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1. Employees, volunteers, substitutes and children must follow the Centers for Disease Control guidelines for hand washing see.
2. The use of hand sanitizers does not substitute for hand washing. However, in areas away from the facility where no running water is available, hand sanitizers may be used. Examples of such places are field trips, nature trails or picnic areas where running water is not readily available.
3. Employees, volunteers, and substitutes with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food.

### **3.10.2 Drinking Water**

Safe drinking water must be available to all children. If disposable cups are used, they must be discarded after each use.

## **3.11 Indoor Equipment**

Equipment, materials, furnishings and play areas should be sturdy, safe and in good repair. Walls, ceilings, floors, furnishings, equipment, toys, and other surfaces should be suitable to the location and the users. They should be maintained in good repair, free from visible soil and clean. Equipment and furnishings should be placed to help prevent collisions and injuries, ensure proper supervision while meeting the objectives of the curriculum and permit freedom of movement by children. Televisions should be anchored or mounted to prevent tipping over. Chairs and other furnishings that children can easily climb should be kept away from cabinets and shelves to discourage children from climbing to a dangerous height or reaching something hazardous.<sup>8</sup> The program should make reasonable accommodations to the program environment and schedule so that children with special needs may participate.

1. A school-age child care program must make available enough toys, equipment and furnishings suitable to each child's age and development for each child to be involved in activities. These items must be accessible and in good working order.
2. Toys, equipment and furnishings must be safe and maintained in a sanitary condition, and must be cleaned and sanitized or disinfected immediately if exposed to bodily fluids, such as saliva.
3. Facilities must provide age-appropriate seating at meal and snack time for all children.

## **3.12 Outdoor Equipment**

A school-age child care program must provide and maintain enough usable equipment and offer play activities suitable to the age and development of each child.

1. All playground equipment must be securely anchored, unless portable or stationary by

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<sup>8</sup> Caring for our Children: National Health and Safety Performance Standards, Pages 239-240, [cfoc.nrckids.org](http://cfoc.nrckids.org)

- design, in good repair, maintained in safe condition, and placed to ensure safe use by the children. Maintenance must include inspections conducted every month of all supports above and below the ground and of all connectors and moving parts. Documentation of maintenance inspections must be maintained for two years.
2. Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment and within the fall zone that provides resilience, and is maintained to reduce the incidence of injuries to children in the event of falls. Equipment used for climbing should not be placed over, or immediately next to, hard surfaces such as asphalt, concrete, dirt, grass, or flooring covered by carpet or gym mats not intended for use as surfacing for climbing equipment. All pieces of playground equipment should be placed over and surrounded by a shock-absorbing surface.
  3. All equipment, fences and objects on the program's premises must be free from sharp, broken and jagged edges, and must be properly placed to prevent overcrowding or safety hazards in any one area.
  4. All equipment used in the outdoor play area must be constructed and maintained to allow for water drainage, and must be maintained in a safe and sanitary condition.
  5. Sandboxes must be covered at the end of each day. The covering used must prevent access to the sandbox by animals.

## 4 Training Requirements

### 4.1 Beginning Training

Child care personnel must begin training within 90 days of employment and successfully complete the Department's training within 12 months from the date training begins. Training completion may not exceed 15 months from the date of employment in the child care industry in any licensed Florida child care facility.

### 4.2 Training Courses

1. Child care personnel must successfully complete 40 hours of child care training as evidenced by successful completion of competency examinations offered by the Department or its designated representative with a weighted score of 70 or better.
  - ✓ Child Care Facility Rules and Regulation (6 hours);
  - ✓ Health, Safety, and Nutrition (8 hours);
  - ✓ Identifying and Reporting Child Abuse and Neglect (4 hours);
  - ✓ Understanding Developmentally Appropriate Practices (5 hours)
  - ✓ School Age-Appropriate Practices (5 hours); and
  - ✓ The remaining 12 hours must be met by completing training identified in subparagraph 2 below.































2. The five-year re-screen must include, at a minimum, a criminal records check (both national and statewide), a sexual predator and sexual offender registry search, and child abuse and neglect history of any state in which an individual resided during the preceding 5 years.
3. Child care personnel must be re-screened following a break in employment in the child care industry that exceeds 90 days.
4. If child care personnel take a leave of absence, such as maternity leave, extended sick leave, migrant child care programs, etc., re-screening is not required unless the five-year re-screen has come due during the leave of absence.

**All screening and rescreening must be processed using the Background Screening Clearinghouse. [Link for DCF BGS page - <http://www.dcf.state.fl.us/programs/backgroundscreening/> and AHCA pg <https://apps.ahca.myflorida.com/SingleSignOnPortal/Login.aspx?ReturnUrl=%2fSingleSignOnPortal%2f> ]**

### 6.3.2 Background Screening Documents

1. Each personnel record must have a completed CF-FSP Form 5131, Background Screening and Personnel File Requirements, which is incorporated by reference.
2. DCF Form 1649A, (insert new date), Child Care Affidavit of Good Moral Character, must be completed for all child care personnel at the time of initial screening or upon change in employers. CF Form 1649A may be obtained from the Department's website at [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare).
3. A copy of the eligible results generated from the Clearinghouse must be on record for each personnel, or a copy of the DCF email informing of the individual's eligibility for a provisional hire status.
4. A copy of the DCF letter/email informing of search conducted of the Florida's child abuse and neglect registry must be on record for each personnel.
5. A copy of each request made to out of state child abuse and neglect registries for individuals that lived outside the state of Florida in the preceding five years.
6. A copy of each search conducted for out of state sexual offender/predator registries for individuals that lived outside the state of Florida in the preceding five years.
7. A copy of all background screening clearance documents for the director and owner must be included in the Department's official licensing file or in accordance with the appropriate local licensing agency requirements.

