good repair.



# Transportation Log

**Transportation Log**

Name of Child Care Facility/Home/Large Family Child Care Home: \_\_\_\_\_

**Driver Instructions:** Before transporting the children, the driver must record the current date, departure location, and departure time, destination, each child's first and last name, and place an "X" in the "In Vehicle" column for each child as the child enters the vehicle. Upon arrival at the destination, the driver must: (1) Record the arrival time, (2) Watch each child exit the vehicle and place an "X" in the "Out of vehicle" column after each child has exited the vehicle, (3) Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and (4) Immediately sign and date the log after the physical inspection and visual sweep, attesting all children have exited the vehicle.

**2nd Staff Member Instructions (Child Care Facilities Only):** Upon arrival at the destination, a 2nd staff member must: (1) Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and (2) Sign and date the log immediately after conducting the physical inspection and visual sweep, attesting all children have exited the vehicle.

Child's Name (First Last)	Date (mm/dd/yy): <u>2/20/18</u>		Date (mm/dd/yy): ___/___/___		Date (mm/dd/yy): ___/___/___		Date (mm/dd/yy): ___/___/___		Date (mm/dd/yy): ___/___/___		Date (mm/dd/yy): ___/___/___	
	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle
Cindy Smith	✓	✓	V		V		V		V		V	
Tommy Jones	✓		I		I		I		I		I	
Michael Johnson	✓	✓	S		S		S		S		S	
Mary Moore		✓	U		U		U		U		U	
John Davis		✓	A		A		A		A		A	
Nancy Martin	✓		L		L		L		L		L	
Elizabeth Garcia		✓	S		S		S		S		S	
Lisa Jackson	✓	✓	W		W		W		W		W	
Matthew Brown	✓	✓	E		E		E		E		E	
			P		P		P		P		P	

By signing below, I attest to the following: (1) I have performed a physical inspection and visual sweep of the entire vehicle from front to back, including all rows, seats and under seats, (2) All children safely exited the vehicle and are accounted for, and (3) No children were left in the vehicle.

Signature of Driver/Date: \_\_\_\_\_ 2/20/18

Signature of 2nd Staff /Date (Facilities only): Jennifer Smith

# Planned Activities

- Must have a written plan of scheduled activities that is followed by the caregivers and posted in a visible location accessible to the families
- Electronic media should be restricted based on age of child
- Developmentally appropriate means being:
  - Age** appropriate
  - Individually** appropriate
  - Socially** and **culturally** appropriate

# Key Point



The activity plan for the classroom is important to ensuring all areas of development are being addressed and parents are aware of what is happening throughout the day.

# Child Enrichment Service Providers

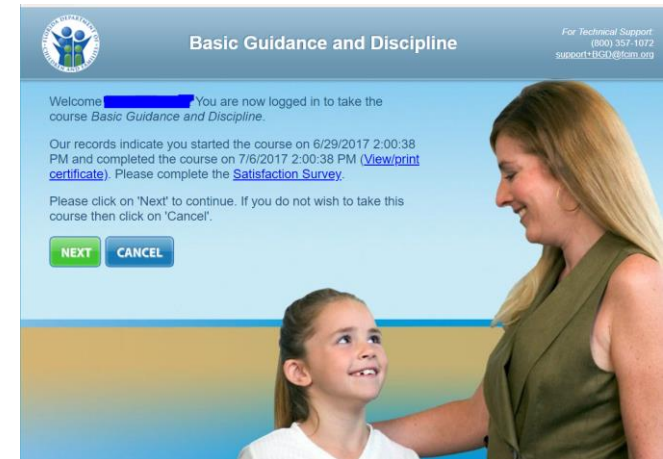
- Provides enrichment activities, such as gymnastics or music instruction, to specific children during a specific time, but is not part of the regular child care program
- Written consent for the child to participate
- Not considered a volunteer or child care personnel
- Not required to be under direct or constant supervision of child care personnel

# Field Trips

- Notify parents or guardians at least two days in advance
  - Include the date, time, and location of the field trip on the notification, which may be posted in the program or sent home individually
- Obtain written permission for the child to participate, which may be a general permission slip to participate in all field trips or specific to each field trip
- Ensure the lead caregiver of the trip has the contact information for each child participating

# Child Discipline

- Written child discipline and expulsion policy outlining how discipline will be handled
- Must be developmentally appropriate and support social-emotional and behavioral health promotion practices
- Prohibited from spanking children or using any form of physical punishment
- Children shall not be subjected to discipline that is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting





# Key Point



Child care personnel must implement the discipline policy to ensure children are not subjected to prohibited practices.

# Child Safety

- Report suspected child abuse and neglect
- Child care personnel must appropriately interact with children to foster a healthy, safe environment that will encourage children's overall development.
- Aggressive, demeaning, or intimidating interactions are strictly prohibited.

# Discipline Policy

Reflect on the information included in the policy.



Think about what you have learned regarding the rules and regulations governing discipline in child care.

Act by suggesting edits to the policy or discussing how the policy accurately reflects the rules and regulations with your director.



# The Inspection

- Mr. Kind is a new director for the program. He is 24 years old and recently earned his Director Credential.
- In reviewing the enrollment records, 57 of the 58 children have an enrollment record, which includes the discipline and expulsion program policies. The one enrollment record that is missing is for a new child who just enrolled last week.



# The Inspection (cont.)

- Each classroom has an attendance record, which has each child signed in and out by the families. The program has attendance records for the past year on file for review.



# The Inspection (cont.)

- The program transports school-age children to and from school. Ms. Brown drives the van each day. Her personnel file includes the following documents: a valid Florida driver's license with proper endorsement, valid first aid and CPR certificates, and the introductory 40-clock-hour training certificates (Parts I and II).

# Module 2 Summary

You have achieved this module's learning objectives if you can:

- Summarize the General Requirements required for child care programs

# **Child Care Facility Rules and Regulations**

## **Module 3: Physical Environment and Health Requirements**



# Module Goal and Learning Objectives

## Module Goal

- Participants will examine the Physical Environment and Health Requirements sections of the standards.

## Learning Objectives

After successfully completing this module, you will be able to:

- Summarize the Physical Environment requirements
- Identify the Health Requirements, including health records

# General Health and Safety Requirements

- Must be clean, in good repair, and free from health and safety hazards
- Inspect the indoor and outdoor play areas daily for health and safety hazards
- Smoking is prohibited within the child care facility
- General cleanup activities may take place while children are present.
- Facilities should meet state or local laws regarding carbon monoxide detectors.

# Key Point



Child care personnel should conduct daily inspections to ensure the indoor and outdoor spaces are clean, in good repair, and free from health and safety hazards.

# Animal Vaccinations and Vermin Control

- Must be free of vermin infestation
- Pest control must not take place in rooms while children are present.
- Animals, they must be
  - properly vaccinated, free from disease, and clean.
  - kept in the classrooms must be caged and the cages must be kept clean

# Harmful Materials

- All potentially harmful items must be labeled and used according to the manufacturer's recommendation.
- Potentially dangerous materials must be stored in a locked area or be inaccessible and out of the reach of children at all times.
- Firearms and weapons are prohibited
- Narcotics, alcohol, or other impairing drugs are prohibited

# Key Point



Harmful materials, such as toxic substances and firearms, must be stored in a locked area or be inaccessible and out of the reach of children at all times.

# Rooms Occupied by Children

- Must have adequate lighting
- Screens are required when windows or doors are open for more than entering or exiting purposes
- An inside temperature of 65°F–82°F must be maintained at all times
- Adequate ventilation must also be maintained

# Licensed Capacity

- Maximum number of children that may be cared for in the program at one time.
- Based on:
  - Indoor usable space
  - Outdoor square footage
  - Sewer/septic capacity
  - Number of toilets and wash bins



# Key Point



The licensed capacity of the child care facility is the number of children that may attend the program at one time, including transportation and field trips.

# Indoor Space

**Total Interior Space – Unusable Space =  
Useable Indoor Floor Space**

**Useable Indoor Floor Space / Square Foot per Child =  
Licensed Capacity**

- Minimum of 35 square feet of usable indoor space for each child.
  - However, if the child care program held a license on October 1, 1992, it is required to have a minimum of 20 square feet of usable indoor space for each child.

# Indoor Space

**Total Interior Space – Unusable Space =  
Useable Indoor Floor Space**

- Interior Space (23 x 25) – Unusable Space (12 square feet + 3 square feet) = 560 square feet per classroom x 4 classrooms = 2,240 square feet useable indoor floor space

**Useable Indoor Floor Space / Square Foot per Child =  
Licensed Capacity**

- 560 useable square feet indoor floor space/35 square feet per child = 16 children licensed capacity per classroom x 4 classrooms = maximum 64 children capacity for the program

# Indoor Space

- Infants are in care must have open indoor floor space for them to crawl
- School-age child care programs may request permission from the licensing authority to operate under an exception to usable indoor floor space
- Each room routinely used as a classroom must provide the minimum 35 square footage of usable indoor floor space per child.

# Key Point



Usable floor space for facilities is calculated by first measuring the wall-to-wall interior space at floor level and then subtracting the non-usable space.

# Multipurpose Rooms

- Space that is used as a common dining area or for large group activities is included in the usable indoor floor space for purposes of determining the overall child care program facility, if the space is used regularly.

# Outdoor Space

- Must be clean and free of litter, nails, glass, and other hazards.
- Child care personnel must be able to clearly see all children at all times.
- There must be shade available in the outdoor play space, which may be provided by trees, buildings, or structures.
- Metal and dark-colored surfaces may not be utilized in direct sunlight if children come into direct contact with them because of how hot they become.
- Must be fenced or walled to prevent children from accessing water hazards, traffic areas, and other dangerous spaces

# Key Point



Outdoor play space must be designed to ensure children are directly supervised and free from injury or harm.



# Calculating Outdoor Space

**{Indoor capacity – Infants younger than one year} / 2  
= One-half of licensed capacity not including infants  
x 45 sq. ft. =  
Minimum required outdoor square footage**

- Required to have a minimum of 45 square feet of outdoor space for each child
- (64 children – 4 infants)/2 x 45 square feet = 1,350 square feet
- 10 children x 45 square feet = 450 square feet

# Key Point



Outdoor square footage cannot be calculated until the indoor square footage has been determined.

# Napping, Resting, and Sleeping Requirements

- Each child must be provided safe and sanitary bedding to be used when sleeping or napping in a child care program
- Naptime bedding includes sleep bedding, cots, playpens, play yards, or floor mats.
- Floor mats must be at least one inch thick and covered with an impermeable surface that is cleaned and sanitized or disinfected after each use.

# Key Point



Each child must have their own bedding to reduce the spread of germs.

# Napping and Sleeping Space

- Children must have their own designated sleeping area where they can sleep or quietly rest.
- A minimum of 18 inches must be maintained around the individual napping or sleeping spaces.
  - Two sides may be against a solid barrier such as a wall; however, a solid crib side does not meet this requirement.
- All child care personnel who care for infants must follow safe sleep practices



# Key Point



Each child must have their own designated napping space that is 18” apart from others.

# Restrooms and Bath Facilities

	Toilets	Sinks (Wash basins)
For the first 15 children	1	1
For each additional 30 children	+1	+1
For every 30 infants, if only diapered infants are in care	1	2

1 toilet and 1 sink (first 15 children) +  
1 toilet and 1 sink (additional 30 children) +  
1 toilet and 1 sink (additional 19 children) =  
3 toilets and 3 sinks for 64 children

# Restrooms and Bath Facilities

- Bathroom and/or handwashing area must have
  - running water, soap, trash receptacles, toilet paper, and disposable towels or properly installed and maintained hand-drying machines within reach of the children using the bathroom
- Children must be adequately supervised based on their age and needs while toileting
- Every child care facility must have at least one portable or permanent bath facility available in case a child needs to be bathed





# What Is the Licensed Capacity?

1. B (1,575 square feet /35 square feet per child)
2. D (Feedback: 1,800 square feet /45 square feet per child x 2+ 4 infants who are not included in the calculation)
3. D ((15 children for the 1<sup>st</sup> toilet/sink) + (30 children x 3 toilets/sinks) = 105 children)
4. A (The licensed capacity is based on the most restrictive calculation of capacity; in this case, the available outdoor space limits the total capacity of the program to 44)

# Fire Safety and Emergency Preparedness

- All standards related to fire safety must be consistent with the rules adopted by the State Fire Marshal for child care facilities.
- At a minimum, monthly emergency drills must be conducted at various dates and times when the children are in care.
- Fire extinguishers must be properly installed, serviced, and maintained with current inspection tags at all time
- Must have at least one dedicated, operable corded phone
- Must notify the licensing authority within 24 hours of a fire, man-made emergency, or natural disaster regarding their operational status



# Fire Drills

- Use approved alarm system
- During the drill,
  - Must have current attendance record
  - Everyone must evacuate
  - Maintain a record of the drill
- At a minimum, the following fire drills must be conducted:
  - One fire drill using an alternative evacuation route (an alternative exit to the typical route)
  - One fire drill during napping or sleeping times
  - One fire drill in the presence and at the request of the licensing authority with coordination of the operator or designee

# Key Point



Fire drills are important so children and adults are prepared in case of emergency.

# Emergency Preparedness Drills

- The operator must develop a written emergency preparedness
- As part of the emergency drills required, at a minimum, the following emergency drills must be conducted once per year and may be used instead of a fire drill:
  - One lockdown drill
  - One shelter-in-place (inclement weather) drill

# Key Point



Lockdown and shelter-in-place drills must be practiced at least once per year to ensure children and adults are comfortable if a situation arises.

# Emergency Procedures

- Child care programs must have procedures for responding to situations
- The following types of incidents must be addressed:
  - Lost or missing child
  - Suspected maltreatment of a child
  - Injury or illness requiring hospitalization or emergency treatment
  - Death of a child or staff member
  - Presence of a threatening individual who attempts or succeeds in gaining entrance to the program

# Food Preparation Area

- A food preparation area is a designated room, such as a kitchen, that is not typically accessible to children in daily operations for indoor usable space.
- The food preparation area shall be clean and free of dust, dirt, food particles, and grease deposits.
- Any individual working in the food preparation area must wear a proper head covering
- Disposable gloves, utensils, or similar items must be used to prevent contact with ready-to-eat foods



# Key Point



A clean and sanitary food preparation area must be established for programs that serve food.

# Food Storage

To prevent bacteria growth:

- Cold foods must be kept at or below 41°F
- Hot foods must be kept at or above 135°F
- Pay attention to expiration dates and storage of food



# Key Point



Food must be stored at appropriate temperatures to reduce the growth of bacteria and food-borne illnesses.

# Food Safety

- Ensure children are receiving proper nutrition to help them develop
- To prevent choking, foods for:
  - Infants must be cut into  $\frac{1}{4}$  inch or smaller pieces
  - Toddlers must be cut into  $\frac{1}{2}$  inch or smaller pieces
- Food must be free of spoilage and handled in a sanitary manner at all times

# Key Point



Food in a child care program must be handled in a sanitary manner at all times.

# Menus and Food Safety Documentation

- Meal and snack menus must be planned, written, dated, and posted at the beginning of each week for families to see
- Any meal must be noted on the menu
- Must be kept for four months
  
- If the child care program is planning a food-related activity, they must notify the parents and guardians in
  - This documentation must be retained for four months from the date of the activity

# Key Point



Families must have access to the meal and snack menus.

# Dishwashing and Sanitization

1. Pre-rinsing or scraping
2. Washing
3. Rinsing
4. Sanitizing
5. Air Drying

- If program cannot adequately sanitize the equipment, then only disposable single-use items may be used
- Four acceptable ways to accomplish dishwashing and sanitization



# Infant Feeding and Food

- Programs must develop and follow procedures for the preparation and storage of expressed breastmilk
- Formula and breastmilk should be served at body temperature.
- When a caregiver feeds a child baby food directly from the jar, it can only be used for one feeding and then discarded.

# Key Point



Formula and breastmilk must be stored, prepared, and discarded properly.

# Food Handling

- Must wash, rinse, and sanitize bottles and sippy cups between each use
  - Must be labeled if used throughout the day
- Must use disposable gloves, utensils, or similar items to avoid contact with skin when serving food or snacks
- Food must be properly stored and handled in a sanitary manner at all times to prevent contamination or spoilage
- Drinking water shall be readily accessible throughout the day in both indoor and outdoor areas

# Key Point



Child care personnel must follow food handling guidelines to protect children from illness from contaminated food.

# Handwashing

- Employees, volunteers, substitutes, and children must wash their hands
  - When they arrive at the program
  - Before and after eating
  - Immediately following outdoor play
  - After toileting or diapering
  - Before and after administering medication
  - Before preparing food
  - After serving food
  - After handling animals
  - After cleaning

# Key Point



Children and adults in child care programs must wash their hands throughout the day before or after certain activities.

# Diapering and Soiled Clothes

- A diaper-changing area with an impermeable surface must be available
- A handwashing station must be available in the room, or an adjoining room that opens into the room
- Children must be directly attended to at all times when being diapered or when changing clothes to prevent falls or injuries
- Properly handle soiled or wet diapers and clothes

# Key Point



The diaper-changing station must be equipped with all of the proper materials and child care personnel must follow proper techniques.



# Indoor Equipment

- All equipment should be sturdy, safe, in good repair, free from visible soil, clean, and maintained in a sanitary condition following a routine of cleaning, sanitizing or disinfecting
- A child care program must make toys, equipment, and furnishings available that are developmentally appropriate and of a quantity to accommodate the children in care

# Key Point



Indoor equipment must be developmentally appropriate, clean, and in good repair.

# Outdoor Equipment

- All playground equipment must be securely anchored, unless portable or stationary by design
- Appropriate fall zones must be maintained
- All equipment, fences, and objects on the premises shall be free from sharp, broken, and jagged edges and properly placed to prevent overcrowding or safety hazards in one area

# Key Point



All playground equipment must be developmentally appropriate; securely anchored, unless portable or stationary by design; and have an appropriate fall zone to protect the safety of children.

# Communicable Disease Control

- Children in care must be observed daily for signs of communicable disease
- Any child, child care personnel, or other person in the child care program suspected of having a communicable disease must be removed from the program or placed in an isolation area until removed
- Isolation area should be well-ventilated, have an adequate temperature, and be equipped with a bed, mat, or cot, and materials that can be cleaned and sanitized or disinfected easily

# Key Point



To reduce the spread of disease, child care personnel must observe children daily for signs of communicable diseases.

# Signs and Symptoms of Communicable Diseases

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea, more than one abnormally loose stool within a 24-hour period
- Temperature of 100°F (under the arm) or 101°F (under the tongue) in conjunction with any other signs of illness; any infant younger than 2 months of age with a fever should get immediate attention
- Pink eye or conjunctivitis
- Exposed or open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other communicable disease symptom

# First Aid Kit and Emergency Telephone Numbers

- Liquid soap and/or hand sanitizer (to be used with supervision if hands are not visibly soiled and if no water is present)
- Adhesive bandages
- Disposable, non-porous gloves
- Cotton balls or applicators
- Sterile gauze pads or rolls
- Adhesive tape
- Digital thermometer
- Tweezers
- Pre-moistened wipes
- Scissors
- Bottled water (for cleaning wounds or eyes)
- A current resource guide on first aid and CPR procedures



# First Aid Kit and Emergency Telephone Numbers

- Must post emergency service telephone numbers and directions to the program by all telephones
- For life-threatening injuries, the provider should call 9-1-1 immediately and then notify the parent or guardian
- The parent or guardian must be notified immediately in the event of any serious illness, accident, injury, or emergency involving their child to obtain specific instructions for what action to take

# Key Point



Child care programs must have first aid kits within the facility, while transporting children, and on any field trips away from the program.



# What Is Wrong with This First Aid Kit?



# Accident/Incident Notification

- Programs must document and share with the parent or guardian all accidents and incidents that occur while a child is in care the same day they occur
- Documentation must include the:
  - Name of the affected child
  - Date and time of the accident or incident
  - Description of the accident or incident
  - Actions taken and by whom
  - Signature(s) of the staff/director or other adults who witnessed or participated in the accident or incident
  - Signature of a parent or guardian

# Key Point



Child care professionals must document all accidents and incidents that occur in child care programs and notify the parents on the day of the occurrence.

# Medication

- Not required to give medication to children in their care; however, if they decide to give medicine, then they must follow specific requirements
- Must obtain written permission from the parent or guardian to give medication, prescription or non-prescription, to a child. The authorization must include the:
  - Name of the child
  - Name of the medication
  - Date, time, and dosage to be given
  - Signature of parent or guardian
  - Document administration of medicine

# Key Point



Child care personnel must be trained on how to administer medication to protect the health and safety of children in care.

# Immunization Records

- Must obtain a current, complete, and properly executed Florida Certification of Immunization form Part A-1, B, or C, DH 680 for each child in care, except for school-age children
- If the parent or guardian fails to provide the required documentation within 30 days of enrollment, the child should be excluded from care



# Key Point



Each enrolled child, except school-age children, must have documentation of immunizations or exemption from immunizations on file with the child care program.

# Student Health Records

- Must obtain a current, complete, and properly executed Student Health Examination form DH 3040 for each child in care, except for school-age children
- If the parent or guardian fails to provide the required documentation within 30 days of enrollment, the child should be excluded from care
- An Emergency Care Plan is required for any child who has or is at risk for a chronic physical, developmental, behavioral, or emotional condition and requires additional services

# Key Point



Student health records are valid for two years after the date of the physical exam.



# The Inspection

- Mr. Kind tells you that the program is very fortunate to have found a new cook. It is always a surprise for everyone to find out what she is going to prepare for meals. The new cook is very creative, often thinking about the menu on her way to work in the morning. She loves to let the children try foods that are new to them.
- During naptime, all of the children were on nap mats that were 18” apart.



## The Inspection (cont.)

- Mr. Kind reaches under his desk and removes a little plastic bag from a box for Jennifer, who is a student in the afterschool classroom. The unmarked bag has two white pills in it. He hands the bag to Jennifer, who opens the bag and takes out both pills. Jennifer chews the pills without water, smiles, and thanks Mr. Kind. They walk back to her classroom. Mr. Kind did complete the medical record.



# The Inspection (cont.)

- You notice that many of the children have sweaters on them the entire time you are there and when you read the thermometer on the wall, you see that the temperature is 72 degrees.

# Module 3 Summary

You have achieved this module's learning objectives if you can:

- Summarize the Physical Environment requirements
- Identify the Health Requirements, including health records

# **Child Care Facility Rules and Regulations**

**Module 4: Training, Background  
Screening, and Personnel Records**



# Module Goal and Learning Objectives

## Module Goal

- Participants will examine the Training and Background Screening section.

## Learning Objectives

After successfully completing this module, you will be able to:

- Identify the Training requirements
- List the Background Screening requirements

# Beginning Training and Break In Service

- Within 90 days of employment in the child care industry, child care personnel must begin training and provide documentation to the child care program
- If an individual leaves the child care industry in compliance with training requirements and returns to the industry, they will be given 90 days to comply with any new training requirements.
- If an individual leaves the industry not in compliance with the training requirements and returns to the industry, they must complete all of the training requirements prior to re-employment.

# Key Point



New child care personnel must begin training within 90 days of employment in the industry.

# Child Care Facility Parts I and II Training Requirements

## Part I Courses (30 Hours)

- Child Care Facility Rules and Regulations (6 Hours)
- Health, Safety, and Nutrition (8 Hours)
- Identifying and Reporting Child Abuse and Neglect (4 Hours)
- Child Growth and Development (6 Hours)
- Behavioral Observation and Screening (6 Hours)

## Part II Courses (10 Hours)

- Special Needs Appropriate Practices (10 Hours)
- OR
- Understanding Developmentally Appropriate Practices (5 Hours)
- AND one of the following:
- Infant and Toddler Appropriate Practices (5 Hours)
- Preschool Appropriate Practices (5 Hours)
- School-Age Appropriate Practices (5 Hours)

# Key Point



The 40-hour introductory training must be successfully completed through passage of a competency exam or earning an educational exemption.

# School-Age Child Care Parts I and II Training Requirements

## Required Courses (28 Hours)

- Child Care Facility Rules and Regulations (6 Hours)
- Health, Safety, and Nutrition (8 Hours)
- Identifying and Reporting Child Abuse and Neglect (4 Hours)
- Understanding Developmentally Appropriate Practices (5 Hours)
- School-Age Appropriate Practices (5 Hours)

## Remaining Training (12 Hours)

- Achieving and Maintaining Quality in Afterschool Programs (12 Hours Online) OR
- Completion of specialized school-age training provided by a national organization that includes demonstration of competencies (12 Hours) OR
- Child Growth and Development (6 Hours) AND
- Behavioral Observation and Screening (6 Hours)

# Key Point



The 40-hour introductory training for school-age child care personnel requires specific coursework.

# Additional Training Requirements

- Early Literacy Training Requirements
- Fire Extinguisher Training Requirements
- Safe Sleep/Shaken Baby Syndrome Training Requirements



# Key Point



Child care personnel must complete early literacy and fire extinguisher training, as well as safe sleep and shaken baby syndrome training, if applicable.

# First Aid and CPR Training Requirements

- One staff member with current and valid certificate(s) of course completion for first aid training and pediatric CPR (cardiopulmonary resuscitation) procedures must be present at all times while children are in care
- By October 2019, all staff will be required to meet this requirement.
- A staff member who has current and valid first aid and CPR certificates must be present on field trips, while transporting children, and on-site at the program

# Key Point



A first aid and CPR certified staff member must be present at all times while children are in care.

# Annual In-Service Training

- All child care personnel must complete 10 hours of training or 1 Continuing Education Unit (CEU) related to early childhood education upon completion of the 40-hour introductory training requirements
- Must be completed annually between July 1 and June 30
- Documented on the Department's In-Service Training Record form

# Key Point



Child care personnel must complete 10 hours of early childhood education training annually.

# Staff Credentials

- For every 20 children in a licensed child care facility, there must be one child care personnel who has earned a Staff Credential

# of Children	# of Credentialed Staff
0 – 19	0
20 – 39	1
40 – 59	2
60 – 79	3
80 – 99	4

# Key Point



Child care programs must have credentialed staff working in the program at least 20 hours per week.

# Director Credential

- Every child care facility is required to have a credentialed director who is on-site a majority of the hours

## **School-Age Child Care Programs**

- A credentialed director may supervise multiple before-school and after-school sites for a single organization as follows:
  - Three sites regardless of the number of children enrolled
  - More than three sites if the combined number of children enrolled does not exceed 350
  - In counties where the public school district has included four-year-old children in public before-school and after-school programs



# Key Point



Each child care facility must have a credentialed director.

# Initial Background Screening

- Level 2 background screening standards include the following checks:
  - Criminal records check both national (FBI) and statewide (FDLE)
  - Sexual predator and sexual offender registry search
  - Child abuse and neglect history
- If an applicant has lived in other states within the past five years, they must send a request for a search of each state's criminal records
- The employer must conduct an employment history check of the applicant by contacting each of their employers for the past five years

# Key Point



Child care personnel must pass a Level 2 background screening as a condition of employment.

# Hiring Based on Screening Results and Re-Screening

An individual may be hired under one of these circumstances:

- No limitations
- Provisional hire
- Training and orientation purposes only
- Every five years the background screening must be conducted for child care personnel

# Personnel Records

- Child care personnel records must be maintained and kept current on-site at the program, and must be available for the licensing authority to review

# Key Point



Child care programs must have complete personnel files for each employee and volunteer working at the facility.



# The Inspection

- There is a new teacher who was hired to work in the infant room within the past two weeks. In reviewing her Child Care Training Transcript, you observe she has not completed any required training courses.
- Mr. Kind allows each staff person to use his computer for one hour each month to complete online child care training, which is documented on their annual in-service form.



## The Inspection (cont.)

- Mr. Kind, the Director, is the only person on staff who has an active staff credential. 45 of the 58 children who attend every day are under the age of five.





## The Inspection (cont.)

- In reviewing personnel records, you find that each of the staff has the Background Screening and Personnel File Requirements form completed; however, the new infant teacher, who has lived in Florida her entire life, is still waiting for her background screening clearance letter. Since she works as a co-teacher in the infant classroom, she is always supervised.

# Module 4 Summary

You have achieved this module's learning objectives if you can:

- Identify the Training requirements
- List the Background Screening requirements

# **Child Care Facility Rules and Regulations**

## **Module 5: Enforcement**

# Module Goal and Learning Objective

## Module Goal

- Participants will examine the Enforcement section.

## Learning Objectives

After successfully completing this module, you will be able to:

- Summarize the Enforcement section

# Class Definitions

A **Class I Violation** is an incident of noncompliance that is most serious in nature and may result in death or serious harm to a child.

Examples of Class I Violations:

- A child was not adequately supervised and left the facility premises without staff supervision.
- A child was left behind in a vehicle at the facility, on a field trip, or an activity away from the facility.
- A form of discipline used by staff included the use of spanking or other form of physical punishment.

# Class Definitions

A **Class II Violation** is an incident of noncompliance that is less serious in nature than a Class I Violation. A Class II Violation may be elevated to a Class I Violation if the noncompliance resulted in death or serious harm to the child.

Examples of Class II Violations:

- The facility's outdoor play space was not enclosed with fencing or walls a minimum of 4 feet in height.
- The bedding available was not sanitary and poses a threat to the health, safety, or well-being of a child in care.
- The director responsible for the daily operation of the program did not have an active Director Credential.

# Class Definitions

A **Class III Violation** is an incident of noncompliance and is the least serious in nature.

Examples of Class III Violations:

- Documentation of pediatric cardiopulmonary resuscitation training was not on file for staff.
- The facility's first aid kit was within reach of children.
- The facility was notified of allergies to medication or special restrictions and there was no written documentation in the child's file.

# Key Point



Each violation of a licensing standard is classified as Class I, II, or III for enforcement purposes.





# Which Class Violation Is the Noncompliance?

1. B
2. C
3. B
4. A
5. A
6. C

# Disciplinary Sanctions

- If a program repeatedly violates the same standard, each time they are found in noncompliance the disciplinary sanctions increase
- If a program is found in noncompliance with a licensing standard, one of the following steps may be taken depending on the situation:
  - Imposing an administrative fine
  - Converting an annual license to provisional or probationary status
  - Denying, suspending, or revoking a license

# Key Point



Disciplinary sanctions are consistently enforced based on the standard violated, the number of times it was violated, and the severity of the violation.

**Progressive Disciplinary Sanctions:  
Facilities/Family Day Care and Large Family Child Care Homes**

Violation Level	Occurrence per Same Standard	Required Action by the Department:	Gold Seal Quality Care Designated Programs	Optional Action by the Department:
<b>SR Only</b>	All occurrences	Progressive enforcement handled by the local Early Learning Coalition		
<b>Class III</b>	1 <sup>st</sup>	Provide Technical Assistance and Document on the inspection report.		
	2 <sup>nd</sup>	Provide Technical Assistance and Document on the inspection report.		
	3 <sup>rd</sup>	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount of \$25 for each violation.	For three or more occurrences that have not been corrected within a 1 year period of each citation: Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount of \$25 for each violation; <b>AND</b> Include Gold Seal termination language in Administrative Complaint; <b>AND</b> Notify program office.	
	4 <sup>th</sup>	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount of \$30 per day* for each violation.		
	5 <sup>th</sup>	Provide Technical Assistance and Document on the inspection report; Place License on probation for a period not to exceed 6 months. Exception for Children's Health and Immunization violations, see rule 65C-22.010(2)(d)3.c., F.A.C.; <b>AND</b> Fine in the amount of \$40 per day* for each violation.		
	6 <sup>th</sup> and subsequent	Provide Technical Assistance and Document on the inspection report; Suspend, deny or revoke license. Place License on probation for Children's Health and Immunization violations, see rule language 65C-22.010(2)(d)3.d., F.A.C.; <b>AND</b> Fine in the amount of \$50 per day* for each violation.		
<b>Class II</b>	1 <sup>st</sup>	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Include Administrative Warning Notification on the inspection report.		
	2 <sup>nd</sup>	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount of \$50 for each violation.		
	3 <sup>rd</sup>	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount of \$60 per day* for each violation.	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount of \$60 per day* for each violation; <b>AND</b> Include Gold Seal termination language in Administrative Complaint; <b>AND</b> Notify program office.	
	4 <sup>th</sup>	Provide Technical Assistance and Document on the inspection report; Place License on probation status for a period not to exceed 6 months; <b>AND</b> Fine in the amount of \$75 per day* for each violation.		
	5 <sup>th</sup> and subsequent	Provide Technical Assistance and Document on the inspection report; Suspend, deny or revoke license; <b>AND</b> Fine in the amount of \$100 per day* for each violation.		
<b>Class I</b>	1 <sup>st</sup> and 2 <sup>nd</sup>	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount not less than \$100 nor more than \$500 per day* for each violation.	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Fine in the amount not less than \$100 nor more than \$500 per day* for each violation; <b>AND</b> Include Gold Seal termination language in Administrative Complaint; <b>AND</b> Notify program office	<b>May</b> impose other disciplinary sanction in addition to the fine.
	3 <sup>rd</sup> and subsequent (in <b>any</b> standard)	Provide Technical Assistance and Document on the inspection report; <b>AND</b> Suspend, deny or revoke license.		<b>May</b> fine not less than \$100 nor more than \$500 per day* for each violation <b>and/or</b> any other disciplinary sanction.

\*Per day for documentation/record violations means the # of days the records were out of compliance; and for all other violations means the # of days from the date the violation was cited by licensing through the date corrected (excludes weekends and holidays).  
Progressive Disciplinary Sanctions: Facilities/Family Day Care and Large Family Child Care Homes

Department of Children and Families, Office of Child Care Regulation

April 19, 2018



# What Is the Consequence?

1. B
2. C
3. B

# Penalties

- It is a misdemeanor of the first degree for any person to knowingly violates specific rules and regulations
- It is a felony of the second degree if any misrepresentation to a family member by act or omission is made regarding licensure or operation of a child care program if the child suffers from bodily harm, permanent disfigurement, permanent disability, or death as a result of an intentional act or negligence by child care personnel



# The Inspection

- During the inspection, you asked to make copies of some of the program records, so Mr. Kind made the copies for you.
- During the inspection, you asked Mr. Kind about a complaint you received from a parent who said they were not allowed to visit the program during naptime. Mr. Kind explained that was the program's policy because it disturbed the children, but families had access during all other hours the program was open.

# Module 5 Summary

You have achieved this module's learning objectives if you can:

- Summarize the Enforcement section



# **Child Care Facility Rules and Regulations**

## **Module 6: Professionalism**

# Module Goal and Learning Objectives

## Module Goal

- Participants will review qualities of a child care professional.

## Learning Objectives

After successfully completing this module, you will be able to:

- Define the elements of being a professional
- Prepare a Professional Development Plan

# What Is a Profession?

- Specialized knowledge, skills, and abilities (KSAs)
- Ongoing training to strengthen KSAs
- Industry requirements to obtain employment
- Rules and regulations that govern the career
- Code of ethical conduct and standards of practice
- Opportunities to join organizations that support the career

# Key Point



There are specific requirements that must be met in order to consider a career a profession.

# Is Child Care a Profession?

Reflect on a profession that you are familiar with



Think about the requirements of a profession and identify the specifics for early childhood education

Act by identifying the requirements you have or have not completed

# Maintaining Professionalism

- Track changes in laws that affect the profession
- Read and submit information to professional journals, periodicals, and websites
- Join and be active in professional associations
- Attend and teach at conferences, seminars, workshops, and continuing education courses
- Maintain training requirements mandated by law
- Mentor newcomers to the profession
- Accept work assignments that are progressively more responsible
- Sustain one-on-one interaction with peers and colleagues (networking)

# Key Point



All professionals perform certain activities in order to remain professionals.

# Using the Internet as a Resource

- Visit Department of Children and Families' Office of Child Care Regulation website frequently.
- In addition to the Department's website, you should keep important websites bookmarked so you can access them frequently:
  - Florida Office of Early Learning
  - Office of Child Care
  - Centers for Disease Control and Prevention



# Key Point



The Internet can be a valuable resource to use to increase your knowledge, skills, and abilities.

# Joining a Professional Organization

- National Association for the Education of Young Children
- National Association for Family Child Care
- National Association for Regulatory Administration
- National AfterSchool Association
- Florida Association for the Education of Young Children
- Florida Association For Child Care Management
- Florida Family Child Care Home Association
- Florida Afterschool Network

# Key Point



When selecting a professional organization, you should evaluate the membership benefits and choose an organization that meets your professional development needs.

# Continuing Your Education

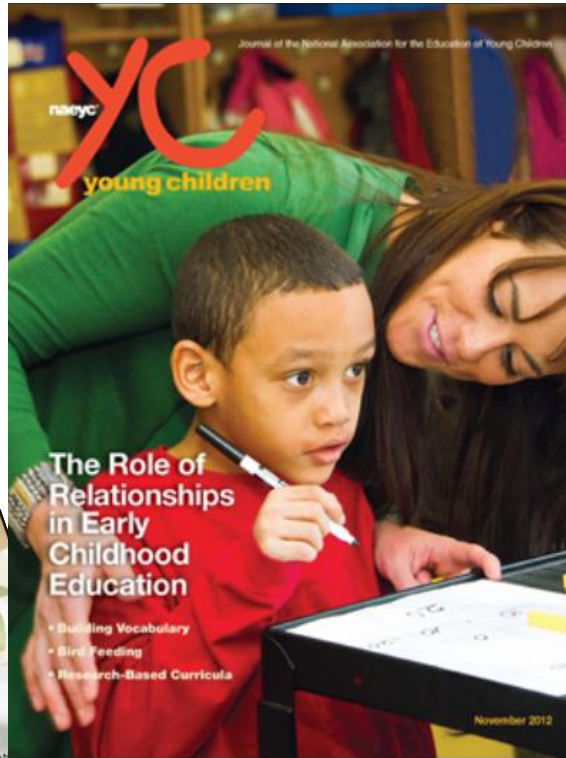
- Annual In-Service requirement
- Pursue an early childhood credential or degree
- Become familiar with the Florida Professional Development Registry and T.E.A.C.H.

# Key Point



Professionals must continue their education in order to stay current on trends and issues.

# Professional Reading



# Key Point



Professional readings help grow your knowledge, skills, and abilities.

# Ethical Code of Conduct

## POSITION STATEMENT

### **naeyc** **Code of Ethical Conduct and Statement of Commitment**

Revised April 2005,  
Reaffirmed and Updated May 2011

A position statement of the National Association for the Education of Young Children

*Endorsed by the Association for Childhood Education International and  
Southern Early Childhood Association  
Adopted by the National Association for Family Child Care*

#### **Preamble**

NAEYC recognizes that those who work with young children face many daily decisions that have moral and ethical implications. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education. The **Statement of Commitment** is not part of the Code but is a personal acknowledgement of an individual's willingness to embrace the distinctive values and moral obligations of the field of early childhood care and education.

The primary focus of the Code is on daily practice with children and their families in programs for children from birth through 8 years of age, such as infant/toddler programs, preschool and prekindergarten programs, child care centers, hospital and child life settings, family child care homes, kindergartens, and primary classrooms. When the issues involve young children, then these provisions also apply to specialists who do not work directly with children, including program administrators, parent educators, early childhood adult educators, and officials with responsibility for program monitoring and licensing. (Note: See also the "Code of Ethical Conduct: Supplement for Early Childhood Adult Educators," online at [www.naeyc.org/about/positions/pdf/ethics04.pdf](http://www.naeyc.org/about/positions/pdf/ethics04.pdf), and the "Code of Ethical Conduct: Supplement for Early Childhood Program Administrators," online at [http://www.naeyc.org/files/naeyc/file/positions/PSETH05\\_supp.pdf](http://www.naeyc.org/files/naeyc/file/positions/PSETH05_supp.pdf))

#### **Core values**

Standards of ethical behavior in early childhood care and education are based on commitment to the following core values that are deeply rooted in the history of the field of early childhood care and education. We have made a commitment to

- Appreciate childhood as a unique and valuable stage of the human life cycle
- Base our work on knowledge of how children develop and learn
- Appreciate and support the bond between the child and family
- Recognize that children are best understood and supported in the context of family, culture,\* community, and society
- Respect the dignity, worth, and uniqueness of each individual (child, family member, and colleague)
- Respect diversity in children, families, and colleagues
- Recognize that children and adults achieve their full potential in the context of relationships that are based on trust and respect

\* The term *culture* includes ethnicity, racial identity, economic level, family structure, language, and religious and political beliefs, which profoundly influence each child's development and relationship to the world.

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# Key Point



An ethical code of conduct identifies standards of practice to serve the profession.



# Review the Ethical Code of Conduct

- Can you adhere to the core values?
- Review the ideals and principles under each section. Are there any that surprised you? Provide specific examples of how you can incorporate these into your daily professional life.
- Read the Statement of Commitment and identify how you will ensure these core concepts are included in your professional life

# Professional Development Plans

- A goal
- A list of the credentials and competencies for that career
- A list of the knowledge, skills, and abilities you already have
- A list of the knowledge, skills, and abilities you need but do not currently have
- A list of the barriers to achieving your objectives and your plan for overcoming these barriers
- A list of objectives to achieve
- A list of steps to take to achieve the objectives

# Key Point



Professional development plans should be carefully developed, written, and reviewed often.



# Create a Professional Development Plan

- Within the next week, develop your plan and share it with a professional who will help keep you on track.

# Module 6 Summary

You have achieved this module's learning objectives if you can:

- Define the elements of being a professional
- Prepare a Professional Development Plan

# Workplace Connection



## Workplace Connection

The following activities are designed to help you transfer the knowledge you gained through this course to the workplace. It is recommended that you complete these activities with the director of your program or an experienced child care professional. If you are not currently working in a child care program, we recommend that you find a program you can observe with a director or operator who is willing to spend some time assisting you with this process.

1. Review your child care program's last three licensing inspections, which can be found on the Department's website. Talk with the program director about the results.
2. With the program director, walk around the program and observe the licensing standards outlined in this course to determine if the program is in compliance.
3. Review three children's files and the documents within the files. Make sure to check the dates to ensure compliance with the licensing standards.
4. Review your own employee file and check for compliance with the licensing standards.
5. Discuss your professional development with your director or mentor.