



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

Name of Facility:		Phone:
Address:		Number of Staff :
Director:		Number of Children Present:
Monitor: Darline Pinheiro	Date:	Time:

Class Violation Level	Health and Safety Standards	Yes	No	N/A
	<b>1. Registration/Accreditation 65C-22.001 402.3125</b>			
3	a. Registration or accreditation is posted in a conspicuous place within the facility.			
3	b. ELC Health and Safety Monitoring Tool displayed in a conspicuous place within the facility.			
3	c. The ELC Health and Safety Monitoring Tool was posted for the full year after its effective date.			
	<b>2. Registered Capacity 402.305(4)&amp;65C-22.001(2)</b>			
2	a. _____ Children were counted at the center and _____ were on a field trip.			
	<b>3. Minimum Age Requirements 65C-22.001(3)&amp;402.305(2)(c)</b>			
3	a. The staff person in charge met the minimum age requirement.			
3	b. There was a person designated to be in charge in the operator's absence.			
2	c. Any person under the age of 16 employed at the facility was directly supervised.			
	<b>4. Ratio Sufficient 65C-22.001(4)(a)(b)&amp;402.305(4)</b>			
2	a. There were _____ staff for _____ children. The facility was in ratio.			
	<b>5. Supervision 65C-22.001(5)(a)-(d), 65C-22.001(6)(f)&amp;65C-22.007(2)</b>			
2	a. Direct supervision of children in all groups was adequate.			
2	b. Staff was within sight and hearing of all children during nap time.			
2	c. There were sufficient personnel readily accessible to meet ratio requirements during nap time.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

2	d. Children in the outdoor play area were adequately supervised.			
1	e. No child was unknowingly left behind on a field trip.			
1	f. No child left the facility without the knowledge or awareness of staff due to inadequate supervision.			
2	g. In addition to the staff required to meet staff-to-child ratios, an additional person was present during a field trip.			
1	h. The operator or substitute was not observed supervising children while under the influence of narcotics, alcohol or other drugs that impair the individual's ability to provide safe child.			
1	i. The facility provided a water activity using a swimming pool that did not exceed three feet in depth. If there was a beach or lake area there was a person with a certified lifeguard certification or equivalent present.			
2	j. The individual (s) responsible for children on a field trip had a telephone or other means of instant communication present.			
2	k. During evening child care hours, staff was awake at all times.			
1	l. All individuals left alone to supervise children in care were screened.			
<b>6. Driver's license, Physician certification &amp; First Aid/CPR Training 65C-22.001(6)(a)</b>				
3	a. The facility's driver had documentation of a valid Florida driver's license.			
2	b. The facility's driver had a valid Florida's driver license.			
3	c. The personnel record included a copy of the driver's physician certification which grants medical approval to operate a vehicle.			
2	d. The facility's driver had documentation of course completion for first aid and/or infant and child CPR.			
2	e. The facility's driver had a certificate of course completion for first aid and/or infant and child CPR.			
<b>7. Vehicle Insurance and Inspection. 65C-22.001(6)(b)(c)&amp;402.305(10)</b>				
3	a. The operator had documentation of current insurance coverage for the vehicle used to transport children in care.			
2	b. The operator had the required insurance coverage on all vehicles used to transport children in care.			
3	c. The facility had documentation of an annual vehicle inspection as required in s. 316.615, FL Statute, for all vehicles used to transport children in care.			
<b>8. Seat Belts/ Child Restraints 65c-22.001(6)(d)(e)</b>				
1	a. The vehicle had seat belts and/or safety restraints for all children transported at one time.			
1	b. The facility's use of seat belts was age appropriate for children being transported who required safety restraints.			
1	c. The number of children transported did not exceed the manufacturer's designated seating capacity.			
<b>9. Transportation 65C-22.001(6)(f)</b>				
2	a. The facility had evidence that a log was maintained for all children being transported.			
3	b. The facility's transportation log was retained for a minimum of 4 months.			
3	c. The facility's log for children included all the required elements.			
3	d. Upon arrival at the destination, it was determined that the driver of the vehicle marked each child off the log as children departed the vehicle.			
2	e. The driver of the vehicle dropped children off at the appropriate location.			
1	f. The driver of the vehicle dropped the child off at the appropriate location so no serious harm to the health, safety or well being of a child happened.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

2	g. Upon arrival at the destination, the driver of the vehicle and second adult conducted a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle.			
1	h. No child was left unattended in the vehicle without staff awareness upon returning from a field trip.			
2	i. The required staff-to-child ratios were maintained when transporting children.			
<b>10. Planned Activities 65C-22.001(7)(a)</b>				
3	a. There was a written plan of scheduled activities at the facility.			
3	b. The facility's written plan of scheduled activities was followed.			
3	c. The facility's plan of scheduled activities was posted in a place accessible to the custodial parents or legal guardians.			
3	d. The written plan of activities promoted the emotional, social, intellectual and physical growth of the children in care.			
3	e. The facility's plan of activities included outdoor play.			
3	f. The written plan of activities included meals, snacks, and naptimes appropriate for the ages and the times the children are in care.			
3	g. The written plan of activities included quiet and active play, both indoors and outdoors.			
<b>11. Field Trip Permission 65C-22.001(7)(b)</b>				
3	a. The facility posted, in a conspicuous location, date, time and location of a planned field trip at least two working days prior to the trip.			
3	b. The custodial parents/or legal guardian were provided advance notice of a planned field trip.			
3	c. The facility secured permission either in the form of a general permission or an individual permission slips prior to each field trip activity from the custodial parent or legal guardian.			
3	d. Documentation of custodial parent or legal guardian permission for field trips was on file for all children participating in the field trip.			
3	e. The facility retained documentation of parental field trip permission for a minimum of 4 months from the date of each field trip.			
<b>12. Child Discipline 65C-22.001(8)(a)(b)</b>				
3	a. The custodial parents or legal guardian were provided written notification of the facility's disciplinary policy.			
2	b. All staff members complied with the facility's written discipline policy.			
1	c. No method of discipline is used at the facility that is severe, humiliating or frightening to children.			
2	d. The facility's discipline practice does not include the use of spanking or other form of physical punishment.			
3	e. All methods of discipline included in the facility's written policy are permitted because they are age appropriate and constructive.			
1	f. No form of discipline used by the staff is associated with food, rest and/or toileting.			
<b>13. Discipline Policy 65C-22.001(8)(c)</b>				
3	a. A copy of the discipline policy was available for review by the monitor.			
<b>14. Physical Environment 65C-22.002(1)(a)(c)</b>				
3	a. All areas of the facility were clean.			
3	b. There was no evidence of rodent or vermin infestation observed.			
3	c. The facility was observed to be in good repair.			
2	d. No area of the facility was observed to be a serious health hazard.			
2	e. No area of the facility was observed to be a serious safety hazard.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	f. No safety deficiency having a low or no potential for harm was observed.			
3	g. No health deficiency having a low or no potential for harm was observed			
2	h. During the facility's operating hours, no activity occurred which endangered the health and/or safety of children in care.			
3	i. The facility operator had immunization for the pet observed. Immunizations are available for the type of animal.			
3	j. The facility operator had documentation that a custodial parent or guardian were given written notification of animals on the premises.			
	<b>15. Toxic Substances and Hazardous Materials 65C-22.002(1)(b)(e)(g)</b>			
2	a. No toxic substance was accessible to children.			
2	b. No hazardous material was accessible to children.			
2	c. No flammable product was accessible to children.			
3	d. No cleaning supply was accessible to children.			
2	e. Smoking was not observed in the facility/outdoor play area/ vehicle while children were in care.			
3	f. No evidence was seen that smoking occurred in the facility/outdoor play area while children were in care.			
1	g. No firearm or weapon was observed on the premises.			
	<b>16. Supplies Labeled/Stored 65C-22.002(1)(d)</b>			
2	a. All potentially harmful items were labeled.			
3	b. The facility's storage of harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials did not allow access by children in care.			
2	c. Harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials were not easily accessible by children in care.			
3	d. The storage of knives and/ or sharp tools was not accessible by children in care			
	<b>17. Lighting 65C-22.002(2)(a)</b>			
3	a. All rooms had sufficient lighting equivalent to 20 foot candles at three feet from the floor.			
3	b. Lighting was sufficient to visually observe and supervise children, including during nap time.			
3	c. All reading, painting and other close work area had lighting equivalent to 50 foot candles.			
	<b>18. Temperature and Ventilation 65C-22.002(2)(b)(c)</b>			
3	a. The facility maintained a temperature between 65 degrees and 82 degrees Fahrenheit at all times.			
3	b. All rooms in the facility were adequately ventilated			
3	c. Cleaning (other than general clean-up activities) of a room did not take place while children were present in the room.			
	<b>19. Indoor Floor Space 65C-22.002(3)(a)-(e),402.305(6),65C-22.007(3)(a)</b>			
2	a. The facility operating on Oct. 1, 1992, had 20 square feet of usable floor space per child for the number of children observed in care.			
2	b. The facility had 35 square feet of usable floor space per child for the number of children observed in care.			
3	c. The facility provides open floor space for infants outside of cribs and playpens.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	d. For centers that only provide evening care, outdoor play space is not a requirement; however, the facility has designated indoor space that promotes the development of gross motor skills.			
<b>20. Outdoor Area/ Square Footage 65C-22.002(4)(a)(b)&amp;402.305(6)</b>				
2	a. The facility's outdoor space calculated at 45 square feet per child allows children to use the space at one time.			
<b>21. Outdoor Play Area 65C-22.002(4)(c)(g)</b>				
3	a. The facility's outdoor play area was free of debris.			
3	b. The outdoor play area was clean, free from litter, nails, glass or other hazards.			
2	c. The facility's outdoor area posed no threat to health, safety or well-being of children due to the presence of any hazardous items.			
3	d. The facility provided shade on the playground.			
3	e. The facility provided opportunities for outdoor time each day (weather permitting for infants).			
<b>22. Fencing 65C-22.002(4)(d)(e)</b>				
2	a. The facility's outdoor play area was fenced in accordance with accepted safety practices to prevent children's access to a water hazard.			
1	b. The facility's outdoor play area was fenced to prevent children's access to a water hazard.			
2	c. The facility's outdoor play space was enclosed with fencing or walls a minimum of 4 feet in height.			
2	d. The facility's fencing, walls or gate area had no gaps that could allow children to exit the outdoor play area.			
3	e. The base of the fence in the outdoor play area was at ground level and prevented access by children or animals and did not allow children to exit the play area.			
3	f. The fence in the outdoor play area had no dirt buildup at the base, which could cause the fence to be less than the minimum 4 feet in height and could allow children to exit the play area.			
<b>23. Individual Bedding 65c-22.002(5)(a)(b)&amp;65C22.008(3)(g)</b>				
3	a. The bedding available for children in care was adequate.			
2	b. The bedding available was safe and posed no threat to the health, safety or well-being of a child in care.			
3	c. The bedding available was sanitary.			
2	d. The bedding available was not sanitary and poses a threat to the health, safety and well-being of a child in care.			
3	e. A cot, bed, crib, mattress, playpen or floor mat was available for all children who napped or slept.			
3	f. The facility did not use double or multi-deck cribs, cots or beds for children younger than one year old.			
3	g. The floor mats available for children were at least one inch thick.			
3	h. There was a designated area for school age children choosing to rest.			
3	i. The facility had a designated area where each child can sit quietly or lie down to rest or nap.			
3	j. The floor mats available for children in care were covered with an impermeable surface.			
<b>24. Bedding and Linens 65C-22.002(5)(c)(d)</b>				
3	a. The facility has a system in place for laundering linens weekly or more as needed.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	b. Linens, if used by more than one child, were laundered between usage.			
3	c. The facility's storage of linens was sanitary.			
3	d. Linens were provided for sleeping children.			
3	e. Pillows and blankets were provided for sleeping children.			
	<b>25. Nap Space Requirement 65C-22.002(5)(e)</b>			
3	a. A minimum distance of 18" was maintained between each napping and sleeping space.			
	<b>26. Exit Area Clear 65C-22.002(5)(e)</b>			
3	a. Exit areas were clear in accordance with fire safety regulations.			
2	b. Exit areas were not blocked off and were accessible in an emergency.			
	<b>27. Crib Requirements 65C-22.002(5)(f)(g)</b>			
3	a. The facility had an adequate number of cribs, portacribs or playpens with sides for the number of children up to one year old in care.			
2	b. The facility used cribs that met federal guidelines as the bar spacing did not exceed the two and three eighths inches.			
2	c. No infant was observed in a crib that had the sides down.			
2	d. All napping or sleeping infants not capable of rolling over on their own were observed positioned on their back and on a firm surface.			
3	a. The custodial parent or guardian provided documentation that an alternative position is authorized by the physician and a napping or sleeping infant that is not capable of rolling over on their own was observed not positioned on their back.			
	<b>28. Toilets and Basins 65C-22.002(6)(a)(b)1(c)&amp;(g)</b>			
3	a. Basins used by children are easily accessible and a safely constructed platform is in place.			
3	b. A toilet used by children is easily accessible and a safely constructed platform was in place.			
3	c. The facility had the number of toilets and or wash basins required for capacity.			
3	d. The facility adequately maintained the toilet and bath facilities used by the children.			
3	e. The facility kept the toilet and bath facilities used by the children adequately cleaned and sanitized.			
2	f. The facility adequately kept the toilet and bath facilities used by the children clean and sanitized and posed no threat to the health, safety or well-being of the children			
3	g. The facility provided care for diapered infants only and had 2 wash basins for every thirty infants.			
3	h. No toilet facility opened directly into an area where food was prepared.			
	<b>29. Potty Chairs 65C-22.002(6)(b)2</b>			
3	a. The cleaning and sanitizing of potty chairs took place between uses by different children.			
2	b. The cleaning and sanitizing of potty chairs took place between use by different children posing no threat to the health, safety or well-being of the children.			
	<b>30. Bath Facilities and Supervision 65C-22.002(6)(d)(e)</b>			
3	a. The facility serving children other than school age had either a portable or permanent bath facility available for bathing children.			
2	b. Children received adequate supervision while toileting or bathing			
3	c. Children received adequate assistance with toileting or bathing as required by their age or need.			
	<b>31. Bathroom Supplies and Equipment 65C-22.002(6)(f)</b>			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	a. Paper towels or hand drying machines were available and within reach of children.			
3	b. Soap was available to children using the toileting facility			
3	c. A trash receptacle was in the toileting area.			
3	d. Toilet paper available to children using the toileting facility.			
	<b>32. Operable Phone 65C-22.002(7)(b)</b>			
3	a. The facility staff had a working corded phone available within the building in the event of a power outage.			
2	b. The facility staff had a working corded telephone within the building in the event of a power shortage.			
	<b>33. Fire Drills 65C-22.002(7)(c)(d)</b>			
3	a. Monthly fire drills were conducted and a written record was completed.			
2	b. Monthly fire drills were conducted.			
3	c. The facility maintained documentation of fire drills for a minimum of 4 months from the date of the fire drill.			
	<b>34. Window Screens 65C-22.002(8)(a)1</b>			
3	a. All opened doors and windows had screens affixed and/or maintained.			
	<b>35. Proper Handwashing 65C-22.002(8)(a)2&amp;4,(b)1</b>			
2	a. Staff members washed their hands appropriately after assisting a child with toileting.			
2	b. Staff members washed their hands appropriately after diapering a child.			
3	c. Children washed their hands appropriately after toileting.			
3	d. Staff ensured that children sleeping overnight at the facility brushed their teeth and washed their face and hands.			
3	e. Children did not share toothbrushes, towels, and/or washcloths.			
	<b>36. Drinking Water Available 65C-22.002(8)(a)3</b>			
2	a. Drinking water available to children was safe.			
2	b. Drinking water was available to all children.			
	<b>37. Sanitary Diapering 65C-22.002(8)(b)1-4</b>			
3	a. Only items related to diaper changing were stored in the diaper changing area or placed on the diaper changing table/surface.			
3	b. The diaper changing surface was cleaned with a sanitizing solution after each use.			
3	c. Diaper changing occurred only on an impermeable surface.			
3	d. Staff did not use the handwashing sink for food preparation and/or clean up.			
3	e. The diaper changing area is away from the food preparation, service, feeding areas.			
3	f. There was a supply of clean diapers, clothing and/or linens.			
2	g. Children were not left unattended while being diapered or when changing clothes.			
3	h. A basin with running water was available in the infant room or an adjoining room.			
3	i. Handwashing facilities in the infant room or an adjoining room included: disposable towels or hand drying machines, soap, and/or a trash receptacle.			
	<b>38. Diaper Disposal 65C-22.002(8)(b)5&amp;6</b>			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	a.	Soiled items were disposed of in a plastic-lined, securely covered container.			
3	b.	The container for storage of soiled disposable diapers was covered.			
2	c.	The Container for storage of soiled disposable diapers was not accessible to children.			
3	d.	The container used for the disposable of soiled diapers was emptied and sanitized daily.			
2	e.	Soiled cloth diapers were placed in a securely covered container that was inaccessible to children.			
		<b>39. Indoor Equipment 65C-22.002(9)(a)</b>			
3	a.	Toys, equipment and/or furnishings available to children in care were age appropriate.			
3	b.	The quantity of toys, equipment and/or furnishings suitable to each child's age and development was adequate for the number of children in care.			
3	c.	Toys, equipment and/or furnishings were safe .			
2	d.	Toys, equipment and/or furnishings were safe and pose no threat to the health, safety, or well being of the children in care.			
3	e.	Toys, equipment and/or furnishings were maintained in a sanitary condition.			
		<b>40. Outdoor Equipment 65C-22.002(9)(b)</b>			
3	a.	Frames of the outdoor equipment are securely anchored in the ground or are stationary by design.			
2	b.	The play equipment is safe for the children to use.			
3	c.	There was evidence that routine checks were conducted at least every other month of all supports, above and below the ground, all connectors, and moving parts.			
2	d.	A resilient surface was provided beneath and within the fall zone.			
3	e.	The ground cover or other protective surface under the equipment was maintained.			
3	f.	The placement of all equipment allows for adequate distance/clearance from other equipment or other children in the area.			
2	g.	Sharp, broken and or jagged edges were not observed in any area that poses a threat to the health, safety or well-being of the children in the play area.			
3	h.	The equipment used in the outdoor play area was appropriate for the age and developmental level of the children in care.			
		<b>41. Training 65C-22.003(2)&amp;402.305(2)(d)</b>			
3	a.	The successful <u>completion</u> of the 40 clock- hour introductory Child Care Training requirement was documented on CF-FSP Form 5267 or the department's training transcript for staff.			
3	b.	All employees <u>completed</u> the 40 clock hour Child-Care Training requirement as applicable.			
3	c.	The facility had <u>documentation</u> to show completion of a 5 hour early literacy and language development of children ages birth through five course, for staff employed at least 12 months.			
3	d.	The department's approved five hour early literacy and language development of children ages birth through five course was <u>completed</u> for employees.			
3	e.	All volunteers who work more than 40 hours per month completed the 40 clock-hour introductory Child Care Training requirement.			
3	f.	The facility had <u>documentation</u> to show completion of the 40 clock-hour introductory Child Care Training requirement for volunteers who works more than 40 hours per month.			
3	g.	The facility had documentation to show enrollment in the introductory course in child care for all staff employed for at least 90 days.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

	<b>42. 10-Hour In- Service 65C-22.003(6)(a)-(c)</b>			
3	a. Documentation of in-service training was recorded on CF-FSP Form 5268, Child Care In-service Training Record, for the director.			
3	b. Documentation of in-service training was recorded on CF-FSP Form 5268, Child Care in service Training Record, for staff.			
3	c. The 10 hours of annual in-service training had been completed for the fiscal year beginning July 1 and ending June 30 for the director.			
3	d. The 10 hours of annual in-service training had been completed for the fiscal year beginning July 1 and ending June 30 for staff			
	<b>43. Credentialed 65C-22.003(7)&amp;65C-22.003(8)</b>			
3	a. The facility had the required number of credentialed staff.			
3	b. The credentialed staff met the minimum work hours required as documented on time sheets, personnel schedules or employment records.			
3	c. CF-FSP Form 5206, Child Care Personnel Professional Development Confirmation Form, was on file for staff.			
3	d. All owners or operators responsible for the daily operation of the program must have a Director Credential.			
3	e. The person with the Director Credential was on site a majority of the hours that the facility is in operation.			
3	f. The person with the Director Credential meets the definition of director because that individual is responsible for the daily operation of the program.			
3	g. The facility owner notified the licensing authority within 5 working days of when the facility lost the credential director or when there was a change of director.			
3	h. The director was on site during the inspection or the person in charge met the requirements.			
	<b>44. Communicable Disease Control 65C-22.004(1)</b>			
3	a. The facility had an isolation area designated for the care of the child.			
3	b. The facility's isolation area designated for the care of an ill child was adequately ventilated or heated.			
3	c. The facility's isolation area had a bed, mat or cot.			
3	d. All children suspected of having a communicable disease are removed from the facility or placed in isolation.			
3	e. The facility reports the child's signs and symptoms of illness to the child's custodial parents or legal guardian.			
2	f. A child placed in the isolation area is always within sight and hearing of a staff person.			
3	g. A child is not permitted to return to the facility without medical authorization or if the signs and symptoms of the disease is still present.			
2	h. A child with head lice is permitted to return to the facility after treatment has occurred.			
	<b>45. First Aid Requirements 65C-22.004(2)(a)-(c)</b>			
2	a. The facility had at least one staff member with a current and valid certificate of course completion for first aid training.			
2	b. The facility had at least one staff member with current and valid certificate of course completion for first aid training present at all times that children are in care			
2	c. The facility had an adequate number of staff appropriately trained in first aid to maintain coverage both on-site and on field trips.			
2	d. The facility had a first aid kit available on the premises at all times.			
3	e. A first aid kit accompanies child care staff on a field trip.			
3	f. The first aid kit is stored in an area accessible to child care staff.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	g. The first aid kit contained all necessary items.			
<b>46. CPR Requirements 65C-22.004(2)(a)(b)</b>				
2	a. The facility had at least one staff member with a current and valid certificate of course completion for infant and child cardiopulmonary resuscitation. (CPR)			
2	b. The facility had at least one staff member with current and valid infant and child CPR present during all hours of operation.			
2	c. The facility had an adequate number of staff appropriately trained in CPR to maintain coverage both on-site and on field trips.			
2	d. The training was done by classroom instruction and is valid.			
<b>47. Emergency Telephone Numbers 65C-22.004(2)(d)1</b>				
3	a. The facility's posted telephone numbers included all required information.			
3	b. Emergency telephone numbers were posted on or near all telephones in the facility.			
<b>48. Accident/Incident Notification and Documentation 65C-22.004(2)(d)2-4</b>				
2	a. The facility immediately notified the child's custodial parents or legal guardians of a serious illness, accident, injury or emergency to their child.			
3	b. The facility provided the parent or legal guardians written documentation of an accident or incident on the day it occurred.			
3	c. The facility documented an accident or incident on the day it occurred.			
3	d. The facility notified the coalition Health Monitor within 24 hours following a fire or natural disaster.			
3	e. Documentation of an accident or incident contains all the information required.			
3	f. Documentation of an accident or incident included the signature of facility staff and custodial parent or legal guardian.			
3	g. Documentation of an accident or incident was maintained by the facility for a minimum of one year.			
<b>49. Medication 65C-22.004(3)</b>				
3	a. All prescription or non-prescription medication brought to the center for administration was in its original container.			
3	b. The label on the medication contained all the required information.			
1	c. Written instructions for dispensing a medication were followed.			
3	d. Medications had child resistant caps.			
3	e. Medication which had expired or was no longer being administered was returned to custodial parent or legal guardian.			
2	f. Medication was stored separately and locked or inaccessible to the children in care.			
3	g. The facility documented in the child's file that they had dispensed a non-prescription medication in an emergency situation.			
2	h. No prescription or non-prescription medication was dispensed without written authorization from the custodial parent or legal guardian.			
2	i. The facility was notified of allergies to medication and the information was shared with staff or posted with the stored medication.			
3	j. Written documentation was in the child's file when the facility was notified of allergies to medication.			
2	k. No non-prescription medication was dispensed without the custodial parent or legal guardian being notified on the day it occurred.			
3	l. Records of dispensed medication are retained for at least 4 months after the last dosage was given.			
3	m. The facility maintained a complete record for each child who received medication while in care.			
<b>50. Meals and Snacks 65C-22.005(1)(a)(b)(c)</b>				



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	a. Meals supplied by the facility met the nutritional needs of children in care.			
3	b. Snacks supplied by the facility met the nutritional needs of children in care.			
3	c. The facility chose not to provide meals and snacks, and made arrangements with the custodial parent or legal guardian to provide nutritional food for children.			
3	d. The facility maintained written documentation of known food allergies in a child's file.			
2	e. No child with a specific known food allergy was given that food after being notified of the allergy by the child's custodial parent or legal guardian.			
3	f. The facility shared with staff or posted in an easily accessible location, specific food restrictions for a child.			
3	g. The facility maintained specialized diet documentation for a child requiring a specialized diet in the child's file.			
3	h. The facility maintained documentation of meal and snack menus for at least a month.			
<b>51. Meal and Snack Menus 65C-22.005(1)(d)</b>				
3	a. The facility's posted menu was dated.			
3	b. Substitutions to the planned menu were recorded on the posted menu.			
3	c. The facility's menu was conspicuously posted in an area accessible to custodial parents or legal guardians.			
<b>52. Food service 65C-22.005(3)(a)(b)</b>				
3	a. Children were provided food appropriate for their ages.			
3	b. Children were individually fed during meal time.			
<b>53. Bottles Sanitary and Labeled 65C-22.005(3)(c)(d)</b>				
3	a. Formula brought to facility was properly refrigerated.			
3	b. Bottles and sippy cups were labeled with the child's first and last name.			
2	c. Heated foods and bottles were tested before feeding.			
3	d. Propped bottles are not used with infants.			
3	e. Bottles and sippy cups brought from home were returned to the custodial parent or guardian daily.			
<b>54. Sufficient Seating 65C-22.005(3)(e)</b>				
3	a. The facility had sufficient seating at tables for the number of children eating at one time.			
<b>55. Single Service Items 65C-22.005(3)(b)</b>				
3	a. Single service paper, or plastic plates, utensils or cups were used.			
3	b. Plates, utensils cups, bottles and sippy cups provided by the facility that are not disposable were washed, rinsed and sanitized between uses.			
<b>56. Record Keeping 65C-22.006(1)(a)</b>				
3	a. Records or copies of records are being maintained at the facility for review by ELC health and safety monitor.			
<b>57. Children's Health/Immunization Records 65C-22.006(2)((a)-(c)</b>				
3	a. A Student Health Examination/DH Form 3040 or equivalent health statement was available for all children whose files were examined.			
3	b. Health statements contained all the elements in the Student Health Examination/DH Form.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

3	c. The Student Health Examination/DH Form 3040 was current (Not over 2 years since last examination) for the children whose files were examined.			
3	d. The Student Health Examination on file for the children whose files were observed was completed by a person without statutory authority to perform health examinations.			
3	e. There was a current DH Form 680, <i>Florida Certification of Immunization</i> , for each child whose file was examined.			
3	f. DH Form 681, Religious Exemption from Immunization was on file for the children whose files were examined.			
3	g. The immunization record was complete for the children whose files were examined. The record documented required vaccinations, signature of a physician, dates of the immunization and the expiration date.			
<b>58. Enrollment Information on File Current 65C-22.006(3)</b>				
3	a. The facility had an enrollment form ( <i>CF-FSP Form 5219</i> ) or equivalent form <u>completed</u> for the children in care whose files were examined.			
3	b. There was no <u>incomplete</u> enrollment information on CF-FSP (Form 5219) or equivalent form for the children enrolled.			
3	c. A signed statement from the custodial parent or legal guardian attesting that the Know Your Child Care Facility was on file for the children whose files were examined.			
3	d. A signed statement was on file from the legal guardians or custodial parents that they had been provided a written copy of the facility's disciplinary practices.			
<b>59. Personnel Records 65C-22.006(4)(5)&amp;402.3055(1)(b)</b>				
3	a. The facility had a complete record on file for all child care personnel.			
3	b. All child care personnel had an employment application on file.			
3	c. The personnel record for staff included a signed statement regarding any work in a center that had been subject to negative licensing action or the subject of disciplinary action while employed.			
3	d. The personnel record included the position and date of employment for those staff whose files were examined.			
3	e. The personnel record included a signed statement that the statutory requirements for reporting child abuse / neglect were understood.			
3	f. Documentation of first aid and infant and child CPR training was on file for staff whose files were examined.			
3	g. The personnel record included training transcript information for staff whose files were examined.			
<b>60. Background Screening Documents 65C-22.006(4),435.04(1)&amp;435.05(1)(a)(c)</b>				
2	a. Documentation of Level 2 screening was present for staff			
2	b. <i>Fingerprint cards</i> were on file for all employees			
2	c. CF-FSP Form 5131, <i>Background Screening and Personnel File Requirements</i> , was on file for all employees.			
3	d. All fingerprint cards were completed and submitted to FDLE within 10 working days from the date of hire.			
3	e. Documentation of the <i>Attestation of Good Moral Character</i> was on file for all staff.			
2	f. The fingerprint card had been completed but _____			
2	g. Verification of employment history for the past 2 years was on file for all employees.			
2	h. Background screening was completed every 5 years after the initial screening for all individuals.			



## 2008 -09 School Readiness – Health and Safety Monitoring

Exempt Center

2	i. The personnel records for all individuals indicate that no person had been found guilty of an offense noted in Section 435.04 Florida Statute, which would disqualify the person from employment.			
1	n. The personnel records indicate that no person had been found guilty of an offense noted in Section 435.04 Florida Statute, which would disqualify the person from employment and the owner/operator failed to take appropriate action.			
<b>61. Daily Attendance 65C-22.001(10)&amp;65C-22.006(5)</b>				
3	a. Staff recorded the daily attendance of children.			
3	b. Attendance records included the time of each child's arrival and departure.			
3	c. The facility maintained attendance records for the past 4 months.			
<b>62. Emergency Plan Posted 65C-22.004(2)(d)5&amp;65C-22.006(5)(i)</b>				
3	a. The facility's emergency plan included a diagram of evacuation routes.			
3	b. The facility's emergency evacuation plan was posted in each room.			
<b>63. Enforcement 65C-22.001(11)</b>				
1	a. The owner, operator, employee or substitute, while caring for children, committed no act of omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes.			
1	b. As a mandated reporter, the owner, operator, employee or substitute reported suspected child abuse or neglect as required in section 39.201, Florida Statutes.			

\*Information obtained by discussion

\_\_\_\_\_  
Operator 10/19/08

Operator

\_\_\_\_\_  
Monitor Name 10/19/08

Monitor Name

Class 1 Violation- Most Serious -Imminent threat to child-Includes abuse/neglect

Class 2 Violation- Less serious, could be anticipated to pose a health/safety threat

Class 3 Violation- Less serious than 1 or 2-low potential for harm to children

Details of Corrective Action Plan Outlined on Technical Assistance Document if needed.

Class Violation Level	Health and Safety Standard	Page
1		
2		
3		