



SCHOOL READINESS PROGRAM
Health and Safety Checklist
*Licensed/Registered Family Child Care Homes
and Informal Providers*

Checklist/Handbook Section

| Specific School Readiness Program Standard | |
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| Class Violation Level | Description of the Health and Safety Standard Violation |

Staffing Requirements

| 1. Operator | |
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| 2 | The operator worked outside of the home during the operating hours of the home. |
| 1 | The operator was no longer a resident of the home. |

| 2. Substitutes and Employees | |
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| 3 | The operator had no written plan to provide at least one substitute to be available on a temporary/emergency basis. |
| 3 | The operator's written plan for a substitute included an individual who was not at least 18 years old. |
| 2 | The substitute left in charge of the children in care was younger than 18 years of age. |
| 3 | The operator's substitute plan did not include the name, address and telephone number of the designated substitute. |
| 3 | The operator failed to report changes to the written substitute plan within five (5) working days. |
| 3 | The operator failed to report changes regarding new employee within five (5) working days. |

| 3. Background Screening Requirements | |
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| 2 | Required background screening was missing for []. 1. an adult or child care home members 2. a substitute 3. a juvenile family member or resident of the home, 12 and older (an FDLE check) |
| 1 | The record for an individual indicated the person had been found guilty of an offense noted in section 435.04, Florida Statutes, which disqualifies the person from employment. |
| 3 | A five-year employment history verification was not completed and on file for personnel prior to hire. |
| 3 | Employment history check did not include all required information including applicant's job title, description of regular duties, confirmation of employment dates, and level of job performance. |

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| 2 | Background screening was not completed every five years after the initial screening. |
| 3 | The operator, employee, or substitute did not have a current Child Abuse and Neglect Reporting Requirements Form, signed annually. |

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| 4. Staff Training | |
| 2 | The person providing care to children did not have a valid and current certification in first aid. |
| 2 | The person providing care to children did not have a valid and current certification in infant and/or child CPR. |
| 2 | The CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual. |
| 2 | The operator, employee, or designated substitute did not have pre-service training requirements completed within 90 days of employment or prior to unsupervised contact with or care of children. |
| 3 | The 10 hours of annual in-service training had not been completed by the operator, employee or substitute for the current corresponding DCF licensure or registration year. |
| 3 | Documentation of in-service training for the operator was not recorded on Form OEL-SR-6207, In-Service Training Record – School Readiness Program, or on CF-FSP Form 5268, Child Care In-Service Training Record for providers licensed and/or regulated by DCF. |

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| 5. Supervision | |
| 1 | An unscreened individual was left alone to supervise children in care. |
| 1 | The operator or substitute 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. |
| 1 | A child was left in a vehicle, at the home, or behind on a field trip or activity away from the program. |
| 1 | Child(ren) were not being adequately supervised in that [], which posed an imminent threat to a child, and could or did result in death or serious harm to the health, safety or well-being of the child(ren). |
| 2 | Children were not being adequately supervised in that []. |
| 2 | A child was observed napping or sleeping in a bedroom with the bedroom door closed. |
| 2 | A child in the designated isolation area due to illness was not within sight and hearing of the operator. |
| 2 | A child was not adequately supervised while being diapered or having clothes changed. |
| 2 | 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 program. |

Health and Safety Requirements

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| 6. Animal Vaccinations | |
| 3 | The operator did not have documentation of current vaccination records for the pet observed. Vaccinations are available for this type of animal. |

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| 2 | The pet was not vaccinated, although vaccinations are available for this type of animal. |
| 3 | The operator did not have documentation that custodial parents or guardian are given written notification of animals on the premises. |

7. Toxic Substances, Hazardous Materials and Hazardous

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| 2 | Toxic Substances and/or Hazardous materials including cleaning supplies, flammable products, and poisonous items were accessible to children in care. |
| 2 | A Toxic substance or hazardous material, [], was not labeled. |
| 2 | 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. |

8. Smoking on Premises

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| 3 | The custodial parents or legal guardians of children in care were not informed in writing, by the operator that someone living in the home smoked. |
| 2 | Smoking was observed in the home, the outdoor play area, during a field trip or in a vehicle transporting children in care. |
| 3 | There was evidence that smoking occurred in the home, outdoor play area, during a field trip or in a vehicle used to transport children in care. |

9. Firearms and Weapons

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| 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. |
| 1 | Firearms and/or weapons were observed on a person located on the premises other than law enforcement officers. |

10. Indoor Play Areas

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| 3 | Indoor play areas in the home were not clean and free from litter, nails, glass, and other hazards that pose a low potential for harm to children. |
| 2 | A hazard was observed in the indoor play area that poses a threat to the health, safety or well-being of the children. |

11. Outdoor Time, Fencing and Play Area Requirements

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| 3 | Outdoor play areas were not free from litter, nails, glass, and other hazards that pose a low potential for harm to children. |
| 2 | A hazard was observed in the outdoor play area that poses a threat to the health, safety or well-being of the children. |
| 3 | Weather permitting, infants were not provided opportunities for outdoor time. |
| 2 | Fencing a minimum of 4 feet in height was not provided when required. |
| 2 | 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. |
| 2 | The outdoor play area that required fencing was not safe and adequate in that []. |
| 3 | 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. |

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| 3 | The fence in the outdoor play area had a buildup at the base, causing the fence to be less than the minimum 4 feet in height and could allow children to exit the play area. |
| 3 | The program's play activities were not suitable to the (child)ren's age and development. |
| 3 | The frame of the [] was not securely anchored in the ground or stationary by design. |
| 2 | The play equipment was not safe and sanitary for the children to use in that []. |
| 2 | A resilient surface was not provided beneath and within the fall zone for []. |
| 3 | The ground cover or other protective surface under the [] was not maintained. |
| 3 | The placement of [] did not allow for adequate distance/clearance from other equipment, fences and objects or other children in the area. |
| 2 | 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. |
| 3 | The equipment used in the outdoor play area was not constructed to allow for water drainage. |

12. Swimming Pools

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| 2 | 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. |
| 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. |
| 2 | In the absence of a fence or barrier, the swimming pool alarm was found to be inoperable. |
| 2 | 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. |
| 2 | The ladder or steps accessing the above ground swimming pool were not removed while children were in care. |
| 1 | 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 (). |
| 2 | Children in care had access to a water hazard or swimming pool, in that (). |
| 1 | Children were taken from the home for a swimming activity and a person with a certified lifeguard certification or equivalent was not present. |
| 3 | The home's swimming pool was not maintained by the use of chlorine or other suitable chemicals. |
| 1 | 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. |

13. Appropriate, Safe and Sanitary Bedding

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| 3 | The home had no designated area where each child can sit quietly or lie down to rest or nap. |
| 2 | The bedding available was not safe and poses a threat to the health, safety or well-being of a child in care. |
| 3 | The bedding available for children in care was not sanitary. |

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| 3 | Playpens, floor mats, air mattresses and/or foam mattresses were used for children sleeping in the normal night time cycle. |
| 3 | Floor mats available for children in care were not at least one inch thick. |
| 3 | Floor mats available for children in care were not covered with an impermeable surface. |
| 3 | An air mattress or foam mattress was used for children when napping. |
| 3 | A cot, bed, crib, mattress, playpen or floor mat was not available for all children who napped. |
| 3 | Individual linens were not provided for each child using beds that were used by the family. |
| 3 | The operator failed to ensure that children in overnight care completed bedtime routines such as brushing teeth and washing face and hands. |
| 3 | Children in care were observed to share personal items such as toothbrushes, towels and wash cloths. |
| 2 | Cribs were used which did not meet current federal guidelines for construction regulations as outlined in Title 16, 1219 & 1220 Code of Federal Regulations. |
| 2 | 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. |
| 3 | A minimum distance of 18 inches was not maintained around each individual napping space. |
| 3 | A kitchen, bathroom, utility room, or garage area was used as napping space. |
| 2 | A napping space was used which was under furniture, against furniture that may create a hazard, or blocking exit routes. |

14. Drinking Water and Single Service Disposables

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| 2 | Safe drinking water was not available to children at all times. |
| 3 | Single service paper or plastic plates, utensils, and/or cups were reused. |
| 3 | Plates, utensils, cups, bottles or sippy cups provided by the home that are not disposable were not washed, rinsed and sanitized between uses. |
| 3 | Bottles and/or sippy cups were not labeled with the child's first and last name. |
| 3 | Bottles and sippy cups brought from home were not returned to the custodial parent or guardian daily. |

15. Vermin/Pest Control

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| 3 | There was evidence of rodents or vermin in the home. |
| 2 | Pest control took place in rooms occupied by children. |

16. Toys, Furnishings, Equipment and Plumbing

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| 3 | All parts of the home, including furnishings, equipment and plumbing were not kept []. <ol style="list-style-type: none"> 1. clean and sanitary 2. free from hazards 3. in an orderly condition 4. in good repair |
| 3 | Toys, equipment and/or furnishings available to the children in care were not age appropriate in that []. |

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| 3 | 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. |
| 3 | Toys, equipment and/or furnishings were not safe in that []. |
| 2 | Toys, equipment and/or furnishings were not safe and pose a threat to the health, safety or well-being of the children in care. |
| 3 | 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. |

17. Smoke Detector, Fire Extinguisher, Telephone, Lighting, Temperature and Ventilation

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| 2 | Fire hazard(s), [], were observed in the home. |
| 2 | The home did not have an operable smoke detector. |
| 2 | The home did not have an operable fire extinguisher and/or fire extinguisher with a current certificate. |
| 2 | The home did not have a dedicated operable telephone accessible and available during hours of operation. |
| 3 | Lighting in the home was not sufficient in that []. |
| 3 | The operator's home did not have proper ventilation. |
| 3 | Temperature in the home was not maintained between 65 and 82 degrees Fahrenheit. |

18. Nutritious Meals and Snacks Provided

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| 3 | Meals and snacks supplied by the operator were not of a quantity and/or quality to meet the daily nutritional needs of the children. |
| 3 | Documentation for a special diet ordered by the child's physician did not include: [] 1. a copy of the physician's order 2. a copy of the diet 3. a sample meal plan |
| 3 | 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. |
| 3 | The program was notified by the custodial parent or guardian of a food allergy and the child's file did not contain written documentation. |
| 2 | A child was given [] after the operator was notified by the custodial parent or guardian of the child's food allergy. |
| 3 | Weekly meal and snack menus were not planned, written and available for review. |

19. Hygiene and Sanitation

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| 2 | The operator/employee/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. |
| 3 | A child was observed to not wash their hands with soap and running water following personal hygiene procedures. |
| 3 | The operator, employee, substitute or children did not wash their hands immediately following outdoor play. |

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| 3 | A toilet and/or bath facility used by children was not easily accessible and at an appropriate height for use by the children. |
| 3 | The platform or stool used by children was not safely constructed with an impervious surface that can be easily cleaned and sanitized or disinfected. |
| 3 | Running water, soap, trash receptacle, toilet paper or individual/disposable towels were not available or within reach of the children using the toileting facility. |
| 3 | Soiled items were not immediately placed in a plastic lined and securely covered container. |
| 2 | Soiled items were accessible to children. |
| 3 | The container used for storage of soiled items was not emptied, cleaned and sanitized or disinfected daily. |
| 2 | Children's wet or soiled clothing or crib sheets were not promptly changed. |
| 3 | Potty chairs were not cleaned and sanitized or disinfected after each use. |
| 2 | 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. |

20. Individually Labeled Towels and Wash Cloths

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| 3 | Each child does not have an individually labeled towel and wash cloth for use. |
| 3 | Disposable towels were not discarded after each use. |

21. Diapering Area Clean and Sanitized

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| 3 | The surface of the diaper changing area was not impermeable. |
| 3 | The diaper changing surface was not cleaned and sanitized or disinfected after each use. |
| 3 | The diaper changing area was not separated from the food preparation, service or feeding area. |
| 3 | Items unrelated to diaper changing were stored in the diaper changing area or placed on the diaper changing table. |

22. First Aid Kit

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| 2 | The home did not have a first aid kit available on the premises at all times. |
| 3 | The operator did not maintain a first aid kit on an activity away from home. |
| 3 | The first aid kit was not accessible to the operator, employee or substitute. |
| 3 | The first aid kit was within reach of children. |
| 3 | The home's first aid kit did not include: []. <ol style="list-style-type: none"> 1. Soap 2. Band-Aids or equivalent 3. Disposable non-porous gloves 4. Cotton balls or applicators 5. Sterile gauze pads and rolls 6. Adhesive tape 7. Thermometer 8. Tweezers 9. Pre-moistened wipes 10. Scissors 11. A current First Aid & CPR resource guide |

| 23. Emergency Information | |
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| 3 | The home's posted emergency information did not include the following: []. <ol style="list-style-type: none"> 1. 911 2. Ambulance phone number 3. Fire Department phone number 4. Police phone number 5. Poison Control Center phone number 6. Florida Abuse Hotline 7. County Public Health Unit phone number 8. The home's address 9. Directions to the home, including major intersections and local landmarks. |
| 3 | Emergency information/telephone numbers were not posted on or near all telephones in the home. |
| 2 | The operator failed to immediately call 911 or other emergency numbers to meet the needs of a child in an emergency. |

| 24. Emergency Procedures and Notification | |
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| 2 | The operator, employee or substitute failed to immediately notify the custodial parents or legal guardian of a serious illness, accident, injury or emergency involving their child. |
| 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. |
| 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. |
| 3 | The operator, employee or substitute failed to document an accident, incident or an observed health related sign or symptom on the day it occurred. |
| 3 | Documentation of an accident/ incident or an observed health related sign or symptom was insufficient in that it did not include the []: <ol style="list-style-type: none"> 1. Name of the affected party 2. Date and time of occurrence 3. Description of occurrence 4. Actions taken 5. Signature of operator 6. Signature of custodial parent or legal guardian 7. Signature of the individual authorized to pick up child. |
| 3 | The operator failed to maintain records of an accident, incident, or an observed health related sign or symptom for a minimum of fifteen (15) months. |
| 3 | 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. |

| 25. Fire Drills/Emergency Preparedness | |
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| 2 | During the contract year, the operator failed to conduct monthly fire drills at various dates and times when children are in care. |

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| 2 | Fire drills conducted during the contract year did not include the following []: <ol style="list-style-type: none"> 1. One drill using alternate evacuation routes; and 2. One in the presence of the licensing authority. |
| 3 | The written record of fire drills was missing the following []: <ol style="list-style-type: none"> 1. date & time of the drill; 2. number of children in attendance; 3. evacuation route used; 4. time taken to evacuate the home. |
| 3 | The operator did not maintain and make available the record of fire drills for a minimum of fifteen (15) months from the date of the drill. |
| 3 | The operator did not have a written emergency preparedness plan. |
| 3 | The operator's emergency preparedness plan was incomplete in that it did not []: <ol style="list-style-type: none"> 1. include procedures to be taken by the facility during a fire, lockdown and inclement weather; 2. include procedures to facilitate parent/guardian reunification; 3. describe how the facility will meet the needs of all children, including children with special needs, during and following an emergency event. |
| 2 | During the home's contract year, the operator failed to conduct a minimum of one drill for each procedure outlined in the emergency preparedness plan. |
| 3 | The operator did not maintain and make available the records of emergency preparedness drills for a minimum of fifteen (15) months from the date of the drill. |
| 2 | The operator failed to possess a current attendance record during a fire drill, emergency preparedness drill or an actual emergency to account for all children. |
| 3 | The written record of the emergency preparedness drills was missing the following: [] <ol style="list-style-type: none"> 1. type of drill; 2. date of the drill; 3. number of children in attendance; and 4. time taken for all individuals to complete the drill. |
| 3 | The operator failed to notify their local coalition and inspection authority as to their operational status, within 24 hours following a fire or natural disaster. |

26. Communicable Disease Control

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| 3 | The operator did not have an isolation area designated for the care of an ill child. |
| 3 | 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. |
| 3 | Linens were not changed and/or disposables items thrown away after each use by an ill child. |
| 2 | The operator failed to report the ill child's signs and symptoms of illness to the child's custodial parents or legal guardian. |
| 3 | A child was permitted to return to the home without medical authorization or the signs and symptoms of the disease were still present. |

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| 3 | A child identified as having head lice was permitted to return to the home before treatment occurred and was verified. |
| 3 | The operator failed to treat areas, equipment, toys or furnishings with which a child with lice had contact. |
| 3 | Operator, employee, substitute, 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. |
| 2 | 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. |

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| 27. Medication | |
| 2 | A prescription or non-prescription medication, specifically [], was dispensed without written authorization from the custodial parent or legal guardian. |
| 2 | A child was given the wrong medication in that []. |
| 3 | A medication, [], was brought to the home by the custodial parent or legal guardian not in its original container. |
| 3 | The label on prescription medication did not include the required information in that []. <ol style="list-style-type: none"> 1. the prescribing physician's name was missing. 2. the child's name was missing. 3. the name of the medication was missing. 4. directions for the medication were missing. |
| 3 | All medication did not have child resistant caps, if applicable. |
| 2 | Medication was not stored in a locked area or inaccessible and out of a child's reach. |
| 3 | 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. |

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| 28. Documentation of Dispensed Medication | |
| 3 | The written authorization for prescription or non-prescription medication did not include the []. <ol style="list-style-type: none"> 1. date of authorization 2. signature of the custodial parent or legal guardian. 3. child's name 4. name of the medication to be dispensed 5. date of dosage to be given 6. time of dosage to be given 7. amount of dosage to be given |
| 3 | 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. |
| 2 | Non-prescription medication not brought in by the custodial parent or legal guardian, specifically [], was dispensed for emergency purposes without written authorization. |

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| 2 | A 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. |
| 3 | A 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. |
| 3 | A child's record for medication was not maintained for a minimum of fifteen (15) months from the last day the child received the dosage. |
| 3 | The operator's written record for documenting dispensed medication did not include the []. <ol style="list-style-type: none"> 1. full name of the child receiving the medication (if on a separate document other than the authorization.) 2. name of the medication dispensed. 3. date the medication was dispensed. 4. time the medication was dispensed. 5. amount of the dosage given. 6. initials or signature of the person who dispensed the medication. |

Children's Records

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| 29. Health/Immunization Records | |
| 3 | 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. |
| 3 | The Florida Certificate of Immunization was not acceptable in that []. <ol style="list-style-type: none"> 1. The form was not current (expired). 2. An applicable part of the record was not complete. 3. It did not include the signature of the physician. 4. It did not include the date the form was issued by the physician. 5. Other |

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| 30. Student Health and Records | |
| 3 | Child(ren) did not have a Student Health Examination/DH (Form 3040), or an equivalent health statement on file within 30 days of enrollment |
| 3 | Medical records were not returned to the custodial parent or guardian when the child was no longer in care. |

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| 31. Enrollment Information | |
| 2 | No enrollment information was on file for the child(ren). |
| 3 | The enrollment information was incomplete and/or did not include [] as required. |
| 3 | The enrollment information on file was not current. |
| 3 | Parents were not provided information detailing the causes, symptoms, and transmission of the influenza virus annually during the months of August through September. |

Enforcement

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| 32. Access to the Premises/Misrepresentation | |
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| 2 | The operator, employee or substitute did not allow inspection staff access to inspect the entire premises for compliance with minimum standards. |
| 1 | The operator, employee, or substitute refused the authorized inspection staff access to all parts of the home and premises to inspect for compliance. |
| 2 | A parent/guardian/custodian was denied access to their child(ren) while in care at the home. |
| 2 | The operator, employee, or substitute knowingly misrepresented, impersonated, or provided fraudulent information related to the home to a parent/guardian, inspection authority, or law enforcement. |
| 1 | The operator, employee, or substitute knowingly misrepresented, impersonated, or provided fraudulent information related to the home to a parent/guardian, inspection authority, or law enforcement that could result in death or serious harm to the health, safety or well-being of a child. |

33. Ratios/Group Size

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| 2 | <p>A school readiness program operated in a family day care home may provide care for a maximum of [].</p> <ol style="list-style-type: none"> 1. 4 children from birth to 12 months of age. 2. 3 children from birth to 12 months of age, and other children, for a maximum total of six children. 3. 6 preschool children if all are older than 12 months of age. 4. 10 children if no more than 5 are preschool age and, of those 5, no more than 2 are under 12 months of age. <p>There were [] children observed in care and their ages were [].</p> |
| 2 | <p>A school readiness program operated in a large family child care home may provide care for a maximum of [].</p> <ol style="list-style-type: none"> 1. 8 children from birth to 24 months or age. 2. 12 children, with no more than 4 children under 24 months of age. <p>There were [] children observed in care and their ages were [].</p> |
| 1 | The operator was over the authorized capacity and the circumstances pose an imminent threat to the children which could or does result in serious harm and death of a child. |

34. Child Discipline

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| 3 | 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 []. |
| 3 | The custodial parents or legal guardians were not provided written notification of the home's discipline policy. |
| 3 | The custodial parents or legal guardians were not provided written notification of the home's expulsion policy. |
| 1 | A method of discipline used in the home was severe, humiliating and/or frightening in that []. |

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| 2 | A method of discipline used in the home included []. <ol style="list-style-type: none"> 1. a method associated with food 2. a method associated with rest 3. a method associated with toileting 4. spanking 5. a form of physical punishment 6. denial of active play |
| 2 | The [] did not comply with the written discipline policy in that []. |
| 2 | The [] did not comply with the written expulsion policy in that []. |
| 3 | A copy of the discipline policy was not available for review by the inspection authority. |
| 3 | A copy of the expulsion policy was not available for review by the inspection authority. |

35. Transportation and Supervision

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| 2 | The driver of the vehicle transporting children for the home did not have a valid driver's license. |
| 3 | The operator did not maintain documentation of a valid Florida driver's license for the driver. |
| 3 | The operator did not have documentation of current insurance coverage for the vehicle used to transport children in care. |
| 2 | The operator did not have current insurance coverage on all vehicles used to transport children in care. |
| 1 | The vehicle had seat belts and /or safety restraints for [] children and [] children were transported at one time. |
| 1 | The number of children transported exceeded the vehicle manufacturer's designated seating capacity or properly installed child safety restraints. |
| 1 | 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. |
| 2 | The operator did not have evidence that a transportation log was maintained for all children transported. |
| 3 | The transportation log was not retained for a minimum of fifteen (15) months. |
| 3 | The log for children transported did not include the following required information: []. <ol style="list-style-type: none"> 1. child's name 2. date 3. time of departure 4. time of arrival 5. signature of driver verifying all children left the vehicle |
| 2 | Upon arrival at the destination, it was determined that the driver: [] <ol style="list-style-type: none"> 1. Failed to mark each child off the log as children departed the vehicle. 2. Failed to conduct a physical inspection and visual sweep of the vehicle. |
| 2 | The driver of the vehicle failed to drop the child off at the appropriate location. |
| 1 | The driver of the vehicle failed to drop the child off at the appropriate location resulting in serious harm to the health, safety or well-being of a child. |
| 3 | The permission slips were not maintained for a minimum of fifteen (15) months. |

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| 3 | The operator and/or other individual responsible for children being transported or while on a field trip did not have contact information and medical consent for all children. |
| 3 | A permission and transportation release form, signed by the custodial parent or legal guardian, for planned and/or unplanned activities occurring off the home property was not on file for the child(ren). |
| 2 | The operator and/or other individual responsible for children being transported or while on a field trip did not have a telephone or other means of communication available. |

36. Child Safety/Access

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| 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, F.S. |
| 1 | As a mandated reporter, the operator or substitute failed to report suspected child abuse or neglect as required in s. 39.201, F.S. |
| 2 | Operator/employee/substitute used inappropriate handling or interaction, which was not associated with discipline, with children in care. |
| 2 | The operator did not provide the parent or legal guardian access in person or by telephone to the home during the hours of operation. |