



**SCHOOL READINESS PROGRAM**  
**Health and Safety Checklist**  
*Public and Non-public School Programs*

**Checklist/Handbook Section**

<b>Specific School Readiness Program Standard</b>	
Class Violation Level	Description of the Health and Safety Standard Violation

<b>1. Capacity</b>	
2	The program facility is authorized to serve [ ] children. A total of [ ] children were counted at the center and/or were on a field trip.
2	The program facility that held a valid license on or before October 1, 1992, did not have 20 square feet of usable floor space per child for the number of children observed in care. The facility had a capacity of [ ] based on 20 square feet per child, and [ ] children were observed in care.
2	The program facility did not have 35 square feet of usable floor space per child for the number of children observed in care. The facility had a capacity of [ ] based on 35 square feet and [ ] children were observed in care.
2	The program facility's outdoor play space calculated at 45 square feet per child allows [ ] children to use the space at one time and [ ] children were observed using the space.
3	A room set up exclusively for use during sedentary activities for a school-age program did not have 20 square feet of usable floor space per child observed using the space.
3	The program failed to post the room capacity in each room of the facility.

<b>2. Minimum Age Requirements</b>	
3	In the operator's absence the staff person in charge did not meet the minimum age requirement of 21 years.
2	A person under the age of 16 years was employed at the program and not directly supervised.

<b>3. Ratios</b>	
2	A ratio of [ ] staff for [ ] children is required. There were [ ] staff for [ ] children observed.

<b>4. Group Size</b>	
2	A group size of no more than [ ] children is required for [age group]. A group size of [ ] children was observed.
3	At least one of the two teachers required to maintain staff to child ratio for a group size of [ ] for [age group] did not possess an active credential as recognized by the department.

<b>5. Supervision</b>	
2	Supervision of children in the [ ] group was inadequate in that [ ].
1	One or more children 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 a child.
2	Children in the outdoor play area were not adequately supervised in that [ ].
2	Staff were not within sight and hearing of all the children during nap time.
2	There were insufficient personnel readily accessible to meet ratio requirements during nap time.
2	Children were not individually fed and supervised during meal times.
2	An infant was observed being fed with a propped bottle.
2	Children were left in high chairs or other confining devices outside of feeding times.
1	A child was left behind in a vehicle at the facility, on a field trip, or an activity away from the facility.
1	A child was released to an unauthorized individual (not identified by the custodial parent or legal guardian).
1	The operator, employee or substitute was supervising children while using or under the influence of narcotics, alcohol or other drugs that impaired the individual's ability to provide safe child care.
2	In addition to the staff required to meet staff-to-child ratios, one additional adult was not present during a field trip.
1	The program provided a water activity using a swimming pool that exceeds three feet in depth or a beach or lake area and did not have a person with a certified lifeguard certification or equivalent present.
2	The individual(s) responsible for children on a field trip did not have a telephone or other means of instant communication available.
2	Children did not receive supervision while toileting or bathing.
2	Children were left unattended while being diapered or when changing clothes.
2	A staff member who had not completed all pre-service training requirements was allowed unsupervised contact or care of children.
1	An unscreened individual was left alone to supervise children in care.

<b>6. Driver's License, Physician Certification &amp; First Aid/CPR Training (if applicable)</b>	
2	The non-public school program's driver did not have [ ]. <ol style="list-style-type: none"> <li>1. A valid Florida driver's license</li> <li>2. An annual physical examination which grants medical approval to drive</li> <li>3. Valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures</li> </ol>
3	The non-public school program driver's personnel record did not include [ ]. <ol style="list-style-type: none"> <li>1. A valid Florida driver's license</li> <li>2. An annual physical examination which grants medical approval to drive</li> <li>3. Valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures</li> </ol>

<b>7. Vehicle Insurance and Inspection (If Applicable)</b>	
2	A vehicle(s) used by the non-public school program to transport children did not have the required insurance coverage.
3	The non-public school program did not have documentation of current insurance coverage for the vehicle used to transport children in care.
2	A vehicle(s) used by the non-public school program to transport children did not have an annual inspection by a mechanic to ensure it was in proper working order.
3	The non-public school program did not have documentation of an annual vehicle inspection for a vehicle used to transport children in care.

<b>8. Seat Belts/Child Restraints (If Applicable)</b>	
1	The vehicle utilized by the non-public school program had seat belts and/or safety restraints for [ ] children and [ ] children were transported at one time.
1	The number of children transported exceeded the manufacturer's designated seating capacity for the vehicle of a non-public school program.
1	The non-public school program's use of seat belts was not age appropriate for children being transported who required safety restraints.

<b>9. Transportation (If Applicable)</b>	
3	The public school program did not have documented proof of an annual transportation inspection by the school district authority, verifying that the driver and all buses and vehicles utilized by the public school program meet the transportation safety requirements of ss. 316.615 and 1006.22, F.S. and Chapter 6A-3, F.A.C.
2	The public school program did not have a current and approved transportation safety inspection by the local school district authority, verifying that the driver and all buses and vehicles utilized by the public school program meet the transportation safety requirements of ss. 316.615 and 1006.22, F.S. and Chapter 6A-3, F.A.C.
2	The required staff-to-child ratios were not maintained when transporting children at a non-public school program.
2	The non-public school program did not maintain a log for all children being transported in a vehicle.
3	The non-public school program's transportation log was not retained for a minimum of fifteen (15) months.
3	The non-public school program's transportation log did not include [ ]. <ul style="list-style-type: none"> <li>1. Each child's name</li> <li>2. Date</li> <li>3. Time of departure</li> <li>4. Time of arrival</li> <li>5. Signature of driver</li> <li>6. Signature of second staff member</li> </ul>

2	Upon arrival at the destination, it was determined that the driver of the vehicle for a non-public school program failed to mark each child off the log as children departed the vehicle.
2	Upon arrival at the destination, the driver of the vehicle and second adult for a non-public school program failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle.
2	The driver of the vehicle for the non-public school program failed to drop the child off at the appropriate location.
1	The driver of the vehicle for the non-public school program failed to drop the child off at the appropriate location posing an imminent threat to a child and which could or does result in death or serious harm to the health, safety or well-being of a child.
3	Contact information for all children being transported by the non-public school program was not maintained in vehicles.
2	Emergency care plans, supplies, and/or medications were not available in the non-public school program vehicle for the children being transported with chronic medical conditions.

<b>10. Planned Activities</b>	
3	The program didn't have a written plan of scheduled activities.
3	The program's written plan of scheduled activities was not followed.
3	The program's written plan of scheduled activities was not accessible to parents and available to the inspection authority for review, upon request.
3	The program's written plan of scheduled activities did not include alternate activities in case of inclement weather.
3	The program's written plan of scheduled activities did not promote the emotional, social, intellectual and physical growth of the children in care.
3	The program used electronic media time with children younger than 2 years of age.
3	The program used electronic media that was not for educational purposes or for physical activity for children 2 years of age and older.
3	The program used electronic media time with children older than 2 years of age and older for more than 2 hours a day.
3	The program's written plan of scheduled activities did not include quiet and active play, both indoors and outdoors.
3	The school-age program did not offer schedule time in an appropriate environment for academic support or homework assistance.
3	For infants in care, the program did not provide opportunities for outdoor time each day (weather permitting).
3	The program's written plan of scheduled activities did not include meals, snacks, or nap times, as appropriate, for the ages and the times the children are in care.

<b>11. Field Trip Permission</b>	
3	The custodial parents or legal guardian were not provided advanced notice of a planned field trip.
3	The program failed to post, in a conspicuous location, the date, time and location of a planned field trip at least two working days prior to the trip.

3	The program did not secure written permission either in the form of a general permission or an individual permission slip from the custodial parent or legal guardian prior to each field trip.
3	Documentation of custodial parent or legal guardian's permission for field trips was not on file for the child(ren).
3	The program failed to retain documentation of parental field trip permission for a minimum of fifteen (15) months from the date of each field trip.
3	The program operator/staff did not have emergency contact information for the children on a field trip, or any other activity away from the facility.

## 12. Child Discipline

3	The custodial parent or legal guardian was not provided written notification of the program's disciplinary policy.
3	The custodial parent or legal guardian was not provided written notification of the program's expulsion policy.
2	A staff member did not comply with the program's written discipline policy.
1	A method of discipline was used at the program that was severe, humiliating or frightening to children in that [ ].
2	A form of discipline used by staff was associated with food, rest and/or toileting.
2	The program's discipline practices included the use of spanking or other form of physical punishment.
3	The program used the denial of active play as a form of discipline.

## Physical Environment

### 13. Facility Environment

3	Areas of the program facility were found to be in need of cleaning.
3	An area(s) of the program facility was observed to not be in good repair.
3	A health deficiency having a low potential for harm to the children in care was observed.
2	An area of the program facility was observed to be a serious health hazard to children in care.
3	A safety deficiency having a low potential for harm to the children in care was observed.
2	An area of the program facility was observed to be a serious safety hazard to children in care.
3	There was evidence or the presence of rodent or vermin observed in the program facility.
2	During the program's operating hours, an activity occurred in a portion of the building which endangered the health and/or safety of children in care.
3	The program did not have current vaccination records for the pet observed. Vaccinations are available for this type of animal.
2	A fire hazard, [ ], was observed in the program facility.
3	The program did not have documentation that custodial parents or guardian are given written notification of animals on the premises.
3	Animals or birds were observed in the food storage, preparation, or service area.
3	Animals or birds kept as classroom pets were not caged.

3	Animal or bird cages were not clean.
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<b>14. Toxic Substances, Hazardous Materials and Weapons</b>	
2	A potentially harmful item, [ ], was not labeled as required.
3	The program's storage of harmful items including cleaning supplies, flammable products, and poisonous, toxic and hazardous materials allowed access by children in care.
2	The program's storage of harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials were accessible to children in care.
2	Knives and/or sharp tools were accessible to children in care.
1	A firearm or weapon was on the premises.
1	Narcotics, alcohol, or impairing drugs were present on the premises.
3	There was evidence that smoking occurred while children were in care in the program facility, outdoor area, during a field trip or in a vehicle used to transport children.
2	Smoking was observed in the program facility, outdoor area, during a field trip or in a vehicle used to transport children, while children were in care.
3	The program failed to provide notification to custodial parents and/or legal guardians that smoking is prohibited on the premises of the program facility.

<b>15. Lighting, Temperature and Ventilation</b>	
3	All rooms of the program facility did not have sufficient lighting equivalent to 20 foot candles at three feet from the floor.
3	All reading, painting and other close work areas did not have lighting equivalent to 50 foot candles on the work surface.
3	During nap time, lighting was insufficient to visually observe and supervise children.
3	The program facility failed to maintain a temperature between 65 degrees and 82 degrees Fahrenheit at all times.
3	Cleaning (other than general clean-up activities) of a room took place while children were present in the room.
3	Pest control took place in rooms occupied by children.

<b>16. Indoor Floor Space</b>	
3	The program did not provide open indoor play space for infants outside of cribs and playpens.
3	The program failed to maintain square footage per child during a non-routine special event in a common or multi-purpose area in accordance with the local fire authority.

<b>17. Outdoor Play Area/Fencing</b>	
3	The program facility's outdoor play area contained litter, nails, glass or other hazards that posed a low potential for harm to children.
2	The program facility's outdoor play area contained litter, nails, glass or other hazards that posed a threat to the health, safety or well-being of the children.
3	The program facility did not provide shade on the playground.

1	The program facility's outdoor play area was not fenced to prevent children's access to a water hazard.
2	The program facility's outdoor play area was not enclosed with fencing or walls a minimum of 4 feet in height.
2	The program facility's fencing walls or gate area had gaps that could allow children to exit the outdoor play area.
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.
3	The fence in the outdoor play area had a build-up 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.

### **18. Bedding and Linens**

3	A cot, bed, crib, mattress, playpen or floor mat was not available for all children, other than school-age children, to be used when napping or sleeping.
2	The sleep 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 cleaned and/or sanitized or disinfected after each use.
2	The bedding available was not sanitary and poses a threat to the health, safety or well-being of a child in care.
3	The floor mats available for children were not at least one inch thick.
3	The floor mats available for children in care were not covered with an impermeable surface.
3	The bedding available was not appropriate for the child's size.
3	Linens were not laundered at least once weekly or more often if soiled or dirty.
3	Linens used by more than one child were not laundered between usage.
3	Linens, pillows or blankets were not provided for sleeping children.
3	Linens were not stored in a sanitary manner.

### **19. Nap/Sleep Space Requirements**

3	The program facility had no designated area where each child can sit quietly or lie down to rest or nap.
3	A minimum distance of 18" was not maintained around each napping/sleeping space.
3	A child's napping or sleeping space was against more than two solid barriers.
2	The nap/sleep space was under furniture or against furniture that created a hazard.
2	The nap/sleep space interfered with exit areas.

### **20. Crib Requirements (when infants are in care)**

3	The program made use of double or multi-deck cribs, cots or beds for children up to one year of age.
3	The program did not have an adequate number of cribs, portacribs or playpens with sides for the number of children up to one year old in care.

2	The program used cribs that did not meet current federal guidelines for construction regulations as outlined in Title 16, Parts 1219 & 1220 Code of Federal Regulations.
2	A napping or sleeping infant who is not capable of rolling over was not positioned on his/her back and on a firm surface and the provider did not have written authorization from a physician in the child's record.
3	The program did not maintain documentation in the child's record that an alternative sleep position is authorized by a physician.

### **21. Restrooms and Bath Facilities**

3	A toilet and/or bath facility was not easily accessible and at a height usable by the children.
3	A platform used by children was not, safely constructed with an impermeable surface that can be easily cleaned and sanitized or disinfected.
3	The program facility did not have the number of toilets and/or sinks required for its designated capacity.
3	The program provided care for diapered infants only and did not have at least one toilet and two wash basins for every thirty infants.
3	Cleaning and sanitizing potty chairs did not take place after each use.
2	Cleaning and sanitizing potty chairs did not take place after each use posing a threat to the health, safety or well-being of the children.
3	Children did not receive assistance with toileting or bathing in accordance with their age and required needs.
3	A toilet facility opened directly into an area where food was prepared.
3	The program facility serving children had neither a portable nor a permanent bath facility available for bathing children.
3	The bath facility was not cleaned and/or sanitized or disinfected after each use.
3	The sink and/or toilet was not maintained in good operating condition, clean and/or sanitized or disinfected.
2	The program did not maintain the sink, toilet and/or bath facilities used by the children in good operating condition, clean and sanitized or disinfected, posing a threat to the health, safety or well-being of the children.
3	Running water was not available and within reach of children using the toileting facility.
3	The toileting facility did not have: [ ], and within the reach of children. <ul style="list-style-type: none"> <li>1. paper towels or hand drying machines</li> <li>2. soap</li> <li>3. trash receptacle</li> <li>4. toilet paper</li> </ul>

### **22. Operable Phone**

2	The program did not have an operable telephone accessible and available to all staff during hours of operation.
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### **23. Fire Drills & Emergency Preparedness**

3	The program facility did not have documented proof of an annual fire inspection by the local fire authority.
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2	The program facility did not have a current and approved annual fire safety inspection by the local fire authority.
3	The program facility did not have a fire extinguisher with a minimum rating of 2A10BC within 75 feet of rooms occupied by children.
3	The program did not have documentation of a fire extinguisher being properly maintained to include being serviced and retagged timely, and/or with a current certificate.
2	During the program's contract year, fire drills utilizing the approved alarm system were not conducted monthly at various dates and times when children were in care [ ].
2	Fire drills conducted during the contract year did not include the following [ ].
3	The written record of the fire drills was incomplete and did not include the following: [ ].
3	The program did not maintain fire drill records for the months of operation for a minimum of fifteen (15) months from the date of the fire drill.
3	The program's emergency evacuation plan did not include a diagram of safe routes and was not posted in each room.
2	All adults and children failed to evacuate the program facility when the approved fire alarm system was activated.
2	The operator/staff failed to possess a current attendance record during a fire drill, emergency preparedness drill or an actual emergency.
2	The program did not have a written emergency preparedness plan.
3	The program's emergency preparedness plan was incomplete in that it did not [ ].
2	Emergency preparedness drills were not conducted when children were in care.
3	The written record of the emergency preparedness drills was incomplete and did not include the following [ ].
3	The program did not maintain emergency preparedness drill records for the months of operation for a minimum of fifteen (15) months from the date of the emergency preparedness drill.
3	The written record of the fire and emergency preparedness drills conducted was not available at the time of inspection.
3	The operator failed to notify their local coalition and inspection authority within 24 hours following a fire or natural disaster as to their operational status.
3	Exit areas were not clear in accordance with fire safety regulations.
2	Exit areas were blocked off and inaccessible in an emergency.

#### **24. Health and Sanitation**

3	Screens were not affixed or maintained on all opened doors and windows in the program facility.
3	A staff member did not wash their hands properly/thoroughly in that [ ].
2	A staff member did not wash their hands [ ].
2	A staff member did not assist children with hand washing [ ].
3	Hand sanitizer was used in place of hand washing with soap and running water when soap and water were available.
2	Staff with open wounds and/or injury that inhibits hand washing, was observed preparing food.
3	Safe drinking water was not available to all children.

<b>25. Diapering (if applicable)</b>	
3	Diapering occurred in a room that did not have a hand washing station or did not have a hand washing station in an adjoining area.
3	The hand washing station in the diapering area did not include [ ]. 1. disposable towels or properly installed hand drying machine 2. soap 3. trash receptacle 4. running water
3	The hand washing sink was used for something other than hand washing in that [ ].
3	The diapering area was not physically separated from the food preparation, service or feeding area.
3	The diaper changing surface was not cleaned and sanitized or disinfected after each use.
3	Diaper changing occurred on a surface that was not impermeable.
3	Items unrelated to diaper changing were stored in the diaper changing area or placed on the diaper changing table/surface.
3	There was not a supply of clean diapers, clothing and/or linens.
3	Soiled or wet diapers, clothing, or linens were not changed immediately.
3	Soiled disposable diapers were not disposed of in a plastic-lined, securely covered container.
3	Soiled cloth diapers were not emptied into the toilet and placed in a securely covered container.
2	The container used for the disposal of soiled diapers or the storage of used cloth diapers was accessible to children.
3	The container used for the disposal of soiled diapers or the storage of used cloth diapers was not emptied, cleaned and sanitized or disinfected daily.

<b>26. Indoor Equipment</b>	
3	Toys, equipment and/or furnishings available to the children in care were not age appropriate in that [ ].
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 in that [ ] 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 following exposure to bodily fluids.
3	The program had insufficient age-appropriate seating for the number of children eating meals at one time.

<b>27. Outdoor Equipment</b>	
3	Equipment available to children in the outdoor play area was not appropriate for the age and developmental level of the children in care in that [ ].
3	The frame of the [ ] was not securely anchored in the ground or stationary by design.

2	The play equipment was not maintained in a safe or sanitary condition 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 at a minimum of six (6) inches in depth.
3	The placement of [ ] did not allow for adequate distance/clearance from other equipment, fences, and objects in the area.
3	The equipment used in the outdoor play area was not constructed to allow for water drainage.

## Training

<b>28. Training Requirements</b>	
3	The program did not have documentation of staff's completion of required training on the training transcript in that [ ].
3	Program personnel did not complete training requirements prior to unsupervised contact with or care of children, or if supervised, within 90 days of beginning employment or service with the program.
3	Program personnel, returning to the industry and who were in compliance with training requirements when they left the industry, did not complete new mandated training within 90 days of employment.
3	Program personnel, who were not in compliance with training requirements when they left the industry, did not complete required training and any new mandated training before returning to the industry.
3	Program personnel who work 10 hours or more per month did not complete the required in-service training during the state's fiscal year beginning July 1 and ending June 30.
3	Documentation of in-service training was not recorded on Form OEL-SR-6206, School Readiness Program In-service Training Record or CF-FSP Form 5268, Child Care In-Service Training Record.
3	The facility did not have documented proof that all staff were trained and knowledgeable in the use of fire extinguishers within 30 days of employment.

## Health Requirements

<b>29. Communicable Disease Control</b>	
3	A child, program personnel or other person in the program facility suspected of having a communicable disease was not removed from the facility or placed in isolation.
3	A child, program personnel or other person was permitted to return to the program facility without medical authorization or the signs and symptoms of the disease were still present.
2	Program personnel did not report the child's signs and symptoms of illness to the child's custodial parents or legal guardian.
3	A child identified as having head lice was permitted to return to the program before treatment occurred and was verified.
3	The program operator/personnel failed to treat areas, equipment, toys or furnishings with which a child with lice had contact.

3	The facility did not have an area for the care of an ill child which is: <ol style="list-style-type: none"> <li>1. isolated</li> <li>2. ventilated</li> <li>3. heated</li> <li>4. equipped with a bed, mat, or cot</li> <li>5. equipped with materials that can be cleaned and sanitized, or disinfected easily.</li> </ol>
3	Linens in the isolation area were not changed after each use by an ill child.
3	In the isolation area, used linens and/or disposable items were not kept in a closed container until cleaned or thrown away.
2	A child placed in the isolation area was not within sight and hearing of a staff person.
2	The program 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 directions given.

### 30. First Aid Requirements

2	The program did not have at least one staff member with current and valid certificate of course completion for first aid training present at all times that children are in care.
2	The program did not have an adequate number of staff appropriately trained in first aid to maintain coverage both on-site and on field trips.
2	The program did not have a first aid kit accessible to staff on the premises at all times.
2	First aid kit did not accompany program staff on a field trip, on an activity away from the facility, or while transporting children.
3	The program's first aid kit was within reach of children.
3	The program's first aid kit was missing the following items: <ol style="list-style-type: none"> <li>1. Soap and hand sanitizer</li> <li>2. Band-Aids or equivalent</li> <li>3. Disposable non-porous gloves</li> <li>4. Cotton balls or applicators</li> <li>5. Sterile gauze pads and rolls</li> <li>6. Adhesive tape</li> <li>7. Thermometer</li> <li>8. Tweezers</li> <li>9. Pre-moistened wipes</li> <li>10. Scissors</li> <li>11. A current resource guide on first aid and CPR procedures</li> </ol>
3	Documentation of first aid training was not on file for staff.

### 31. CPR Requirements

2	The program did not have at least one staff member with current and valid infant and child cardiopulmonary resuscitation certification present during all hours of operation.
3	Documentation of child cardiopulmonary resuscitation training was not on file for staff.

2	The program had an inadequate number of staff appropriately trained in CPR to maintain coverage both on-site and on field trips.
2	The online CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual.

### 32. Emergency Telephone Numbers

3	The program's posted emergency information did not include the following: [ ]. <ol style="list-style-type: none"> <li>1. Emergency services/911</li> <li>2. Ambulance phone number</li> <li>3. Fire department phone number</li> <li>4. Police phone number</li> <li>5. Poison Control Center phone number</li> <li>6. Florida Abuse Hotline</li> <li>7. County Public Health Unit phone number</li> <li>8. The program facility's address</li> <li>9. Directions to the program facility; including major intersections and local landmarks.</li> </ol>
3	Emergency information/telephone numbers were not posted on or near all telephones in the program facility.

### 33. Accident/Incident Notification and Documentation

2	Program staff failed to immediately contact emergency services and the child's custodial parents or legal guardians in the event of a serious illness, accident, injury or emergency to their child.
2	Program staff failed to follow the instructions from the child's custodial parents or legal guardians, in the case of a serious illness, accident, injury or emergency to their child.
3	Program staff failed to document an accident or incident on the day that it occurred.
3	Program staff failed to share the accident/incident form with the custodial parent/ legal guardian on the day that the incident occurred.
3	Program staff failed to provide a copy of the accident/incident form to the individual authorized to pick up child on the day the incident occurred.
3	Documentation of an accident or incident was insufficient in that it did not include the [ ].
3	Documentation of an accident or incident was not maintained by the program for a minimum of fifteen (15) months.

### 34. Medication

2	A prescription or non-prescription medication, specifically [ ], was dispensed without written authorization from the custodial parent or legal guardian.
3	The program was notified of allergies to medication or special restrictions and there was no written documentation in the child's file.
2	The program was notified of allergies to medication or special restrictions and the information was neither shared with staff nor posted with the stored medication.
3	A medication, [ ], brought to the center for administration, was not in its original container.

3	The label on the prescription medication did not have the required information in that it did not include [ ].
2	Written directions on the prescription label or manufacturer's label for dispensing prescription or non-prescription medication were not followed in that [ ].
1	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.
3	The program did not obtain written authorization prior to administering emergency non-prescription medication.
2	In an emergency, a non-prescription medication, specifically [ ], was dispensed and the custodial parent or legal guardian was not notified on the day it occurred.
3	The program did not maintain a record for each child who received medication while in care.
3	The program's record for a child receiving medication was incomplete in that it did not include [ ].
3	A record of medication dispensed was not retained for at least fifteen (15) months after the last dosage was given.
3	All medication did not have child resistant caps, if applicable.
2	Medication was not stored in either a locked area or inaccessible and out of a child's reach.
3	Medication stored in the food preparation area was not stored in a manner to prevent contamination of food, food contact surfaces, or medication.
3	Medication which had expired or is no longer being administered was not discarded or returned to the custodial parent or legal guardian.

## Food and Nutrition Services

<b>35. Food Hygiene and Handling</b>	
3	The public or non-public school program did not have a copy of the most recent approved food safety and sanitation inspection from DOH on file at the facility for review by the inspection authority.
2	The public or non-public school program did not have an approved food safety and sanitation inspection from DOH within the previous year.
3	The program did not maintain required written documentation of known food allergies and/or a specialized diet in a child's file.
2	A child was given [ ] after the facility was notified of a food allergy by the custodial parent or legal guardian.
3	The program did not share with staff or post in an easily accessible location, special food restrictions for a child.
3	Milk and/or food sat out longer than 15 minutes prior to the beginning of the meal.
3	Staff, while distributing snacks/serving food, did not use napkins, disposable gloves, utensils, or similar items to prevent skin contact with food.
3	Food provided by parents/guardians was not properly stored and handled in a sanitary manner to prevent contamination or spoilage.

<b>36. Bottles, Breastmilk, Formula and Infant Food (If applicable)</b>	
3	Bottles and/or sippy cups provided by the program were not washed, rinsed, and sanitized between each use.
3	Bottles and/or sippy cups brought from home were not labeled with child's first and last name.
3	Bottles and/or sippy cups brought from home were not returned to custodial parent or legal guardian daily.
3	Formula and/or food brought from home was not labeled with the child's first and last name.
3	Prepared bottles brought to the facility were not properly refrigerated and used within 48 hours.
2	Breastmilk or formula was fed to the wrong child.
3	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.
3	An incident involving children being fed the wrong breastmilk or formula was not recorded on an accident/incident form.
2	Solid food and/or cereal was fed to an infant under 4 months of age without authorization from a physician.
2	Bottle warming devices were accessible to children.
2	Bottles and/or formula were heated in a microwave oven.
2	Heated bottles and/or food was not tested prior to feeding in order to prevent injury.
2	A bottle was warmed more than once.
3	Breastmilk and/or infant formula was not discarded within one hour after serving.
3	Previously opened baby food jars were accepted at the center.
3	Baby food was fed directly from the jar for more than one feeding.

## Record Keeping

<b>37. Enrollment Information</b>	
3	Child records or copies of records were not being maintained at the program and available for review by the inspection authority.
3	Enrollment information for a child was incomplete in that the record was missing [ ].
2	A Child was released to a person other than the person(s) authorized or in the manner authorized in writing by the custodial parent or legal guardian.
3	A signed statement from the custodial parents or legal guardian attesting the program had provided their written discipline policy was not on file for child(ren).
3	A signed statement from the custodial parents or legal guardian attesting the program had provided their written expulsion policy was not on file for child(ren).
3	Parents were not provided information detailing the causes, symptoms, and transmission of the influenza virus annually during the months of August through September as evidenced by their signed statement.

<b>38. Personnel Records</b>	
3	Personnel records or copies of records were not being maintained at the program and available for review by the inspection authority.
3	Program personnel did not have an employment application on file.
3	The personnel record for staff did not include a signed statement regarding any work in a center that had been subject to negative licensing action or the subject of disciplinary action while employed.
3	The personnel record did not include a current Child Abuse and Neglect Reporting Requirements form signed annually.

<b>39. Background Screening Documents</b>	
3	A complete CF-FSP Form 5131, Background Screening and Personnel File Requirements, was not on file for the operator, program personnel, volunteers or substitutes.
2	Documentation of Level 2 screening clearance from DCF was either incomplete or missing for the operator, program personnel, volunteers or substitutes.
1	The personnel record for the individual indicated the person had been found guilty of an offense noted in Section 435.04, Florida Statute, which disqualifies the person from employment and the owner/operator failed to take appropriate action.
3	Verification of a five year employment history was not completed and on file prior to hire for the operator, program personnel, volunteers and substitutes.
3	Employment history check did not include all required information including applicants, job title, description of regular duties, confirmation of employment dates, and level of job performance.
2	Rescreening was not completed every five years after the initial screening.

<b>40. Daily Attendance</b>	
3	There were no daily attendance records or they were unavailable for review by the inspection authority.
3	Attendance records did not include the time of each child's arrival and departure.
3	Staff failed to ensure arrival and departure times were complete and accurate.
3	The program did not maintain attendance records in accordance with the Statewide Provider Contract, nor were they available for review by the inspection authority.

## Enforcement

<b>41. Access/Child Safety</b>	
2	Program staff inappropriately interacted with children in care in that interactions were [ ]. <ol style="list-style-type: none"> <li>1. Aggressive</li> <li>2. Demeaning</li> <li>3. Intimidating</li> </ol>
1	The owner, operator, employee, volunteer 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.



1	As a mandated reporter, the owner, operator, employee, volunteer or substitute failed to report suspected child abuse or neglect as required in s. 39.201, F.S.
2	The program did not provide the parent or legal guardian access, in person and by telephone, to the program facility during the hours of operation.
2	The owner, operator, employee or substitute failed to grant the inspection authority access to the program facility during the hours of operation.
1	Program personnel misrepresented information, impersonated, or provided fraudulent information related to the program facility to a parent/guardian, inspection authority, or law enforcement that could or did result in the death or serious harm to the health safety or well-being of a child.
2	Program personnel misrepresented information, impersonated, or provided fraudulent information related to the program facility to a parent/guardian, inspection authority, or law enforcement.