

Large Family Child Care Home Standards Classification Summary



**LARGE FAMILY CHILD CARE HOME STANDARDS CLASSIFICATION SUMMARY**

**Florida Statute and Administrative Code Reference**

**Specific Child Care Licensing Standard**

Class Violation Level	Description of the Licensing Standard Violation
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<b>1. Licensed Capacity/Ratio 402.302(8), F.S., FDCH/LFCCH Handbook, Section 2.2.2</b>	
2	1.1 A Large Family Child Care Home may provide care for a maximum of [ ]. <b>402.302 (11), F.S., FDCH/LFCCH Handbook, Section 2.2.2</b> 1. 8 children from birth to 24 months of age. 2. 12 children from birth to 24 months of age. There were [ ] children observed in care and their ages were [ ].
1	1.2 The home 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 2.2.2</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 staff's 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>
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>

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<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 infant and child 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 operating 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. 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 and/or individual authorized to do the second sweep, if applicable: [ ]. <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 6 months. <b>FDCH/LFCCH Handbook, Section 2.4.4, H</b>
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>

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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 in the vehicle 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 at a temperature comfortable to children. <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>

<b>4. Planned Activities FDCH/LFCCH Handbook, Section 2.5</b>	
3	4.1 The home had no written plan of activities for each age group or class. <b>FDCH/LFCCH Handbook, Section 2.5</b>
3	4.2 The written plan of scheduled activities was not posted in a conspicuous place accessible to the parents. <b>FDCH/LFCCH Handbook, Section 2.5</b>
3	4.3 The home's written plan of scheduled activities was not followed. <b>FDCH/LFCCH Handbook, Section 2.5</b>
3	4.4 The written plan of activities did not include meals, snacks, or nap times appropriate for the age and times the children are in care. <b>FDCH/LFCCH Handbook, Section 2.5, C</b>
3	4.5 Activities planned did not include quiet and active play, both indoors and outdoors. <b>FDCH/LFCCH Handbook, Section 2.5, B</b>
3	4.6 The home used electronic media time with children younger than 2 years of age. <b>FDCH/LFCCH Handbook, Section 2.5, D</b>
3	4.7 The home used electronic media that was not for educational purposes or for physical activity for children 2 years of age and older. <b>FDCH/LFCCH Handbook, Section 2.5, D</b>
3	4.8 The home's written plan of scheduled activities did include a variety of activities that range from structured to unstructured. <b>FDCH/LFCCH Handbook, Section 2.5</b>
3	4.9 Program has not implemented practices that promote consistency and continuity of care. <b>FDCH/LFCCH Handbook, Section 2.5, E</b>

<b>5. Operator/Advertising 402.318 F.S. and FDCH/ LCCFH Handbook, Section 2.1 &amp; 3.1</b>	
2	5.1 The operator worked outside of the home during the operating hours of the large family child care home. <b>FDCH/LFCCH Handbook, Section 3.1, C</b>

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1	5.2 The operator, in whose name the license was issued, was no longer a resident at the address on the license. <b>FDCH/LFCCH Handbook, Section 3.1, B</b>
3	5.3 The large family home failed to include their license number when advertising. <b>402.318, F.S.</b>
3	5.4 The large family home's license was not posted in a conspicuous place. <b>FDCH/LFCCH Handbook, Section 2.1, F</b>

**6. Employee and Substitute Requirements FDCH/LFCCH Handbook, Section 3**

3	6.1 The operator did not have a 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>
3	6.2 The substitute plan did not include required information about the designated substitute. <b>FDCH/LFCCH Handbook, Section 3.2, B</b>
3	6.3 The substitute worked more than 40 hours per month on average over a six month period in a single family day care home. <b>FDCH/LFCCH Handbook, Section 3.2, D</b>
3	6.4 The operator failed to report changes regarding new employee within five working days. <b>FDCH/LFCCH Handbook, Section 3.2, C</b>
2	6.5 There was no staff person in addition to the operator on the premises while operating as a large family child care home. <b>FDCH/LFCCH Handbook, Section 3.3</b>
2	6.6 The substitute for the operator or employee on a temporary or emergency basis was not at least 18 years of age. <b>FDCH/LFCCH Handbook, Section 3.2</b>
3	6.7 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	6.8 The provider failed to maintain written documentation for the number of hours a substitute worked in the home. <b>FDCH/LFCCH Handbook, Section 3.2, F</b>

**7. Background Screening Requirements FDCH/LFCCH Handbook, Section 4**

1	7.1 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 435.04, 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>
2	7.2 Required background screening was missing for [ ] . <b>402.313(3) F.S.</b> 7.2.1. adult or child care home members 7.2.2. substitute 7.2.3. volunteer 7.2.4. juvenile family members 12 and older (an FDLE check)
2	7.3 Background screening was not completed every five years after the initial screening. <b>402.313(3), F.S.</b>
3	7.4 An employment history verification was not documented and on file. <b>FDCH/LFCCH Handbook, Section 4.1, E and P</b>

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3	7.5 Employment history check did not include all the 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 P</b>
3	7.6 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>
3	7.7 A Volunteer acknowledgement (form CF-FSP 5217) was not on file prior to volunteering. <b>FDCH/LFCCH Handbook, Section 4.3, I</b>
3	7.8 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>
3	7.9 The operator, employee, 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>

<b>8. Staff Training FDCH/LFCCH Handbook, Section 5</b>	
3	8.1 A foster grandparent working in the home failed to complete the required training. <b>FDCH/LFCCH Handbook, Section 5.2.3</b>
3	8.2 The substitute for the operator did not complete the 30 clock-hour Family Child Care Home training as documented on the Department's transcript prior to caring for children. <b>FDCH/LFCCH Handbook, Section 5.1.1, A</b>
3	8.3 The substitute for the employee, who works more than 40 hours per month on average, did not complete the 30 clock-hour Family Child Care Home training as documented on the department's training transcript prior to caring for children. <b>FDCH/LFCCH Handbook, Section 5.1.1, A</b>
3	8.4 The substitute for the employee, who works more than 40 hours 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 <b>FDCH/LFCCH Handbook, Section 5.1.1, B</b>
3	8.5 The substitute for the operator did not have documentation to show completion of a Department approved five hour early literacy and language development course, prior to caring for children. <b>FDCH/LFCCH Handbook, Section 5.1.1, B</b>
3	8.6 A substitute for the employee, 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 &amp; B</b>
2	8.7 The home did not have at least one person providing care to children with a valid and current certification in infant and child CPR procedures and/or first aid training. <b>FDCH/LFCCH Handbook, Section 5.1.1, C</b>
3	8.8 The operator/employee or substitute's FA or CPR training was no longer current. <b>FDCH/LFCCH Handbook, Section 5.1.1, C</b>

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2	8.9 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	8.10 The operator did not complete the ten hours of annual in-service training during the 12 month licensure period. <b>FDCH/LFCCH Handbook, Section 5.6.1</b>
3	8.11 The employee did not complete the ten hours of annual in-service training during the 12 month licensure period. <b>FDCH/LFCCH Handbook, Section 5.6.2</b>
3	8.12 Documentation of the 10 hours of in-service training for the operator and/or employee(s) was not recorded on CF-FSP 5268A, In-Service Training Record. <b>FDCH/LFCCH Handbook, Section 5.8, C</b>
3	8.13 The operator failed to maintain and/or document an active Staff Credential Verification on the department's training transcript. <b>FDCH/LFCCH Handbook, Section 5.1.3, A</b>
3	8.14 The operator did not complete the Department's 10 clock-hour Part II module training course within 6 months of licensure as documented on the Department's training transcript. <b>FDCH/LFCCH Handbook, Section 5.4.1</b>
3	8.15 The employee did not complete a Department approved five hour early literacy and language development course within 12 months of employment. <b>FDCH/LFCCH Handbook, Section 5.5.1</b>
3	8.16 The employee did not complete the 30 clock-hour Family Child Care Home training as documented on the department's training transcript. <b>FDCH/LFCCH Handbook, Section 5.3.1, A</b>
3	8.17 The employee did not begin the 30 clock-hour Family Child Care Home training within 90 days of employment. <b>FDCH/LFCCH Handbook, Section 5.3.1, A</b>
3	8.18 The operator did not have documented proof that all staff were trained and knowledgeable within 30 days of employment in [ ]. <b>FDCH/LFCCH Handbook, Section 5.2.1 and 5.2.2</b> 8.18.1. safe sleep practices and shaken baby syndrome 8.18.2. the use of fire extinguishers
3	8.19 The operator did not have documented proof that the large family child care home employee completed pediatric cardiopulmonary resuscitation training. <b>FDCH/LFCCH Handbook, Section 5.1.1, C</b>

**9. Supervision FDCH/LFCCH Handbook, Section 6**

1	9.1 An unscreened individual was left alone with children in care. <b>s.435.06(2)(a), F.S.</b>
1	9.2 The operator, substitute or employee 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	9.3 A child was left alone in a vehicle, at the home, on a field trip or an activity away from the home. <b>FDCH/LFCCH Handbook, Section 6, A</b>

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1	9.4 Child(ren) were not adequately supervised in that [ ] which posed an imminent threat to a child, and could or did result in death or serious harm to the health, safety or well-being of the child(ren). <b>FDCH/LFCCH Handbook, Section 6, B, D - L</b>
1	9.5 - A child was not adequately supervised and left the premises of the home without staff supervision. <b>FDCH/LFCCH Handbook, Section 6, A</b>
1	9.6 The driver of the vehicle failed to drop the child off at the appropriate location. <b>FDCH/LFCCH Handbook, Section 6, I</b>
2	9.7 An infant was observed being fed with a propped bottle. <b>FDCH/LFCCH Handbook, Section 6, F</b>
2	9.8 Children were not being adequately supervised in that [ ]. <b>FDCH/LFCCH Handbook, Section 6, G, H, I, L</b>
2	9.9 A child was observed napping or sleeping in a bedroom with the bedroom door closed. <b>FDCH/LFCCH Handbook, Section 6, B</b>
2	9.10 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	9.11 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	9.12 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	9.13 In addition to the staff required to meet staff to child ratios, an additional adult was not present during a field trip, or an activity away from the home, for more than 6 preschool children. <b>FDCH/LFCCH Handbook, Section 6, N</b>
2	9.14 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	9.15 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>

### Health and Safety Requirements

<b>10. Animal Vaccinations FDCH/LFCCH Handbook, Section 7.1</b>	
3	10.1 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	10.2 The pet was not immunized though vaccinations are available for this type of animal. <b>FDCH/LFCCH Handbook, Section 7.1.</b>
3	10.3 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>

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<b>11. Toxic, Hazardous Materials and Harmful Items FDCH/LFCCH Handbook, Section 7.2</b>	
2	11.1 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	11.2 A Toxic substance or hazardous material, [ ], was not labeled. <b>FDCH/LFCCH Handbook, Section 7.2</b>
2	11.3 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	11.4 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>

<b>12. Smoking on Premises FDCH/LFCCH Handbook, Section 7.3</b>	
3	12.1 The custodial parents or legal guardians of children in care were not informed in writing, by the operator that someone living in the home smokes. <b>FDCH/LFCCH Handbook, Section 7.3, A</b>
2	12.2 Smoking was observed in the home, the outdoor play area, during a field trip or in a vehicle transporting children while children were in care. <b>FDCH/LFCCH Handbook, Section 7.3, A and B &amp; 2.4.4, F</b>
3	12.3 There was evidence that smoking occurred in the home, outdoor play area, during a field trip or in a vehicle used to transport children, while children were in care. <b>FDCH/LFCCH Handbook, Section 7.3, A and B &amp; 2.4.4, F</b>

<b>13. Firearms and Weapons FDCH/LFCCH Handbook, Section 7.4</b>	
1	13.1 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	13.2 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>14. Indoor Play Areas FDCH/LFCCH Handbook, Section 7.5</b>	
3	14.1 Indoor play areas were not clean and free from litter, nails, glass, and other hazards. <b>FDCH/LFCCH Handbook, Section 7.5, B</b>
3	14.2 Indoor play areas were not in good repair. <b>FDCH/LFCCH Handbook, Section 7.5, B</b>
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 7.5, B</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 7.5, B</b>
1	14.5 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>



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2	14.6 The large family child care home did not have 35 square feet of usable indoor floor space per child in care. The home had space for [ ] children, and [ ] children were observed in care. <b>FDCH/LFCCH Handbook, Section 7.5</b>
2	14.7 The home's usable indoor floor space, including shelves or storage for toys and other materials, for children's indoor play and activities was not accessible for children's use. <b>FDCH/LFCCH Handbook, Section 7.5, G</b>
3	14.8 The home did not have an open indoor floor space outside of cribs and playpens for the infant(s) in care. <b>FDCH/LFCCH Handbook, Section 7.5, H</b>
2	14.9 The home had electrical outlet covers that were not in place. <b>FDCH/LFCCH Handbook, Section 7.5, E</b>
3	14.10 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. <b>FDCH/LFCCH Handbook, Section 7, A</b>
2	14.11 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	14.12 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>

**15. Outdoor Time, Fencing, and Play Area Requirements**  
**FDCH/LFCCH Handbook, Section 7.6**

3	15.1 Outdoor play areas were not free from litter, nails, glass, and other hazards. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>
3	15.2 Outdoor play areas were not in good repair. <b>FDCH/LFCCH Handbook, Section 7.6, A</b>
3	15.3 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	15.4 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	15.5 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	15.6 Weather permitting, infants were not provided opportunities for outdoor time. <b>FDCH/LFCCH Handbook, Section 7.6, D</b>
2	15.7 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	15.8 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	15.9 The outdoor play area that required fencing was not safe and adequate in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.6, F</b>

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3	15.10 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	15.11 The fence in the outdoor play area had a buildup (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	15.12 The play activities were not suitable to the (child)ren's age and development. <b>FDCH/LFCCH Handbook, Section 7.6, I</b>
3	15.13 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	15.14 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	15.15 There was no documentation, maintained for one year, that routine inspections were conducted at least monthly of all supports, above and below the ground, all connectors, and moving parts. <b>FDCH/LFCCH Handbook, Section 7.6, J</b>
2	15.16 A resilient surface was not provided beneath and within the fall zone for [ ]. <b>FDCH/LFCCH Handbook, Section 7.6, K</b>
3	15.17 The ground cover or other protective surface under the [ ] was not maintained. <b>FDCH/LFCCH Handbook, Section 7.6, K</b>
3	15.18 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	15.19 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>
3	15.20 The equipment used in the outdoor play area was not constructed to allow for water drainage. <b>FDCH/LFCCH Handbook, Section 7.6, M</b>
3	15.21 The home did not have a minimum of 270 square feet of usable outdoor play area on the property for the exclusive use of the children. <b>FDCH/LFCCH Handbook, Section 7.6, O</b>
3	15.22 The home's outdoor play area is not for the exclusive use of the children in care or children who reside in the home. <b>FDCH/LFCCH Handbook, Section 7.6, O</b>
3	15.23 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>FDCH/LFCCH Handbook, Section 7, A and 7.6, N</b>
2	15.24 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	15.25 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>

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<b>16. Swimming Pools FDCH/LFCCH Handbook, Section 7.7</b>	
2	16.1 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	16.2 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	16.3 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	16.4 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	16.5 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	16.6 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 – F</b>
2	16.7 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	16.8 A wading pool was used by children in care. <b>FDCH/LFCCH Handbook, Section 7.7, G</b>
1	16.9 A swimming activity away from the home occurred in a pool exceeding three feet, such as a lake or beach, and a person with a certified lifeguard certification or equivalent was not present. <b>FDCH/LFCCH Handbook, Section 6, N and Section 7.7, I</b>
3	16.10 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	16.11 The home's swimming pool exceeded 3 feet in depth and no person who had completed a basic water safety course was present during swimming activities. <b>FDCH/LFCCH Handbook, Section 7.7, H</b>
2	16.12 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	16.13 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	16.14 The home provided a water activity using a swimming pool that exceeds six feet in width, length, or diameter and staff 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>

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<b>17. Appropriate, Safe and Sanitary Bedding FDCH/LFCCH Handbook, Section 7.8</b>	
3	17.1 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	17.2 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	17.3 The bedding available for children in care was not sanitary. <b>FDCH/LFCCH Handbook, Section 7.8, A</b>
2	17.4 The bedding available was not sanitary 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>
3	17.5 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	17.6 Floor mats available for children in care were not at least one inch thick. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	17.7 Floor mats available for children in care were not covered with an impermeable surface. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	17.8 An air mattress or foam mattress was used for children when napping or sleeping. <b>FDCH/LFCCH Handbook, Section 7.8, F</b>
3	17.9 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	17.10 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	17.11 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>
3	17.12 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	17.13 Cribs were used which did not meet current federal guidelines for construction regulations as outlined in Title 16, <b>1219, 1220 &amp; 1221</b> Code of Federal Regulations. <b>FDCH/LFCCH Handbook, Section 7.8, C</b>
2	17.14 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 and the provider did not have written authorization from a physician in the child's record. <b>FDCH/LFCCH Handbook, Section 7.8, E</b>
3	17.15 A minimum distance of 18 inches was not maintained around each individual napping space. <b>FDCH/LFCCH Handbook, Section 7.8, M</b>
3	17.16 A kitchen, bathroom, utility room, or garage area was used as napping space. <b>FDCH/LFCCH Handbook, Section 7.8, L</b>
2	17.17 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>

<b>18. Vermin/Pest Control FDCH/LFCCH Handbook, Section 7.9</b>	
3	18.1 There was evidence or the presence of rodent or vermin observed in the home. <b>FDCH/LFCCH Handbook, Section 7.9</b>

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2	18.2 Pest control took place in rooms occupied by children. <b>FDCH/LFCCH Handbook, Section 7.9</b>
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**19. Toys, Furnishings, Equipment and Plumbing**  
**FDCH/LFCCH Handbook, Section 7.10**

3	19.1 All parts of the home, including furnishings, equipment and plumbing were not kept [ ]. <b>FDCH/LFCCH Handbook, Section 7.10, A</b> 19.1.1. clean and sanitary 19.1.2. free from hazards 19.1.3. in an orderly condition 19.1.4. in good repair
2	19.2 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	19.3 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	19.4 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	19.5 Toys, equipment and/or furnishings were not safe in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.10, C</b>
3	19.6 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>

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

2	20.1 Fire hazard(s), [ ], were observed in the home. <b>FDCH/LFCCH Handbook, Section 7.11, A</b>
2	20.2 The home did not have an operable smoke detector. <b>FDCH/LFCCH Handbook, Section 7.11, B</b>
2	20.3 The home did not have an operable fire extinguisher and/or fire extinguisher with a current certificate. <b>FDCH/LFCCH Handbook, Section 7.12, B</b>
2	20.4 The home did not have an operable corded telephone available during hours of operation. <b>FDCH/LFCCH Handbook, Section 7.12, A</b>
3	20.5 Lighting in the home was not sufficient in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.12, B</b>
3	20.6 The home did not have proper ventilation. <b>FDCH/LFCCH Handbook, Section 7.12, C</b>
3	20.7 Temperature in the home was not maintained between 65 and 82 degrees Fahrenheit. <b>FDCH/LFCCH Handbook, Section 7.12, C</b>
2	20.8 The operator did not have a current fire safety inspection and/ or documented proof of an annual fire inspection by the local fire authority. <b>FDCH/LFCCH Handbook, Section 7.11, D</b>

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2	20.9 The operator did not have an annual inspection for Uniform Fire Safety Standards for Child Care and/or documented proof of a completed annual inspection for Uniform Fire Safety Standards for Child Care. <b>FDCH/LFCCH Handbook, Section 7.11, C</b>
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<b>21. Nutritious Meals and Snacks Provided FDCH/LFCCH Handbook, 7.13 &amp; 7.14</b>	
3	21.1 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, Section 7.14, A</b>
2	21.2 Clean, sanitary drinking water was not available to children at all times. <b>FDCH/LFCCH Handbook, Section 7.14, E</b>
2	21.3 Meals and snacks supplied were not age appropriate and posed a choking hazard. <b>FDCH/LFCCH Handbook, Section 7.14, F.</b>
3	21.4 Documentation for a special diet ordered by the child's physician did not include: [ ]. <b>FDCH/LFCCH Handbook, Section 7.14, C</b> 21.4.1. a copy of the physician's order 21.4.2. a copy of the diet 21.4.3. a sample meal plan
3	21.5 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	21.6 The operator, employee or substitute was 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	21.7 A child was given [ ] after the operator was notified by the custodial parent or guardian of the child's food allergy. <b>FDCH/LFCCH Handbook, Section 7.14, C</b>
3	21.8 Weekly meal and snack menus were not planned, written and available for review. <b>FDCH/LFCCH Handbook, Section 7.14, A</b>
3	21.9 Meal and snack menus were not maintained for 6 months. <b>FDCH/LFCCH Handbook, Section 7.14, D</b>
2	21.10 Poisonous/toxic or cleaning products were not stored separately from food. <b>FDCH/ LFCCH Handbook, Section 7.13, A</b>
3	21.11 The home's refrigerator and/or freezer does not have an appropriate thermometer. <b>FDCH/ LFCCH Handbook, Section 7.13, D</b>
2	21.12 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	21.13 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	21.14 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>

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3	21.15 Open packages of dried goods, perishable or leftover foods were not [ ]. <b>FDCH/LFCCH Handbook, Section 7.13, C</b> 21.15.1. properly sealed or covered. 21.15.2. properly stored.
3	21.16 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	21.17 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	21.18 Breastmilk or formula was fed to the wrong child. <b>FDCH/LFCCH Handbook, Section 7.14, J</b>
3	21.19 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	21.20 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	21.21 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	21.22 Bottles and/or formula were heated in a microwave oven. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>
2	21.23 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	21.24 A bottle was warmed more than once. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>
3	21.25 Breastmilk and/or infant formula was not discarded within one hour after serving. <b>FDCH/LFCCH Handbook, Section 7.14, I</b>
3	21.26 Previously opened baby food jars were accepted at the center. <b>FDCH/LFCCH Handbook, Section 7.14, K</b>
3	21.27 Baby food was fed directly from the jar for more than one feeding. <b>FDCH/LFCCH Handbook, Section 7.14, K</b>
3	21.28 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	21.29 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>

**22. Hygiene and Sanitation FDCH/LFCCH Handbook, Section 7.15 & 7.16**

2	22.1 The operator, employee or substitute 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	22.2 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>

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3	22.3 The operator, employee, substitute or children did not wash their hands immediately following outdoor play. <b>FDCH/LFCCH Handbook, Section 7.16, C.4.</b>
3	22.4 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	22.5 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	22.6 Running water was not available and within reach of children using the toileting facility. <b>FDCH/LFCCH Handbook, Section 7.15, D</b>
3	22.7 The toileting facility did not have: [ ], and within the reach of children. <b>FDCH/LFCCH Handbook, Section 7.15, D</b> 22.7.1 paper towels or hand drying machines 22.7.2 soap 22.7.3 trash receptacle 22.7.4 toilet paper
3	22.8 Soiled items were not disposed of in a plastic-lined, securely covered container. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>
2	22.9 Soiled items were accessible to children. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>
3	22.10 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	22.11 Children's wet or soiled clothing or crib sheets were not promptly changed. <b>FDCH/LFCCH Handbook, Section 7.15, A</b>
3	22.12 A potty chair was not cleaned and sanitized or disinfected after each use. <b>FDCH/LFCCH Handbook, Section 7.15, B</b>
2	22.13 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	22.14 Single service paper or plastic plates, utensils, and/or cups were reused. <b>FDCH/LFCCH Handbook, Section 7.15, E</b>
3	22.15 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	22.16 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	22.17 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	22.18 Hand hygiene procedures were not posted in food preparation, diapering, and toileting areas. <b>FDCH/LFCCH Handbook, Section 7.16</b>

**23. Individual Towels and Wash Cloths FDCH/LFCCH Handbook, Section 7.17**

3	23.1 Each child does not have an individually labeled towel and wash cloth for use. <b>FDCH/LFCCH Handbook, Section 7.17</b>
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3	23.2 Disposable towels were not discarded after each use. <b>FDCH/LFCCH Handbook, Section 7.17</b>
<b>24. Diapering Area Clean and Sanitized FDCH/LFCCH Handbook, Section 7.18</b>	
3	24.1 The surface of the diaper changing area was not impermeable. <b>FDCH/LFCCH Handbook, Section 7.18</b>
3	24.2 The diaper changing surface was not cleaned and sanitized or disinfected after each use. <b>FDCH/LFCCH Handbook, Section 7.18</b>
3	24.3 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>
3	24.3 The diaper changing area was not separated from the food preparation, service or feeding area. <b>FDCH/LFCCH Handbook, Section 7.18, A</b>

<b>25. First Aid Kit FDCH/LFCCH Handbook, Section 7.19</b>	
2	25.1 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	25.2 The first aid kit was not available on an activity away from home. <b>FDCH/LFCCH Handbook, Section 7.19</b>
3	25.3 The first aid kit was within reach of children. <b>FDCH/LFCCH Handbook, Section 7.19</b>
3	25.4 The home's first aid kit did not include: [ ]. <b>FDCH/LFCCH Handbook, Section 7.19</b> 25.4.1. soap 25.4.2. adhesive bandages 25.4.3. disposable non-porous gloves 25.4.4. cotton balls or applicators 25.4.5. sterile gauze pads or rolls 25.4.6. adhesive tape 25.4.7. thermometer 25.4.8. tweezers 25.4.9. pre-moistened wipes 25.4.10. scissors 25.4.11. bottled water 25.4.12. a current First Aid & CPR resource guide
3	25.5 The home's first aid kit was not clearly labeled "First Aid". <b>FDCH/LFCCH Handbook, Section 7.19</b>
3	25.6 The home's first aid kit was not accessible to the operator/staff or substitutes. <b>FDCH/LFCCH Handbook, Section 7.19</b>

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<b>26. Emergency Information FDCH/LFCCH Handbook, Section 7.20</b>	
3	26.1 The home's posted emergency information did not include the following: [ ]. <b>FDCH/LFCCH Handbook, Section 7.20, A</b> 26.1.1. 911/emergency services 26.1.2. ambulance phone number 26.1.3. Fire Department phone number 26.1.4. police phone number 26.1.5. Poison Control Center phone number 26.1.6. Florida Abuse Hotline 26.1.7. County Public Health Unit phone number 26.1.8. the home's address 26.1.9. directions to the home, including major intersections and local landmarks
3	26.2 Emergency information was not posted on or near all telephones in the home. <b>FDCH/LFCCH Handbook, Section 7.20, A</b>
2	26.3 The operator, employee, or substitute 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	26.4 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, staff or volunteers to the licensing authority. <b>FDCH/LFCCH Handbook, Section 7.20, H</b>
2	26.5 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, staff or volunteers. <b>FDCH/LFCCH Handbook, Section 7.20, H</b>
<b>27. Emergency Procedures and Notifications FDCH/LFCCH Handbook, Section 7.20</b>	
2	27.1 The operator 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</b>
2	27.2 The operator, employee, or substitute 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</b>
3	27.3 The operator employee, or substitute 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	27.4 The operator, employee, or substitute 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>

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3	27.5 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> 27.5.1. name of the affected party 27.5.2. date and time of occurrence 27.5.3. description of occurrence 27.5.4. actions taken 27.5.5. signature of operator 27.5.6. signature of custodial parent or legal guardian 27.5.7 signature of the individual authorized to pick up child
3	27.6 The operator failed to maintain records of accidents, incidents, or an observed health related sign or symptom for one year. <b>FDCH/LFCCH Handbook, Section 7.20, E</b>
3	27.7 The operator, employee, or substitute 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>

**28. Fire Drills/Emergency Preparedness**

**FDCH/LFCCH Handbook, Section 7.21 & 7.22**

2	28.1 During the licensure year, the operator failed to conduct monthly fire drills at various dates and times when children are in care. <b>FDCH/LFCCH Handbook, Section 7.21, A</b>
2	28.2 Fire drills during the licensure year did not include the following: [ ]. <b>FDCH/LFCCH Handbook, Section 7.21, D</b> 28.2.1. napping/sleeping times 28.2.2. one drill using alternate evacuation routes 28.2.3. one in the presence of the licensing authority
3	28.3 The written record of fire drills was missing the following: [ ]. <b>FDCH/LFCCH Handbook, Section 7.21, D</b> 28.3.1. date & time of the drill 28.3.2. number of children in attendance 28.3.3. evacuation route used 28.3.4. time taken to evacuate the home
3	28.4 The operator did not maintain and make available the record of fire drills for a minimum of two years from the date of the drill. <b>FDCH/LFCCH Handbook, Section 7.21, D</b>
2	28.5 The operator did not have a written emergency preparedness plan. <b>FDCH/LFCCH Handbook, Section 7.22, A</b>
3	28.6 The operator's emergency preparedness plan was incomplete in that it did not include: [ ]. <b>FDCH/LFCCH Handbook, Section 7.22, A</b> 28.6.1. include procedures to be taken by the operator during a fire, lockdown and inclement weather 28.6.2. include procedures to facilitate parent/guardian reunification 28.6.3. description of how the operator will meet the needs of all children, including children with special needs, during and following an emergency event.

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2	28.7 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	28.8 The operator did not maintain make available the records of emergency preparedness drills for two years from the date of the drill. <b>FDCH/LFCCH Handbook, Section 7.22, D</b>
2	28.9 The operator/substitute/employee failed to possess a current attendance record 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	28.10 The written record of the emergency preparedness drills was missing the following: [ ] <b>FDCH/LFCCH Handbook, Section 7.22, D</b> 28.10.1. type of drill 28.10.2. date of the drill 28.10.3. number of children in attendance 28.10.4. time taken for all individuals to complete the drill
3	28.11 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	28.12 There was no emergency evacuation plan. <b>FDCH/LFCCH Handbook, Section 7.22, F</b>
3	28.13 The operator did not have documentation of an emergency evacuation plan including a diagram of safe routes by which children may exit each area of the home. <b>FDCH/LFCCH Handbook, Section 7.22, F</b>
3	28.14 The operator did not post, or share the emergency evacuation plan with employees and custodial parents and/or legal guardians. <b>FDCH/LFCCH Handbook, Section 7.22, G</b>

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

3	29.1 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>
3	29.2 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	29.3 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	29.4 The operator, employee, or substitute failed to report the ill child's signs and symptoms to the child's custodial parents or legal guardian. <b>FDCH/LFCCH Handbook, Section 7.23, C</b>
3	29.5 A child 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</b>
3	29.6 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>

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3	29.7 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	29.8 Operator, substitute, employee 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 and 3.</b>
2	29.9 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>

<b>30. Medication FDCH/LFCCH Handbook, Section 7.24</b>	
2	30.1 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	30.2 Written directions on the prescription label, the manufacturer's label or from the child's doctor for dispensing prescription or non-prescription medication were not followed in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, E and L</b>
2	30.3 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	30.4 A child was given the wrong medication in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24</b>
1	30.5 Written directions on the prescription label or were not followed in that a child was given the wrong medication and 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	30.6 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	30.7 The label on prescription medication did not include the required information in that [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, D</b> 30.7.1.the prescribing physician's name was missing. 30.7.2.the child's name was missing. 30.7.3.the name of the medication was missing. 30.7.4.directions for the medication were missing
3	30.8 All medication did not have child resistant caps, if applicable. <b>FDCH/LFCCH Handbook, Section 7.24, H</b>
2	30.9 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	30.10 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	30.11 Staff administering medication did not have documentation of training. <b>FDCH/LFCCH Handbook, Section 7.24, J</b>

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2	30.12 Staff did not ensure sun safety. <b>FDCH/LFCCH Handbook, Section 7.24, K</b>
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<b>31. Documentation of Dispensed Medication</b> <b>FDCH/LFCCH Handbook, Section 7.24</b>	
3	31.1 The written authorization for prescription or non-prescription medication did not include the [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, A</b> 31.1.1. date of authorization 31.1.2. signature of the custodial parent or legal guardian 31.1.3. child's name 31.1.4. name of the medication to be dispensed 31.1.5. date of dosage to be given 31.1.6. time of dosage to be given 31.1.7. amount of dosage to be given
3	31.2 The operator was 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	31.3 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>
2	31.4 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	31.5 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	31.6 A child's record for medication was not maintained for a minimum of six months from the last day the child received the dosage. <b>FDCH/LFCCH Handbook, Section 7.24, G</b>
3	31.7 The operator's written record for documenting dispensed medication did not include the [ ]. <b>FDCH/LFCCH Handbook, Section 7.24, A</b> 31.7.1. full name of the child receiving the medication 31.7.2. name of the medication dispensed 31.7.3. date the medication was dispensed 31.7.4. time the medication was dispensed 31.7.5. amount of the dosage given 31.7.6. initials or signature of the person who dispensed the medication.

**Children's Records**

<b>32. Immunization Records</b> <b>FDCH/LFCCH Handbook, Section 8.1</b>	
3	32.1 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>

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3	<p>32.2 The Florida Certificate of immunization was not acceptable in that [ ].  <b>FDCH/LFCCH Handbook, Section 8.1, A &amp; B</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. it did not include the signature of the physician                      32.2.4. it did not include the date the form was issued by the physician                      32.2.5. other</p>
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<b>33. Health Records FDCH/LFCCH Handbook, Section 8.2</b>	
3	<p>33.1 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></p>
3	<p>33.2 The Student Health Examination was not acceptable in that [ ].  <b>FDCH/LFCCH Handbook, Section 8.2</b>                      33.2.1. The form was not current (expired).                      33.2.2. An applicable part of the record was not complete.                      33.2.3. The form was not completed by a person given statutory authority to perform health examinations.</p>
3	<p>33.3 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></p>
3	<p>33.4 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></p>

<b>34. Enrollment Information/ Daily Attendance FDCH/LFCCH Handbook, Section 8.3 &amp; 8.4</b>	
2	<p>34.1 Enrollment information was not on file for the child(ren) and/ or available for licensing to review. <b>FDCH/LFCCH Handbook, Section 8.3, B</b></p>
3	<p>34.2 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></p>
3	<p>34.3 The enrollment information on file was not current.  <b>FDCH/LFCCH Handbook, Section 8.3, B</b></p>
3	<p>34.4 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></p>
3	<p>34.5 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></p>
3	<p>34.6 Daily attendance was not maintained to account for all children in care.  <b>FDCH/LFCCH Handbook, Section 8.4 A and B</b></p>

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3	34.7 Daily attendance records were not maintained for 6 months and/ or available for licensing to review. <b>FDCH/LFCCH Handbook, Section 8.4, D</b>
2	34.8 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 confirm the child's absence. <b>FDCH/LFCCH Handbook, Section 8.4, C</b>
3	34.9 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	34.10 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>

**Enforcement**

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

2	35.1 The owner, operator, employee or substitute failed to grant the licensing authority access to the child care facility, or any portion thereof, during the hours of operation. <b>s. 402.311, F.S.</b>
1	35.2 The owner, employee, or substitute refused the Department's authorized licensing staff access to all parts of the home and premises to inspect for compliance and a court order was required to gain access to the home. <b>FDCH/LFCCH Handbook, Section 9.1, A</b>
2	35.3 A parent/guardian/custodian was denied access to their child(ren) while in care at the Large Family Child Care Home. <b>FDCH/LFCCH Handbook, Section 9.1, B</b>
2	35.4 The operator, employee, or substitute knowingly misrepresented, impersonated, or provided fraudulent information related to the Large Family Child 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	35.5 The operator, employee, or substitute 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	35.6 The owner, operator, employee or substitute failed to grant the licensing authority access to or interfered with the copying of facility records. <b>s. 402.311, F.S.</b>
2	35.7 Operator or substitute 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>

**36. Child Safety FDCH/LFCCH Handbook, Section 9.2**

1	36.1 The operator, employee, or substitute, while caring for children, committed an act or omission that meets the definition of child abuse or neglect provided in Chapter 39, Florida Statutes or Chapter 827, Florida Statutes. <b>FDCH/LFCCH Handbook, Section 9.2, A</b>
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1	36.2 As a mandated reporter, the operator, employee, or substitute 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	36.3 The owner, operator, employee or substitute 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>