



SCHOOL-AGE CHILD CARE FACILITY STANDARDS CLASSIFICATION SUMMARY

Florida Statute and Administrative Code Section	
Specific Child Care Licensing Standard	
Class Violation Level	Description of the Licensing Standard Violation

General Requirements

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

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

3. Ratio Sufficient SACCF Handbook, Section 2.3	
2	3.1 A ratio of [] child care personnel for [] children is required. A ratio of [] child care personnel for [] children was observed. s.402.305(4), F.S.

4. Supervision SACCF Handbook, Section 2.4	
2	4.1 Supervision of children in the [] group was inadequate in that []. SACCF Handbook, Section 2.4
1	4.2 One or more children were not adequately supervised in that [], which posed an imminent threat to a child, and could or did result in death or serious harm to the health, safety or well-being of a child. SACCF Handbook, Section 2.4

1	4.3 A child was not adequately supervised and left the facility premises without child care personnel supervision. SACCF Handbook, Section 2.4
2	4.4 Children in the outdoor play area were not adequately supervised in that []. SACCF Handbook, Section 2.4, B
2	4.5 Children were not individually fed and supervised during meal times. SACCF Handbook, Section 2.4, K
1	4.6 A child was left without child care personnel supervision inside or outside the facility, in a vehicle, or at a field trip location away from the facility. SACCF Handbook, Section 2.4
1	4.7 The operator, employee or substitute was supervising children while using or under the influence of narcotics, alcohol or other drugs that impaired the individual's ability to provide safe child care. SACCF Handbook, Section 2.4, G
2	4.8 In addition to the child care personnel required to meet staff-to-child ratios, one additional adult was not present during a field trip. SACCF Handbook, Section 2.4, H
1	4.9 The facility provided a water activity using a swimming pool that exceeds three feet in depth or a beach or lake area and did not have a person with a certified lifeguard certification or equivalent present. SACCF Handbook, Section 2.4, M
2	4.10 The individual(s) responsible for children while away from the facility did not have a telephone or other means of instant communication available. SACCF Handbook, Section 2.4, J
2	4.11 During evening child care hours, child care personnel did not stay awake at all times. 65C-22.007(2), F.A.C.
1	4.12 An unscreened individual was left alone with children in care. s.435.06(2)(a), F.S. and SACCF Handbook, Section 5.2, C
1	4.13 The driver of the vehicle failed to drop the child off at the appropriate location. SACCF Handbook, Section 2.4, L
2	4.14 A child was released to a person other than the person(s) authorized or in the manner authorized in writing by the custodial parent(s) or legal guardian(s). SACCF Handbook, Section 2.4, L
2	4.15 During swimming or wading, a ratio of [] child care personnel for [] children is required. A ratio of [] child care personnel for [] children was observed. SACCF Handbook, Section 2.4, M.5
2	4.16 The facility did not ensure the pool used had drain covers that are in compliance with the Virginia Graeme Baker Pool and Spa Safety Act. SACCF Handbook, Section 2.4, M.2
2	4.17 Swimming occurred in a swimming pool more than six feet in width, length, or diameter and a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity was not available. SACCF Handbook, Section 2.4, M.3
2	4.18 The facility provided a water activity using a swimming pool that exceeds six feet in width, length, or diameter and child care personnel at the pool did not have training on the proper use of a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity. SACCF Handbook, Section 2.4, M.3

3	4.19 The documentation of training for the proper use of a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook was not maintained for 12 months. SACCF Handbook, Section 2.4, M.3
3	4.20 Lighting in the facility was inadequate in that []. SACCF Handbook, Section 2.4, A
3	4.21 Child care personnel did not respond appropriately to the individual needs, special interests, abilities or cultures of the child(ren). SACCF Handbook, Section 2.4, C
3	4.22 The facility did not have a plan and/or did not communicate the plan to child care personnel and parents for safe, supervised drop-off and pick-up points and crosswalks. SACCF Handbook, Section 2.4, D
2	4.23 Child care personnel did not supervise drop-off or loading of children to assure child was clear of the perimeter of the vehicle before it moved. SACCF Handbook, Section 2.4, E
3	4.24 Child care personnel failed to contact the facility to initiate notification of the child's parent/guardian of the child's absence prior to leaving the designated pick-up location. 65C-22.001(5)(a), F.A.C. and SACCF Handbook, Section 2.4, F

5. Transportation SACCF Handbook, Section 2.5	
2	5.1 The required staff-to-child ratios were not maintained when transporting children. SACCF Handbook, Section 2.5.4, C
2	5.2 The facility did not maintain a log for all children being transported. SACCF Handbook, Section 2.5.2, A
3	5.3 The facility's transportation log was not retained for a minimum of twelve months. SACCF Handbook, Section 2.5.2, A
3	5.4 The facility's transportation log did not include []. SACCF Handbook, Section 2.5.2
2	5.5 Upon arrival at the destination, it was determined that the driver of the vehicle, or assigned child care personnel, failed to mark each child off the log as children departed the vehicle. SACCF Handbook, Section 2.5.2, F
1	5.6 Upon arrival at the destination, the driver of the vehicle, or assigned child care personnel, and second adult failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle. SACCF Handbook, Section 2.5.2, F&G
3	5.7 Contact information and emergency medical consent for all children being transported was not maintained. SACCF Handbook, Section 2.5.3, A
2	5.8 Emergency care plans, supplies, and/or medication was not available for the children being transported with chronic medical conditions. SACCF Handbook, Section 2.5.3, B & C
2	5.9 The interior of vehicles used to transport children was not maintained at a temperature between 65 and 82 degrees Fahrenheit. SACCF Handbook, Section 2.5.4, E

2	5.10 Upon arrival by foot at the destination, it was determined that the child care personnel failed to conduct roll call, date and initial the log to verify all children were accounted for. SACCF Handbook, Section 2.5.2, C
3	5.11 Upon arrival by foot at the destination, it was determined that the second child care personnel failed to witness roll call, date and initial the log to verify all children were accounted for. CCF Handbook, Section 2.5.2, D

**6. Driver's License, Physician Certification & First Aid/CPR Training
SACCF Handbook, Section 2.5.1 and SACCF Handbook, Section 7.4**

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

7. Vehicle Insurance and Inspection SACCF Handbook, Section 2.5.4

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

8. Seat Belts/Child Restraints

SACCF Handbook, Sections 2.5.4 and 2.5.5

1	8.1 The vehicle had operating seat belts and/or safety restraints for [] children and [] children were transported at one time. SACCF Handbook, Section 2.5.5
1	8.2 The number of children transported exceeded the manufacturer's designated seating capacity. SACCF Handbook, Section 2.5.4, B
1	8.3 The facility's use of seat belts was not age appropriate for children being transported who required safety restraints. SACCF Handbook, Section 2.5.5
2	8.4 The vehicle had missing, broken or non-operable seat belts and/or safety restraints. SACCF Handbook, Section 2.5.5

2	8.5 A wheelchair occupant was not properly secured during transport with the wheelchair secured by four tie-downs in a forward-facing direction and the child secured in a three-point tie restraint or in a federally approved child safety restraint in accordance with the child's needs. SACCF Handbook, Section 2.5.5, C
2	8.6 Child safety restraint was not replaced after a recall, past the manufacturer's "date of use" expiration date, or after being involved in a crash. SACCF Handbook, Section 2.5.5

9. Planned Activities SACCF Handbook, Section 2.6	
3	9.1 The facility didn't have a written plan of scheduled activities. SACCF Handbook, Section 2.6
3	9.2 The facility's written plan of scheduled activities was not followed. SACCF Handbook, Section 2.6
3	9.3 The facility's written plan of scheduled activities was not posted in a conspicuous place accessible to the custodial parents or legal guardians. SACCF Handbook, Section 2.6
3	9.4 The facility's written plan of scheduled activities did not include alternate activities in case of inclement weather. SACCF Handbook, Section 2.6
3	9.5 The facility's written plan of scheduled activities did not include a variety of activities that range from structured to unstructured in that []. SACCF Handbook, Section 2.6, A, B, D, F, G, H
3	9.6 The facility used electronic media inappropriately in that it was: SACCF Handbook, Section 2.6, C 9.6.1. not for educational purposes or for physical activity for children 2 years of age and older. 9.6.2. used more than 2 hours per day. 9.6.3. not limited to 15 minute increments for activities other than scholastic tutoring.
3	9.7 The facility's written plan of scheduled activities did not include meals, snacks, or rest times, appropriate for the ages and the times the children are in care. SACCF Handbook, Section 2.6, E

10. Field Trip Permission SACCF Handbook, Section 2.7	
3	10.1 The custodial parents or legal guardian were not provided advanced notice of a planned field trip. SACCF Handbook, Section 2.7, A
3	10.2 The facility failed to post, in a conspicuous location, the date, time and location of a planned field trip at least two working days prior to the trip. SACCF Handbook, Section 2.7, B
3	10.3 The facility did not secure written permission either in the form of a general permission or an individual permission slip from the custodial parent or legal guardian prior to each field trip. SACCF Handbook, Section 2.7, C
3	10.4 Documentation of custodial parent or legal guardian's permission for field trips was not on file for the child(ren). SACCF Handbook, Section 2.7, C, D, E and Section 7, B. 2

3	10.5 The facility failed to retain documentation of parental field trip permission for a minimum of 12 months from the date of each field trip. SACCF Handbook, Section 2.7, E
3	10.6 The child care personnel did not have contact information, emergency medical consent and emergency care plans (if applicable) for the children on a field trip, or any other activity away from the facility. SACCF Handbook, Section 2.5.3 and 2.7, F

11. Child Discipline SACCF Handbook, Section 2.8

3	11.1 The custodial parent or legal guardian was not provided written notification of the facility's disciplinary and expulsion policies. SACCF Handbook, Section 2.8, E
3	11.2 A copy of the disciplinary and expulsion policies was not available for review by the licensing authority. SACCF Handbook, Section 2.8, E.
2	11.3 Child care personnel did not comply with the facility's written disciplinary and expulsion policies. SACCF Handbook, Section 2.8, B
1	11.4 A method of discipline was used at the facility that was severe, humiliating or frightening to children in that []. SACCF Handbook, Section 2.8, A
2	11.5 A form of discipline used by child care personnel was associated with food, rest and/or toileting. SACCF Handbook, Section 2.8, A
1	11.6 A form of discipline used by child care personnel included the use of spanking or other form of physical punishment. SACCF Handbook, Section 2.8, F.1
3	11.7 Child care personnel's use of denial of active play as a form of discipline was not age appropriate. SACCF Handbook, Section 2.8, D

Physical Environment

12. Facility Environment SACCF Handbook, Section 3.1

3	12.1 Areas of the facility were found to be in need of cleaning. SACCF Handbook, Section 3.1, A
3	12.2 An area(s) of the facility was observed to not be in good repair. SACCF Handbook, Section 3.1, A
3	12.3 A health deficiency having a low potential for harm to the children in care was observed. SACCF Handbook, Section 3.1
2	12.4 A health deficiency having a moderate potential for harm to the children in care was observed. SACCF Handbook, Section 3.1
1	12.5 An area of the facility was observed to be a serious health hazard to children in care. SACCF Handbook, Section 3.1
3	12.6 A safety deficiency having a low potential for harm to the children in care was observed. SACCF Handbook, Section 3.1
2	12.7 A safety deficiency having a moderate potential for harm to the children in care was observed. SACCF Handbook, Section 3.1
1	12.8 An area of the facility was observed to be a serious safety hazard to children in care. SACCF Handbook, Section 3.1

3	12.9 There was evidence or the presence of rodent or vermin observed in the facility. SACCF Handbook, Section 3.1, A
2	12.10 During the facility's operating hours, an activity occurred in a portion of the building which endangered the health and/or safety of children in care. SACCF Handbook, Section 3.1
3	12.11 The facility did not have current vaccination records for the pet observed. Vaccinations are available for this type of animal. SACCF Handbook, Section 3.1, C
2	12.12 A fire hazard, [], was observed in the facility. SACCF Handbook, Section 3.1, B
3	12.13 The facility did not have documentation that custodial parents or guardian are given written notification of animals on the premises. SACCF Handbook, Section 3.1, C
3	12.14 Animals or birds were observed in the food storage, preparation, or service area. SACCF Handbook, Section 3.1, C
3	12.15 Animals or birds kept as classroom pets were not caged. SACCF Handbook, Section 3.1, C
3	12.16 Animal or bird cages were not clean. SACCF Handbook, Section 3.1, C
3	12.17 The facility did not have documentation of approval from the local governing body to verify compliance for structural modifications made to an existing facility or new building. SACCF Handbook, Section 3.1, E
2	12.18 The facility did not have electrical outlet covers or the outlet covers were not in place. SACCF Handbook, Section 3.1, H
3	12.19 Indoor and outdoor play areas were not inspected daily for basic health and safety and/or any problems were not corrected before the play area is used by children and/or daily inspection logs were not maintained for 12 months. CCF Handbook, Section 3.1, A
2	12.20 An electrical device or apparatus accessible to children was located in a place that could be plugged into an electrical outlet while a person is in contact with a water source, such as a sink, tub, shower area, water table, or swimming pool. SACCF Handbook, Section 3.1, I
2	12.21 An animal that was poisonous, venomous , aggressive, or posed a potential threat of harm to children was on the premises of the facility. SACCF Handbook, Section 3.1, C
2	12.22 Facility uses a product or device that produces carbon monoxide indoors and the facility does not have a carbon monoxide detector installed when required to by state or local laws. SACCF Handbook, Section 3.1, J
3	12.23 Facility has a carbon monoxide detector that was not tested and maintained according to manufacturer's instructions and/or the facility did not maintain documentation of testing. SACCF Handbook, Section 3.1, J

13. Toxic Substances, Hazardous Materials and Weapons
SACCF Handbook, Section 3.1 and 3.2

2	13.1 A potentially harmful item, [], was not labeled as required. SACCF Handbook, Section 3.2, B
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3	13.2 The facility's storage of harmful items including cleaning supplies, flammable products, and poisonous, toxic and hazardous materials allowed access by children in care. SACCF Handbook, Section 3.2, B
2	13.3 Harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials were accessible to children in care. SACCF Handbook, Section 3.2, A, B
2	13.4 Knives and/or sharp tools were accessible to children in care. SACCF Handbook, Section 3.2, B
1	13.5 A firearm or weapon was on the premises. SACCF Handbook, Section 3.2, C
1	13.6 Narcotics, alcohol, or impairing drugs/paraphernalia were present on the premises or in vehicles used by the child care facility. SACCF Handbook, Section 3.2, D
3	13.7 There was evidence that smoking occurred while children were in care in the facility, outdoor area, during a field trip or in a vehicle used to transport children. SACCF Handbook, Section 3.1, D
2	13.8 Smoking was observed in the facility, outdoor area, during a field trip or in a vehicle used to transport children, while children were in care. SACCF Handbook, Section 3.1, D
3	13.9 The facility failed to provide notification to custodial parents and/or legal guardians that smoking is prohibited on the premises of the child care facility. SACCF Handbook, Section 3.1, D
3	13.10 Pest control took place in rooms occupied by children. SACCF Handbook Section 3.1, G

14. Lighting, Temperature, and Ventilation SACCF Handbook, Section 3.3

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

15. Licensed Capacity SACCF Handbook, Section 3.4

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

16. Indoor Floor Space SACCF Handbook, Section 3.4.2	
3	16.1 The facility did not provide indoor floor space that was under the exclusive control of the program at all times while children were in care. SACCF Handbook, Section 3.4.2, A
3	16.2 The facility failed to maintain square foot per child during a non-routine special event in a common or multi-purpose area in accordance with the local fire authority. SACCF Handbook, Section 3.4.3, B
3	16.3 For Indoor Recreational facilities or facilities that only provide evening child care and do not provide outdoor play space, the facility had no designated indoor space that promotes the development of gross motor skills. SACCF Handbook, Section 3.4.4, D

17. Outdoor Play Area/Fencing SACCF Handbook, Section 3.5	
3	17.1 The facility's outdoor play area contained litter, nails, glass or other hazards that posed a low potential for harm to children. SACCF Handbook, Section 3.5, A
2	17.2 The facility's outdoor play area contained litter, nails, glass or other hazards that posed a threat to the health, safety or well-being of the children. SACCF Handbook, Section 3.5, A
3	17.3 The facility did not provide shade on the playground. SACCF Handbook, Section 3.5, B
1	17.4 The facility's outdoor play area was not fenced to prevent children's access to a water hazard. SACCF Handbook, Section 3.5, E
2	17.5 The facility's outdoor play space was not enclosed with fencing or walls a minimum of 4 feet in height. SACCF Handbook, Section 3.5, F
2	17.6 The facility's fencing walls or gate area had gaps that could allow children to exit the outdoor play area. SACCF Handbook, Section 3.5, F
3	17.7 The base of the fence in the outdoor play area was not at ground level and could allow inside or outside access by children or animals. SACCF Handbook, Section 3.5, F

3	17.8 The fence in the outdoor play area had a build-up (e.g., leaves, soil) at the base on the play area side, causing the fence to be less than the minimum 4 feet in height. SACCF Handbook, Section 3.5, F
3	17.9 The outdoor play area did not have at least two exits, with at least one of the exits being remote from the building. SACCF Handbook, Section 3.5, F
2	17.10 Equipment or surfacing on the playground that posed a burn risk was used and a child sustained a burn. SACCF Handbook, Section 3.5, C

18. Rest Area SACCF Handbook, Section 3.6	
3	18.1 A cot, bed, mattress, or floor mat was not available for a child to use when napping or sleeping. SACCF Handbook, Section 3.6, B
2	18.2 The bedding available was not safe and poses a threat to the health, safety or well-being of a child in care. SACCF Handbook, Section 3.6, D
3	18.3 The bedding available for children in care was not cleaned and/or sanitized or disinfected after each use. SACCF Handbook, Section 3.6, D
2	18.4 The bedding available was not sanitary and poses a threat to the health, safety or well-being of a child in care. SACCF Handbook, Section 3.6, D
3	18.5 The bedding available was not appropriate for the child's size. SACCF Handbook, Section 3.6, D
3	18.6 Bedding was not stored in a sanitary manner. SACCF Handbook, Section 3.6, D

19. Restrooms and Bath Facilities SACCF Handbook, Section 3.7	
3	19.1 A toilet and/or bath facility was not easily accessible and at a height usable by the children. SACCF Handbook, Section 3.7, A
3	19.2 A platform used by children was not, safely constructed with an impermeable surface that can be easily cleaned and sanitized or disinfected. SACCF Handbook, Section 3.7, A
3	19.3 The facility did not have the number of toilets and/or sinks required for the licensed capacity. SACCF Handbook, Section 3.7, B
3	19.4 A toilet facility opened directly into an area where food was prepared. SACCF Handbook, Section 3.7, C
3	19.5 The facility serving children had neither a portable nor a permanent bath facility available for bathing children. SACCF Handbook, Section 3.7, F
3	19.6 The bath facility was not cleaned and/or sanitized or disinfected at least daily. SACCF Handbook, Section 3.7, F
3	19.7 The sink and/or toilet was not maintained in good operating condition, clean and/or sanitized or disinfected. SACCF Handbook, Section 3.7, E
2	19.8 The facility did not maintain the sink, toilet and/or bath facilities used by the children in good operating condition, clean and sanitized or disinfected, posing a threat to the health, safety or well-being of the children. SACCF Handbook, Section 3.7, E
3	19.9 Running water was not available and within reach of children using the toileting facility. SACCF Handbook, Section 3.7, D

3	19.10 The toileting facility did not have: [], and within the reach of children. SACCF Handbook, Section 3.7, D 19.10.1. paper towels or hand drying machines 19.10.2. soap 19.10.3. trash receptacle 19.10.4. toilet paper
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20. Operable Phone SACCF Handbook, Section 3.8.1	
2	20.1 The facility did not have an operable corded telephone available to all child care personnel during hours of operation. SACCF Handbook, Section 3.8.1

21. Fire Drills & Emergency Preparedness SACCF Handbook, Section 3.8	
3	21.1 The facility did not have documented proof of an annual fire inspection by the local fire authority. SACCF Handbook, Section 3.8.2, A
2	21.2 The facility did not have a current and approved annual fire safety inspection by the local fire authority. SACCF Handbook, Section 3.8.2, A
3	21.3 The facility did not have a fire extinguisher with a minimum rating of 2A10BC available in the food preparation area. SACCF Handbook, Section 3.8.2, C
3	21.4 The facility did not have a fire extinguisher with a minimum rating of 2A10BC within 75 feet of rooms occupied by children or in vehicles used to transport children. SACCF Handbook, Section 3.8.2, C
3	21.5 The facility did not have documentation of a fire extinguisher being properly maintained to include being serviced and retagged timely, and/or with a current certificate. SACCF Handbook, Section 3.8.2, B
2	21.6 During the facility's licensure year, fire drills utilizing the approved alarm system were not conducted monthly at various dates and times when children were in care []. SACCF Handbook, Section 3.8.4, A
2	21.7 Fire drills conducted during the licensure year did not include the following []. SACCF Handbook, Section 3.8.4, C
3	21.8 The written record of the fire drills was incomplete and did not include the following: []. SACCF Handbook, Section 3.8.4, C
3	21.9 The facility did not maintain fire drill records for the months of operation for a minimum of 12 months from the date of the fire drill. SACCF Handbook, Section 3.8.4, C
3	21.10 The facility's emergency evacuation plan did not include a diagram of safe routes and was not posted in each room. SACCF Handbook, Section 3.8.5, E
2	21.11 All adults and children failed to evacuate the facility when the approved fire alarm system was activated. SACCF Handbook, Section 3.8.4, B
2	21.12 Child care personnel failed to possess a current attendance record and parent contact information during a fire drill, emergency preparedness drill or an actual emergency. SACCF Handbook Section 3.8.4, C and 3.8.5, B
2	21.13 The facility did not have a written emergency preparedness plan. SACCF Handbook, Section 3.8.5, A
3	21.14 The facility's emergency preparedness plan was incomplete in that it did not []. SACCF Handbook, Section 3.8.5, A

2	21.15 Emergency preparedness drills were not conducted when children were in care. SACCF Handbook, Section 3.8.5, B
3	21.16 The written record of the emergency preparedness drills was incomplete and did not include the following []. SACCF Handbook, Section 3.8.5, C
3	21.17 The facility did not maintain emergency preparedness drill records for the months of operation for a minimum of 12 months from the date of the emergency preparedness drill. SACCF Handbook, Section 3.8.5, B
3	21.18 The written record of the fire and emergency preparedness drills conducted was not available at the time of inspection. SACCF Handbook, Section 3.8.5, D
3	21.19 The operator failed to notify the licensing agency within 24 hours following a fire or natural disaster as to their operational status. SACCF Handbook, Section 3.8.6
2	21.20 An automatic range-top fire suppression system was not in the kitchen for a facility that deep fried food. SACCF Handbook, Section 3.8.2, D
3	21.21 The automatic range-top fire suppression system was not maintained and inspected in accordance with the Florida Fire Prevention Code. SACCF Handbook, Section 3.8.2, D
3	21.22 Exit areas were not clear in accordance with fire safety regulations. SACCF Handbook, Section 3.8.3
2	21.23 Exit areas were blocked off and inaccessible in an emergency. SACCF Handbook, Section 3.8.3, B
3	21.24 The facility did not have a written plan for reporting and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children or child care personnel to the licensing authority. SACCF Handbook, Section 3.8.7
2	21.25 The facility failed to notify the licensing authority of an incident or unusual occurrence that was threatening to the health, safety, or welfare of the children or child care personnel. SACCF Handbook, Section 3.8.7
2	23.26 An alternate power source was used by the facility and was not installed and maintained in accordance with manufacturer's instructions, and/or did not comply with the Florida Building Code or Florida Fire Prevention Code 69A-60, F.A.C. SACCF Handbook, Section 3.8.5, F

Food and Nutrition

22. Food Preparation Area & Food Storage SACCF Handbook, Section 3.9.1 & 3.9.2	
3	22.1 The food preparation area was being used for purposes other than food preparation. SACCF Handbook, Section 3.9.1
3	22.2 Preparation of food occurred in an area that is not a designated food preparation area. SACCF Handbook, Section 3.9.1
3	22.3 The food preparation area was not ventilated by either mechanical or natural means to provide fresh air and control unpleasant odors. SACCF Handbook, Section 3.9.1, A.1
3	22.4 The food contact surfaces were not smooth or nonabsorbent to include unsealed cracks and seams. SACCF Handbook, Section 3.9.1, A.2
3	22.5 Food equipment was not maintained and stored in a sanitary manner and out of the reach of children. SACCF Handbook, Section 3.9.1, A.3

3	22.6 The lighting in the food preparation area was not shielded. SACCF Handbook, Section 3.9.1, A.4
3	22.7 The food preparation area floors, floor coverings, or walls were absorbent and not easy to clean. SACCF Handbook, Section 3.9.1, A.5
3	22.8 The food preparation area ceiling is not easily cleanable or replaceable in the event of water and other damage, mildew, or mold. SACCF Handbook, Section 3.9.1, A.6
3	22.9 The food preparation area does not have a hand washing station or the hand washing station did not include the following: []. SACCF Handbook, Section 3.9.1, A.7
3	22.10 A portable sink in the food preparation area was used for ware washing or food preparation. SACCF Handbook, Section 3.9.1, A.7
3	22.11 Garbage containing food waste was not disposed of in a leak proof, nonabsorbent container with a tight fitting lid. SACCF Handbook, Section 3.9.1, A.8
3	22.12 The garbage container used for the disposal of food waste was not emptied, cleaned and sanitized or disinfected daily. SACCF Handbook, Section 3.9.1, A.8
3	22.13 Child care personnel working in the food preparation area did not wear proper head covering. SACCF Handbook, Section 3.9.1, B
2	22.14 Child care personnel working in the food preparation area did not use disposable gloves, utensils or similar items to prevent bare hand contact with ready-to-eat foods. SACCF Handbook, Section 3.9.1, B
2	22.15 Children were present in the food preparation area when meals and snacks were being prepared. SACCF Handbook, Section 3.9.1, C
3	22.16 Food was stored in an inappropriate area. SACCF Handbook, Section 3.9.2
3	22.17 Food containers were not stored above the floor on clean surfaces to protect from splash and other contamination. SACCF Handbook, Section 3.9.2, A
3	22.18 Stored food was not consumed or discarded on or before the expiration date listed by the manufacturer. SACCF Handbook, Section 3.9.2, B
3	22.19 Recalled food was not removed and/or discarded. SACCF Handbook, Section 3.9.3, C.5.
2	22.20 Poisonous/toxic or cleaning products were not stored separately from food. SACCF Handbook, Section 3.9.2, C
3	22.21 Open packages of perishable or leftover foods were not []. SACCF Handbook, Section 3.9.2, D 22.21.1. properly covered or sealed. 22.21.2. labeled with date. 22.21.3 properly stored. 22.21.4. discarded within 7 calendar days.

3	22.22 Open packages of dried goods were not []. SACCF Handbook, Section 3.9.2, E 22.22.1. properly covered or sealed. 22.22.2. properly stored. 22.22.3. discarded according to the manufacturer's date. 22.22.4. discarded if the quality of food has been compromised.
3	22.23 The facility's refrigerator and/or freezer does not have an appropriate thermometer. SACCF Handbook, Section 3.9.2, F.1
3	22.24 Frozen food was not: SACCF Handbook, Section 3.9.2, F.2 and 3 22.24.1. labeled by date and type. 22.24.2. discarded within 7 calendar days of thawing.

23. Food Safety SACCF Handbook, Section 3.9.3	
3	23.1 Meals and/or snacks supplied by the facility did not meet the daily nutritional needs of the children in care in that []. SACCF Handbook, Section 3.9.3, B
2	23.2 Food item was served from an unapproved source in that []. SACCF Handbook, Section 3.9.3, C, D
2	23.3 Food served at the facility was not free from spoilage and contamination, and was not safe for eating as evidenced by []. SACCF Handbook, Section 3.9.3, C, D
2	23.4 Recalled food item was served to the children in care. SACCF Handbook, Section 3.9.3, C.5
2	23.5 Required food temperatures were not maintained in that []. SACCF Handbook, Section 3.9.3, C.7
2	23.6 A refrigerator was observed without a thermometer or with a thermometer showing a temperature reading greater than 41 degrees Fahrenheit. SACCF Handbook, Section 3.9.2, F.1
2	23.7 A freezer was observed without a thermometer or with a thermometer showing a temperature reading greater than 0 degrees Fahrenheit. SACCF Handbook, Section 3.9.2, F.1
2	23.8 Food was not thoroughly cooked and/or reheated to the appropriate temperature. SACCF Handbook, Section 3.9.3, C.9
2	23.9 Raw fruit or vegetables were not washed before being served or cooked. SACCF Handbook, Section 3.9.3, C.6
3	23.10 The facility chose not to provide meals and snacks, but failed to make arrangements with custodial parent or legal guardian to provide nutritional food for children. SACCF Handbook, Section 3.9.3, E
3	23.11 The facility did not maintain required written documentation of known food allergies and/or a specialized diet in a child's file. SACCF Handbook, Section 3.9.3, F
2	23.12 A child was given [] after the facility was notified of a food allergy by the custodial parent or legal guardian. SACCF Handbook, Section 3.9.3, F

3	23.13 The facility did not share with child care personnel or post in an easily accessible location, special food restrictions for a child. SACCF Handbook, Section 3.9.3, F
3	23.14 Milk and/or food sat out longer than 15 minutes prior to the beginning of the meal. SACCF Handbook, Section 3.9.5, A
3	23.15 Child care personnel, while distributing snacks/serving food, did not use napkins, disposable gloves, utensils, or similar items to prevent skin contact with food. SACCF Handbook, Section 3.9.5, B
3	23.16 Food provided by parents/guardians was not properly stored and handled in a sanitary manner to prevent contamination or spoilage. SACCF Handbook, Section 3.9.5, C
2	23.17 Children were permitted to eat hot food before it was sufficiently cooled to be eaten. SACCF Handbook Section 3.9.5, D
1	23.18 Children were permitted to eat hot food before it was sufficiently cooled to be eaten and suffered first or second degree burns as a result. SACCF Handbook Section 3.9.5, D
3	23.19 Clean, sanitary drinking water was not available to all children. SACCF Handbook, Section 3.9.6
3	23.20 A sink/water fountain combination was used inappropriately in that []. SACCF Handbook, Section 3.9.6
3	23.21 The facility's menu was not: SACCF Handbook, Section 3.9.3, G 23.21.1. was not planned. 23.21.2. was not written. 23.21.3. was not dated. 23.21.4. was not posted at the beginning of each week in an easily seen place. 23.21.5. was not accessible to parents. 23.21.6. did not have substitutions noted.
3	23.22 The facility failed to maintain documentation of meal and snack menus for at least 12 months. SACCF Handbook, Section 3.9.3, G and Section 7, B.13

24. Catered Food and Food Provided by Outside Sources SACCF Handbook, Section 7 & Section 3.9.3	
3	24.1 Facility served catered food but did not have a copy of caterer's license or permit. SACCF Handbook, Section 7, B.15
3	24.2 Facility served food from an unlicensed or unpermitted caterer. SACCF Handbook, Section 7, B.15
2	24.3 Facility accepted food that was not at the appropriate holding temperature in that []. SACCF Handbook, Section 3.9.3, C.7
2	24.4 Facility did not have an alternate plan for meals if catered food is unacceptable. SACCF Handbook, Section 3.9.3, D.2
3	24.5 Food Acceptance Log was missing or was incomplete in that it did not []. SACCF Handbook, Section 3.9.3, D.1
3	24.6 Food Acceptance Log was not retained for 12 months. SACCF Handbook, Section 3.9.3, D.1

3	24.7 Parent permission for special occasion food consumption was not maintained for a minimum of 12 months from the date of each activity. SACCF Handbook, Section 3.9.3, D.3
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Sanitation and Equipment	
25. Health and Sanitation SACCF Handbook, Section 3.6, 3.9, and 3.10	
3	25.1 Child care personnel did not wash their hands properly/thoroughly in that []. SACCF Handbook, Section 3.10.1
2	25.2 Child care personnel did not wash their hands []. SACCF Handbook, Section 3.10.1
3	25.3 Hand sanitizer was used in place of hand washing with soap and running water. SACCF Handbook, Section 3.10.1, B
2	25.4 Child care personnel with open wounds and/or injury that inhibits hand washing, was observed preparing food. SACCF Handbook, Section 3.10.1, C
3	25.5 Child care personnel did not ensure that children sleeping overnight at the facility brushed their teeth and washed their face and hands before bedtime. SACCF Handbook, Section 3.6, E
3	25.6 Children shared use of toothbrushes, towels and/or wash cloths. SACCF Handbook, Section 3.6, E
3	25.7 Children's toothbrushes were stored touching each other. SACCF Handbook, Section 3.6, E.
3	25.8 Non-disposable food equipment, tableware, and utensils utilized for food preparation and food consumption were not properly washed and sanitized on-site. SACCF Handbook, Section 3.9.4
3	25.9 A dishwasher used for tableware and utensil washing and sanitization was not functioning properly in that []. SACCF Handbook, Section 3.9.4, A
3	25.10 The facility failed to have a test kit or other device to accurately measure the concentration of the sanitizing solution used for ware washing. SACCF Handbook, Section 3.9.4, A.4. & C.3
3	25.11 The facility does not have a heat strip or temperature gauge to measure and verify sanitizing temperature. SACCF Handbook, Section 3.9.4, A.6 & D
3	25.12 A three compartment sink (or two compartment sink plus portable compartment receptacle) used for ware washing and sanitization was not sanitized before and after each use. SACCF Handbook, Section 3.9.4, B.2
3	25.13 A three compartment sink (or two compartment sink plus portable compartment receptacle) used for ware washing and sanitization was not utilized properly in that []. SACCF Handbook, Section 3.9.4, B
3	25.14 Single service items were not discarded after each use. SACCF Handbook, Section 3.9.4
3	25.15 Hand hygiene procedures, including situations or times, were not posted in food preparation, diapering, and toileting areas. SACCF Handbook, Section 3.10.1, D

26. Indoor Equipment SACCF Handbook, Section 3.11	
3	26.1 Toys, equipment and/or furnishings available to the children in care were not age appropriate in that []. SACCF Handbook, Section 3.11, A

3	26.2 The quantity of toys, equipment and/or furnishings suitable to each child's age and development was inadequate for the number of children in care. SACCF Handbook, Section 3.11, A
3	26.3 Toys, equipment and/or furnishings were not safe in that []. SACCF Handbook, Section 3.11
2	26.4 Toys, equipment and/or furnishings were not safe in that [] and pose a threat to the health, safety or well-being of the children in care. SACCF Handbook, Section 3.11
3	26.5 Toys, equipment and/or furnishings were not maintained in a sanitary condition and not cleaned and sanitized or disinfected following exposure to bodily fluids. SACCF Handbook, Section 3.11, B
3	26.6 The facility had insufficient age-appropriate seating for the number of children eating meals at one time. SACCF Handbook, Section 3.11, C
3	26.7 The facility did not have a written routine schedule for cleaning, sanitizing and disinfecting equipment, materials, furnishings and play areas on a daily and/or weekly basis. SACCF Handbook, Section 3.11, B
3	26.8 The frame of the [] was not securely anchored in the ground or stationary by design. SACCF Handbook, Section 3.11, D
3	26.9 Inspections were not conducted and documented monthly of all supports, above and below the ground, connectors, and moving parts of the permanent/stationary playground equipment. SACCF Handbook, Section 3.11, D
3	26.10 Documentation was not maintained for 12 months showing that routine inspections were conducted monthly of all supports, above and below the ground, connectors, and moving parts of the permanent/stationary playground equipment. SACCF Handbook, Section 3.11, D
2	26.11 A resilient surface was not provided beneath and within the fall/use zone for []. SACCF Handbook, Section 3.11, D
3	26.12 The resilient surface under the [] was not maintained. SACCF Handbook, Section 3.11, D
3	26.13 The placement of [] did not allow for adequate distance/clearance from other equipment, fences, and objects in the area. SACCF Handbook, Section 3.11, D
3	26.14 Equipment used in the indoor play area was not constructed and maintained according to manufacturer's recommendations. SACCF Handbook, Section 3.11, D

27. Outdoor Equipment SACCF Handbook, Section 3.12	
3	27.1 Equipment available to children in the outdoor play area was not appropriate for the age and developmental level of the children in care in that []. SACCF Handbook, Section 3.12, A
3	27.2 The frame of the [] was not securely anchored in the ground or stationary by design. SACCF Handbook, Section 3.12, B
2	27.3 The play equipment was not maintained in a safe or sanitary condition for the children to use in that []. SACCF Handbook, Section 3.12, B, D, F, G

3	27.4 Inspections were not conducted and documented monthly of all supports, above and below the ground, all connectors, and moving parts. SACCF Handbook, Section 3.12, B
3	27.5 Documentation was not maintained for 12 months , that routine inspections were conducted monthly of all supports, above and below the ground, all connectors, and moving parts. SACCF Handbook, Section 3.12, B
2	27.6 A resilient surface was not provided beneath and within the fall zone for []. SACCF Handbook, Section 3.12, C
3	27.7 The ground cover or other protective surface under the [] was not maintained. SACCF Handbook, Section 3.12, C
3	27.8 The placement of [] did not allow for adequate distance/clearance from other equipment, fences, and objects in the area. SACCF Handbook, Section 3.12, E
3	27.9 The equipment used in the outdoor play area was not constructed and maintained according to manufacturer's recommendations, and/or to allow for water drainage or open containers for water play were not emptied. SACCF Handbook, Section 3.12, F
2	27.10 A wading pool, or inflatable water slide with a landing area where water collects, was used by children in care. SACCF Handbook, Section 3.12, H
3	27.11 The facility did not provide usable equipment to engage the number of children in the outdoor play area. SACCF Handbook, Section 3.12 A
3	27.12 The facility did not maintain the manufacturer's instructions for playground equipment purchased or installed on or after (insert rule effective date) and/or have available for licensing to review. SACCF Handbook, Section 3.12, I

Training

28. Training Requirements SACCF Handbook, Section 4	
3	28.1 Child care personnel including volunteers who work 10 hours or more per month did not complete the 40 hour Introductory Child Care Training requirement. SACCF Handbook Section 4.2.1
3	28.2 The facility did not have documentation of the child care personnel's completion of required training on the training transcript in that []. SACCF Handbook, Section 4.5
3	28.3 The facility did not have documentation to show child care personnel had begun the introductory training within 90 days of employment in the child care industry. SACCF Handbook, Section 4.1
3	28.4 Child Care personnel, returning to the industry and who were in compliance with training requirements when they left the industry, did not complete new mandated training within 90 days of employment. SACCF Handbook, Section 4.3, A
3	28.5 Child Care personnel, who were not in compliance with training requirements when they left the industry, did not complete required training and any new mandated training before returning to the industry. SACCF Handbook, Section 4.3, B

3	28.6 Child care personnel, including volunteers who work 10 hours or more per month did not complete the required in-service training during the state's fiscal year beginning July 1 and ending June 30. SACCF Handbook, Section 4.2.5
3	28.7 Documentation of in-service training was not recorded on CF-FSP Form 5268, Child Care In-service Training Record. SACCF Handbook, Section 4.2.5, B
3	28.8 The facility did not have documented proof that all child care personnel were trained and knowledgeable in the use of fire extinguishers within 30 days of date of hire. SACCF Handbook, Section 4.2.3
3	28.9 The facility did not have documented proof that child care personnel were trained and knowledgeable on safe transportation practices prior to participating in transportation activities. CCF Handbook, Section 4.2.4
3	28.10 A foster grandparent working at the facility failed to complete the required training. SACCF Handbook, Section 1.2
3	28.11 The Individual left in charge at the before-school and/or after-school program: []. SACCF Handbook, Section 2.2 and 4.7.1, B 28.11.1. was not at least 21 years of age. 28.11.2. did not complete the approved 40-hour Introductory Child Care Training. 28.11.3. did not complete the special needs or the school age appropriate practices course.

29. Credentialed Staff SACCF Handbook, Section 4.7	
2	29.1 The director responsible for the daily operation of the program did not have an active Director Credential. SACCF Handbook, Section 4.7
2	29.2 The credentialed director was not on-site a majority of the hours that the facility is in operation as documented on timesheets, personnel schedules or employment records. SACCF Handbook, Section 4.7, A
2	29.3 The director was responsible for the operation of two programs with overlapping hours. SACCF Handbook, Section 4.7, E
3	29.4 The facility owner failed to notify the licensing authority within five working days of when the facility lost the credentialed director or when there was a change of director. SACCF Handbook, Section 4.7, D. 1 & 2
3	29.5 The public school before and after school program was required to have at least [] credentialed staff and had [] credentialed staff. SACCF Handbook, Section 4.7.1, A.3

Health Requirements

30. Communicable Disease Control SACCF Handbook, Section 6.1	
3	30.1 A child, child care personnel or other person in the child care facility suspected of having a communicable disease was not removed from the facility or placed in isolation. SACCF Handbook, Section 6.1, B

3	30.2 A child, child care personnel or other person suspected to be contributing to transmission of the illness, is not adequately immunized when there is an outbreak of a vaccine-preventable disease, or the circulating pathogen poses an increased risk to the individual was permitted to return to the facility without medical authorization. SACCF Handbook, Section 6.1, B
2	30.3 The facility did not report the child's signs and symptoms of illness to the child's custodial parents or legal guardian. SACCF Handbook, Section 6.1, C
3	30.4 A child identified as having head lice was permitted to return to the facility before treatment occurred and was verified. SACCF Handbook, Section 6.1, E
3	30.5 The facility failed to treat areas, equipment, toys or furnishings with which a child with lice had contact. SACCF Handbook, Section 6.1, E
3	30.6 The facility did not have an area for the care of an ill child which is: SACCF Handbook, Section 6.1.1, A & B 30.6.1. isolated. 30.6.2. ventilated. 30.6.3. heated. 30.6.4. equipped with a bed, mat, or cot 30.6.5. equipped with materials that can be cleaned and sanitized, or disinfected easily.
3	30.7 Linens in the isolation area were not changed after each use by an ill child. SACCF Handbook, Section 6.1.1, C
3	30.8 In the isolation area, used linens and/or disposable items were not kept in a closed container until cleaned or thrown away. SACCF Handbook, Section 6.1.1, C & D
2	30.9 A child placed in the isolation area was not within sight and hearing of child care personnel. SACCF Handbook, Section 6.1.1, E
2	30.10 The facility failed to report a suspected communicable disease outbreak for two or more children or adults within 72 hours to the local county health department and failed to follow directions given. SACCF Handbook, Section 6.1.2, B
3	30.11 The facility did not have a written exposure plan regarding safety precautions for exposure to blood and potentially infectious fluids. SACCF Handbook, Section 6
3	30.12 The facility does not have documentation for all child care personnel on required annual refresher education of the facility's exposure plan. SACCF Handbook, Section 6

31. CPR Requirements SACCF Handbook, Section 4.2.2	
2	31.1 The facility did not have at least one child care personnel with current and valid pediatric cardiopulmonary resuscitation certification present during all hours of operation. SACCF Handbook, Section 4.2.2, A
3	31.2 Documentation of pediatric cardiopulmonary resuscitation certification was not on file for child care personnel. SACCF Handbook Section 4.2.2, A

2	31.3 The facility had an inadequate number of child care personnel appropriately trained in CPR to maintain coverage both on-site and on field trips. SACCF Handbook, Section 4.2.2, B
2	31.4 The online CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual. SACCF Handbook, Section 4.2.2, D
3	31.5 Child care personnel, who provide direct supervision, did not complete pediatric cardiopulmonary resuscitation (CPR) certification within 90 days of their hire date. SACCF Handbook, Section 4.2.2, A

32. First Aid Requirements SACCF Handbook, Section 4.2.2 and 6.2	
2	32.1 The facility did not have at least one child care personnel with current and valid certificate of course completion for first aid training present at all times that children are in care. SACCF Handbook, Section 4.2.2, A
2	32.2 The facility did not have an adequate number of child care personnel appropriately trained in first aid to maintain coverage both on-site and on field trips. SACCF Handbook, Section 4.2.2, B
2	32.3 The facility did not have a first aid kit accessible to child care personnel on the premises at all times. SACCF Handbook, Section 6.2, A
2	32.4 First aid kit did not accompany child care personnel on a field trip, on an activity away from the facility, or while transporting children. SACCF Handbook, Section 6.2, B
3	32.5 The facility's first aid kit was within reach of children. SACCF Handbook, Section 6.2, A
3	32.6 The facility's first aid kit was missing the following items: [add items as a drop down]. SACCF Handbook, Section 6.2, C 32.6.1. Soap and hand sanitizer 32.6.2. Adhesive bandages 32.6.3. Disposable, non-porous gloves 32.6.4. Cotton balls or applicators 32.6.5. Sterile gauze pads or rolls 32.6.6. Adhesive tape 32.6.7. Digital thermometer 32.6.8. Tweezers 32.6.9. Pre-moistened wipes 32.6.10. Scissors 32.6.11. Bottled water 32.6.12. A current resource guide on first aid and CPR procedures
3	32.7 Documentation of first aid training was not on file for child care personnel. SACCF Handbook, Section 4.2.2, A
3	32.8 Child care personnel, who provide direct supervision, did not complete first aid training within 90 days of their hire date. SACCF Handbook, Section 4.2.2, A

33. Emergency Telephone Numbers SACCF Handbook, Section 6.3
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3	33.1 The facility's posted emergency information did not include the following: []. SACCF Handbook, Section 6.3, A 33.1.1 emergency services/911 33.1.2 ambulance phone number 33.1.3 fire department phone number 33.1.4 police phone number 33.1.5 Poison Control Center phone number 33.1.6 Florida Abuse Hotline 33.1.7 County Public Health Unit phone number 33.1.8 the facility's address, 33.1.9 directions to the facility; including major intersections and local landmarks.
3	33.2 Emergency information was not posted on or near all telephones in the facility. SACCF Handbook, Section 6.3 A

34. Accident/ Incident Notification and Documentation SACCF Handbook, Section 6.3 & 6.4	
2	34.1 Child care personnel failed to immediately contact emergency services and the child's custodial parents or legal guardians in the event of a serious illness, accident, injury or emergency to their child. SACCF Handbook, Section 6.3, B & C and 2.5.2, E
2	34.2 Child care personnel failed to follow the instructions from the child's custodial parents or legal guardians, in the case of a serious illness, accident, injury or emergency to their child. SACCF Handbook, Section 6.3, C
3	34.3 Child care personnel failed to document an accident or incident on the day that it occurred. SACCF Handbook, Section 6.4, A
3	34.4 Child care personnel failed to share the accident/incident form with the custodial parent/ legal guardian or the individual authorized to pick up child on the day that the incident occurred. SACCF Handbook, Section 6.4, B & D
3	34.5 Documentation of an accident or incident was insufficient in that it did not include the []. SACCF Handbook, Section 6.4, C
3	34.6 Documentation of an accident or incident was not maintained by the facility for a minimum of one year. SACCF Handbook, Section 6.4, D
2	34.7 The facility failed to report a serious injury or death to the licensing authority. SACCF Handbook, Section 6.4, E

35. Medication SACCF Handbook, Section 6.5	
2	35.1 A prescription or non-prescription medication, specifically [], was dispensed without written authorization from the custodial parent or legal guardian. SACCF Handbook, Section 6.5, A and J
3	35.2 The facility was notified of allergies to medication or special restrictions and there was no written documentation in the child's file. SACCF Handbook, Section 6.5, B
2	35.3 The facility was notified of allergies to medication or special restrictions and the information was neither shared with child care personnel nor posted with the stored medication. SACCF Handbook Section 6.5, B

3	35.4 A medication, [], brought to the center for administration, was not in its original container. SACCF Handbook, Section 6.5, C
3	35.5 The label on the prescription medication did not have the required information in that it did not include []. SACCF Handbook, Section 6.5, C
2	35.6 Written directions on the prescription label, the manufacturer's label or from the child's doctor for dispensing prescription or non-prescription medication were not followed in that []. SACCF Handbook, Section 6.5, C
2	35.7 Prescription or nonprescription medication provided for a child was not dispensed when needed in that []. SACCF Handbook, Section 6.5, A
1	35.8 Written directions on the prescription label were not followed in that [] or a child was given the wrong medication, which posed an imminent threat and could or did result in death or serious harm to the health, safety, or well- being. SACCF Handbook, Section 6.5, C
3	35.9 The facility did not obtain written authorization prior to administering emergency non-prescription medication. SACCF Handbook, Section 6.5, D and J
2	35.10 In an emergency, a non-prescription medication, specifically [], was dispensed and the custodial parent or legal guardian was not notified on the day it occurred. SACCF Handbook, Section 6.5, E
3	35.11 The facility did not maintain a record for each child who received medication while in care. SACCF Handbook, Section 6.5, F
3	35.12 The facility's record for a child receiving medication was incomplete in that it did not include []. SACCF Handbook, Section 6.5, F
3	35.13 A record of medication dispensed was not retained for at least 12 months after the last dosage was given. SACCF Handbook, Section 6.5, F
3	35.14 All medication did not have child resistant caps, if applicable. SACCF Handbook, Section 6.5, G
2	35.15 Medication was not stored in either a locked area or inaccessible and out of a child's reach. SACCF Handbook, Section 6.5, G
3	35.16 Medication stored in the food preparation area was not stored in a manner to prevent contamination of food, food contact surfaces, or medication. SACCF Handbook, Section 6.5, G
3	35.17 Medication which had expired or is no longer being administered was not discarded or returned to the custodial parent or legal guardian. SACCF Handbook, Section 6.5, H
3	35.18 Child care personnel administering medication did not have documentation of training. SACCF Handbook, Section 6.5, I
2	35.19 Child care personnel did not ensure sun safety. SACCF Handbook, Section 6.5, J
2	35.20 Parental permission was not obtained prior to administering: SACCF Handbook, Section 6.5, J 35.20.1 sunscreen 35.20.2 insect repellent
2	35.21 A child was given the wrong medication in that []. SACCF Handbook, Section 6.5, A

3	35.22 Additional documentation describing the symptoms that would require the prescription and/or non-prescription medication used on an “as needed” basis to be administered was not on file. SACCF Handbook, Section 6.5, A and 2.5.2, C & D
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Record Keeping

36. Enrollment Information SACCF Handbook, Section 7.3 & s. 402.3054(2), F.S.	
3	36.1 Child records or copies of records were not being maintained at the facility and available for review by the licensing authority. SACCF Handbook, Section 7.3, A
3	36.2 The facility did not have a fully-completed enrollment form (CF-FSP Form 5219) or equivalent form for the child(ren) in care. SACCF Handbook, Section 7.3
3	36.3 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the facility had provided the department's Know Your Child Care Facility brochure was not on file for the child(ren). SACCF Handbook, Section 7.3, C.1.
3	36.4 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the facility had provided their written disciplinary and expulsion policies was not on file for the child(ren). SACCF Handbook, Section 7.3, C.2 and Section 2.8, C
3	36.5 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the facility had provided their food and nutrition policies that included language on food safety and food allergens was not on file for the child(ren). SACCF Handbook, Section 7.3, C.3
3	36.6 The facility did not maintain documentation that the parent(s) or legal guardian(s) of each child were provided information detailing the causes, symptoms, and transmission of the influenza virus annually during the months of August through September in that []. SACCF Handbook, Section 7.3, C.4
3	36.7 The facility did not have written consent from the custodial parent(s) or legal guardian(s) before a child participated in activities conducted by the child enrichment service provider. s.402.3054(2), F.S.
3	36.8 A child who has or is at an increased risk for a chronic physical, developmental, behavioral or emotional condition and require additional services did not have a current emergency care plan included in their file. SACCF Handbook, Section 7.2, A
3	36.9 The name, address and phone number of persons authorized to retrieve the child was not included in the enrollment information. SACCF Handbook, Section 7.3, B
3	36.10 The facility did not maintain documentation that the parent(s) or legal guardian(s) of each child were provided information regarding the potential for distracted adults to fail to drop off a child and leave them in the car annually during the months of April and September in that []. SACCF Handbook, Section 7.3, C.5

37. Personnel Records SACCF Handbook, Section 7.4
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3	37.1 Personnel records or copies of records were not being maintained at the facility and available for review by the licensing authority. SACCF Handbook, Section 7.4
3	37.2 Child care personnel did not have an employment application on file. SACCF Handbook, Section 7.4, A
3	37.3 The child care personnel record did not include a signed statement regarding any work in a center that had been subject to negative licensing action or the subject of disciplinary action while employed. s.402.3055(1)(b), F.S. and Section 7.4, A
3	37.4 The personnel/ volunteer (ten hours or more per month) record did not include a CF-FSP 5337 Child Abuse and Neglect Reporting Requirements form signed annually. SACCF Handbook, Section 7.4, C
3	37.5 A Volunteer Acknowledgement (Form CF-FSP 5217) was not on file prior to volunteering. SACCF Handbook, Section 7.4, D
3	37.6 The facility failed to maintain written documentation for the number of hours a volunteer worked. SACCF Handbook, Section 7.4, D

38. Background Screening Documents SACCF Handbook, Section 7.4.1 and Section 5	
3	38.1 A complete CF-FSP Form 5131, Background Screening and Personnel File Requirements, was not on file for all employees. SACCF Handbook, Section 7.4.1, A
2	38.2 Documentation of Level 2 Clearinghouse screening clearance was missing for child care personnel. SACCF Handbook, Section 7.4.1, C
1	38.3 The personnel record for the individual indicated the person had been arrested for and are awaiting final disposition of, have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense noted in Section 435.04, Florida Statute, which disqualifies the person from employment and the owner/operator failed to take appropriate action in that []. s 435.04 F.S.
3	38.4 An employment history verification was not documented and on file. SACCF Handbook, Section 5.1, D
3	38.5 Employment history check did not include all required information including applicants, job title, description of regular duties, confirmation of employment dates, and level of job performance. SACCF Handbook, Section 5.1, D
3	38.6 The Child Care Attestation of Good Moral Character was not completed at the time of initial screening or upon change in employers. SACCF Handbook, Section 7.4.1, B
2	38.7 Background screening was not completed: SACCF Handbook, Section 5.2 38.7.1. every five years after the initial screening. 38.7.2. after a 90-day break in service.
2	38.8 The child enrichment provider was missing level 2 screening or did not met the screening requirements prior to providing services. s.402.3054(3), F.S.
3	38.9 The facility failed to maintain a current Employee/Contractor Roster for all child care personnel in the Clearinghouse. SACCF Handbook, Section 5.1, K

3	38.10 The facility failed to maintain a copy of the DCF email informing of the individual's eligibility for a provisional hire in the child care personnel file. SACCF Handbook, Section 7.4.1, C
3	38.11 Child care personnel's Level 2 documentation was incomplete in that []. SACCF Handbook, Section 7.4.1, D, E, and F 38.11.1 A copy of the DCF letter/email acknowledging search of the child abuse and neglect registry for individuals screened July 1 – December 15, 2016 is missing. 38.11.2. A copy of out-of-state child abuse and neglect registry search is missing. 38.11.3. A copy of out-of-state sexual offender/predator registry search is missing.
2	38.12 A facility that is located in or adjacent to the home of the operator failed to maintain []. SACCF Handbook, Section 5.1, M and 7.4.1 38.12.1. Juvenile Records Check for household members aged 12 to 17 years. 38.12.2. Background screening documentation for adult household members.

39. Daily Attendance SACCF Handbook, Section 7.5	
3	39.1 There were no daily attendance records or they were unavailable for review by the licensing authority. SACCF Handbook, Section 7, B.4
3	39.2 Attendance records did not include the time of each child's arrival and departure. SACCF Handbook, Section 7.5
3	39.3 Child care personnel failed to ensure arrival and departure times were complete and accurate at the time of arrival or departure. SACCF Handbook, Section 7.5, B
3	39.4 The facility did not maintain attendance records for the past 12 months. SACCF Handbook, Section 7.5, D
2	39.5 The facility did not have documentation of prior notice of a child's absence and failed to contact the custodial parent(s)/ legal guardian(s) to notify of their child's absence. SACCF Handbook, Section 7.5, C
3	39.6 The facility did not document attempts to contact parent/guardian/emergency contacts of an absent child. SACCF Handbook, Section 7.5, C
3	39.7 The attendance roster did not accompany the group of children in that []. SACCF Handbook, Section 7.5, A

Enforcement

40. Access/Child Safety CCF Handbook, Section 8	
2	40.1 Child care personnel inappropriately interacted with children in care in a manner that was aggressive, demeaning or intimidating in nature. SACCF Handbook, Section 8.2, C
1	40.2 The owner, operator, employee or substitute, while caring for children, committed an act or omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes or Chapter 827, Florida Statutes. SACCF Handbook, Section 8.2, A

1	40.3 As a mandated reporter, the owner, operator, employee, volunteer or substitute failed to report suspected child abuse or neglect as required in section 39.201, Florida Statutes. SACCF Handbook, Section 8.2, B
2	40.4 The facility did not provide the parent(s) or legal guardian(s) access, in person or by telephone, to the child care facility during the hours of operation. SACCF Handbook, Section 8.1, A
2	40.5 The owner, operator, employee or substitute failed to grant the licensing authority access to the child care facility, or any portion thereof, during the hours of operation. s. 402.311, F.S.
3	40.6 The owner, operator, employee or substitute failed to grant the licensing authority access to facility records. s. 402.311, F.S.
1	40.7 Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the child care facility to a parent/guardian, licensing authority, or law enforcement that could or did result in the death or serious harm to the health safety or wellbeing of a child. s. 402.319(1)(f), F.S.
2	40.8 Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the child care facility to a parent/guardian, licensing authority, or law enforcement. s. 402.319(1)(f), F.S.
2	40.9 Facility personnel interfered with or prevented the licensing authority from copying of facility records, photographing or recording a location/activity on the premises. SACCF Handbook, Section 8.1, B
1	40.10 Facility denied the licensing authority access to the child care facility, personnel, or records during the hours of operation. s.402.311, F.S.