

HEALTH AND SAFETY REQUIREMENTS



EARLY LEARNING COALITION OF
SOUTHWEST
FLORIDA

FOR SCHOOL READINESS PROVIDERS

Child Care Facilities
July 1, 2006

Health and Safety Requirements for School Readiness Providers

The Early Learning Coalition has adopted Rule 65C-22 FAC as the minimum standards for all School Readiness providers. Whether licensed or license-exempt, all providers are expected to meet these health and safety standards. The following highlights the areas which will be observed by ELC-SWF during compliance monitoring.

Minimum Age Requirements 65C-22.001(3), F.A.C.

- Operator or staff person must be at least 21 and on site at all times.
- Individual (child care staff) and substitutes 16 or older may be employed if under direct Supervision (s. 402.305 (2)(c), F.S.)
- Volunteers or employees must be 16 or older to be counted in personnel-to-child ratio.

Staff-to-Children Ratio 65C-22.001(4), F.A.C.

Age Ratio

Under 1	1:4
1 year	1:6
2 years	1:11
3 years	1:15
4 years	1:20
5 or older	1:25

Mixed Age Groups s. 402.305 (4). F.S. and 65C-22.001(4), F.A.C.

- In groups of mixed ages when children under one are included, the ratio is 1:4.
- In groups of mixed ages when children under two are included, the ratio is 1:6.
- In groups of mixed ages of children two and over, the ratio is based on the age group with the largest number of children in the group.

Supervision 65C-22.001(5), F.A.C.

- Direct supervision means watching and directing children's activities within the same room or outdoor play area, and respond to each child's need.
- Must be assigned to specific group of children and be present with at all times.
- Be free from narcotics, alcohol and other drugs
- An additional adult must be present on all field trips. Can count certified lifeguard if provided by facility, as an additional adult. Requires certified lifeguard or equivalent if facility uses swimming pool > 3 feet deep or beach or lake.
- For school age children personnel responsible for supervision and accountable at all times, even if children are separated from groups.
- Staff must be within sight and hearing of children during nap time.

Transportation 65C-22.001(6), F.A.C.

- Vehicles refer to those owned/operated or regularly used by child care facility or outside vehicles that provide transportation through a contract or agreement
- Drivers must have an annual physical exam granting approval to drive and a current Florida Driver's License
- Seat belt and child safety restraint laws must be followed

- Vehicle inspections must be conducted annually by a certified mechanic and documentation of inspection carried in vehicle.
- Volunteers' vehicles must comply with seat belt and child safety restraint requirements
- All state, transportation, inspection and insurance laws must be followed.
- Staff to child ratio must be maintained at all times when transporting children.
- Driver may be included in staff to child ratio.
- Prior to transport of children and upon arrival at destination driver must maintain log of all children.
- Log must include each child's name, date, times of departure and arrival, signature of driver and second staff member to verify log and all children have left vehicle Log must be retained for four months
- Upon arrival at destination driver must:
 - Mark each child off log as they depart vehicle
 - Sign log verifying all children accounted for and a physical inspection and visual sweep of vehicle were conducted
- Upon arrival at destination second staff member shall:
 - Conduct a physical inspection and visual sweep of vehicle to ensure no children are left behind
- Sign the log verifying all children are accounted for and drivers log is complete

Planned Activities 65C-22.001(7), F.A.C.

- Post plan of scheduled activities with each class or age group
- Posted plan must be accessible to parents
- Activities should promote emotional, social, intellectual and physical growth
- Include quiet and active play, indoors and outdoors
- Include meals, snacks and naptimes
- Advise parents in advance of field trips
- Post date, time and location of field trip in conspicuous location at least 2 working days prior to trip
- If not posted for 2 days, requires individual parental permission slips for each child
- Must have written parental permission for all field trips

Discipline 65C-22.001(8), F.A.C.

- Age-appropriate discipline must be used
- No severe, humiliating or frightening discipline
- No food, rest or toileting-related discipline
- Spanking or physical punishment prohibited
- Written copy of discipline practices provided to parents
- Signature of parent or guardian verifying they received a written copy of discipline practices
- Copy of written disciplinary practices must be available for review
- All staff must comply with written policies

Access 65C-22.001(9), F.A.C.

- Parents/guardians/custodial parents must have access in person and by telephone during normal operating hours of the facility or when child is in care.

General Physical Requirements for Facility 65C-22.002 (1), F.A.C.

- Safe, healthy and in good repair
- Clean and free of toxic and hazardous substances
- Free from vermin infestation
- Animals free of disease, immunized and clean
- Potentially harmful, poisonous, toxic and hazardous materials including knives and sharp tools, cleaning supplies and flammable products are stored securely and out of reach.
- No firearms
- No smoking inside facility, outside play areas or in vehicles transporting children
- No narcotics, alcohol or drugs on premises
- School age programs in public school facilities must meet standards of the Florida Building Code for Public Educational Facilities
- All programs providing care for children in Grades 6 and above exempt from licensure

Rooms Occupied by Children 65C-22.002(2), F.A.C.

- Lighting sufficient to see and supervise children, including naptime
- Have and maintain 20 foot candles at 3 feet from floor
- No less than 65°F inside temperature
- No more than 82°F inside temperature
- Clean
- No pest control or cleaning except general clean-up activities while rooms are occupied by children
- Ventilated
- In good repair
- No pests

Indoor Floor and Outdoor Play Space 65C-22.002 (3) and (4), F.A.C.

- 35 sq. ft. usable indoor space per child minimum (20 sq. ft. if licensed on or before 10/1/92)
- Minimum of 45 sq. ft. usable, safe and sanitary outdoor space per child 1 year or older—must have enough space for half the facility’s capacity (excludes children under one year of age)
- Children must be directly supervised and observed at all times
- Play area must be clean
- Outdoor play space must have shaded areas
- Must be free from litter and hazards
- 4 ft or higher walls or fences required around all outdoor play areas
- Fencing must be continuous with a base at ground level
- Exceptions to fencing requirements if:
 - children in play area are in 5-year old kindergarten and grade one or above
 - an additional staff member who is not required to meet the staff/children ratio is available to provide direct supervision during outdoor play
 - Facility is not located adjacent to congested, heavy traffic area, major intersections, crowded business area or water hazards

- Facility has written approval from the Department or Local Licensing Agency to operate without fence
- Water hazards must be fenced and pools maintained
- Urban facilities can provide an additional 45 square feet or more of usable indoor play space for 25% of the licensed capacity of children in lieu of providing outdoor play space
- Urban indoor space used as a substitute for outdoor play space must include age appropriate equipment for physical activities
- Infants must be provided outdoor time each day if weather permits.

Napping and Sleeping Space 65C-22.002(5), F.A.C.

- Sleeping refers to overnight sleep cycle
- Napping is brief period of rest
- Facility must have a designated napping or sleeping space
- Bedding must be a safe and sanitary cot, bed, crib, playpen, mattress or floormat at least 1" thick (towels not acceptable)
- Mattresses must have plastic covering
- Cannot use floormats or playpens for care when children are sleeping
- Bed linens must be laundered no less than once a week and stored in a sanitary manner
- 18" of space required between each individual napping and sleeping space, bedding – cots, bed, crib, etc. Infants (up to 1 year) must be in own crib, portacrib or playpen with sides
- Crib sides must be raised when infant is present
- Crib must meet Federal construction standards (Title 16, Parts 1508 & 1509, Code of Federal Regulations (CFR))
- Bedding not required for school age children but designated rest area required
- During napping, staff must be in close proximity and within sight and hearing of all children and readily accessible and available to ensure the safety of children
- When napping or sleeping, young infants that are not capable of rolling over on their own should be positioned on their back and on a firm surface to reduce the risk of Sudden Infant Death Syndrome (SIDS), unless an alternate position is authorized in writing by a physician. The documentation shall be maintained in the child's record.

Toilet and Bath Facilities 65C-22.002(6), F.A.C.

- 1 toilet with seat and 1 wash basin for the first 15 children
- 1 additional toilet and basin for every additional 30 children
- 1 toilet and 1 basin for every thirty infants if only diapered babies are in care
- 1 bath center must be available, unless exclusively school-age children are in care
- New facilities or modifications to existing facilities must meet minimum physical facilities requirements of the local government where the facility is located
- Children must be supervised during bathing and toileting
- Running water, toilet paper, disposable towels or hand drying machines, soap and trash receptacles must be available within reach of children
- Toilet facilities cannot open directly into food preparation areas, but may open directly into food service areas

- Toilets/basins must be at the proper height for children. Potty chairs shall be in addition to toilet requirements and must be cleaned and sanitized after each use
- No sharing of towels (paper towels preferred)
- Basin and toilet must be in good operating condition and sanitized daily

Fire Safety 65C-22.002(7), F.A.C.

- A fire inspection must be done annually
- The current and approved annual inspection report must be on file with the department or local licensing agency
- A no-charge, operable corded telephone must be located in the facility unlocked and available to all staff during hours of operation
- Emergency numbers; facility address must be posted on or near all telephones
- Fire drills conducted and documented monthly
- Fire drills conducted when children are in care
- Staff must carry current attendance record out of building during fire drills or actual evacuation to account for all children in care

Health and Sanitation 65C-22.002(8), F.A.C.

- All open windows/doors must be screened
- Must meet water and sewage standards
- Following personal procedures for themselves or when assisting others and immediately after outdoor play, employees and volunteers must wash their hands with soap and running water drying thoroughly
- Children must wash their hands with soap and running water after toileting themselves
- Safe drinking water available to all children at all times
- Required bedtime routine, such as teeth brushing, face and hand washing for children sleeping overnight
- Special infant care requirements
- Wash with soap and water and dry hands after each diapering
- Hand-washing sinks not used for food service
- Diaper changing area with impermeable surface, separate from food service- must be cleaned with sanitizing solution after each use
- Soiled, disposable diapers disposed in plastic lined, securely covered container which is emptied and sanitized at least daily
- Soiled cloth diapers emptied in toilet and placed in securely covered container which is emptied and sanitized at least daily

Equipment and Furnishings 65C-22.002(9), F.A.C.

- Indoor and outdoor toys, furnishings and equipment must:
 - be of sufficient number to enable involvement of all children
 - be suitable to age and developmental level
 - be safe
 - be sanitary
 - have play equipment securely anchored, in good repair, safe and maintained
 - have all equipment, fences and objects to be free of sharp, broken or jagged edges

and placed to prevent overcrowding or safety

- have safe and sanitary water drainage .
- be properly installed and/or maintained
- be checked at least every other month

Communicable Disease Control 65C-22.004, F.A.C.(1)

Children or personnel shall be removed from facility or placed in isolation until removed if they exhibit the following signs and symptoms:

1. severe coughing, causing the child to become red or blue in the face or make a whooping sound,
2. difficult or rapid breathing,
3. stiff neck,
4. diarrhea (more than one abnormally loose stool within a 24 hour period),
5. temperature of 101° F or higher when in conjunction with any other signs of illness,
6. conjunctivitis (pink eye),
7. exposed, open skin lesions,
8. unusually dark urine and/or gray or white stool,
9. yellowish skin or eyes, or;
- 10.any other unusual sign or symptom of illness.

- A designated isolation area with a bed, mat or cot, ventilation and heat must be provided for any child who becomes ill at the facility
- Sick children and child care providers must be isolated and directly observed by a staff person at all times
- Suspected outbreaks of communicable disease must be reported to the local health unit immediately

First Aid and Emergencies 65C-22.004 (2), F.A.C.

- At least one staff member must have first-aid and Infant and Child CPR (cardiopulmonary resuscitation) certification must be on the premises at all times and with children on all field trips
- CPR training must be classroom training
- First aid kit required in facility and on all field trips. Specific materials required in kit (65C-22.004(2)(c), F.A.C., and must be marked "First Aid"
- Custodial parents or legal guardians must be notified of any serious illness or injury immediately. All accidents and incidents must be documented in children's file and custodial parent or legal guardian notified same day
- Facility must follow parents or guardian's written instructions for emergencies which are documented in child's file Emergency, poison control center and Florida Abuse Hotline telephone numbers along with address of, and directions to facility must be posted on or near telephone

Medications 65C-22.004 (3), F.A.C.

- Child care facilities are not required to give medication
- All medications (prescription and non-prescription) must be provided to the facility by the parent/guardian in the original container
- Prescription medications must have a label with physician, child's name, medication name and directions for use

- Dispense medications only as written on the label
- Non-prescription medicine not brought in by parents can only be dispensed if the facility has written authorization from the parent or legal guardian giving permission
- Must document in the child's file and notify parent on day medication is given
- Written documentation from parents of known allergies to medication must be in child's file, shared with staff and posted with the stored medication.
- Special medication restrictions must be shared with staff and posted with stored medication
- All medications must have child resistant cap, be stored separately and locked or placed out of reach of children
- Return expired medications to parent/guardian

Food and Nutrition 65C-22.005 (1), F.A.C.

- Meals and snacks must be of proper quality and quantity to meet nutritional need if a facility chooses to serve food
 - If meals and snacks are not provided by the facility, arrangements must be made with custodial parent or legal guardian to provide nutritional food
 - If a physician requires a child to have a special diet, copy of physician's order, diet, and sample meal plan to be documented in child's file.
- If parent or legal guardian notifies the facility of food allergies, written documentation must be in child's file, shared with staff and posted in conspicuous location
- Weekly menus and snacks must be planned, written, posted and dated

Food Preparation and Service 65C-22.005 (2 and3), F.A.C.

- Must be approved by Environmental Health Section of Department of Health and meet requirements in Chapter 64E-11, F.A.C (Food Hygiene)
- Children shall be individually fed and supervised at feeding
- Foods must be age-appropriate
- No propped bottles or automatic feeding devices unless medically prescribed
- Formula must be refrigerated
- Heated foods and bottles must be tested before feeding to ensure even heat distribution
- Bottles must be individually labeled
- Sufficient seating must be available so children are seated at tables for meals
- Single-service items cannot be reused

Record Keeping 65C-22.006, F.A.C.

- Health exam certificate for each child or a signed statement by an authorized professional that indicates the results of the components of the health exam. Person conducting health exam must be authorized by statute to conduct health exams.
- Immunization certificate for each child or religious exemption from immunization form
- Enrollment information for each child
- Personnel records for each employee with signed employment application, signed statement that understands statutory requirements for reporting abuse and neglect
- Drivers license and driver physician certification to operate vehicle
- Copies of training information and credentials

- Daily attendance records
- Medication records for each prescription and non-prescription medication for each child
- Accident/incident reports/fire drill records
- Emergency Evacuation Plan
- First aid/CPR
- Daily meals, snacks and specialized diets
- Activity plans
- Facility brochures
- Field Permission Slips

Background Screening s. 402.203(3), (13), and s. 402.305(2)(a), F.S., and 65C-22.006(5), F.A.C.

Who must have one:

- All child care personnel
- All persons residing with a child care facility owner/operator (only if the home is adjacent to the Facility)
- Volunteers who assist more than 40 hours/month
- Background screening includes:
 - Fingerprinting
 - Abuse screening
 - Local and state criminal check
 - Affidavit of good moral character
 - Employment history check for the previous two years or the last three jobs

Evening Child Care 65C-22.007, F.A.C.

- Evening child care rules are in effect from 6:00 PM to 7:00 AM daily.
- Staff must remain awake at all times
- When children are awake, direct supervision must be provided
- All child care standards apply except: Credentialed staff person not required
- Outdoor play space not required if only providing evening care.
- Must have indoor space available