



## FAMILY DAY CARE HOME STANDARDS CLASSIFICATION SUMMARY

Specific Child Care Licensing Standard	
Class Violation Level	Description of Licensing Standard Violation

<b>1. Licensed Capacity/ Ratio 402.302(8), F.S. and FDCH/LFCCH Handbook, Section 2.1</b>	
2	1.1 A family day care home may provide care for a maximum of [ ]. <b>402.302(8), F.S., FDCH/LFCCH Handbook, Section 2.2.1</b> 1.1.1. 4 children from birth to 12 months of age. 1.1.2. 3 children from birth to 12 months of age, and other children, for a maximum total of six children. 1.1.3. 6 preschool children if all are older than 12 months of age. 1.1.4. 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age. There were [ ] children observed in care and their ages were [ ].
1	1.2 The operator was over the licensed capacity and the circumstances pose an imminent threat to the children which could or does result in serious harm and death of a child. <b>FDCH/LFCCH Handbook, Section 2.2.1</b>
2	1.3 The home was used for a business or other purpose unrelated to child care that interfered with compliance with child care standards and/or permitted the presence of unscreened individuals while children were present. <b>FDCH/LFCCH Handbook, Section 2.1, E</b>

<b>2. Child Discipline FDCH/LFCCH Handbook, Section 2.3</b>	
3	2.1 A method of discipline included in the home's discipline policy is not age appropriate and/or constructive for the children in care in that [ ]. <b>FDCH/LFCCH Handbook, Section 2.3, A</b>
3	2.2 A signed statement from the custodial parent(s) or legal guardian(s) attesting that the home had provided their written disciplinary and expulsion policies was not on file for the child(ren). <b>FDCH/LFCCH Handbook, 2.3, C</b>
1	2.3 A method of discipline used in the home was severe, humiliating and/or frightening in that [ ]. <b>FDCH/LFCCH Handbook, Section 2.3, F</b>
2	2.4 A form of discipline used in the home was associated with food, rest and/or toileting. <b>FDCH/LFCCH Handbook, Section 2.3, A, B and F</b>
1	2.5 A form of discipline used in the home included the use of spanking or other form of physical punishment. <b>FDCH/LFCCH Handbook, Section 2.3, A, B and F</b>
3	2.6 The <b>child care personnel's</b> use of denial of active play as a form of discipline was not age appropriate. <b>FDCH/LFCCH Handbook, Section 2.3, D</b>
2	2.7 The [ ] did not comply with the written disciplinary and/or expulsion policies in that [ ]. <b>FDCH/LFCCH Handbook, Section 2.3, B</b>

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3	2.8 A copy of the disciplinary and/or expulsion policies was not available for review by the licensing authority. <b>FDCH/LFCCH Handbook, Section 2.3, E</b>
3	2.9 The operator did not have a written policy and/or procedures to identify and prevent shaken baby syndrome and abusive head trauma. <b>FDCH/LFCCH Handbook, Section 2.3, G</b>

<b>3. Transportation FDCH/LFCCH Handbook, Section 2.4</b>	
2	3.1 The driver of the vehicle transporting children for the home did not have a valid driver's license and/ or a valid and current certification in <b>pediatric</b> CPR procedures and first aid training. <b>FDCH/LFCCH Handbook, Section 2.4.1</b>
3	3.2 The operator did not maintain documentation of a valid Florida driver's license and/ or a valid certification in infant and child CPR procedures and first aid training for the driver. <b>FDCH/LFCCH Handbook, Section 2.4.1</b>
3	3.3 The operator did not have documentation of current insurance coverage for the vehicle used to transport children in care. <b>FDCH/LFCCH Handbook, Section 2.4.4, E</b>
2	3.4 The operator did not have current insurance coverage on all vehicles used to transport children in care. <b>FDCH/LFCCH Handbook, Section 2.4.4, E</b>
2	3.5 The vehicle had missing, broken or non-operable seat belts and/or safety restraints. <b>FDCH/LFCCH Handbook, Section 2.4.4, B</b>
1	3.6 The vehicle had seat belts and /or safety restraints for [ ] children and [ ] children were transported at one time. <b>FDCH/LFCCH Handbook, Section 2.4.4, B</b>
1	3.7 The operator's use of seat belts was not age-appropriate for the child(ren) being transported who required the use of a safety restraint and/or the child safety restraint was not installed, secured and/or used in accordance with the manufacturer's instructions <b>FDCH/LFCCH Handbook, Section 2.4.5</b>
2	3.8 The operator did not have evidence that a transportation log was maintained for all children transported. <b>FDCH/LFCCH Handbook, Section 2.4.2</b>
3	3.9 The transportation log was not retained for a minimum of 12 months. <b>FDCH/LFCCH Handbook, Section 2.4.2</b>
3	3.10 The log for children transported did not include the following required information: [ ]. <b>FDCH/LFCCH Handbook, Section 2.4.2</b> 3.10.1. child's name 3.10.2. date 3.10.3. time of departure 3.10.4. time of arrival 3.10.5. signature of driver verifying all children left the vehicle 3.10.6. signature of second sweep if applicable
2	3.11 Upon arrival at the destination, it was determined that the driver/ <b>provider</b> : [ ]. <b>FDCH/LFCCH Handbook, Section 2.4.2</b> 3.11.1. Failed to mark each child off the log as children departed the vehicle. 3.11.2. Failed to conduct a physical inspection and visual sweep of the vehicle.
3	3.12 The permission slips were not maintained for a minimum of <b>12</b> months. <b>FDCH/LFCCH Handbook, Section 2.4.4, H</b>

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3	3.13 The operator and/or other individual responsible for children being transported or while on a field trip did not have contact information and emergency medical consent for all children. <b>FDCH/LFCCH Handbook, Section 2.4.4, G</b>
3	3.14 A permission and transportation release form, signed by the custodial parent or legal guardian, for planned and/or unplanned activities occurring off the family day care home property was not on file for the child(ren). <b>FDCH/LFCCH Handbook, Section 2.4.4, H</b>
2	3.15 Emergency care plans, supplies, and/or medication was not available for the children being transported with chronic medical conditions. <b>FDCH/LFCCH Handbook, Section 2.4.3</b>
2	3.16 The interior of vehicles used to transport children was not maintained between 65 and 82 degrees Fahrenheit. <b>FDCH/LFCCH Handbook, Section 2.4.4, I</b>
2	3.17 A wheelchair occupant was not properly secured during transport with the wheelchair secured by four tie-downs in a forward-facing direction and the child secured in a three-point tie restraint or in a federally approved child safety restraint in accordance with the child's needs. <b>FDCH/LFCCH Handbook, Section 2.4.4, J</b>
2	3.18 Child safety restraint was not replaced after a recall, past the manufacturer's "date of use" expiration date, or after being involved in a crash. <b>FDCH/LFCCH Handbook, Section 2.4.5</b>
3	3.19 The operator did not have documentation of an annual vehicle inspection for a vehicle used to transport children in care. <b>FDCH/LFCCH Handbook, Section 2.4.4, A</b>
2	3.20 A vehicle used to transport children did not have an inspection by a mechanic to ensure it was in proper working order. <b>FDCH/LFCCH Handbook, Section 2.4.4, A</b>
1	3.21 Upon arrival at the destination, the driver of the vehicle failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle. <b>FDCH/LFCCH Handbook, Section 2.4.2, B</b>

<b>4. Operator/Advertising 402.318 F.S. and FDCH/LFCCH Handbook, Section 2.1 &amp; 3.1</b>	
3	4.1 The family home failed to include their license number when advertising. <b>402.318 F.S.</b>
2	4.2 The operator worked outside of the home during the operating hours of the family day care home., <b>FDCH/LFCCH Handbook, Section 3.1, C</b>
1	4.3 The operator, in whose name the license was issued, was no longer a resident of the family day care home. <b>FDCH/LFCCH Handbook, Section 3.1, B</b>
3	4.4 The home's license was not posted in a conspicuous place. <b>FDCH/LFCCH Handbook, Section 2.1, F</b>

<b>5. Substitute FDCH/LFCCH Handbook, Section 3</b>	
3	5.1 The operator had no written plan to provide at least one substitute, minimally 18 years old, to be available on a temporary/emergency basis. <b>FDCH/LFCCH Handbook, Section 3.2</b>

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2	5.2 The substitute left in charge of the children in care was younger than 18 years of age. <b>FDCH/LFCCH Handbook, Section 3.2</b>
3	5.3 The operator's substitute plan did not include the name, address and telephone number of the designated substitute. <b>FDCH/LFCCH Handbook, Section 3.2, B</b>
3	5.4 The operator failed to report changes to the written substitute plan within five working days. <b>FDCH/LFCCH Handbook, Section 3.2, C</b>
3	5.5 The provider failed to maintain written documentation for the number of hours a substitute worked in their home each day for the preceding 12 months. <b>FDCH/LFCCH Handbook, Section 3.2, C</b>
3	5.6 The substitute worked over 40 hours per months on average over a six month period in a single family day care home. <b>FDCH/LFCCH Handbook, Section 3.2, D</b>

<b>6. Background Screening Requirements FDCH/LFCCH Handbook, Section 4</b>	
2	6.1 Required background screening-was missing for [ ]. <b>402.313(3) F.S. and FDCH/LFCCH Handbook, Section 4.1</b> 6.1.1. an adult or <b>household</b> members 6.1.2. a substitute 6.1.3. a volunteer 6.1.4. a juvenile family member, 12 and older (an FDLE check.)
1	6.2 The record for an 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 434.04, Florida Statute, which disqualifies the person from employment and the owner/operator failed to take appropriate action in that [ ]. <b>s 435.04 F.S.</b>
3	6.3 An employment history verification was not documented and on file. <b>FDCH/LFCCH Handbook, Section 4.1, E and Q</b>
3	6.4 Employment history check did not include all required information including applicant's job title, description of regular duties, confirmation of employment dates, and level of job performance. <b>FDCH/LFCCH Handbook, Section 4.1, E and Q</b>
3	6.5 The Child Care Attestation of Good Moral Character was not completed at the time of initial screening or upon change in employers. <b>FDCH/LFCCH Handbook, Section 4.1, R and 4.3, B</b>
2	6.6 Background screening was not completed every five years after the initial screening. <b>402.313(3), F.S.</b>
3	6.7 The operator, substitute and/or volunteer did not have a CF-FSP 5337 Child Abuse and Neglect Reporting Requirements form signed annually. <b>FDCH/LFCCH Handbook, Section 4.3, H</b>
3	6.8 A Volunteer acknowledgement (form CF-FSP 5217) was not on file prior to volunteering. <b>FDCH/LFCCH Handbook, Section 4.3, I</b>
3	6.9 Operator failed to maintain written documentation for the number of hours a volunteer worked in the home. <b>FDCH/LFCCH Handbook, Section 4.3, I</b>

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3	6.10 Operator failed to maintain a current Employee/Contractor Roster for substitutes, employees or household members in the Clearinghouse. <b>FDCH/LFCCH Handbook, Section 4.1, L</b>
3	6.11 The operator failed to maintain a copy of the DCF email informing of the individual's eligibility for a provisional hire in the child care personnel file. <b>FDCH/LFCCH Handbook, Section 4.3, C</b>
3	6.12 Child care personnel's Level 2 documentation was incomplete in that [ ]. <b>FDCH/LFCCH Handbook, Section 4.3, D, E, and F</b> 6.12.1 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. 6.12.2. A copy of out-of-state child abuse and neglect registry search is missing. 6.12.3. A copy of out-of-state sexual offender/predator registry search is missing.

<b>7. Staff Training FDCH/LFCCH Handbook, Section 5</b>	
3	7.1 A foster grandparent working in the home failed to complete the required training. <b>FDCH/LFCCH Handbook, Section 5.2.3</b>
3	7.2 A substitute, who worked 40 hours or more a month, on average, did not have documentation on the training transcript of the 30 clock-hour Family Child Care Training course completion. <b>FDCH/LFCCH Handbook, Section 5.1.1, A</b>
3	7.3 A substitute, who worked 40 hours or more a month, on average, did not have documentation to show completion of a Department approved five hour early literacy and language development course, prior to caring for children, and/or the documentation was not uploaded into the Florida Pathways (Registry). <b>FDCH/LFCCH Handbook, Section 5.1.1, B</b>
3	7.4 A substitute, who worked less than 40 hours a month on average, did not complete the department's 6 clock-hour Family Child Care Rules and Regulation course (or have documentation of completion of the 3 clock-hour Fundamentals of Child Care Home Rules course.) as evidenced by the Department's training transcript. <b>FDCH/LFCCH Handbook, Section 5.1.2, A or B</b>
2	7.5 The home did not have at least one person providing care to children with a valid and current certification in pediatric CPR procedures and/or first aid training. <b>FDCH/LFCCH Handbook, Section 5.1.1, C</b>
2	7.6 The CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual. <b>FDCH/LFCCH Handbook, Section 5.1.1, C</b>
3	7.7 The 10 hours of annual in-service training had not been completed by the operator for the operator's 12 month licensing period. <b>FDCH/LFCCH Handbook, Section 5.6.1</b>
3	7.8 Documentation of in-service training for the operator was not recorded on CF-FSP 5268A, In-Service Training. <b>FDCH/LFCCH Handbook, Section 5.8, C</b>



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3	7.9 The home did not have documented proof that all child care personnel were trained and knowledgeable within 30 days of employment in [ ]. <b>FDCH/LFCCH Handbook, Section 5.2.1 and 5.2.2</b> 7.9.1. safe sleep practices and shaken baby syndrome 7.9.2. the use of fire extinguishers
3	7.10 The operator or substitute's First Aid or CPR certification was no longer current. <b>FDCH/LFCCH Handbook, Section 5.1.1, C</b>

<b>8. Supervision FDCH/LFCCH Handbook, Section 6</b>	
1	8.1 An unscreened individual was left alone with children in care. <b>s.435.06(2)(a), F.S. and FDCH/LFCCH Handbook, Section 4.2, C</b>
1	8.2 The operator, substitute, <b>or volunteer</b> was supervising children while using or under the influence of narcotics, alcohol or other drugs that impair the individual's ability to provide safe child care. <b>FDCH/LFCCH Handbook, Section 6, C</b>
1	8.3 A child was left <b>without child care personnel supervision inside or outside the home, in a vehicle</b> , or behind on a field trip. <b>FDCH/LFCCH Handbook, Section 6, A</b>
1	8.4 Child(ren) were not being 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 the child(ren). <b>FDCH/LFCCH Handbook, Section 6, B, D - L</b>
1	8.5 A child was not adequately supervised and left the premises of the home without child care personnel supervision. <b>FDCH/LFCCH Handbook, Section 6, A</b>
1	8.6 The driver of the vehicle failed to drop the child off at the appropriate location. <b>FDCH/LFCCH Handbook, Section 6, I</b>
2	8.7 An infant was observed being fed with a propped bottle. <b>FDCH/LFCCH Handbook, Section 6, F</b>
2	8.8 Children were not being adequately supervised in that [ ]. <b>FDCH/LFCCH Handbook, Section 6, G, H, I, L</b>
2	8.9 A child was observed napping or sleeping in a bedroom with the bedroom door closed. <b>FDCH/LFCCH Handbook, Section 6, B</b>
2	8.10 A child in the designated isolation area due to illness was not within sight and hearing of the operator. <b>FDCH/LFCCH Handbook, Section 6, D</b>
2	8.11 A child was not adequately supervised while being diapered or having clothes changed and/or a safety strap or harness was used on the diaper changing table/surface. <b>FDCH/LFCCH Handbook, Section 6, E</b>
2	8.12 Children did not receive supervision as required by their age or required needs while toileting or bathing. <b>FDCH/LFCCH Handbook, Section 6, E</b>
2	8.13 The individual(s) responsible for children while away from the home did not have a telephone or other means of instant communication available. <b>FDCH/LFCCH Handbook, Section 6, J</b>
2	8.14 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). <b>FDCH/LFCCH Handbook, Section 6, K</b>

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2	8.15 During swimming or wading, a ratio of [ ] child care personnel for [ ] children is required. A ratio of [ ] child care personnel for [ ] children was observed. <b>FDCH/LFCCH Handbook, Section 6, H</b>
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<b>9. Animal Vaccinations FDCH/LFCCH Handbook, Section 7.1</b>	
3	9.1 The operator did not have documentation of current vaccination records for the pet observed. Vaccinations are available for this type of animal. <b>FDCH/LFCCH Handbook, Section 7.1</b>
2	9.2 The pet was not immunized though vaccinations are available for this type of animal. <b>FDCH/LFCCH Handbook, Section 7.1</b>
3	9.3 The operator did not have documentation that custodial parents or guardian are given written notification of animals on the premises. <b>FDCH/LFCCH Handbook, Section 7.1</b>
2	9.4 An animal that was poisonous, venomous, aggressive, or posed a potential threat of harm to children was on the premises of the home. <b>FDCH/LFCCH Handbook, Section 7.1</b>

<b>10. Toxic Substances, Hazardous Materials and Hazardous FDCH/LFCCH Handbook, Section 7.2</b>	
2	10.1 Toxic Substances and/or Hazardous materials including cleaning supplies, flammable products, and poisonous items were accessible to children in care. <b>FDCH/LFCCH Handbook, Section 7.2</b>
2	10.2 A Toxic substance or hazardous material, [ ], was not labeled. <b>FDCH/LFCCH Handbook, Section 7.2</b>
2	10.3 Potentially-harmful items such as BB guns, pellet guns, knives and/or sharp tools were not in a locked area or were accessible to children in care. <b>FDCH/LFCCH Handbook, Section 7.2</b>
2	10.4 Cleaning (other than general clean-up activities) of a room took place while children were present in the room. <b>FDCH/LFCCH Handbook, Section 7.2, D</b>
2	10.5 Narcotics, alcohol, or other impairing drugs/paraphernalia were accessible to children in care. <b>FDCH/LFCCH Handbook, Section 7.2, C</b>

<b>11. Smoking on Premise FDCH/LFCCH Handbook, Section 7.3</b>	
3	11.1 The custodial parents or legal guardians of children in care were not informed in writing, by the operator, that someone living in the home smoked. <b>FDCH/LFCCH Handbook, Section 7.3, A</b>
2	11.2 Smoking was observed in the home, the outdoor play area, during a field trip or in a vehicle transporting children in care. <b>FDCH/LFCCH Handbook, Section 7.3, A and B &amp; Section 2.4.4, F</b>
3	11.3 There was evidence that smoking occurred in the home, outdoor play area, during a field trip or in a vehicle used to transport children in care. <b>FDCH/LFCCH Handbook, Section 7.3, A and B &amp; Section 2.4.4, F</b>

<b>12. Firearms and Weapons FDCH/LFCCH Handbook, Section 7.4</b>	
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1	12.1 Firearms and/or weapons were not stored in a locked container, locked area, or with a secure trigger lock and in a secure location inaccessible to children. <b>FDCH/LFCCH Handbook, Section 7.4</b>
1	12.2 Firearms and/or weapons were observed on a person located on the premises other than law enforcement officers. <b>FDCH/LFCCH Handbook, Section 7.4</b>

<b>13. Indoor Play Areas FDCH/LFCCH Handbook, Section 7.5</b>	
3	13.1 Indoor play areas in the home were not clean and free from litter, nails, glass, and other hazards. <b>FDCH/LFCCH Handbook, Section 7.5, B</b>
3	13.2 Indoor play areas were not in good repair. <b>FDCH/LFCCH Handbook, Section 7.5, B</b>
3	13.3 A health and safety deficiency having a low potential for harm to the children in care was observed. <b>FDCH/LFCCH Handbook, Section 7.5, B</b>
2	13.4 A health and safety deficiency having a moderate potential for harm to the children in care was observed. <b>FDCH/LFCCH Handbook, Section 7.5, B&amp;C</b>
1	13.5 A health and safety deficiency was observed in the indoor play area that poses a serious threat to the health, safety or well-being of the children. <b>FDCH/LFCCH Handbook, Section 7.5, B</b>
2	13.6 The home had electrical outlet covers that were not in place. <b>FDCH/LFCCH Handbook, Section 7, E</b>
3	13.7 Indoor 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 documentation was not maintained for 12 months. <b>FDCH/LFCCH Handbook, Section 7, A</b>
2	13.8 Guardrails or protective barriers, such as baby gates, were not provided at open sides of stairs, ramps, or other walking surfaces from which there is more than a 30-inch vertical distance to fall. <b>FDCH/LFCCH Handbook, Section 7, B</b>
2	13.9 An electrical device or apparatus accessible to children was located in a place that could be plugged into an electrical outlet while a person is in contact with a water source, such as a sink, tub, shower area, water table, or swimming pool. <b>FDCH/LFCCH Handbook, Section 7, C</b>
2	13.10 The home uses a product or device that produces carbon monoxide indoors and the home does not have a carbon monoxide detector installed when required to by state or local laws. <b>FDCH/LFCCH Handbook, Section 7, D</b>
3	13.11 The home has a carbon monoxide detector that was not tested and maintained according to manufacturer's instructions and/or the home did not maintain documentation of testing. <b>FDCH/LFCCH Handbook, Section 7, D</b>

<b>14. Outdoor Time, Fencing and Play Area Requirements FDCH/LFCCH Handbook, Section 7.6</b>	
3	14.1 Outdoor play areas in the home were not free from litter, nails, glass, and other hazards. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>
3	14.2 Outdoor play areas were not in good repair. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>



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3	14.3 A health and safety deficiency having a low potential for harm to the children in care was observed. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>
2	14.4 A health and safety deficiency having a moderate potential for harm to the children in care was observed. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>
1	14.5 A health and safety deficiency was observed in the outdoor play area that poses a serious threat to the health, safety or well-being of the children. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>
3	14.6 Weather permitting, infants were not provided opportunities for outdoor time. <b>FDCH/LFCCH Handbook, Section 7.6, D</b>
2	14.7 Fencing a minimum of 4 feet in height with at least two exits, with one being remote from the building, was not provided when required. <b>FDCH/LFCCH Handbook, Section 7.6 C</b>
2	14.8 Children in the outdoor play area had access to a public road/street, laned public road/street or road/street with a speed limit 25 miles per hour or greater or bordered a water hazard. <b>FDCH/LFCCH Handbook, Section 7.6, E</b>
2	14.9 The outdoor play area that required fencing was not safe and adequate in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.6, F</b>
3	14.10 The base of the fence in the outdoor play area was not at ground level and could allow inside or outside access by children or animals. <b>FDCH/LFCCH Handbook, Section 7.6, F</b>
3	14.11 The fence in the outdoor play area had a build-up (e.g., leaves, soil) at the base on the play area side, causing the fence to be less than the minimum 4 feet in height. <b>FDCH/LFCCH Handbook, Section 7.6, F</b>
3	14.12 The family day care homes' play activities were not suitable to the child(ren)'s age and development and/or the outdoor play area did not provide enough usable equipment. <b>FDCH/LFCCH Handbook, Section 7.6, I</b>
3	14.13 The frame of the [ ] was not securely anchored in the ground or stationary by design. <b>FDCH/LFCCH Handbook, Section 7.6, I</b>
2	14.14 The play equipment was not safe and sanitary for the children to use in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.6, M</b>
3	14.15 There was no documentation, maintained for 12 months, that routine inspections were conducted at least monthly of all supports, above and below the ground, connectors, and moving parts. <b>FDCH/LFCCH Handbook, Section 7.6, J</b>
2	14.16 A resilient surface was not provided beneath and within the fall zone for [ ]. <b>FDCH/LFCCH Handbook, Section 7.6, K</b>
3	14.17 The ground cover or other protective surface under the [ ] was not maintained. <b>FDCH/LFCCH Handbook, Section 7.6, K</b>
3	14.18 The placement of [ ] did not allow for adequate distance/clearance from other equipment, fences and objects or other children in the area. <b>FDCH/LFCCH Handbook, Section 7.6, L</b>
2	14.19 Sharp, broken and/or jagged edges were observed on the [ ] that pose a threat to the health, safety or well-being of the children in the play area. <b>FDCH/LFCCH Handbook, Section 7.6, L</b>

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3	14.20 The equipment used in the outdoor play area was not constructed <b>and maintained according to manufacturer's recommendations, and/or</b> to allow for water drainage or open containers for water play were not emptied. <b>FDCH/LFCCH Handbook, Section 7.6, M</b>
3	14.21 Outdoor play areas and equipment were not inspected prior to usage for basic health and safety and/or problems noted were not corrected before used by children <b>and/or daily inspection documentation was not maintained for 12 months.</b> <b>FDCH/LFCCH Handbook, Section 7, A and 7.6, N</b>
2	14.22 Guardrails or protective barriers, such as baby gates, were not provided at open sides of stairs, ramps, or other walking surfaces from which there is more than a 30-inch vertical distance to fall. <b>FDCH/LFCCH Handbook, Section 7, B</b>
2	14.23 An electrical device or apparatus accessible to children was located in a place that could be plugged into an electrical outlet while a person is in contact with a water source, such as a sink, tub, shower area, water table, or swimming pool. <b>FDCH/LFCCH Handbook, Section 7, C</b>
<b>2</b>	<b>14.24 The home had electrical outlet covers that were not in place.</b> <b>FDCH/LFCCH Handbook, Section 7, E</b>

**15. Swimming Pools FDCH/LFCCH Handbook, Section 7.7**

2	15.1 The fence or barrier, separating the home from the swimming pool, did not meet the minimum requirement of four (4) feet in height, in the absence of an operable pool alarm. <b>FDCH/LFCCH Handbook, Section 7.7, A</b>
2	15.2 The swimming pool fence or barrier was unlocked or had gaps or openings that could pose a threat to the health, safety or well-being of a child. <b>FDCH/LFCCH Handbook, Section 7.7, A</b>
2	15.3 In the absence of a fence or barrier, the swimming pool alarm was found to be inoperable. <b>FDCH/LFCCH Handbook, Section 7.7, A</b>
2	15.4 A spa or hot tub did not have a fence or barrier with the minimum requirement of four (4) feet in height or was not covered with a safety cover that meets the requirements of Section 515.25(1), F.S., while children were in care. <b>FDCH/LFCCH Handbook, Section 7.7, B</b>
2	15.5 The ladder or steps accessing the above ground swimming pool were not removed while children were in care. <b>FDCH/LFCCH Handbook, Section 7.7, F</b>
1	15.6 Children in care had access to a water hazard or swimming pool, which posed an imminent threat to a child and which could or does result in death or serious harm to the health, safety or wellbeing of the child, in that ( ). <b>FDCH/LFCCH Handbook, Section 7.7, A - G</b>
2	15.7 Children in care had access to a water hazard or swimming pool, in that ( ). <b>FDCH/LFCCH Handbook, Section 7.7, C - E</b>
2	15.8 A wading pool, <b>or inflatable water slide with a landing area where water collects,</b> was used by children in care. <b>FDCH/LFCCH Handbook, Section 7.7, G</b>

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1	15.9 A swimming activity away from the home occurred in a pool exceeding three feet, or at a lake or beach, and a person with a certified lifeguard certification or equivalent was not present. <b>FDCH/LFCCH Handbook, Section 7.7, I</b>
3	15.10 The home's swimming pool was not maintained by the use of chlorine or other suitable chemicals. <b>FDCH/LFCCH Handbook, Section 7.7, G</b>
1	15.11 The home's swimming pool exceeded 3 feet in depth and no person who had current certification for a basic water safety course was present during swimming activities. <b>FDCH/LFCCH Handbook, Section 7.7, H</b>
2	15.12 The home did not ensure the pool used had drain covers that are in compliance with the Virginia Graeme Baker Pool and Spa Safety Act. <b>FDCH/LFCCH Handbook, Section 7.7, J</b>
2	15.13 Swimming occurred in a swimming pool more than six feet in width, length, or diameter and a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity was not available. <b>FDCH/LFCCH Handbook, Section 7.7, K</b>
2	15.14 The home 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. <b>FDCH/LFCCH Handbook, Section 7.7, K</b>

<b>16. Appropriate, Safe and Sanitary Bedding FDCH/LFCCH Handbook, Section 7.8</b>	
3	16.1 The home had no designated area where each child can sit quietly or lie down to rest or nap. <b>FDCH/LFCCH Handbook, Section 7.8, A</b>
2	16.2 The bedding available was not safe and poses a threat to the health, safety or well-being of a child in care. <b>FDCH/LFCCH Handbook, Section 7.8, A, B and D</b>
3	16.3 The bedding available for children in care was not sanitary. <b>FDCH/LFCCH Handbook, Section 7.8, A</b>
3	16.4 Playpens, floor mats, play yards, or cots were used for children sleeping in the normal night time cycle. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	16.5 Floor mats available for children in care were not at least one inch thick. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	16.6 Floor mats available for children in care were not covered with an impermeable surface. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	16.7 An air mattress or foam mattress was used for children when napping or sleeping. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	16.8 A cot, bed, crib, mattress, playpen or floor mat was not available for all children who napped. <b>FDCH/LFCCH Handbook, Section 7.8, A</b>
3	16.9 Individual linens were not provided for each child using beds that were used by the family. <b>FDCH/LFCCH Handbook, Section 7.8, I</b>
3	16.10 The operator failed to ensure that children in overnight care completed bedtime routines such as brushing teeth and washing face and hands. <b>FDCH/LFCCH Handbook, Section 7.8, K</b>

## Family Day Care Home Standards Classification Summary

3	16.11 Children in care were observed to share personal items such as toothbrushes, towels and wash cloths. <b>FDCH/LFCCH Handbook, Section 7.8, K</b>
2	16.12 Cribs were used which did not meet current federal guidelines for construction regulations as outlined in Title 16, 1219, 1220 & 1221 Code of Federal Regulations. <b>FDCH/LFCCH Handbook, Section 7.8, C</b>
2	16.13 A napping or sleeping infant that is not capable of rolling over on their own was observed not positioned on their back and on a firm surface, or was swaddled, and the provider did not have written authorization for an alternate sleep position from a physician in the child's record. <b>FDCH/LFCCH Handbook, Section 7.8, E</b>
3	16.14 A minimum distance of 18 inches was not maintained around each individual napping space. <b>FDCH/LFCCH Handbook, Section 7.8, M</b>
3	16.15 A kitchen, bathroom, utility room, or garage area was used as napping space. <b>FDCH/LFCCH Handbook, Section 7.8, L</b>
2	16.16 A napping space was used which was under furniture, against furniture that may create a hazard, or blocking exit routes. <b>FDCH/LFCCH Handbook, Section 7.8, M</b>
3	16.17 The operator did not have a written plan outlining sleeping arrangements for children in care. <b>FDCH/LFCCH Handbook, Section 7.8, J</b>

### 17. Vermin/Pest Control FDCH/LFCCH Handbook, Section 7.9

3	17.1 There was evidence of rodents or vermin in the home. <b>FDCH/LFCCH Handbook, Section 7.9</b>
2	17.2 Pest control took place in rooms occupied by children. <b>FDCH/LFCCH Handbook, Section 7.9</b>

### 18. Toys, Furnishings, Equipment and Plumbing

#### FDCH/LFCCH Handbook, Section 7.10

3	18.1 All parts of the home, including furnishings, equipment and plumbing were not kept [ ]. <b>FDCH/LFCCH Handbook, Section 7.10, A</b> 18.1.1. clean and sanitary 18.1.2. free from hazards 18.1.3. in an orderly condition 18.1.4 in good repair
2	18.2 Furnishings, toys, equipment or plumbing were not clean, safe and maintained in good repair and pose a threat to the health, safety or well-being of the children in care. <b>FDCH/LFCCH Handbook, Section 7.10, A</b>
3	18.3 Toys, equipment and/or furnishings available to the children in care were not age appropriate in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.10, B</b>
3	18.4 The quantity of toys, equipment and/or furnishings suitable to each child's age and development was inadequate for the number of children in care. <b>FDCH/LFCCH Handbook, Section 7.10, B</b>
3	18.5 Toys, equipment and/or furnishings were not safe in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.10, C</b>

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3	18.6 Toys, equipment and/or furnishings were not maintained in a sanitary condition and not cleaned and sanitized or disinfected immediately following exposure to bodily fluids. <b>FDCH/LFCCH Handbook, Section 7.10, C</b>
3	18.7 The home did not have a written routine schedule for cleaning, sanitizing and disinfecting equipment, materials, furnishings and play areas on a daily and/or weekly basis. <b>FDCH/LFCCH Handbook, Section 7.10, C</b>

**19. Smoke Detector, Fire Extinguisher, Telephone, Lighting, Temperature and Ventilation FDCH/LFCCH Handbook, Sections 7.11 & 7.12**

2	19.1 Fire hazard(s), [ ], were observed in the home. <b>FDCH/LFCCH Handbook, Section 7.11, A</b>
2	19.2 The home did not have an operable smoke detector. <b>FDCH/LFCCH Handbook, Section 7.11, B</b>
2	19.3 The home did not have an operable fire extinguisher and/or fire extinguisher with a current certificate. <b>FDCH/LFCCH Handbook, Section 7.11, B</b>
2	19.4 The home did not have an operable corded telephone available during hours of operation. <b>FDCH/LFCCH Handbook, Section 7.12, A</b>
3	19.5 Lighting in the home was not sufficient in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.12, B</b>
3	19.6 The home did not have proper ventilation. <b>FDCH/LFCCH Handbook, Section 7.12, C</b>
3	19.7 Temperature in the home was not maintained between 65 and 82 degrees Fahrenheit. <b>FDCH/LFCCH Handbook, Section 7.12, C</b>

**20. Nutritious Meals and Snacks Provided FDCH/LFCCH Handbook, 7.13 and 7.14**

3	20.1 Meals and snacks supplied by the operator were not of a quantity and/or quality to meet the daily nutritional needs of the children. <b>FDCH/LFCCH Handbook, 7.14, A</b>
2	20.2 Clean, sanitary drinking water was not available to children at all times. <b>FDCH/LFCCH Handbook, Section 7.14, E</b>
2	20.3 Meals and snacks supplied were not age appropriate and posed a choking hazard. <b>FDCH/LFCCH Handbook, Section 7.14, F.</b>
3	20.4 Documentation for a special diet ordered by the child's physician did not include: [ ]. <b>FDCH/LFCCH Handbook, Section 7.14, C</b> 20.4.1. a copy of the physician's order 20.4.2. a copy of the diet 20.4.3. a sample meal plan
3	20.5 The special diet ordered by the child's physician and was not maintained in the child's file or as long as the child was in care. <b>FDCH/LFCCH Handbook, Section 7.14, C</b>
3	20.6 Child care personnel were notified by the custodial parent or guardian of a food allergy and the child's file did not contain written documentation. <b>FDCH/LFCCH Handbook, Section 7.14, C</b>
2	20.7 A child was given [ ] after child care personnel were notified by the custodial parent or guardian of the child's food allergy. <b>FDCH/LFCCH Handbook, Section 7.14, C</b>



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3	20.8 Weekly meal and snack menus were not planned, written and available for review. <b>FDCH/LFCCH Handbook, Section 7.14, A</b>
3	20.9 Meal and snack menus were not maintained for 12 months. <b>FDCH/LFCCH Handbook, Section 7.14, D</b>
2	20.10 Poisonous/toxic or cleaning products were not stored separately from food. <b>FDCH/ LFCCH Handbook, Section 7.13, A</b>
3	20.11 The home's refrigerator and/or freezer does not have an appropriate thermometer. <b>FDCH/ LFCCH Handbook, Section 7.13, D</b>
2	20.12 A refrigerator was observed without a thermometer or with a thermometer showing a temperature reading greater than 41 degrees Fahrenheit. <b>FDCH/LFCCH Handbook, Section 7.13, D</b>
2	20.13 A freezer was observed without a thermometer or with a thermometer showing a temperature reading greater than 0 degrees Fahrenheit. <b>FDCH/LFCCH Handbook, Section 7.13, D</b>
3	20.14 Food containers were not stored above the floor on clean surfaces to protect from splash and other contamination. <b>FDCH/LFCCH Handbook, Section 7.13, B</b>
3	20.15 Open packages of dried goods, perishable or leftover foods were not [ ]. 20.15.1. properly sealed or covered. 20.15.2. properly stored. <b>FDCH/LFCCH Handbook, Section 7.13, C</b>
3	20.16 Food provided by parents/guardians was not properly stored and handled in a sanitary manner to prevent contamination or spoilage. <b>FDCH/LFCCH Handbook, Section 7.13, F</b>
3	20.17 Prepared bottles brought to the home were not properly refrigerated and used within 48 hours. <b>FDCH/LFCCH Handbook, Section 7.14, H</b>
2	20.18 Breastmilk or formula was fed to the wrong child. <b>FDCH/LFCCH Handbook, Section 7.14, J</b>
3	20.19 Parents of a child who received the wrong breastmilk or formula as well as the parents of child for whom the breastmilk or formula was intended were not notified immediately of the incident. <b>FDCH/LFCCH Handbook, Section 7.14, J</b>
3	20.20 An incident involving children being fed the wrong breastmilk or formula was not recorded on an accident/incident form. <b>FDCH/LFCCH Handbook, Section 7.14, J</b>
2	20.21 Solid food and/or cereal was fed to an infant under 4 months of age without authorization from a physician. <b>FDCH/LFCCH Handbook, Section 7.14, G</b>
2	20.22 Bottles and/or formula were heated in a microwave oven. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>
2	20.23 Heated bottles and/or food was not tested prior to feeding in order to prevent injury. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>
2	20.24 A bottle was warmed more than once. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>
3	20.25 Breastmilk and/or infant formula was not discarded within one hour after serving. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>

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3	20.26 Previously opened baby food jars were accepted at the center. <b>FDCH/LFCCH Handbook, Section 7.14, K</b>
3	20.27 Baby food was fed directly from the jar for more than one feeding. <b>FDCH/LFCCH Handbook, Section 7.14, K</b>
3	20.28 Manufacturer or parental instructions were not readily available, child care personnel did not obtain information from the World Health Organization's Safe Preparation, Storage and Handling of Powdered Infant Formula Guidelines. <b>FDCH/LFCCH Handbook, Section 7.14, H</b>
3	20.29 The home did not have written procedures and/or follow procedures for the preparation and storage of expressed breastmilk that ensures the health and safety of all infants. <b>FDCH/LFCCH Handbook, Section 7.14, L</b>
2	20.30 Child care personnel working in the food preparation area did not use disposable gloves, utensils or similar items to prevent bare hand contact with ready-to-eat foods. <b>FDCH/LFCCH Handbook, Section 7.14, A</b>
3	20.31 The home did not have documentation indicating the home's well system meets the Department of Health requirements. <b>FDCH/LFCCH Handbook, Section 7.14, E</b>

<b>21. Hygiene and Sanitation FDCH/LFCCH Handbook, Section 7.15 &amp; 7.16</b>	
2	21.1 Child care personnel did not wash their hands with soap and running water and thoroughly dry after assisting a child with toileting or diapering or following personal hygiene procedures. <b>FDCH/LFCCH Handbook, Section 7.16</b>
3	21.2 A child was observed to not wash their hands with soap and running water following personal hygiene procedures. <b>FDCH/LFCCH Handbook, Section 7.16</b>
3	21.3 Child care personnel or children did not wash their hands immediately following outdoor play. <b>FDCH/LFCCH Handbook, Section 7.16, C.4</b>
3	21.4 A toilet and/or bath facility used by children was not easily accessible and at an appropriate height for use by the children. <b>FDCH/LFCCH Handbook, Section 7.15, C</b>
3	21.5 The platform or stool used by children was not safely constructed with an impervious surface that can be easily cleaned and sanitized or disinfected. <b>FDCH/LFCCH Handbook, Section 7.15, C</b>
3	21.6 Running water was not available and within reach of children using the toileting facility. <b>FDCH/LFCCH Handbook, Section 7.15, D</b>
3	21.7 The toileting facility did not have: [ ], and within the reach of children. <b>FDCH/LFCCH Handbook, Section 7.15, D</b> 21.7.1 paper towels or hand drying machines 21.7.2 soap 21.7.3 trash receptacle 21.7.4 toilet paper
3	21.8 Soiled items were not immediately placed in a plastic lined and securely covered container. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>
2	21.9 Soiled items were accessible to children. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>

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3	21.10 The container used for storage of soiled items was not emptied, cleaned and sanitized or disinfected daily. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>
2	21.11 Children's wet or soiled clothing or crib sheets were not promptly changed. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>
3	21.12 Potty chairs were not cleaned and sanitized or disinfected after each use. <b>FDCH/LFCCH Handbook, Section 7.15, B</b>
2	21.13 A potty chair was not cleaned and sanitized or disinfected after each use that poses a threat to the health, safety or well-being of the children in care. <b>FDCH/LFCCH Handbook, Section 7.15, B</b>
3	21.14 Single service paper or plastic plates, utensils, and/or cups were reused. <b>FDCH/LFCCH Handbook, Section 7.15, E</b>
3	21.15 Plates, utensils, cups, bottles or sippy cups provided by the home that are not disposable were not washed, rinsed and sanitized between uses. <b>FDCH/LFCCH Handbook, Section 7.15, F</b>
3	21.16 Bottles and/or sippy cups were not labeled with the child's first and last name. <b>FDCH/LFCCH Handbook, Section 7.15, G</b>
3	21.17 Bottles and sippy cups brought from home were not returned to the custodial parent or guardian daily. <b>FDCH/LFCCH Handbook, Section 7.15, G</b>
3	21.18 Hand hygiene procedures were not posted in food preparation, diapering, and toileting areas. <b>FDCH/LFCCH Handbook, Section 7.16</b>

**22. Individually Labeled Towels and Wash Cloths**

**FDCH/LFCCH Handbook, Section 7.17**

3	22.1 Each child does not have an individually labeled towel and wash cloth for use. <b>FDCH/LFCCH Handbook, Section 7.17</b>
3	22.2 Disposable towels were not discarded after each use. <b>FDCH/LFCCH Handbook, Section 7.17</b>
3	22.3 Individually labeled towels or wash cloths were not washed at least once a week. <b>FDCH/LFCCH Handbook, Section 7.17</b>

**23. Diapering Area Clean and Sanitized FDCH/LFCCH Handbook, Section 7.18**

3	23.1 The surface of the diaper changing area was not impermeable. <b>FDCH/LFCCH Handbook, Section 7.18</b>
3	23.2 The diaper changing surface was not cleaned and sanitized or disinfected after each use. <b>FDCH/LFCCH Handbook, Section 7.18</b>
3	23.3 The diaper changing area was not separated from the food preparation, service or feeding area. <b>FDCH/LFCCH Handbook, Section 7.18, A</b>
3	23.4 Items unrelated to diaper changing were stored in the diaper changing area or placed on the diaper changing table. <b>FDCH/LFCCH Handbook, Section 7.18, B</b>

**24. First Aid Kit FDCH/LFCCH Handbook, Section 7.19**

2	24.1 The home did not have a first aid kit available on the premises at all times. <b>FDCH/LFCCH Handbook, Section 7.19</b>
2	24.2 <b>Child care personnel</b> did not maintain a first aid kit on an activity away from <b>the</b> home. <b>FDCH/LFCCH Handbook, Section 7.19</b>

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3	24.3 The first aid kit was not accessible to <b>child care personnel</b> . <b>FDCH/LFCCH Handbook, Section 7.19</b>
3	24.4 The first aid kit was within reach of children. <b>FDCH/LFCCH Handbook, Section 7.19</b>
3	24.5 The home's first aid kit did not include: [ ]. <b>FDCH/LFCCH Handbook, Section 7.19</b> 24.5.1. soap <b>and hand sanitizer</b> 24.5.2. adhesive bandages 24.5.3. disposable non-porous gloves 24.5.4. cotton balls or applicators 24.5.5. sterile gauze pads <b>or</b> rolls 24.5.6. adhesive tape 24.5.7. thermometer 24.5.8. tweezers 24.5.9. pre-moistened wipes 24.5.10. scissors 24.5.11. bottled water 24.5.12. a current First Aid & CPR resource guide
3	24.6 The home's first aid kit was not clearly labeled "First Aid". <b>FDCH/LFCCH Handbook, Section 7.19</b>

**25. Emergency Information FDCH/LFCCH Handbook, Section 7.20**

3	25.1 The home's posted emergency information did not include the following: [ ]. <b>FDCH/LFCCH Handbook, Section 7.20, A</b> 25.1.1. 911/emergency services 25.1.2. ambulance phone number 25.1.3. fire Department phone number 25.1.4. police phone number 25.1.5. Poison Control Center phone number 25.1.6. Florida Abuse Hotline 25.1.7. County Public Health Unit phone number 25.1.8. the home's address 25.1.9. directions to the home, including major intersections and local landmarks
3	25.2 Emergency information/telephone numbers were not posted on or near all telephones in the home. <b>FDCH/LFCCH Handbook, Section 7.20, A</b>
2	25.3 <b>Child care personnel</b> failed to immediately call 911 or other emergency numbers to meet the needs of a child in an emergency. <b>FDCH/LFCCH Handbook, Section 7.20, B</b>
3	25.4 The operator 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 <b>child care personnel</b> to the licensing authority. <b>FDCH/LFCCH Handbook, Section 7.20, H</b>
2	25.5 The operator failed to notify the licensing authority of an incident or unusual occurrence that was threatening to the health, safety, or welfare of the children <b>or child care personnel</b> . <b>FDCH/LFCCH Handbook, Section 7.20, H</b>

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<b>26. Emergency Procedures and Notification FDCH/LFCCH Handbook, Section 7.20</b>	
2	26.1 <b>Child care personnel</b> failed to immediately notify the custodial parents or legal guardian of a serious illness, accident, injury or emergency involving their child. <b>FDCH/LFCCH Handbook, Section 7.20, C and 2.4.3, D</b>
2	26.2 <b>Child care personnel</b> failed to follow the instructions provided by the custodial parent or legal guardian regarding action to be taken in the event of a serious illness, accident, injury, or emergency involving their child. <b>FDCH/LFCCH Handbook, Section 7.20, C and 2.4.3, B &amp; C</b>
3	26.3 <b>Child care personnel</b> failed to contact persons designated by the custodial parent or legal guardian to be contacted in the event that the custodial parent or legal guardian could not be reached. <b>FDCH/LFCCH Handbook, Section 7.20, C</b>
3	26.4 <b>Child care personnel</b> failed to document an accident, incident or an observed health related sign or symptom on the day it occurred. <b>FDCH/LFCCH Handbook, Section 7.20, D</b>
3	26.5 Documentation of an accident/ incident or an observed health related sign or symptom was insufficient in that it did not include the: [ ]. <b>FDCH/LFCCH Handbook, Section 7.20, D</b> 26.5.1. name of the affected party 26.5.2. date and time of occurrence 26.5.3. description of occurrence 26.5.4. actions taken 26.5.5. signature of operator 26.5.6. signature of custodial parent or legal guardian 26.5.7. signature of the individual authorized to pick up child
3	26.6 The operator failed to maintain records of an accident, incident, or an observed health related sign or symptom for one year. <b>FDCH/LFCCH Handbook, Section 7.20, E</b>
3	26.7 <b>Child care personnel</b> failed to provide a copy of the accident or incident form to the individual authorized to pick up the child on the date of occurrence. <b>FDCH/LFCCH Handbook, Section 7.20, F</b>

<b>27. Fire Drills/Emergency Preparedness FDCH/LFCCH Handbook, Section 7.21 &amp; 7.22</b>	
2	27.1 During the licensure year, the operator failed to conduct monthly fire drills <b>utilizing the approved fire alarm system or smoke detector</b> at various dates and times when children are in care. <b>FDCH/LFCCH Handbook, Section 7.21, A</b>
2	27.2 Fire drills during the licensure year did not include the following: [ ]. <b>FDCH/LFCCH Handbook, Section 7.21, D</b> 27.2.1. napping/sleeping times 27.2.2. one drill using alternate evacuation routes 27.2.3. one in the presence of the licensing authority



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3	27.3 The written record of fire drills was missing the following: [ ]. <b>FDCH/LFCCH Handbook, Section 7.21, D</b> 27.3.1. date & time of the drill 27.3.2. number of children in attendance 27.3.3. evacuation route used 27.3.4. time taken to evacuate the home
3	27.4 The operator did not maintain and make available the record of fire drills for a minimum of <b>12 months</b> from the date of the drill. <b>FDCH/LFCCH Handbook, Section 7.21, D</b>
3	27.5 The operator did not have a written emergency preparedness plan. <b>FDCH/LFCCH Handbook, Section 7.22, A</b>
3	27.6 The operator's emergency preparedness plan was incomplete in that it did not include: [ ]. <b>FDCH/LFCCH Handbook, Section 7.22, A</b> 27.6.1. include procedures to be taken by the home during a fire, lockdown and inclement weather 27.6.2. include procedures to facilitate parent/guardian reunification 27.6.3. description of how the home will meet the needs of all children, including children with special needs, during and following an emergency event.
2	27.7 During the home's licensure year, the operator failed to conduct a minimum of one drill for each procedure outlined in the emergency preparedness plan. <b>FDCH/LFCCH Handbook, Section 7.22, B</b>
3	27.8 The operator did not maintain and make available the records of emergency preparedness drills for <b>12 months</b> from the date of the drill. <b>FDCH/LFCCH Handbook, Section 7.22, D</b>
2	27.9 <b>Child care personnel</b> failed to possess a current attendance record <b>and parent contact information</b> during a fire drill, emergency preparedness drill or an actual emergency to account for all children. <b>FDCH/LFCCH Handbook, Section 7.21, D and 7.22, C</b>
3	27.10 The written record of the emergency preparedness drills was missing the following: [ ] <b>FDCH/LFCCH Handbook, Section 7.22, D</b> 27.10.1. type of drill 27.10.2. date of the drill 27.10.3. number of children in attendance 27.10.4. time taken for all individuals to complete the drill
3	27.11 The operator failed to notify the licensing authority as to their operational status, within 24 hours following a fire or natural disaster. <b>FDCH/LFCCH Handbook, Section 7.22</b>
2	27.12 An alternate power source was used by the home, was not installed and maintained in accordance with manufacturer's instructions, and/or did not comply with the Florida Building Code or Florida Fire Prevention Code 69A-60, F.A.C. <b>FDCH/LFCCH Handbook, Section 7.22, F</b>

**28. Communicable Disease Control FDCH/LFCCH Handbook, Section 7.23**

3	28.1 The operator-did not have an isolation area designated for the care of an ill child. <b>FDCH/LFCCH Handbook, Section 7.23, B</b>
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3	28.2 A child suspected of having a communicable disease or a fever of 101 degrees Fahrenheit or higher, in conjunction with other signs of illness was not placed in isolation or removed from the home. <b>FDCH/LFCCH Handbook, Section 7.23, B</b>
3	28.3 Linens were not changed and/or disposables items thrown away after each use by an ill child. <b>FDCH/LFCCH Handbook, Section 7.23, B</b>
2	28.4 <b>Child care personnel</b> failed to report the ill child's signs and symptoms of illness to the child's custodial parents or legal guardian. <b>FDCH/LFCCH Handbook, Section 7.23, C</b>
3	28.5 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 family day care home without medical authorization or the signs and symptoms of the disease were still present. <b>FDCH/LFCCH Handbook, Section 7.23, C.3</b>
3	28.6 A child identified as having head lice was permitted to return to the home before treatment occurred and was verified. <b>FDCH/LFCCH Handbook, Section 7.23, C.1</b>
3	28.7 The operator failed to treat areas, equipment, toys or furnishings with which a child with lice had contact. <b>FDCH/LFCCH Handbook, Section 7.23, C.1</b>
3	28.8 Operator, substitute, <b>volunteer</b> , or household member suspected of having a communicable disease or a fever of 101 degrees Fahrenheit or higher, in conjunction with any other signs of illness, did not leave the areas of the home occupied by children. <b>FDCH/LFCCH Handbook, Section 7.23, C.2</b>
2	28.9 The operator 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 the direction given. <b>FDCH/LFCCH Handbook, Section 7.23</b>
3	28.10 <b>The home did not have a written exposure plan regarding safety precautions for exposure to blood and potentially infectious fluids.</b> <b>FDCH/LFCCH Handbook, Section 7.23</b>
3	28.11 <b>The home does not have documentation for all child care personnel on the required annual refresher education of the home's exposure plan.</b> <b>FDCH/LFCCH Handbook, Section 7.23</b>

<b>29. Medication FDCH/LFCCH Handbook, Section 7.24</b>	
2	29.1 A prescription or non-prescription medication, specifically [ ], was dispensed without written authorization from the custodial parent or legal guardian. <b>FDCH/LFCCH Handbook, Section 7.24, A and L</b>
2	29.2 Written directions on the prescription label, manufacturer's label or from the child's doctor for dispensing prescription or non-prescription medication were not followed in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, E and L</b>
2	29.3 Prescription or nonprescription medication provided for a child was not dispensed when needed in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, A</b>
2	29.4 A child was given the wrong medication in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24</b>

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1	29.5 Written directions on the prescription label were not followed in that [ ] or a child was given the wrong medication, which posed an imminent threat and could or did result in death or serious harm to the health, safety, or well-being. <b>FDCH/LFCCH Handbook, Section 7.24, A and E</b>
3	29.6 A medication, [ ], was brought to the home by the custodial parent or legal guardian not in its original container. <b>FDCH/LFCCH Handbook, Section 7.24, C</b>
3	29.7 The label on prescription medication did not include the required information in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, D</b> 29.7.1 physician/pharmacy name and/or contact information was missing. 29.7.2 the child's name was missing. 29.7.3 the name of the medication was missing. 29.7.4 directions for the medication were missing
3	29.8 All medication-did not have child resistant caps, if applicable. <b>FDCH/LFCCH Handbook, Section 7.24, H</b>
2	29.9 Medication was not stored in a locked area or inaccessible and out of a child's reach. <b>FDCH/LFCCH Handbook, Section 7.24, H</b>
3	29.10 Medication which had expired or was no longer being administered was not returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled. <b>FDCH/LFCCH Handbook, Section 7.24, I</b>
3	29.11 Child care personnel administering medication did not have documentation of training. <b>FDCH/LFCCH Handbook, Section 7.24, J</b>
2	29.12 Child care personnel did not ensure sun safety. <b>FDCH/LFCCH Handbook, Section 7.24, K</b>
3	29.13 Additional documentation describing the symptoms that would require the prescription and/or non-prescription medication used on an "as needed" basis to be administered was not on file. <b>FDCH/LFCCH Handbook, Section 7.24, A and 2.4.3, B</b>

**30. Documentation of Dispensed Medication FDCH/LFCCH Handbook, Section 7.24**

3	30.1 The written authorization for prescription or non-prescription medication did not include the [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, A</b> 30.1.1 date of authorization 30.1.2 signature of the custodial parent or legal guardian. 30.1.3 child's name. 30.1.4 name of the medication to be dispensed 30.1.5 date of dosage to be given 30.1.6 time of dosage to be given 30.1.7 amount of dosage to be given.
3	30.2 Child care personnel were notified of allergies or special restrictions to medication and did not maintain documentation in the child's file and post a notice with stored medication. <b>FDCH/LFCCH Handbook, Section 7.24, B</b>
2	30.3 Non-prescription medication not brought in by the custodial parent or legal guardian, specifically [ ], was dispensed for emergency purposes without written authorization. <b>FDCH/LFCCH Handbook, Section 7.24, F</b>

## Family Day Care Home Standards Classification Summary

2	30.4 Non-prescription medication not brought in by the custodial parent or legal guardian specifically [ ], was dispensed for emergency purposes and the custodial parent or legal guardian was not notified on the day it occurred. <b>FDCH/LFCCH Handbook, Section 7.24, F</b>
3	30.5 Non-prescription medication not brought in by the custodial parent or legal guardian specifically [ ], was dispensed for emergency purposes and not documented in the child's file. <b>FDCH/LFCCH Handbook, Section 7.24, F</b>
3	30.6 A child's record for medication was not maintained for a minimum of 12 months from the last day the child received the dosage. <b>FDCH/LFCCH Handbook, Section 7.24, G</b>
3	30.7 The operator's written record for documenting dispensed medication did not include the [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, A</b> 30.7.1 full name of the child receiving the medication (if on a separate document other than the authorization.) 30.7.2 name of the medication dispensed. 30.7.3 date the medication was dispensed. 30.7.4 time the medication was dispensed. 30.7.5 amount of the dosage given. 30.7.6 initials or signature of the person who dispensed the medication.

### Children's Records

#### 31. Immunization Records **FDCH/LFCCH Handbook, Section 8.1**

3	31.1 Child(ren) did not have a Florida Certification of Immunization (DH Form 680) or a Religious Exemption from Immunization (DH Form 681), on file within 30 days of enrollment. <b>FDCH/LFCCH Handbook, Section 8.1, A</b>
3	31.2 The Florida Certificate of immunization was not acceptable in that [ ]. <b>FDCH/LFCCH Handbook, Section 8.1 A and B</b> 31.2.1 The form was not current (expired). 31.2.2 An applicable part of the record was not complete. 31.2.3 It did not include the signature of the physician. 31.2.4 It did not include the date the form was issued by the physician. 31.2.5 Other
3	31.3 The home does not have a general statement in the parent handbook/policies to inform parents at the time of enrollment that some children in care may not have current immunizations. <b>FDCH/LFCCH Handbook, Section 8.1, A</b>

#### 32. Health Records **FDCH/LFCCH Handbook, Section 8.2**

3	32.1 Child(ren) did not have a Student Health Examination/DH (Form 3040), or an equivalent health statement on file within 30 days of enrollment <b>FDCH/LFCCH Handbook, Section 8.2, A</b>
3	32.2 The Student Health Examination was not acceptable in that [ ]. <b>FDCH/LFCCH Handbook, Section 8.2</b> 32.2.1. The form was not current (expired). 32.2.2. An applicable part of the record was not complete. 32.2.3. The form was not completed by a person given statutory authority to perform health examinations.

## Family Day Care Home Standards Classification Summary

3	32.3 Medical records were not returned to the custodial parent or guardian when the child was no longer in care. <b>FDCH/LFCCH Handbook, Section 8.2, G</b>
3	32.4 A child who has or is at an increased risk for a chronic physical, developmental, behavioral or emotional condition and require additional services did not have a current emergency care plan included in their file. <b>FDCH/LFCCH Handbook, Section 8.2, H</b>
<b>33. Enrollment Information/Daily Attendance</b> <b>FDCH/LFCCH Handbook, Section 8.3 &amp; 8.4</b>	
2	33.1 No enrollment information was on file for the child(ren) and/ or available for licensing to review. <b>FDCH/LFCCH Handbook, Section 8.3, B</b>
3	33.2 The enrollment form used by the operator was incomplete and/or did not include all required information as required on CF-FSP Form 5219. <b>FDCH/LFCCH Handbook, Section 8.3, A, C and F</b>
3	33.3 The enrollment information on file was not current. <b>FDCH/LFCCH Handbook, Section 8.3, B</b>
3	33.4 There was not a signed statement from the custodial parents/guardians verifying they had received the “Selecting a Family Day Care Home Provider” brochure. <b>FDCH/LFCCH Handbook, Section 8.3, D</b>
3	33.5 The home did not maintain documentation that the parent(s) or legal guardian(s) of each child were provided information detailing the causes, symptoms, and transmission of the influenza virus annually during the months of August through September in that [ ]. <b>FDCH/LFCCH Handbook, Section 8.3, E</b>
3	33.6 Daily attendance was not maintained to account for all children in care. <b>FDCH/LFCCH Handbook, Section 8.4, A and B</b>
2	33.7 The home 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 the child’s absence. <b>FDCH/LFCCH Handbook, Section 8.4, C</b>
3	33.8 The home did not have written consent from the custodial parent(s) or legal guardian(s) before a child participated in activities conducted by the child enrichment service provider. <b>s.402.3054(2), F.S.</b>
3	33.9 The name, address and phone number of persons authorized to retrieve the child was not included in the enrollment information. <b>FDCH/LFCCH Handbook, Section 8.3, C</b>
3	33.10 The home did not maintain documentation that the parent(s) or legal guardian(s) of each child were provided information regarding the potential for distracted adults to fail to drop off a child and leave them in the car annually during the months of April and September in that [ ]. <b>FDCH/LFCCH Handbook, Section 8.3, G</b>
3	33.11 Daily attendance records were not maintained for 12 months and/ or available for licensing to review. <b>FDCH/LFCCH Handbook, Section 8.4, D</b>

### Enforcement

**34. Access to the Premises/Misrepresentation FDCH/LFCCH Handbook, Section 9.1**



## Family Day Care Home Standards Classification Summary

2	34.1 <b>Child care personnel</b> failed to grant the licensing authority access to <b>the family day care home</b> , or any portion thereof, during the hours of operation. <b>s. 402.311, F.S.</b>
1	34.2 <b>Child care personnel</b> refused the Department's authorized licensing staff access to <b>the</b> entire premise <b>of the home</b> to inspect for compliance. <b>FDCH/LFCCH Handbook, Section 9.1, A</b>
2	34.3 A parent/guardian/custodian was denied access to their child(ren) while in care at the family day care home. <b>FDCH/LFCCH Handbook, Section 9.1, B</b>
2	34.4 <b>Child care personnel</b> knowingly misrepresented, impersonated, or provided fraudulent information related to the family day care home to a parent/guardian, licensing authority, or law enforcement. <b>s.402.319(1)(f), F.S. and FDCH/LFCCH Handbook, Section 9.1, C</b>
1	34.5 <b>Child care personnel</b> knowingly misrepresented, impersonated, or provided fraudulent information related to the family day care home to a parent/guardian, licensing authority, or law enforcement that could result in death or serious harm to the health, safety or well-being of a child. <b>s.402.319(1)(f) F.S. and FDCH/LFCCH Handbook, Section 9.1, C</b>
3	34.6 <b>Child care personnel</b> failed to grant the licensing authority access to or interfered with the copying of <b>the home's</b> records. <b>s. 402.311, F.S.</b>
2	34.7 <b>Child care personnel</b> interfered with or prevented the licensing authority from photographing or recording a location or activity on the premises. <b>FDCH/LFCCH Handbook, Section 9.1, A</b>

### 35. Child Safety, FDCH/LFCCH Handbook, Section 9.2

1	35.1 <b>Child care personnel</b> , while caring for children, committed an act or omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes <b>or Chapter 827, Florida Statutes.</b> <b>FDCH/LFCCH Handbook, Section 9.2, A</b>
1	35.2 As a mandated reporter, <b>child care personnel</b> failed to report suspected child abuse or neglect as required in section 39.201, Florida Statutes. <b>FDCH/LFCCH Handbook, Section 9.2, A</b>
2	35.3 <b>Child care personnel</b> inappropriately interacted with children in care in a manner that was aggressive, demeaning or intimidating in nature. <b>FDCH/LFCCH Handbook, Section 9.2, B</b>