

# **Child Care Facility Rules and Regulations Participant Guide**



**FLORIDA DEPARTMENT  
OF CHILDREN AND FAMILIES  
MYFLFAMILIES.COM**

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# **Child Care Facility Rules and Regulations (RNRF)**

## **Participant Guide**

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To access the course resources, scan the QR code with the camera on your mobile device or visit the following link:

<http://fcim-dcf.fcim.org/dcf/dcfcourseresources/#RNRF>

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# MODULE 1 The Regulation of Child Care Facilities

## Participant Guide for Child Care Facility Rules and Regulations

## Module 1: The Regulation of Child Care Facilities

### Overview

This module provides an overview of regulation in child care facilities. This includes the purpose, overview of how the Statutes and Administrative Code work together, local ordinances, other rules and regulations that are important to know, partnering state agencies, and *Caring for Our Children* as a resource.

### Module Goal

Participants will understand the role of regulation in protecting the health and safety of children in out-of-home care.

### Learning Objectives

After successfully completing this module you will be able to:

- Define the roles and responsibilities of a child care professional
- Describe different types of child care programs
- Identify the key agencies and resources available to child care professionals
- Recognize how the Florida Statutes, Florida Administrative Code, and the Handbook align to protect the health and safety of children in child care programs



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### Purpose

Child care laws, rules, and ordinances are in place to protect children, families, and child care professionals. This class presents information found in the Florida Statutes and rules created by the Department of Children and Families, which are found in the Florida Administrative Code and the Facility Handbook. Child care professionals should learn the local city and county ordinances that impact your program and follow them as well.

The Department of Children and Families' Office of Child Care Regulation website lists links to the statewide rules and regulations related to child care. It is imperative to become familiar with all of the documents so you can provide quality care that aligns with the law and protects the health and safety of children. The website is a critical resource for child care professionals. It contains information and resources to help individuals understand and meet the requirements.

This course provides an overview of the rules and regulations. It is essential, as a child care professional, to take the time to review the official rules and regulations. Remember that these documents are updated when the rules and regulations change, so you should review the Department's website frequently to stay informed of changes because you are responsible for implementing the current rules and regulations.

The documents you should become familiar with are:

- Chapter 402, Florida Statutes
  - Chapter 65C-22, Florida Administrative Code
  - Child Care Facility Handbook
  - School-Age Child Care Facility Handbook
  - Child Care Facility Standard Classifications
  - School-Age Child Care Facility Standard Classifications
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**Key Point:** Child care professionals must understand the rules and regulations to protect the health and safety of children in care.

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### Legislative Intent

The Florida Statutes (F.S.) outline the legislative intent of the child care regulations. Given the demographics of Florida and the child care needs of families who have employment outside of the home, the Legislature established child care standards. The Legislature establishes the intent to protect the health, safety, and well-being of Florida's children through the establishment of minimum standards of care for Florida.

The licensing standards established by the Department address the:

- Physical environment (health, sanitation, safety, and physical surroundings)
- Children in care (health, nutrition, and development)

The Florida Department of Children and Families' Office of Child Care Regulation's mission is to "ensure the health, safety, and well-being of the children of the state while in care through licensing and regulatory activities. The purpose of this program is to ensure that children are well cared for in a safe, healthy, positive, and educational environment by trained, qualified child care staff."

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### Rules and Regulations

**Florida Statutes:** 402.26

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 1

**School-Age Child Care Facility Handbook:** 1



**Key Point:** Child care standards are established to protect the health and safety of children while in out-of-home care.



# How Do Rules and Regulations Fit Together

A Regulation is a law, rule, ordinance, or other order prescribed by authority, especially to regulate conduct. Rules and regulations exist to protect the health and safety of children in out-of-home care.

Florida Law means a bill passed by the Florida Legislature, which includes the House and Senate, and signed by the governor of Florida. The permanent collection of these state laws is found in the Florida Statutes. Rules implement, interpret, and/or describe laws found in the Florida Statutes. The permanent collection of these rules is found in the Florida Administrative Code. For child care regulations, the Department of Children and Families' Office of Child Care Regulation writes the rules. The Department has adopted a handbook as part of the Florida Administrative Code to provide guidance and clarification in order for providers to implement the rules and regulations. An ordinance is a local law enacted by a county or municipality and only applies within the jurisdiction of the particular county or city.



**Key Point:** The rules and regulations protect the health and safety of children in out-of-home care.



## Activity: What Does This Mean?

s. 402.302, F.S. and Section 1.2 in the Child Care Facility and School-Age Child Care Handbooks outline a list of definitions used in the rules and regulations. It is important to become familiar with these terms and their meanings so you can implement the rules and regulations in Florida appropriately. Read the definition and select the matching term.

Term		Definition
1.	Child Care Personnel (F.S.)	A. Means the Department of Children and Families
2.	Classroom/Room/ Designated Space (Handbook)	B. On-site administrator or individual who has the primary responsibility for the day-to-day operation, supervision, and administration of a child care facility
3.	Department (F.S.)	C. Child care provided between the hours of 6 p.m. on Friday and 6 a.m. on Monday
4.	Direct Supervision (Handbook)	D. The process of destroying or reducing organisms to a safe level
5.	Director (Handbook)	E. The boundaries that define a classroom space, which are constructed in a sturdy manner and anchored so they are stable and secure and do not pose a threat of falling over
6.	Foster Grandparents (Handbook)	F. Includes all owners, operators, employees, and volunteers working in a child care facility
7.	Owner (F.S.)	G. The person who is licensed to operate the child care facility
8.	Sanitize (Handbook)	H. Actively watching and directing children's activities within the same space, and responding to the needs of each child while in care
9.	Stable Walls or Barriers (Handbook)	I. Directly supervised volunteers who participate in the federal program pursuant to 45 Code of Federal Regulations part 2552; they work with one or more children with special or exceptional needs in child care programs
10.	Weekend Child Care (F.S.)	J. A space or room in which care is provided or classes are held, and where learning can take place uninterrupted by outside distractions

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### Participant Guide for Child Care Facility Rules and Regulations



## Child Care

Child care in Florida is defined as the care, protection, and supervision of a child for a period of less than 24 hours a day on a regular basis, which supplements parental care, enrichment, and health supervision for the child, in accordance with his or her individual needs and for which a payment, fee, or grant is made for care. Prolonged child care allows care to be provided for 24 hours or longer for a child whose parent or guardian works a shift of 24 hours or more.

A child care program is either licensed, registered, or exempt from licensure. The main types of child care programs in Florida are:

- Child Care Facilities
  - Family Day Care Homes
  - Large Family Child Care Homes
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### Rules and Regulations

**Florida Statutes:** 402.301, 402.302(1), 402.305, 402.317

**Florida Administrative Code:** 65C-22.001(2)

**Child Care Facility Handbook:** 1, 1.1, 7

**School-Age Child Care Facility Handbook:** 1, 1.1



**Key Point:** Child care supplements parental care for a period of less than 24 hours a day on a regular basis.



## School-Age Child Care

Before-school and after-school sites are programs, regardless of location, providing care for children who are at least five years old, and who are enrolled in and attend kindergarten or above. These programs provide care only before and after school, on teacher planning days, holidays, and breaks that occur during the school district's official academic calendar year.

A school-age child care program must be licensed prior to operation and for continued operation, unless the program demonstrates that it is exempt.

Licensed school-age child care programs are not subject to all of the same regulations as licensed child care facilities, so it is important to review the appropriate standards handbook.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.008(2), 65C-22.008(3)

**Child Care Facility Handbook:** 1.2

**School-Age Child Care Facility Handbook:** 1.2



**Key Point:** School-age child care is a specific program providing care before and after school or during school closures to school-age children exclusively.

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### Drop-In Child Care

Drop-in child care is a child care arrangement where families occasionally leave their child for no more than four hours but remain on the premises, such as child care at a shopping mall. A communication system must be provided to the family to ensure they can return immediately to the child if necessary.

Drop-in child care arrangements must be licensed and shall meet all requirements for a child care facility unless specifically exempted, such as religious exemption.

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#### **Rules and Regulations**

**Florida Statutes:** 402.301(6), 402.305(7)(c), 402.305(9)(c),

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 1.1

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** Drop-in child care is a licensed program providing care for children while families are on the premises.



## **Evening Child Care**

Evening child care means child care provided during the evening hours, which are defined as 6:00 p.m. to 7:00 a.m. During evening child care, personnel must remain awake at all times. When children are awake, child care personnel must provide direct supervision. When children are sleeping, staff must be within sight and hearing of all children.

### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.007

**Child Care Facility Handbook:** 2.4.3, 3.4.4

**School-Age Child Care Facility Handbook:** 3.4.4



**Key Point:** Evening child care begins at 6:00 p.m. and ends at 7:00 a.m.



## **Access**

During the child care program's operational hours and the times the children are in care, the program must allow parents, guardians, and the licensing authority access to the program. A parent or guardian must have access to the child care program in person and by telephone.

### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 8.1

**School-Age Child Care Facility Handbook:** 7.1



**Key Point:** Child care programs must provide access to families and licensing authority during operational hours.



## **Programs Exempt from Licensure**



**Key Point:** Some programs for children are considered exempt from licensure by the Florida Statutes and Florida Administrative Code.

The following programs are considered exempt from licensure by the Florida Statutes and Florida Administrative Code:

### **Public and Non-Public Schools—School Day**

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### **Programs for Children Grades Six and Above**

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### **School-Age Programs on School Sites That Meet Certain Criteria**

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**Key Point:** In general, after-school programs at a public or non-public school site do not require licensure if they meet certain criteria.

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### Instructional/Tutorial Programs

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If they have a single instructional/tutorial purpose and that is the only service they provide, then they are exempt from licensure.

The program cannot cater, serve, or prepare meals. The program may choose to provide drinks and ready-to-eat snacks that are individually pre-packaged and do not require refrigeration.



**Key Point:** Instructional and tutorial programs cannot be designated as Gold Seal and cannot contract to deliver a School Readiness program.

### Open Access Programs

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**Key Point:** Open access programs operate for less than four hours per day and do not provide any type of supervision, with children freely entering and leaving at any time without permission, prior arrangements, or supervision.

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### National Membership Organizations That Meet Certain Criteria

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National nonprofit membership organizations that are recognized in at least ten states, which are created for the purpose of providing activities that contribute to the development of good character/good sportsmanship, allow a program to be exempt from licensure.



**Key Point:** Nonprofit membership organizations that are associated with national organizations must submit an annual attestation to the Department and comply with background screening requirements.

### Summer Day Camps and 24-Hour Camps

Summer day camps are recreational, educational, and other enrichment programs operated during summer vacations for children who are five years of age or older on or before September 1.

Summer 24-hour camps are recreational, educational, and other enrichment programs that are not exclusively educational, which are operated on a 24-hour basis during summer vacations for children who are five years of age or older on or before September 1.

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**Key Point:** Summer camps are not required to be licensed.

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#### **Vacation Bible Schools**

Bible schools or Vacation Bible Schools (VBS) that are conducted during vacation periods are exempt from licensure.

#### **Transient Programs**

Transient programs provide child care services solely for the guests of their establishment or resort.

#### **Club/Recreational Facility**

Babysitting services are provided at recreational facilities where parents remain on the premises for the purpose of directly participating in activities offered by the facilities, and they are immediately available to meet the needs of their child(ren).

#### **Non-Custodial In-Home Care**

Non-custodial in-home care is care provided by a nanny, au pair, babysitter, or relative caregiver for children of the same family, in the children's own home.



#### **Activity: What Programs Are Exempt?**

It is important to be able to identify programs that are eligible for exemption from licensure. Read the question and circle the answers that apply.

Which of the following are exempt from licensure, as long as they meet the exemption requirements?

- A. Public and non-public schools
- B. Child care facilities
- C. Membership organization programs
- D. Summer day and 24-hour camps
- E. Large family child care homes
- F. Vacation Bible School programs
- G. Hotels and resorts

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#### Religious Exemption



**Key Point:** A faith-based child care program that is an integral part of a church or parochial school may qualify for religious exemption from licensure.

To qualify for religious exemption, faith-based child care programs must be accredited by or members of organizations that have adopted and published accrediting standards for health, safety, and sanitation and require their child care programs to comply with these and local standards. Additionally, child care programs must be required to meet the requirements in ss. 402.305 and 402.3055, F.S., relating to background screening.

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## **Activity: What Are the Requirements for Religious Exemption?**

There are several requirements for a program to meet in order to be religiously exempt from licensure. Read the question and circle the answers that apply.

To qualify for religious exemption, faith-based programs must be operated by and be an integral part of a church or parochial school. Of the following, what is considered an “integral” part of a church or parochial school?

- A. Primary activity is related to teaching religious beliefs, doctrines, and rituals of the church
- B. Program is no longer than 120 minutes (2 hours)
- C. Regularly scheduled classes, courses of study, or educational programs are conducted
- D. For-profit program
- E. Accreditation by or a member of an organization that requires compliance with health, safety, and sanitation requirements
- F. Pre-approved curriculum

### **Rules and Regulations**

**Florida Statutes:** 402.301, 402.302(2), 402.301(5), 402.302(6), 402.3025, 409.175(2)(l) and (m)

**Florida Administrative Code:** 65C-22.001(6), 65C-22.008

**Child Care Facility Handbook:** N/A

**School-Age Child Care Facility Handbook:** N/A



## **Activity: Types of Child Care Programs**

This module covered the different types of child care programs and their specific definitions according to the Florida Statutes. Read each definition and write the correct answer.

Child Care Program		
1.	Before-School and After-School Site	
2.	Child Care Facility	
3.	Programs Exempt from Licensure	
4.	Religious Exempt Programs	

### **Definitions**

- A. An accredited program that is an integral part of a church or parochial school.
- B. A program, regardless of location, that provides child care for children who are at least five years old, and who are enrolled in and attend a kindergarten program or higher grade during a school district's academic calendar year.
- C. A program that offers a specific type of care that is not included in the definition of child care facility, such as Vacation Bible School and transient establishments.
- D. Any child care center or child care arrangement that provides care for more than five children, unrelated to the operator, and that receives a form of payment.

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## Gold Seal Quality Care Accrediting Associations

Florida has established the Gold Seal Quality Care program, which recognizes child care facilities, large family child care homes, and family day care homes that have been accredited by an approved accrediting association.

In addition to being accredited by an approved association, the child care program must not have any of the following within the past two years:

- Class I violations
- Three or more Class II violations of the same licensing standard
- Citations for the same Class III violation three or more times and failed to correct the problem within the past year

The Legislature established the Gold Seal Quality Care status for child care programs to qualify for exemption from ad valorem taxes, which are property taxes.

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### Rules and Regulations

**Florida Statutes:** 402.281, 402.26

**Florida Administrative Code:** 65C-22.009

**Child Care Facility Handbook:** N/A

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** The Gold Seal Quality Care program recognizes child care programs that have earned accreditation.



# Local Licensing Agencies

Under Florida Statutes, a county whose licensing standards meet or exceed the minimum state standards may choose to act as a local licensing agency.

In Florida, the following counties are locally licensed:

- Broward
  - Hillsborough
  - Palm Beach
  - Pinellas
  - Sarasota

If you reside in one of these counties, it is important to obtain a copy of the licensing ordinances to understand the licensing regulations for the county.

## **Rules and Regulations**

## **Florida Statutes: 402.306**

**Florida Administrative Code:** N/A

**Child Care Facility Handbook: 1**

School-Age Child Care Facility Handbook: 1



## **Other Rules and Regulations That Are Important to Know**

There are other rules and regulations that are important to know when working in early childhood education, especially depending on the program.

### **Federal Laws**

#### American with Disabilities Act

This Act was established to protect individuals with disabilities against discrimination. It requires public entities to make reasonable accommodations for individuals. Reasonable accommodations are modifications made to assist an individual with a disability in participating, while at the same time not cause an undue burden.

#### Individuals with Disabilities Education Act

This Act ensures that students with disabilities have access to a free appropriate public education (FAPE).

#### Child Care and Development Fund Reauthorization

This Fund provides federal funding and guidelines for child care to help low-income working families have access to quality child care programs.

#### Crib Requirements – Part 1508 and Part 1509

The Code of Federal Regulations outlines the requirements for cribs to ensure specific safety standards are met to protect infants.

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#### State Laws

##### Safety Belts and Seat Belt Usage

These state rules define the requirements for safety belts and seat belts.

##### School Readiness Program

This program is to assist working families with low incomes in having access to quality child care.

##### Voluntary Pre-K Program

This program ensures all four-year-olds in Florida have access to programs free of charge in order to gain the skills needed so they will be ready to enter school.

It is also important to understand any local, county, or city ordinances that may impact your program. The director or owner of the child care program can work with the program's licensing counselor for assistance to identify these.



## **Partnering State and Local Agencies**

Other governmental organizations have an indirect role in the regulation of child care facilities. These include:

### **State Fire Marshal**

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### **Department of Children and Families Background Screening Clearinghouse**

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### **Florida Department of Law Enforcement**

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### **Florida Office of Early Learning**

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### **Florida Department of Health**

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### **Local County Government Agencies**

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**Key Point:** It is important to understand the requirements of all agencies at both the state and local levels.



### Activity: Who Does What?

In addition to the Office of Child Care Regulation, child care programs will work with several partner agencies. Match the agency in the left column and its role in the right column.

Agency	
1.	State Fire Marshal
2.	Department of Children and Families Background Screening Clearinghouse
3.	Florida Department of Law Enforcement
4.	Office of Early Learning
5.	Zoning and Building Codes
6.	Florida Department of Health

Role	
A.	Administers the School Readiness and Voluntary Pre-Kindergarten (VPK) programs
B.	Audits child health records and investigates food-borne illness outbreaks
C.	Focuses on the protection of life, property, and the environment
D.	Processes child care personnel criminal history records checks
E.	Ensures a program can legally operate in a specific location and that it has sound structure
F.	Provides a point of contact for background screening results



## Caring for Our Children

*Caring for Our Children* is a publication that outlines the national health and safety performance standards guidelines for early care and education programs. The purpose of this book is to ensure children have safe environments for their child care needs.



**Key Point:** *Caring for Our Children* is a valuable resource for child care professionals.



## Reflect, Think, Act: What Is Your Role?

**Reflect** on the information provided about the regulation of child care facilities in this module.

**Think** about what your role is in implementing the Florida Statutes, Florida Administrative Code, and the Child Care Facility Handbook that represents the program you are working in or planning to work in. How do these documents support each other and your work? What practices will you put in place to stay up-to-date on the rules and regulations? What is your role in ensuring the program is in compliance?

**Act** by discussing your thoughts with your program director or another early childhood professional.

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## **Module 1 Summary**

Here is a summary of key points for **Module 1: The Regulation of Child Care Facilities**.

- Child care professionals must understand the rules and regulations to protect the health and safety of children in care.
- Child care standards are established to protect the health and safety of children while in out-of-home care.
- The rules and regulations protect the health and safety of children in out-of-home care.
- Child care supplements parental care for a period of less than 24 hours a day on a regular basis.
- School-age child care is a specific program providing care before and after school or during school closures to school-age children exclusively.
- Drop-in child care is a licensed program providing care for children while families are on the premises.
- Evening child care begins at 6:00 p.m. and ends at 7:00 a.m.
- Child care programs must provide access to families and licensing authority during operational hours.
- Some programs for children are considered exempt from licensure by the Florida Statutes and Florida Administrative Code.
- In general, after-school programs at a public or non-public school site do not require licensure if they meet certain criteria.
- Instructional and tutorial programs cannot be designated as Gold Seal and cannot contract to deliver a School Readiness program.
- Open access programs operate for less than four hours per day and do not provide any type of supervision, with children freely entering and leaving at any time without permission, prior arrangements, or supervision.
- Nonprofit membership organizations that are associated with national organizations must submit an annual attestation to the Department and comply with background screening requirements.
- Summer camps are not required to be licensed.
- A faith-based child care program that is an integral part of a church or parochial school may qualify for religious exemption from licensure.

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- The Gold Seal Quality Care program recognizes child care programs that have earned accreditation.
- It is important to understand the requirements of all agencies at both the state and local levels.
- *Caring for Our Children* is a valuable resource for child care professionals.



## Module 1 Conclusion

You have achieved this module's learning objectives if you can:

- Define the roles and responsibilities of a child care professional
- Describe different types of child care programs
- Identify the key agencies and resources available to child care professionals
- Recognize how the Florida Statutes, Florida Administrative Code, and the Handbook align to protect the health and safety of children in child care programs

## **Module 2: General Requirements**

### **Overview**

This module will explore the General Requirements section of the rule, which outlines the requirements related to the application process, minimum age requirements, ratios, supervision, transportation activities, and child discipline.

In regards to documents required in the licensing standards, it is important to understand that original documents are the property of the party providing the information. Copies of records are acceptable documentation for the licensing authority.

### **Module Goal**

Participants will examine the General Requirements section of the regulations.

### **Learning Objective**

After successfully completing this module you will be able to:

- Summarize the General Requirements required for child care programs





## **License Application Process and Minimum Age Requirements**

All licensed child care programs must have an annual application approved by the Department in order to operate as a child care facility. Through the licensure process, the Department will review background screening information for the individuals involved with the program.

The program cannot permit individuals who have not met the background screening standards or training requirements access when children are present, unless they are directly supervised.

The operator of a child care facility must be at least 21 years old. Employees at a child care facility must be at least 16 years old to work independently. Any employee under 16 years old must be directly supervised at all times and excluded from the staff-to-child ratio.

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### **Rules and Regulations**

**Florida Statutes:** 402.305(2)(c), 402.3055, 402.3055(2)(g)

**Florida Administrative Code:** 65C-22.001(1)

**Child Care Facility Handbook:** 2.1, 2.2

**School-Age Child Care Facility Handbook:** 2.1, 2.2



**Key Point:** Child care programs must complete an annual application for licensure.



## **Issuance of a License**

A program's license will be issued or renewed once the license fee has been paid and the program has demonstrated compliance with the licensing standards. Annual licenses, provided all requirements are met, are issued for one year and renewed annually on or before the expiration date.

If an initial or renewal application for licensure is approved, one of three statuses of licensure is issued:

Annual (regular): \_\_\_\_\_  
\_\_\_\_\_

Provisional status: \_\_\_\_\_  
\_\_\_\_\_

Probationary status: \_\_\_\_\_  
\_\_\_\_\_

Once a license is issued, it must be displayed in a visible place within the facility. Any advertisement for the program must include the program's license number. If an advertisement fails to include this information, the program may be charged with a misdemeanor of the first degree.

A program must reapply for a new license prior to a change of ownership. If a program undergoes a change in ownership, the families must be notified at least one week prior to the change in ownership.

### **Rules and Regulations**

**Florida Statutes:** 402.308, 402.305(18), 402.309, 402.311, 402.3125, 402.315, 402.318

**Florida Administrative Code:** 65C-22.001(3), 65C-22.001(4)

**Child Care Facility Handbook:** 2.1

**School-Age Child Care Facility Handbook:** 2.1



**Key Point:** If an initial or renewal application for licensure is approved, one of three statuses of licensure is issued: annual, provisional, or probationary status.



## Licensing Inspections

Licensed child care programs are subject to inspections by the Department or local licensing agency during regular business hours to ensure compliance with the standards. Unannounced inspections are conducted a minimum of three times per year and are conducted additionally to re-inspect noncompliance with the standards or if a complaint is received. The right of entry and inspection is also extended to any establishment that is operating as an unlicensed child care program so the appropriate actions can be taken to protect the health and safety of children in care.

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### **Rules and Regulations**

**Florida Statutes:** 402.311, 1002.82(2)(i)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 8.1

**School-Age Child Care Facility Handbook:** 8.1



**Key Point:** Child care programs are subject to inspections to ensure compliance with the standards.



## **Enrollment Records**

The provider shall obtain enrollment information on the Child Care Application for Enrollment form or an equivalent form from the child's parent or guardian prior to accepting the child into the program. The enrollment form must be kept on file, current, and accessible for review by the licensing authority as long as the child is enrolled in the child care program.

When a child is enrolled in the child care program, the following statements must be signed by the parent or guardian to acknowledge they received the information:

- The Department's *Know Your Child Care Facility* brochure
  - Written disciplinary and expulsion policies
  - Food and nutrition policies that include language on food safety and food allergens (not required for school-age child care programs)
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### **Rules and Regulations**

**Florida Statutes:** 402.305(9), 402.305(9)(b), 402.3125(5)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 7.3

**School-Age Child Care Facility Handbook:** 7.3



**Key Point:** Enrollment records must be on file and contain critical information about the child to protect their safety.



## **Staff-to-Child Ratio**

The Staff-to-Child ratio is a way of calculating the maximum number of children one caregiver can be responsible for while children are in care. The ratios are based on the ages of the children. As children get older, a caregiver can supervise more of them because their needs change as they develop self-help skills.

According to the law, the staff-to-child ratios are as follows:

<b>Age of the Children</b>	<b>Maximum Number of Children One (1) Caregiver Can Supervise</b>
Infants (Birth to 1 Year)	
1-year-old children	
2-year-old children	
3-year-old children	
4-year-old children	
5-year-old children or older	
Mixed age groups – includes child(ren) under 1 year of age	
Mixed age groups – includes child(ren) over 1 year of age but under 2 years of age	
Mixed age groups – includes child(ren) 2 years of age or older	Ratio of age group of the majority of children in the group

### **Rules and Regulations**

**Florida Statutes:** 402.305(4)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 2.3

**School-Age Child Care Facility Handbook:** 2.3



**Key Point:** Maintaining staff-to-child ratios protects the safety of the children in care, while providing experiences that strengthen their development.



## Activity: How Many?

In order to protect the health and safety of children, it is critical to comply with the staff-to-child ratios at all times. Read each question and select an answer.

1. At ABC Child Care Center, the infant room has six infants under the age of one year old. How many caregivers do they need?
  - a. 1
  - b. 2
  - c. 3
  - d. 4
  
2. Diane is working with one-year-olds. She has five children in her class. Is she in compliance?
  - a. Yes
  - b. No
  
3. Beth and Samantha are the teachers in the two-year-old room. What is the maximum number of two-year-olds they can have in their classroom?
  - a. 8
  - b. 12
  - c. 22
  - d. 30
  
4. Kelly is the teacher of three-year-olds. She has 16 children in her class. Is she in compliance?
  - a. Yes
  - b. No
  
5. David is the teacher of four-year-olds. He has 10 children in his room. Is he in compliance?
  - a. Yes
  - b. No
  
6. The school-age classroom has one teacher, Ben. What is the maximum number of children five years old and older that Ben can supervise?
  - a. 12
  - b. 15
  - c. 20
  - d. 25

**MODULE 2 General Requirements**  
Participant Guide for Child Care Facility Rules and Regulations

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7. In the morning, the infant and one-year-old rooms are combined. If there are two infants in care, how many one-year-olds can one teacher watch in the same room?
  - a. 1
  - b. 2
  - c. 4
  - d. 6
  
8. In the morning, the children are all combined. If there is a one-year-old, two two-year-olds, and a three-year-old in care, how many four-year-olds can Sam watch in the same room?
  - a. 1
  - b. 2
  - c. 4
  - d. 6
  
9. In the late afternoon, the preschool and school-age children are combined with two caregivers. If the majority of the children are three years old, what staff-to-child ratio should be used to be in compliance?
  - a. 1:12
  - b. 1:15
  - c. 1:20
  - d. 1:25



## **Attendance Records**

Daily attendance of children must be taken and recorded accurately by the child care personnel, documenting the times when each child enters and departs the program. Each classroom must have an attendance or class roster for the group of children.

Daily attendance records must be kept for 12 months.

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### **Rules and Regulations**

**Florida Statutes:** 402.305(1), 402.305(7)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 7, 7.5

**School-Age Child Care Facility Handbook:** 7, 7.5



**Key Point:** Daily attendance records are important to protect the safety of children.



## **General Supervision Requirements**

Child care personnel must directly supervise all children in care at all times. Direct supervision means actively watching and directing children's activities within the same room or outside play area, and during transportation and activities outside the child care program, such as field trips, with the ability to actively respond to the needs of the children. An additional staff person must attend field trips away from the program to provide direct supervision.

Caregivers must be assigned to a specific group of children and be with them at all times. Child care personnel must not be under the influence of narcotics, alcohol, or other drugs that interfere with their ability to provide direct supervision.

In order to meet the needs of the children while transporting them on foot or in a vehicle, there must be a means of instant communication available, such as a cellular phone or two-way radio.

The lighting in the child care environment must be sufficient to allow the children to be seen and supervised.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(5)(a)

**Child Care Facility Handbook:** 2.4.1

**School-Age Child Care Facility Handbook:** 2.4



**Key Point:** Direct supervision means actively watching children.



## **Specific Supervision Requirements**

During specific activities or at certain locations, there are specific supervision requirements that must be followed. These are:

- **Outdoor play area** – caregivers must position themselves to be able to directly supervise and observe all children
  - **Naptime** – for age groups including children two years old or older, staff must be within sight and hearing of all children
  - **Evening** – staff must remain awake at all times
  - **Meal time** – supervision must be appropriate for the child's age and required needs; infants must be held for bottle feedings–no propped bottles; children must be individually fed
  - **School-age program drop-off/pick-up points** – staff must communicate a plan with parent or guardian and must stay with the child until the custody of the child has been accepted by authorized individual
  - **Designated location pick up/drop off** – if a child is delivered to a child care program at a location off-site by someone other than a parent or guardian, they become the responsibility of the program upon satisfaction of the agreements made for this drop off
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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(5)(b)

**Child Care Facility Handbook:** 2.4.1, 2.4.2, 2.4.3, 2.4.4

**School-Age Child Care Facility Handbook:** 2.4



## Water Activity Supervision Requirements

If a child care program allows the children to be in a swimming pool more than three-feet deep or uses a beach or lake for water activities, there must be a certified lifeguard present and on duty. If this person works for the child care program, they can be included in the staff-to-child ratio.

There must be constant and active supervision when children are in or around the water. While in the water, an adult must remain:

- In direct contact with an infant at all times
- Within an arm's reach and in sight, otherwise known as "touch supervision," of all children one year old and above

The following minimum staff-to-child ratios must apply while children are swimming or wading:

<b>Age of the Children</b>	<b>Maximum Number of Children <u>One (1) Caregiver Can Supervise</u></b>
Infants (Birth to 1 year)	
Toddlers (1 year up to 3 years)	
Preschoolers (3 years up to 5 years)	
School-Age children (5 years and older)	
Mixed Age Groups	Ratio shall be based on the age of the youngest child present

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For more information about water safety, take the Department of Children and Families' course *Water Safety in Child Care Programs*.

### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(5)(b)

**Child Care Facility Handbook:** 2.4.5

**School-Age Child Care Facility Handbook:** 2.4



## **Importance of Transportation Safety**

The number of children dying from being left in vehicles has been increasing since 2016. Of the children who have died in hot cars, half of the deaths occur because a caregiver forgot the child in the car. The interior of the car heats up quickly, even in the shade. No one thinks it can happen to them but the reality is that it can happen to anyone regardless of age, race, gender, socioeconomic status, intelligence level, or occupation.

Individuals forget when they:

- Are operating on autopilot mode
- Have a change in routine
- Are stressed, tired, sick, or distracted

As the child sits in the car, their body temperature rises and the child can suffer from heat stroke. Heat stroke occurs when the body cannot cool itself down quickly enough. According to the American Academy of Pediatrics (2019), a child's body temperature rises up to five times faster than an adult's does. When a child is suffering from heat stroke, it can cause a shock to the system, organ failure, and/or brain damage. This occurs when the core body temperature reaches 104 degrees Fahrenheit.

"On The Road." Kids and Hot Cars. National Safety Council, 2019. <https://www.nsc.org/road-safety/safety-topics/child-passenger-safety/kids-hot-cars>.

"Prevent Child Deaths in Hot Cars." HealthyChildren.org. American Academy of Pediatrics, July 16, 2019. <https://www.healthychildren.org/English/safety-prevention/on-the-go/Pages/Prevent-Child-Deaths-in-Hot-Cars.aspx>.

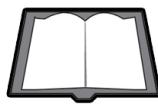


## Activity: How Long Does It Take to Get to 104?

Children suffer the impacts of heat stroke when their body temperatures reach 104 degrees Fahrenheit. Determine how long it would take for the interior of the vehicle you use to transport children to raise to 104 degrees Fahrenheit.

"Prevent Child Deaths in Hot Cars." HealthyChildren.org. American Academy of Pediatrics, July 16, 2019. <https://www.healthychildren.org/English/safety-prevention/on-the-go/Pages/Prevent-Child-Deaths-in-Hot-Cars.aspx>.

1. If the outside temperature is 61 degrees Fahrenheit, how long would it take for the interior of the vehicle to get to 104 degrees Fahrenheit?
  - a. 30 minutes
  - b. 40 minutes
  - c. 50 minutes
  - d. 60 minutes
  
2. If the outside temperature is 70 degrees Fahrenheit, how long would it take for the interior of the vehicle to get to 104 degrees Fahrenheit?
  - a. 0 minutes
  - b. 10 minutes
  - c. 20 minutes
  - d. 30 minutes
  
3. If the outside temperature is 75 degrees Fahrenheit, how long would it take for the interior of the vehicle to get to 104 degrees Fahrenheit?
  - a. 0 minutes
  - b. 10 minutes
  - c. 20 minutes
  - d. 30 minutes
  
4. If the outside temperature is 85 degrees Fahrenheit, how long would it take for the interior of the vehicle to get to 104 degrees Fahrenheit?
  - a. 0 minutes
  - b. 10 minutes
  - c. 20 minutes
  - d. 30 minutes
  
5. If the outside temperature is 90 degrees Fahrenheit, how long would it take for the interior of the vehicle to get to 104 degrees Fahrenheit?
  - a. 0 minutes
  - b. 7 minutes
  - c. 10 minutes
  - d. 20 minutes
  
6. If the outside temperature is 100 degrees Fahrenheit, how long would it take for the interior of the vehicle to get to 104 degrees Fahrenheit?
  - a. 0 minutes
  - b. 2 minutes
  - c. 10 minutes
  - d. 15 minutes



## Transportation Requirements: Driver Requirements

Child care providers must comply with specific health and safety standards while transporting children in care. The driver of any vehicle used by a child care program to transport children must have a valid Florida driver's license with the proper endorsement, an annual physical examination granting medical approval to drive, completed driver training, and a valid first aid and pediatric CPR certification.

For more information about transportation safety, take the Department of Children and Families' course *Transportation Safety*.

# **Rules and Regulations**

## **Florida Statutes: 402.305**

## **Florida Administrative Code: 65C-22.001(6)**

**Child Care Facility Handbook: 2.5, 2.5.1, 2.5.3, 4.2.6**

**School-Age Child Care Facility Handbook: 2.5, 2.5.1, 2.5.3, 4.2.4**



**Key Point:** When transporting children, the driver must meet specific requirements.



## **Transportation Requirements: Transportation Log**

In order to ensure that all children who are being transported either in a vehicle or on foot by a child care program are safe and not left unsupervised in a vehicle or left at a location, each program is required to complete a transportation log every time children are transported. The transportation log must be retained on file at the program for 12 months and available for review by the licensing authority.

The transportation log must contain the following information:

- Name of each child
- Date and time of departure
- Date and time of arrival
- Signature of the driver; or child care personnel in charge, if walking
- Signature of second staff member or authorized personnel

All elements of the transportation log must be completed prior to transporting the children, verifying that all children are accounted for—including verification signatures. The same steps must be taken when departing the location and returning to the child care program.

Upon arrival to the destination, the log must be completed immediately by:

- Marking each child on the log as the child departs the vehicle
- Conducting a physical inspection and visual sweep of the vehicle interior to ensure no child is left in the vehicle and then record, sign, and date the transportation log stating physical inspection and visual sweep was done and no children remain in the vehicle
- Having a second staff member, who must sign and date the transportation log verifying no children remain in the vehicle

### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 2.5.2, 7

**School-Age Child Care Facility Handbook:** 2.5.2, 7



**Key Point:** The transportation log is important in accounting for all children departing from and returning to the child care program.



## **Transportation Requirements: Vehicle**

A vehicle owned, operated, or regularly used by the child care program must be inspected annually by a mechanic to ensure it is in proper working order.

The number of individuals being transported may not exceed the manufacturer's designated seating capacity or the number of factory-installed seat belts. Additionally, the staff-to-child ratio must be maintained at all times.

When transporting children, the following must be followed:

- Children aged birth to one year old must be secured in a rear-facing car safety seat
  - Children aged one to three years old must be in a restraint device, such as a separate carrier or built-in child seat
  - Children aged four years old must be in a restraint device, such as a separate carrier, built-in child seat, or child booster seat with appropriate seat belt
  - Children aged five years old or older must be in seat belts
  - If applicable, the vehicle must accommodate for the placement of a wheelchair, or the child must be placed in a federally approved child restraint that is appropriate to the child's needs
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### **Rules and Regulations**

**Florida Statutes:** 316.615(4)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 2.5.4, 2.5.5

**School-Age Child Care Facility Handbook:** 2.5.4, 2.5.5



**Key Point:** The vehicle(s) used to transport children must be maintained and in good repair.



## **Vehicle Alarms for Transportation**

In addition to conducting physical and visual sweeps of the vehicle and maintaining a transportation log, child care facilities must have an alarm system installed in each vehicle used to transport children. Alarm systems installed before October 1, 2021, will be automatically grandfathered in for this standard.

The alarm requirement serves as an additional safety measure to be used alongside the log in an effort to ensure **NO** child is left in a vehicle. Drivers are responsible for the children they transport and vehicle alarm systems are designed to offer support in reminding drivers to check their vehicle when children are exiting. In addition to accounting for all children, ensuring they are safely on board, and updating the transportation log at each stop, drivers must inspect the vehicle to ensure no child is left inside. To remind drivers of this crucial step in safely transporting children, the state of Florida has mandated the use of vehicle alarms.

A vehicle alarm system is intended to alert and remind the driver of a vehicle to conduct a visual and physical inspection. Once the alarm sounds, the driver must exit the vehicle, check the vehicle for children, and manually deactivate the alarm. The driver must then update the transportation log according to the Department's requirements.

The following is a suggested method to use to meet both requirements upon arrival at the location. The driver must:

1. Unload the children
2. Complete a visual sweep
3. Deactivate the alarm
4. Update the transportation log immediately—verifying that all children are accounted for and the visual sweep was completed
5. Escort the children inside

Immediately following, the second personnel must complete the second visual sweep of the vehicle and document it on the transportation log.



**Key Point:** Vehicle alarms provide a second safeguard to protect children from being left in the vehicle during transportation.



## **Vehicle Alarm Requirements**

All vehicles used by child care facilities to transport children must be equipped with a reliable alarm system approved by the Department. The alarm system prompts the driver to inspect the vehicle for children before exiting the vehicle. A vehicle's alarm system works in a few specific ways and must be used according to state and local requirements.

Approved alarm systems must meet the following criteria:

- a. The alarm system must be armed or activated automatically when the vehicle's ignition is turned on.
- b. The alarm system must be designed and installed so that the vehicle horn, siren or other type of audio alarm will sound if the driver/staff member does not walk to the rear or, in the case of a passenger van, the side entry point of the vehicle, to manually shut off or deactivate the alarm.
- c. The time delay from the time the ignition is turned off after activation of the alarm system until the alarm sounds shall be no longer than one minute.
- d. The alarm must be audible from the distance of 500 feet from the vehicle.
- e. The alarm system must be installed so the driver must walk to the back of the vehicle to reach the deactivation mechanism. Deactivation mechanisms installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable.

While turning off the vehicle alarm, vehicle operators must inspect and update the transportation log as part of the procedure. Remember, the alarm is a reminder to inspect the vehicle to ensure no child has been left in the vehicle and update the log.

### **Rules and Regulations**

**Florida Statutes:** 402.305(10)(b)

**Florida Administrative Code:** 65C-22.001, 65C-22.008

**Child Care Facility Handbook:** 2.5, 2.5.4.F

**School-Age Child Care Facility Handbook:** 2.5, 2.5.4.F



## **Planned Activities**

Each group or class must have a written plan of scheduled activities that is followed by the caregivers and posted in a visible location accessible to the families. The Department recommends child care programs share information about activities with families on a daily basis. The written plan must be developmentally appropriate and meet the needs of children in care. The program must make reasonable accommodations to the environment, planned activities, and schedule for children in care.

The plan must include:

- A variety of activities that promote development in the areas of emotional, social, intellectual, and physical growth
- Activities that range from structured to unstructured
- Opportunities for children to choose their own activities from the daily schedule
- Active and quiet activities
- Opportunities to build emotionally secure relationships with caregivers
- Outdoor play at least twice per day, weather permitting, and alternative activities in case of bad weather
- Meals, snacks, and naptimes, if appropriate for the ages of the children and the times they are in care
- An appropriate daily schedule providing flexibility and transition periods, which help children move smoothly from one activity to the next
- Scheduled time for academic support or homework assistance for school-age children

Developmentally appropriate means being:

- **Age** appropriate – based on the child's chronological age
  - **Individually** appropriate – based on the child's actual level of development, which may be delayed, on target, or advanced in one or all areas
  - **Socially and culturally** appropriate – based on the child's home, community, and school beliefs and practices
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## **MODULE 2 General Requirements**

### Participant Guide for Child Care Facility Rules and Regulations

Many child care programs have electronic media such as televisions, computers, or tablets. It is important to understand the rules prohibit the use of electronic media for children under two years old. For older children, it may only be used for educational purposes or physical activity and for no more than 2 hours per day. Computer use should be limited to no more than 15 minutes unless it is being used for academic purposes.

Children birth to one year old must be provided adequate time and space to engage in activities that promote physical development, such as tummy time, crawling, and sitting. Infant swings may be used for no more than 30 minutes at a time and no more than twice a day. Infants must be provided outdoor time each day, weather permitting.

Child care programs must implement practices that promote consistency and continuity of care, especially with infants and toddlers. Routines are important to make children feel safe and secure.

## **Rules and Regulations**

**Florida Statutes:** 402.305(2)(c)

Florida Administrative Code: N/A

## **Child Care Facility Handbook: 2.6**

School-Age Child Care Facility Handbook: 2.6



**Key Point:** The activity plan for the classroom is important to ensuring all areas of development are being addressed and parents are aware of what is happening throughout the day.



## **Child Enrichment Service Providers**

A child enrichment service provider is an individual who provides enrichment activities, such as gymnastics or music instruction, to specific children during a specific time, but is not part of the regular child care program.

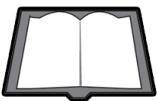
### **Rules and Regulations**

**Florida Statutes:** 402.3054

**Florida Administrative Code:** N/A

**Child Care Facility Handbook:** N/A

**School-Age Child Care Facility Handbook:** N/A



## **Field Trips**

A child care program is not required to take the children on field trips but if they decide to, the program must:

- Notify parents or guardians at least two days in advance
- Include the date, time, and location of the field trip on the notification, which may be posted in the program or sent home individually
- Obtain written permission for the child to participate, which may be a general permission slip to participate in all field trips or specific to each field trip
- Maintain parental permission documentation on file for at least 12 months from the date of the field trip
- Ensure the lead caregiver of the trip has the contact information for each child participating

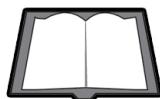
### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 2.7, 7

**School-Age Child Care Facility Handbook:** 2.7, 7



## Child Discipline

Child care programs are required to develop a written child discipline and expulsion policy outlining how discipline will be handled. The policy must be developmentally appropriate and support social-emotional and behavioral health promotion practices. Each child care program is required to provide each family with a copy of the current discipline policy to ensure they understand how the program will handle any issues while the child is in care.

It is important to understand that all child care programs are prohibited from spanking children or using any form of physical punishment. Corporal punishment may not be used in any child care program; this includes but is not limited to hitting, demanding excessive exercise, eating soap, exposure to extreme temperatures, or harsh handling of children. Children shall not be subjected to discipline that is severe, humiliating, or frightening. Discipline shall not be associated with food, rest, or toileting. Children cannot be isolated in a room, closet, or area where they are not seen or supervised. Children cannot be bound or tied, have their mouths taped, or have their movement restricted. Children may not be put in a crib or portable crib as a form of discipline. No abusive, profane, or sarcastic language, or verbal abuse, may be used with children. Active indoor and outdoor play may not be withheld from children who misbehave. In other words, if a child misbehaves during circle time, caregivers cannot make them miss outdoor time. Child care personnel may not commit any acts of abuse or neglect with children in their care.

For more information about guidance and discipline, take the Department of Children and Families' courses *Basic Guidance and Discipline* and/or *Challenging Behaviors Awareness and Prevention*.

### Rules and Regulations

**Florida Statutes:** 402.305(12)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 2.8, 7

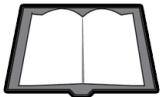
**School-Age Child Care Facility Handbook:** 2.8, 7



**Key Point:** Child care personnel must implement the discipline policy to ensure children are not subjected to prohibited practices.

# MODULE 2 General Requirements

## Participant Guide for Child Care Facility Rules and Regulations



# **Child Safety**

Child care personnel have an ethical and legal responsibility to report suspected child abuse and neglect. Any acts or omissions that meet the definition of child abuse or neglect provided in Chapter 39, F.S. or Chapter 827, F.S., will constitute a violation of the standards and an imposed sanction. Failure to perform the duties of a mandatory reporter constitutes a violation of the standards. Child care personnel must appropriately interact with children to foster a healthy, safe environment that will encourage children's overall development. Aggressive, demeaning, or intimidating interactions are strictly prohibited.

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## **Rules and Regulations**

**Florida Statutes:** 402.305

## **Florida Administrative Code: 65C-22.001(6)**

Child Care Facility Handbook: 8.2

School-Age Child Care Facility Handbook: 8.2

## MODULE 2 General Requirements

### Participant Guide for Child Care Facility Rules and Regulations



# **Reflect, Think, Act: Discipline Policy**

Re-read the discipline policy where you work. If you are not currently working in child care, search for a discipline policy online. Reflect on the information included in the policy.

**Think** about what you have learned regarding the rules and regulations governing discipline in child care.

**Act** by suggesting edits to the policy or discussing how the policy accurately reflects the rules and regulations with your director.

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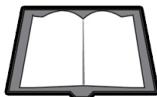
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## Activity: The Inspection

In order to protect the health and safety of children, programs are inspected to see if they are in compliance with the rules and regulations. For this activity, you are going to be the licensing counselor inspecting a program for compliance. Read each question and choose an answer.

1. Watch the video to see if the classroom meets the ratio requirement. This four-year-olds' classroom has one teacher.
  - a. In Compliance
  - b. Out of Compliance
  
2. Mr. Kind is a new director for the program. He is 24 years old and recently earned his Director Credential.
  - a. In Compliance
  - b. Out of Compliance
  
3. In reviewing the enrollment records, 57 of the 58 children have an enrollment record, which includes the discipline and expulsion program policies. The one enrollment record that is missing is for a new child who just enrolled last week.
  - a. In Compliance
  - b. Out of Compliance
  
4. Each classroom has an attendance record, which has each child signed in and out by the families. The program has attendance records for the past year on file for review.
  - a. In Compliance
  - b. Out of Compliance
  
5. The program transports school-age children to and from school. Ms. Brown drives the van each day. Her personnel file includes the following documents: a valid Florida driver's license with proper endorsement, documentation of driver training, valid first aid and CPR certificates, and the introductory 40-clock-hour training certificates (Parts I and II).
  - a. In Compliance
  - b. Out of Compliance



## Module 2 Summary

Here is a summary of key points for **Module 2: General Requirements**

- Child care programs must complete an annual application for licensure.
- If an initial or renewal application for licensure is approved, one of three statuses of licensure is issued: annual, provisional, or probationary status.
- Child care programs are subject to inspections to ensure compliance with the standards.
- Enrollment records must be on file and contain critical information about the child to protect their safety.
- Maintaining staff-to-child ratios protects the safety of the children in care, while providing experiences that strengthen their development.
- Daily attendance records are important to protect the safety of children.
- Direct supervision means actively watching children.
- When transporting children, the driver must meet specific requirements.
- The transportation log is important in accounting for all children departing from and returning to the child care program.
- The vehicle(s) used to transport children must be maintained and in good repair.
- Vehicle alarms provide a second safeguard to protect children from being left in the vehicle during transportation.
- The activity plan for the classroom is important to ensuring all areas of development are being addressed and parents are aware of what is happening throughout the day.
- Child care personnel must implement the discipline policy to ensure children are not subjected to prohibited practices.



## **Module 2 Conclusion**

You have achieved this module's learning objective if you can:

- Summarize the General Requirements required for child care programs

## MODULE 3 Physical Environment and Health Requirements

Participant Guide for Child Care Facility Rules and Regulations

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### Module 3: Physical Environment and Health Requirements

#### Overview

Children may have lifelong impacts from adverse effects of environmental factors, such as hazardous materials or toxicants, so it is important for child care personnel to ensure the physical environment is safe and healthy. This module will explore the Physical Environment section of the rules, which includes health and safety elements, toxic materials, rooms occupied by children, the outdoor play area, napping and sleeping requirements, the restroom and bath facilities, fire safety and emergency preparedness, food preparation, sanitation, and equipment. This module will also explore the Health Requirements section of the rules and regulations that govern child care facilities, including health records.

#### Module Goal

Participants will examine the Physical Environment and Health Requirements sections of the standards.

#### Learning Objectives

After successfully completing this module you will be able to:

- Summarize the Physical Environment requirements
- Identify the Health Requirements, including health records





## **General Health and Safety Requirements**

All child care programs must be clean, in good repair, and free from health and safety hazards. Caregivers must inspect the indoor and outdoor play areas daily for health and safety hazards, which if found, must be corrected before children use the play area. Strangulation hazards, such as strings or cords long enough to wrap around a child's neck, must not be accessible to children. Electrical outlets must be tamper resistant or have safety covers.

Smoking is prohibited within the child care facility, when children are present in outdoor areas or on field trips, and in vehicles when being used to transport children. Families must be notified in writing that smoking, including e-cigarettes and vaping, is prohibited on the premises of the child care facility.

Cleaning that includes hazardous materials, or poses a risk of slipping or falling, must not take place while children are in the rooms.

Facilities should meet state or local laws regarding carbon monoxide detectors. Documentation of testing detectors must be maintained for the licensing authority to review.

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### **Rules and Regulations**

**Florida Statutes:** 386.204

**Florida Administrative Code:** N/A

**Child Care Facility Handbook:** 3.1

**School-Age Child Care Facility Handbook:** 3.1



**Key Point:** Child care personnel should conduct daily inspections to ensure the indoor and outdoor spaces are clean, in good repair, and free from health and safety hazards.

## MODULE 3 Physical Environment and Health Requirements

## Participant Guide for Child Care Facility Rules and Regulations



# **Animal Vaccinations and Vermin Control**

Programs must be free of vermin infestation. Pest control must not take place in rooms while children are present.

If a child care program has animals, they must be properly vaccinated, free from disease, and clean. If a vaccination is available for the animal, it must be vaccinated. Families must be notified, in writing, if the program has animals.

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## **Rules and Regulations**

**Florida Statutes:** 402.305

## **Florida Administrative Code: 65C-22.001(6)**

**Child Care Facility Handbook:** 3.1C, 3.1H

**School-Age Child Care Facility Handbook: 3.1C, 3.1G**



## Harmful Materials

All areas and surfaces accessible to children must be free from:

- Toxic substances
- Bio contaminants
- Hazardous materials, equipment, and tools

All potentially harmful items must be labeled and used according to the manufacturer's recommendation. Potentially dangerous materials must be stored in a locked area or be inaccessible and out of the reach of children at all times.

Firearms and weapons are prohibited within the child care facility building or upon any person located on the premises, except law enforcement officers. Narcotics, alcohol, or other impairing drugs or paraphernalia must not be present on the premises or in the vehicles used by the child care program.

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### Rules and Regulations

**Florida Statutes:** 790.001

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.2

**School-Age Child Care Facility Handbook:** 3.2



**Key Point:** Harmful materials, such as toxic substances and firearms, must be stored in a locked area or be inaccessible and out of the reach of children at all times.



## **Rooms Occupied by Children**

All areas of the child care facility must have adequate lighting. During naptime, lighting must be sufficient for staff to visually observe and supervise children.

Screens are required when windows or doors are open for more than entering or exiting purposes.

An inside temperature of 65°F–82°F must be maintained at all times. Adequate ventilation must also be maintained, especially in art areas, during cleaning or disinfecting, or pest control, in order to prevent children and personnel from inhaling harmful fumes.

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## **Rules and Regulations**

### **Florida Statutes: 402.305**

## **Florida Administrative Code: 65C-22.001(6)**

**Child Care Facility Handbook: 3.3**

School-Age Child Care Facility Handbook: 3.3



## Licensed Capacity

The licensed capacity of a child care program is the maximum number of children that may be cared for in the program at one time. The licensing authority is responsible for determining the licensing capacity of the child care program using the following factors:

- Indoor usable space
- Outdoor square footage
- Sewer/septic capacity
- Number of toilets and wash basins

Licensed capacity is determined by the most restrictive of these factors. The total number of children in care on-site and while on field trips may never exceed the facility's licensed capacity.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.4.1

**School-Age Child Care Facility Handbook:** 3.4.1



**Key Point:** The licensed capacity of the child care facility is the number of children that may attend the program at one time, including transportation and field trips.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Indoor Space

Usable indoor floor space is the **space available for children's use** for indoor play, classroom activities, and napping.

**Total Interior Space – Unusable Space = Useable Indoor Floor Space**

**Useable Indoor Floor Space / Square Foot per Child = Licensed Capacity**

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Child care programs are required to have a minimum of 35 square feet of usable indoor space for each child. However, if the child care program held a license on October 1, 1992 and has remained continuously licensed, it is required to have a minimum of 20 square feet of usable indoor space for each child.

**Example:**

A new child care program being licensed has four classrooms; each room is 23 feet wide and 25 feet long. Each classroom has a 12 square foot bathroom and a 3 square foot closet.

When infants are in care, they must have open indoor floor space for them to crawl, beyond cribs and playpens.

School-age child care programs may request permission from the licensing authority to operate under an exception to usable indoor floor space.

Each room routinely used as a classroom must provide the minimum 35 square footage of usable indoor floor space per child.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

#### Rules and Regulations

**Florida Statutes:** 402.305(6)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.4.2

**School-Age Child Care Facility Handbook:** 3.4.2



**Key Point:** Usable floor space for facilities is calculated by first measuring the wall-to-wall interior space at floor level and then subtracting the non-usable space.



#### Multipurpose Rooms

Space that is used as a common dining area or for large group activities is included in the usable indoor floor space for purposes of determining the overall child care program facility, if the space is used regularly.

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#### Rules and Regulations

**Florida Statutes:** 402.305(6)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.4.3

**School-Age Child Care Facility Handbook:** 3.4.3

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Outdoor Space

Outdoor space must be large enough to keep children from getting hurt by colliding into one another or being hit when children are using equipment, such as swings. Outdoor play areas must be clean and free of litter, nails, glass, and other hazards. There must be shade available in the outdoor play space, which may be provided by trees, buildings, or structures. Metal and dark-colored surfaces may not be utilized in direct sunlight if children come into direct contact with them because of how hot they become.

Outdoor play areas must be fenced or walled to prevent children from accessing water hazards, traffic areas, and other dangerous spaces.

School-age child care programs may request permission from the licensing authority to operate under an exception to usable outdoor space.

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### Rules and Regulations

**Florida Statutes:** 402.305(6)

**Florida Administrative Code:** 65C-22.001(2)

**Child Care Facility Handbook:** 3.4.4, 3.5

**School-Age Child Care Facility Handbook:** 3.4.4, 3.5



**Key Point:** Outdoor play space must be designed to ensure children are directly supervised and free from injury or harm.



## **Calculating Outdoor Space**

Outdoor space is calculated after the indoor space is calculated. Usable outdoor play space is safe, sanitary, and fenced in accordance with minimum licensing standards. The total number of children using the outdoor play space may not exceed the outdoor capacity.

**{Indoor capacity – Infants younger than one year} / 2 = One-half of licensed capacity not including infants x 45 sq. ft. = Minimum required outdoor square footage**

The child care program is required to have enough outdoor space to allow half of the licensed capacity (excluding infants) to play at one time.

**Example:**

If the child care program has a licensed capacity of 64 children and includes 4 infants then it would be required to have at least \_\_\_\_\_ of usable outdoor space.

Child care programs are required to have a minimum of 45 square feet of outdoor space for each child.

**Example:**

If the three-year-old child care class has 10 children then there must be at least \_\_\_\_\_ on the playground they can use for outdoor time.

### **Rules and Regulations**

**Florida Statutes:** 402.305(6)

**Florida Administrative Code:** 65C-22.001(2)

**Child Care Facility Handbook:** 3.4.4, 3.5

**School-Age Child Care Facility Handbook:** 3.4.4, 3.5



**Key Point:** Outdoor square footage cannot be calculated until the indoor square footage has been determined.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Napping, Resting, and Sleeping Requirements

For licensing standards purposes:

**Sleeping** = normal nighttime sleep cycle

**Napping** = brief period of rest during daylight or early evening hours

Each child must be provided safe and sanitary bedding to be used when sleeping or napping in a child care program. Sleep bedding is required for all children who sleep overnight in the program and includes beds, cribs, or mattresses but air or foam mattresses are prohibited. Floor mats must be at least one-inch thick and covered with an impermeable surface that is cleaned and sanitized or disinfected after each use.

For napping, children up to one year of age must be in a crib, playpen, or play yard with sides that meets the Code of Federal Regulations. Cribs must be located away from window blinds or drapes.

If the linens are used by only one child then they must be washed at least once a week or when soiled or dirty. If more than one child uses the linens, they must be washed after each usage. Bedding and linens must be stored in a sanitary manner.

If children are sleeping overnight at the child care program, staff must ensure the children participate in common bedtime routines, such as brushing their teeth, and washing their faces and hands.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.6, 3.6.1, 3.6.3

**School-Age Child Care Facility Handbook:** 3.6



**Key Point:** Each child must have their own bedding to reduce the spread of germs.



## Napping and Sleeping Space

Children must have their own designated sleeping area where they can sleep or quietly rest. Napping or sleeping spaces may not be under furniture or against furniture, creating a hazard. These spaces may not block exit areas.

A minimum of 18 inches must be maintained around the individual napping or sleeping spaces. Two sides may be against a solid barrier such as a wall; however, a solid crib side does not meet this requirement.

All child care personnel who care for infants must follow safe sleep practices recommended by the American Academy of Pediatrics. Cribs must have tight fitted sheets with no excess bedding, such as bumper pads, comforters, pillows, stuffed animals, etc., which can pose a strangulation or suffocation risk. All programs must have written policies and procedures to identify and prevent shaken baby syndrome and abusive head trauma. Children who are unable to roll over must be put on their backs to sleep on a firm surface to reduce the risk of Sudden Infant Death Syndrome (SIDS), unless a physician authorizes an alternate position and the documentation is on file with the child care program. Sleep sacks that fit according to the manufacturer's recommendations may be used if they do not restrict the infant's arms or slide up around their face; however, swaddling shall not be used unless authorized by a child's physician.

For more information about safe sleep practices, take the Department of Children and Families' course *Safe Sleep Practices for Child Care*.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 2.8G, 3.6.2, 3.6.4

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** Each child must have their own designated napping space that is 18" apart from others.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Restrooms and Bath Facilities

Each child care facility must provide and maintain bathroom facilities that are easily accessible and at a height useable by the children. Each toilet and sink must be cleaned and sanitized or disinfected at a minimum of once per day or as needed. Sinks used for brushing teeth must be sanitized prior to use.

There must be a sufficient number of toilets and sinks for the number of children in care.

	Toilets	Sinks (Wash basins)
For the first 15 children		
For each additional 30 children		
For every 30 infants, if only diapered infants are in care		

Licensing capacity is based on the number of toilets and sinks in the child care facility.

**Example:**

If there are 64 children in the child care program, there must be at least \_\_\_\_\_ toilets and \_\_\_\_\_ sinks.

The bathroom and/or handwashing area must have running water, soap, trash receptacles, toilet paper, and disposable towels or properly installed and maintained hand-drying machines within reach of the children using the bathroom.

Every child care facility must have at least one portable or permanent bath facility available in case a child needs to be bathed.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.7

**School-Age Child Care Facility Handbook:** 3.7



## **Activity: What Is the Licensed Capacity?**

The licensed capacity is important because it is the maximum number of children who can be cared for in the child care program. The following questions are about a child care program that was licensed in 2012. It enrolls children birth through school age. They only enroll four infants at one time. The city has determined that the program has a capacity of 50 based on the sewage/septic system. Read each question and choose an answer.

1. If the calculated usable indoor space for a program is 1,575 square feet, what is the licensed capacity?
  - a. 27
  - b. 45
  - c. 64
  - d. 78
  
2. If the calculated usable outdoor space available for the program is 1,800 square feet, what is the licensed capacity?
  - a. 40
  - b. 44
  - c. 80
  - d. 84
  
3. The program has four sinks and toilets, what is the licensed capacity?
  - a. 15
  - b. 45
  - c. 75
  - d. 105
  
4. Based on the information in the directions and the answers from the previous questions, what is the licensed capacity for this program?
  - a. 45
  - b. 50
  - c. 84
  - d. 105

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Fire Safety and Emergency Preparedness

All standards related to fire safety must be consistent with the rules adopted by the State Fire Marshal for child care facilities. Exit areas must be clearly identified and not blocked at any time. At a minimum, monthly emergency drills must be conducted at various dates and times when the children are in care.

Fire extinguishers, with a minimum rating of 2A:10BC, must be properly installed, serviced, and maintained with current inspection tags at all times. Fire extinguishers must be checked each month.

In order to communicate during an emergency, the program must have at least one dedicated, operable corded phone that is accessible to child care personnel at all times during hours of operation, which excludes locked or pay phones.

The operator of the child care program is required to notify the licensing authority within 24 hours of a fire, man-made emergency, or natural disaster regarding their operational status.

For more information about fire safety and emergency preparedness, take the Department of Children and Families' course *Fire Safety and Emergency Preparedness in Florida's Child Care Programs*.

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### Rules and Regulations

**Florida Statutes:** 402.305(1)(b)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.8, 3.8.1, 3.8.2, 3.8.3, 3.8.6

**School-Age Child Care Facility Handbook:** 3.8, 3.8.1, 3.8.2, 3.8.3, 3.8.6

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Fire Drills

Fire drills are required to be conducted as part of the monthly required emergency drills, so children and adults in the child care program know what to do during an emergency and reduce the fear that may occur.

During the fire drill or actual emergency, a current attendance record must accompany staff out of the building to account for all children in care.

A written record of the fire drills is required to be maintained for 12 months from the date of the fire drills. The written fire drill record must show the date, number of children and staff in attendance, evacuation route used, and time taken for all individuals to exit the building.

At a minimum, the following fire drills must be conducted:

- One fire drill using an alternative evacuation route (an alternative exit to the typical route)
- One fire drill during napping or sleeping times
- One fire drill in the presence and at the request of the licensing authority with coordination of the operator or designee

School-age child care programs are not required to conduct fire drills during napping or sleeping times.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.8.4, 7

**School-Age Child Care Facility Handbook:** 3.8.4, 7



**Key Point:** Fire drills are important so children and adults are prepared in case of emergency.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Emergency Preparedness Drills

The operator must develop a written emergency preparedness plan that includes, at a minimum, procedures to:

- Follow during the listed emergencies: evacuation (fire), relocation, shelter-in-place (inclement weather), and lockdown
- Reunite families with their children on-site and off-site
- Notify families and provide updates about the emergency
- Meet the needs of all children, including those with special needs or chronic medical conditions, during and following an emergency

During the fire drill or actual emergency, a current attendance record must accompany staff out of the building to account for all children in care.

A written record of emergency drills is required to be maintained one year. The written emergency drill record must show the type of drill, date conducted, number of children and staff in attendance, and time taken for all individuals to complete the drill. No more than three fire drills may be substituted with emergency drills within a 12-month period.

As part of the emergency drills required, at a minimum, the following emergency drills must be conducted once per year and may be used instead of a fire drill:

- One lockdown drill
- One shelter-in-place (inclement weather) drill

If a facility chooses to operate using an alternate power source, such as a generator, it must be permanently installed and maintained in accordance with the manufacturer's recommendations and comply with the Florida Building Code and the Florida Fire Prevention Code.

### Rules and Regulations

**Florida Statutes:** 402.305

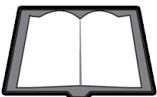
**Florida Administrative Code:** 65C-22.001(6), 65C-22.008(5), 69A-60

**Child Care Facility Handbook:** 3.8.5, 7

**School-Age Child Care Facility Handbook:** 3.8.5, 7



**Key Point:** Lockdown and shelter-in-place drills must be practiced at least once per year to ensure children and adults are comfortable if a situation arises.



## **Emergency Procedures**

A contingency plan for emergency or disaster situations needs to be included so staff know what to do when it is not possible to follow the standard emergency procedures. As part of the emergency procedures, there needs to be a written plan for reporting to the licensing authority and managing any incident or unusual occurrence that is threatening to the health, safety, or welfare of the children, staff, or volunteers.

The following types of incidents must be addressed:

- Lost or missing child
  - Suspected maltreatment of a child
  - Injury or illness requiring hospitalization or emergency treatment
  - Death of a child or staff member
  - Presence of a threatening individual who attempts or succeeds in gaining entrance to the program

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# **Rules and Regulations**

### **Florida Statutes: 402.305**

## **Florida Administrative Code: 65C-22.001(6)**

**Child Care Facility Handbook: 3.8.7**

## School-Age Child Care Facility Handbook: 3.8.7

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Food Preparation Area

A child care program is not required to prepare food to serve to children in their care; however, if they decide to serve food they must have a food preparation area. A food preparation area is a designated room, such as a kitchen, that is not typically accessible to children in daily operations for indoor usable space. The food preparation area shall be clean and free of dust, dirt, food particles, and grease deposits.

Food preparation areas must include:

- Ventilation
- Smooth, nonabsorbent food contact surfaces with no unsealed cracks or seams
- Maintained food equipment stored in a sanitary manner out of the reach of children
- Shielded lighting
- Nonabsorbent and easily cleaned walls, floors, and floor coverings
- Easily cleaned and replaceable ceilings
- A labeled, separate handwashing station with hot running water, at least 100°F, that includes a sink, drainage, soap, trash can, and disposable towels or properly installed hand-drying machines
- Leak-proof, nonabsorbent containers covered with tight-fitting lids for all food waste, which must be stored inside the program and emptied, cleaned, and sanitized or disinfected daily

Any individual working in the food preparation area must wear a proper head covering, such as a hat or hairnet. Disposable gloves, utensils, or similar items must be used to prevent contact with ready-to-eat foods.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.1

**School-Age Child Care Facility Handbook:** 3.9.1



**Key Point:** A clean and sanitary food preparation area must be established for programs that serve food.



## **Food Storage**

Proper food storage is critical to prevent food contamination, insect or rodent infestation, and food-borne illnesses.

To prevent bacteria growth:

- Cold foods must be kept at or below 41°F
- Hot foods must be kept at or above 135°F

Food containers, such as plastic containers, must be stored above the floor on clean surfaces protected from splash or other contamination. Stored food must be consumed on or before the expiration dates listed. Poisonous and toxic chemicals or cleaning products must be stored separately from food.

For more information about food storage, take the Department of Children and Families' course *Health, Safety, and Nutrition*.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.2

**School-Age Child Care Facility Handbook:** 3.9.2



**Key Point:** Food must be stored at appropriate temperatures to reduce the growth of bacteria and food-borne illnesses.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Food Safety

Programs choosing to serve food directly or have it catered from an outside source must provide nutritious, age-appropriate meals and snacks to ensure children are receiving proper nutrition to help them develop. The USDA has established MyPlate, which outlines the nutritional requirements for children and adults and is helpful in planning nutritious meals. It is important to avoid foods that can cause choking hazards, such as whole or round hot dogs, popcorn, whole grapes, or nuts. It is important to ensure all child care personnel are aware of a child's food allergies to avoid any emergencies. Written documentation of known food allergies, if applicable, must be maintained as long as the child is in care.

To prevent choking, foods for:

- Infants must be cut into  $\frac{1}{4}$  inch or smaller pieces
- Toddlers must be cut into  $\frac{1}{2}$  inch or smaller pieces

Outbreaks of food-borne illnesses occur often because of issues with food safety, and children are at a higher risk of contracting them than adults. Food must be free of spoilage and handled in a sanitary manner at all times. The program must have adequate equipment available to maintain food safety. Meat, poultry, fish, dairy products, and processed foods must meet the USDA requirements. All raw fruits and vegetables must be washed thoroughly before serving or cooking. Raw milk and unpasteurized juice can only be served with the written permission of the parent or legal guardian. No home-canned food, homegrown eggs, or recalled food items may be served in a child care program. When foods are being prepared, they must be cooked to specific minimum internal temperatures.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.3, 7

**School-Age Child Care Facility Handbook:** 3.9.3, 7



**Key Point:** Food in a child care program must be handled in a sanitary manner at all times.



## **Menus and Food Safety Documentation**

Meal and snack menus must be planned, written, dated, and posted at the beginning of each week for families to see. Menus must be kept for 12 months or in accordance with the USDA Child Care Food Program requirements, if they are participating. If a program chooses not to serve food, they must work with the family to provide nutritious food for the child. If a special diet is required for a child, a copy of the physician's order and a sample meal plan must be maintained in the child's file and followed.

A log must be maintained for all prepared meals catered for the program, and it must be retained for 12 months for child care facilities and one year for school-age programs. Child care programs should have an alternate meal plan that can be implemented if the outside food cannot be accepted. The program must retain a copy of the license or permit for caterers.

If the child care program is planning a food-related activity, such as a holiday celebration or cooking activity, they must notify the parents and guardians in advance of the activity to obtain written permission for the children to participate. This documentation must be retained for 12 months from the date of the activity.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.3, 7

**School-Age Child Care Facility Handbook:** 3.9.3, 7



**Key Point:** Families must have access to the meal and snack menus.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Dishwashing and Sanitization

For programs serving food they prepare, it is critical for them to properly clean the non-disposable equipment, tableware, and utensils on-site by:

1. Pre-rinsing or scraping
2. Washing
3. Rinsing
4. Sanitizing
5. Air Drying

If the program cannot adequately sanitize the equipment, then only disposable single-use items may be used, which must be discarded after each use. If the program has food catered, they must ensure the caterer follows the appropriate sanitization process through a written agreement.

There are four acceptable ways to accomplish dishwashing and sanitization under the Department's rules:

- A dishwasher with a sanitizing cycle
  - An installed three-compartment sink or installed two-compartment sink with a non-stationary or portable compartment receptacle
  - Chemical sanitization
  - Hot water sanitization
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### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.4

**School-Age Child Care Facility Handbook:** 3.9.4



## **Infant Feeding and Food**

Programs must develop and follow procedures for the preparation and storage of expressed breastmilk outlined by the Academy of Breastfeeding Medicine Protocols. Breastmilk and formula must be handled in a sanitary manner at all times and according to the manufacturer's or families' instructions. If instructions are not available, follow the policy set by the World Health Organization. If a child is accidentally given another child's formula or milk, the provider must immediately notify the two families and complete incident reports.

For optimum digestion, formula and breastmilk should be served at body temperature. Bottles can only be warmed once and then discarded within one hour. Refrigerate prepared bottles immediately and use them within 24 hours. Microwaves cannot be used to heat bottles. Always test heated bottles and foods before feeding to prevent injury to the child.

Child care programs cannot accept previously opened baby food jars. When a caregiver feeds a child baby food directly from the jar, it can only be used for one feeding and then discarded.

Due to choking hazards, solid foods, including cereal, may not be given to children in bottles or with infant feeders unless authorized by a physician. Solid foods may not be fed to infants under four months of age, unless directed by a physician.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.5, 3.9.6, 3.9.7, 3.9.8

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** Formula and breastmilk must be stored, prepared, and discarded properly.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Food Handling

Child care programs must wash, rinse, and sanitize bottles and sippy cups between each use. Bottles and sippy cups used continuously throughout the day must be individually labeled with the child's first and last names. If families bring bottles and sippy cups from home, they must be labeled with the child's first and last names and returned each day.

While distributing snacks and serving food, individuals must use disposable gloves, utensils, or similar items to avoid contact with skin.

When serving food to children, it is important to follow these guidelines:

- Do not allow milk or food to sit out longer than 15 minutes prior to the beginning of the meal to avoid contamination and spoilage
- Do not serve food to children above 110°F—allow food to cool before serving but do not exceed 15 minutes

Food provided by families must be properly stored and handled in a sanitary manner at all times to prevent contamination or spoilage.

Drinking water shall be readily accessible throughout the day in both indoor and outdoor areas. Sink/water fountain combinations are prohibited.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.9.5, 3.9.6, 3.9.7, 3.9.8

**School-Age Child Care Facility Handbook:** 3.9.5



**Key Point:** Child care personnel must follow food handling guidelines to protect children from illness from contaminated food.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Handwashing

Handwashing is the best way to reduce the spread of germs. Employees, volunteers, substitutes, and children must wash their hands when they arrive at the program, before and after eating, immediately following outdoor play, after toileting or diapering, before and after administering medication, before preparing food, after serving food, after handling animals, and after cleaning.

Handwashing procedures must be posted in areas where handwashing must take place, such as the kitchen and bathrooms.

The use of hand sanitizers does not substitute for handwashing.

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### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.10.1, 3.10.2

**School-Age Child Care Facility Handbook:** 3.10.1



**Key Point:** Children and adults in child care programs must wash their hands throughout the day before or after certain activities.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Diapering and Soiled Clothes

When children in diapers are in care, child care personnel must follow specific procedures for diapering and handwashing.

A diaper-changing area with an impermeable surface must be available. Any surface that has been touched during diapering must be cleaned and sanitized or disinfected after each time a child's diaper is changed. Diaper-changing procedures must be posted in the changing area and followed.

The handwashing station must include a sink with running water, soap, a trash receptacle, and disposable towels or a properly installed hand-drying machine. The hands of staff and children must be washed and dried thoroughly after each diaper change or use of a toilet.

Children must be directly attended to at all times when being diapered or when changing clothes to prevent falls or injuries. There must be a supply of clean diapers, clothing, and linens available at all times, and any items not related to diaper changing shall not be stored in the diaper-changing area or placed on the diaper-changing station.

When diapers, clothing, or linens become soiled or wet, they must be changed immediately and properly handled as follows:

- Soiled or wet diapers must be disposed of in a plastic-lined, securely covered container that is not accessible to children, which is emptied, cleaned, and sanitized or disinfected at least daily
- Soiled cloth diapers must be emptied of feces in the toilet and placed in a securely covered container that is not accessible to children, which is emptied, cleaned, and sanitized or disinfected at least daily
- Soiled clothing must not be rinsed in the toilet or elsewhere; it should be placed in a plastic-lined, hands-free plastic bag so it can be sent home to be cleaned

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.10.2

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** The diaper-changing station must be equipped with all of the proper materials and child care personnel must follow proper techniques.



## **Indoor Equipment**

All equipment should be sturdy, safe, in good repair, free from visible soil, clean, and maintained in a sanitary condition following a routine of cleaning, sanitizing or disinfecting. Walls, ceilings, floors, furnishings, equipment, toys, and other surfaces should be developmentally appropriate and suitable to the child care program. Child care programs must provide age-appropriate seating for the number of children eating meals and snacks at one time. Child care programs should monitor the United States Consumer Product Safety Commission (CPSC) for recommendations for use of equipment and recalls.

A child care program must make toys, equipment, and furnishings available that are developmentally appropriate and of a quantity to accommodate the children in care. Toys that are exposed to bodily fluids, such as saliva, must be cleaned and sanitized or disinfected immediately after exposure or prior to another child's use. Indoor climbing structures must have padding or carpet for landing. Moveable or non-stationary indoor climbing structures require padding for landing and must meet the same requirements for installation and use as similar outdoor equipment. Bathtubs, buckets, diaper pails, and other open containers of water must be emptied immediately after use. Accommodations should be made to the physical environment so children with special needs can participate.

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### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.11

**School-Age Child Care Facility Handbook:** 3.11



**Key Point:** Indoor equipment must be developmentally appropriate, clean, and in good repair.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Outdoor Equipment

There must be enough usable, developmentally appropriate equipment and play activities for each child. All playground equipment must be securely anchored, unless portable or stationary by design. Permanent or stationary playground equipment must have a minimum of 6 inches in depth of loose ground cover or another shock-absorbing protective surface that provides resilience under the equipment and within the fall zone. Maintenance of equipment includes inspections conducted every month of all supports above and below the ground, and of all connectors and moving parts. Monthly inspections must be documented and maintained for 12 months.

All equipment, fences, and objects on the premises shall be free from sharp, broken, and jagged edges and properly placed to prevent overcrowding or safety hazards in one area. Child care personnel must immediately empty any containers that collect water. Sandboxes must be covered at the end of each day to prevent any animals from accessing the sand.

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For more information about outdoor equipment and ground cover, take the Department of Children and Families' course *Playground Safety*.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 3.12

**School-Age Child Care Facility Handbook:** 3.12



**Key Point:** All playground equipment must be developmentally appropriate; securely anchored, unless portable or stationary by design; and have an appropriate fall zone to protect the safety of children.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Communicable Disease Control

Many common infections encountered in child care programs are transmitted by direct or indirect contact through one of the three common modes of transmission of microorganisms: contact, droplet, and airborne. Child care facilities shall develop a written plan regarding safety precautions, recommended by the Centers for Disease Control and Prevention (CDC), to follow in the event of exposure to blood and potentially infectious fluids.

Children in care must be observed daily for signs of communicable disease. If signs of a communicable disease are found, the child's parent or guardian must be contacted for the child to be removed from the program. Any child, child care personnel, or other person in the child care program suspected of having a communicable disease must be removed from the program or placed in an isolation area until removed. The person may not return without medical authorization or until all signs and symptoms of the disease are no longer present.

Each child care program must have a designated isolation area for a child who becomes ill while in care. The child must be within sight and hearing of a staff person at all times and carefully observed for worsening symptoms.

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### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 6, 6.1, 6.1.1

**School-Age Child Care Facility Handbook:** 6, 6.1, 6.1.1



**Key Point:** To reduce the spread of disease, child care personnel must observe children daily for signs of communicable diseases.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Signs and Symptoms of Communicable Diseases

Signs and symptoms of suspected communicable diseases include:

- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Stiff neck
- Diarrhea, more than one abnormally loose stool within a 24-hour period
- Temperature of 100°F (under the arm) or 101°F (under the tongue) in conjunction with any other signs of illness; any infant younger than 2 months of age with a fever should get immediate attention
- Pink eye or conjunctivitis
- Exposed or open skin lesions
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Any other communicable disease symptom

Any child identified as having head lice must not be permitted to return to the program until the following day, if treatment has occurred and has been verified, which includes presenting the product box, box top, empty bottle, or signed statement. The program must treat the areas, equipment, toys, and furnishings the child contacted.

A suspected outbreak is if two or more children or employees have the onset of similar signs or symptoms within a 72-hour period or when a case of a serious or reportable communicable disease, such as chicken pox, salmonella, etc., is diagnosed or suspected in a child or employee. When this occurs, the operator must notify the local county health department immediately.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 6.1, 6.1.2

**School-Age Child Care Facility Handbook:** 6.1, 6.1.2



## **First Aid Kit and Emergency Telephone Numbers**

There must be at least one first aid kit maintained and located on the premises of the child care program and in each vehicle used for transportation. First aid kits must be accessible for the staff at all times and kept out of the reach of children.

First aid kits must be restocked after each use. Each kit must be kept in a closed container labeled "First Aid" and must have the following, at a minimum:

- Liquid soap and/or hand sanitizer (to be used with supervision if hands are not visibly soiled and if no water is present)
- Adhesive bandages
- Disposable, non-porous gloves
- Cotton balls or applicators
- Sterile gauze pads or rolls
- Adhesive tape
- Digital thermometer
- Tweezers
- Pre-moistened wipes
- Scissors
- Bottled water (for cleaning wounds or eyes)
- A current resource guide on first aid and CPR procedures

Emergency service telephone numbers must be posted on or near all telephones, including 9-1-1, ambulance, fire, police, poison control center, Florida Abuse Hotline, and the county public health department. The posting needs to include the address of and directions to the program, which must be posted with descriptions of major intersections and local landmarks.

For life-threatening injuries, the provider should call 9-1-1 immediately and then notify the parent or guardian. The parent or guardian must be notified immediately in the event of any serious illness, accident, injury, or emergency involving their child to obtain specific instructions for what action to take. If they cannot be reached, the provider must contact one of the designated contacts listed on the enrollment form. In the event of serious injury or death, the provider must notify the licensing authority.

### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 6.2, 6.3, 6.4, 7

**School-Age Child Care Facility Handbook:** 6.2, 6.3, 6.4, 7

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



**Key Point:** Child care programs must have first aid kits within the facility, while transporting children, and on any field trips away from the program.



### Activity: What Is Wrong with This First Aid Kit?

A properly stocked first aid kit is not only required by rule but is critical to protecting the health and safety of children in care. Mark the items that should not be in the first aid kit.

- Liquid soap and/or hand sanitizer (to be used with supervision if hands are not visibly soiled and if no water is present)
- Glucose meter
- Adhesive bandages
- Disposable, non-porous gloves
- Cotton balls or applicators
- Diaper cream
- Sterile gauze pads or rolls
- Adhesive tape
- Digital thermometer
- Tweezers
- Pre-moistened wipes
- Scissors
- Over-the-counter pain relief medication
- Bottled water (for cleaning wounds or eyes)
- A current resource guide on first aid and CPR procedures
- Razor

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



## Accident/Incident Notification

Child care programs must document and share with the parent or guardian all accidents and incidents that occur while a child is in care the same day they occur. The documentation must be maintained for one year. If the parent or guardian does not pick the child up on the day of occurrence, the individual who picks up the child must sign the accident/incident report and take a copy home to the family.

Documentation must include the:

- Name of the affected child
  - Date and time of the accident or incident
  - Description of the accident or incident
  - Actions taken and by whom
  - Signature(s) of the staff/director or other adults who witnessed or participated in the accident or incident
  - Signature of a parent or guardian
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### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 6.4, 7

**School-Age Child Care Facility Handbook:** 6.4, 7



**Key Point:** Child care professionals must document all accidents and incidents that occur in child care programs and notify the parents on the day of the occurrence.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Medication

Child care programs are not required to give medication to children in their care. The child care program must obtain written permission from the parent or guardian to give medication, prescription or non-prescription, to a child.

The authorization must include the:

- Name of the child
- Name of the medication
- Date, time, and dosage to be given
- Signature of parent or guardian

Medicines that are used on an “as needed” basis require the parent or guardian to document the symptoms that require the medication to be given. Any known allergies to medication or special restrictions must be documented and maintained in the child’s file.

All medication must be in the original containers and have child-resistant caps, if applicable. All medication must be stored in a locked area or must be out of reach of children. Prescription medicine must be labeled with the name and contact information of the physician or pharmacy, child’s name, name of the medication, and directions. All medicine must be dispensed according to the written directions and maintained at the appropriate temperature. Medication that is expired or no longer being dispensed must be returned to the families or discarded.

Child care personnel must be trained prior to administering medicine. The program must maintain a record of each child receiving any medication for 12 months for child care programs; the record must include the:

- Full name of the child
- Name of the medication
- Date and time it was given
- Amount and dosage given
- Name and signature of the person who administered the medication

Parents or guardians must give written permission for diaper cream, insect repellant, or sunscreen to be used. The manufacturer’s instructions must be followed for application. Infants younger than six months old should be kept out of direct sunlight.

### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 6.5, 7

**School-Age Child Care Facility Handbook:** 6.5, 7

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations



**Key Point:** Child care personnel must be trained on how to administer medication to protect the health and safety of children in care.



### Immunization Records

The child care program must obtain a current, complete, and properly executed Florida Certification of Immunization form Part A-1, B, or C, DH 680 for each child in care, except for school-age children. A child may be exempt from providing immunization records to the child care program if they provide the proper documentation to the program. Medical records are the property of the families and must be returned if the child withdraws so they can provide them to another program.

If the parent or guardian fails to provide the required documentation within 30 days of enrollment, the child should be excluded from care.

Specific immunization requirements for children are detailed in the most current edition of Immunization Guidelines: Florida Schools, Childcare Facilities and Family Daycare Homes.

### Rules and Regulations

**Florida Statutes:** 402.305(9)(d)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 7.1

**School-Age Child Care Facility Handbook:** 7.1



**Key Point:** Each enrolled child, except school-age children, must have documentation of immunizations or exemption from immunizations on file with the child care program.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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## Student Health Records

The child care program must obtain a current, complete, and properly executed Student Health Examination form DH 3040 for each child in care, except for school-age children. A person given statutory authority to perform health examinations must complete the form. The form is valid for two years from the date the physical is performed. A child may be exempt from providing health records to the child care program if they provide the proper documentation to the program. Medical records are the property of the families and must be returned if the child withdraws so they can provide them to another program.

If the parent or guardian fails to provide the required documentation within 30 days of enrollment, the child should be excluded from care.

An Emergency Care Plan is required for any child who has or is at risk for a chronic physical, developmental, behavioral, or emotional condition and requires additional services. The plan should be in the child's file and readily accessible for those caring for the child. Child care personnel caring for a child with an Emergency Care Plan must be trained to recognize and respond appropriately to the medical emergency.

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### Rules and Regulations

**Florida Statutes:** 402.305(9)(d)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 7.2

**School-Age Child Care Facility Handbook:** 7.2



**Key Point:** Student health records are valid for two years after the date of the physical exam.

## MODULE 3 Physical Environment and Health Requirements

### Participant Guide for Child Care Facility Rules and Regulations

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### Activity: The Inspection

In order to protect the health and safety of children, programs are inspected to see if they are in compliance with the rules and regulations. For this activity, you are going to be the licensing counselor inspecting a program for compliance. Read each question and choose an answer.

1. Watch the video. This is a preschool classroom that children are about to enter.
  - a. In Compliance
  - b. Out of Compliance
  
2. Mr. Kind tells you that the program is very fortunate to have found a new cook. It is always a surprise for everyone to find out what she is going to prepare for meals. The new cook is very creative, often thinking about the menu on her way to work in the morning. She loves to let the children try foods that are new to them.
  - a. In Compliance
  - b. Out of Compliance
  
3. During naptime, all of the children were on nap mats that were 18" apart.
  - a. In Compliance
  - b. Out of Compliance
  
4. Mr. Kind reaches under his desk and removes a little plastic bag from a box for Jennifer, who is a student in the afterschool classroom. The unmarked bag has two white pills in it. He hands the bag to Jennifer, who opens the bag and takes out both pills. Jennifer chews the pills without water, smiles, and thanks Mr. Kind. They walk back to her classroom. Mr. Kind did complete the medical record.
  - a. In Compliance
  - b. Out of Compliance
  
5. You notice that many of the children have sweaters on them the entire time you are there and when you read the thermometer on the wall, you see that the temperature is 72 degrees.
  - a. In Compliance
  - b. Out of Compliance

## MODULE 3 Physical Environment and Health Requirements

Participant Guide for Child Care Facility Rules and Regulations

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### Module 3 Summary

Here is a summary of key points for **Module 3: Physical Environment and Health Requirements**.

- Child care personnel should conduct daily inspections to ensure the indoor and outdoor spaces are clean, in good repair, and free from health and safety hazards.
- Harmful materials, such as toxic substances and firearms, must be stored in a locked area or be inaccessible and out of the reach of children at all times.
- The licensed capacity of the child care facility is the number of children that may attend the program at one time, including transportation and field trips.
- Usable floor space for facilities is calculated by first measuring the wall-to-wall interior space at floor level and then subtracting the non-usable space.
- Outdoor play space must be designed to ensure children are directly supervised and free from injury or harm.
- Outdoor square footage cannot be calculated until the indoor square footage has been determined.
- Each child must have their own bedding to reduce the spread of germs.
- Each child must have their own designated napping space that is 18" apart from others.
- Fire drills are important so children and adults are prepared in case of emergency.
- Lockdown and shelter-in-place drills must be practiced at least once per year to ensure children and adults are comfortable if a situation arises.
- A clean and sanitary food preparation area must be established for programs that serve food.
- Food must be stored at appropriate temperatures to reduce the growth of bacteria and food-borne illnesses.
- Food in a child care program must be handled in a sanitary manner at all times.
- Families must have access to the meal and snack menus.
- Formula and breastmilk must be stored, prepared, and discarded properly.
- Child care personnel must follow food handling guidelines to protect children from illness from contaminated food.

## MODULE 3 Physical Environment and Health Requirements

Participant Guide for Child Care Facility Rules and Regulations

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- Children and adults in child care programs must wash their hands throughout the day before or after certain activities.
- The diaper-changing station must be equipped with all of the proper materials and child care personnel must follow proper techniques.
- Indoor equipment must be developmentally appropriate, clean, and in good repair.
- All playground equipment must be developmentally appropriate; securely anchored, unless portable or stationary by design; and have an appropriate fall zone to protect the safety of children.
- To reduce the spread of disease, child care personnel must observe children daily for signs of communicable diseases.
- Child care programs must have first aid kits within the facility, while transporting children, and on any field trips away from the program.
- Child care professionals must document all accidents and incidents that occur in child care programs and notify the parents on the day of the occurrence.
- Child care personnel must be trained on how to administer medication to protect the health and safety of children in care.
- Each enrolled child, except school-age children, must have documentation of immunizations or exemption from immunizations on file with the child care program.
- Student health records are valid for two years after the date of the physical exam.



### Module 3 Conclusion

You have achieved this module's learning objectives if you can:

- Summarize the Physical Environment requirements
- Identify the Health Requirements, including health records

## **Module 4: Training, Background Screening, and Personnel Records**

### **Overview**

This module will explore the Training and Background Screening section of the rules and regulations that govern child care facilities. Child care personnel are required to complete specific training requirements when they enter the child care industry and each year thereafter.

### **Module Goal**

Participants will examine the Training and Background Screening section.

### **Learning Objectives**

After successfully completing this module you will be able to:

- Identify the Training requirements
- List the Background Screening requirements





## **Beginning Training and Break In Service**

### **Beginning Training**

Training requirements apply to individuals who work directly with children and meet the definition of child care personnel.

Within 90 days of employment in the child care industry, child care personnel must begin training and provide documentation to the child care program. Beginning training is defined as completing one of the following:

- Attending one of the Department-approved introductory training instructor-led courses
- Beginning one of the Department-approved introductory training online courses
- Receiving results from one of the Department-approved competency exams
- Acquiring an education exemption from Department-approved introductory training courses

Introductory training requirements must be met within 12 months of the date training begins and may not exceed 15 months from the date of employment in any licensed Florida child care facility.

### **Break In Service**

If an individual leaves the child care industry in compliance with training requirements and returns to the industry, they will be given 90 days to comply with any new training requirements. If an individual leaves the industry not in compliance with the training requirements and returns to the industry, they must complete all of the training requirements prior to re-employment.

### **Rules and Regulations**

**Florida Statutes:** 402.305(2)(d)

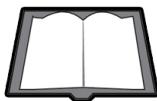
**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 4.1, 4.3

**School-Age Child Care Facility Handbook:** 4.1, 4.3



**Key Point:** New child care personnel must begin training within 90 days of employment in the industry.



## **Child Care Facility Parts I and II Training Requirements**

Child care personnel must successfully complete the Department's approved 40-clock-hour introductory training by successful completion of competency examinations or attainment of educational exemption from training. The Department's training transcript is the only acceptable documentation of training completion and must be maintained on file at the child care program.

Introductory training is divided into two parts:

### **Part I Courses (30 Hours)**

- *Child Care Facility Rules and Regulations* (6 Hours)
- *Health, Safety, and Nutrition* (8 Hours)
- *Identifying and Reporting Child Abuse and Neglect* (4 Hours)
- *Child Growth and Development* (6 Hours)
- *Behavioral Observation and Screening* (6 Hours)

### **Part II Courses (10 Hours)**

- *Special Needs Appropriate Practices* (10 Hours)
- OR
- *Understanding Developmentally Appropriate Practices* (5 Hours)
- AND one of the following:
- o *Infant and Toddler Appropriate Practices* (5 Hours)
  - o *Preschool Appropriate Practices* (5 Hours)
  - o *School-Age Appropriate Practices* (5 Hours)

If DCF training is being used as one of the options to complete pre-service training in a School Readiness participating provider, the following courses must be completed within 90 days of employment and prior to unsupervised contact with children.

- *Health, Safety, and Nutrition* (8 Hours)
- *Identifying and Reporting Child Abuse and Neglect* (4 Hours)
- *Child Growth and Development* (6 Hours)
- *Behavioral Observation and Screening* (6 Hours)

### **Rules and Regulations**

**Florida Statutes:** 402.305(2)(d)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 4.2.1, 4.4, 4.5

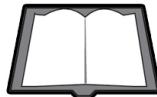
**School-Age Child Care Facility Handbook:** N/A

## MODULE 4 Training, Background Screening, and Personnel Records

### Participant Guide for Child Care Facility Rules and Regulations



**Key Point:** The 40-hour introductory training must be successfully completed through passage of a competency exam or earning an educational exemption.



## School-Age Child Care Parts I and II Training Requirements

Introductory training is divided into two parts:

### Required Courses (28 Hours)

- *Child Care Facility Rules and Regulations* (6 Hours)
- *Health, Safety, and Nutrition* (8 Hours)
- *Identifying and Reporting Child Abuse and Neglect* (4 Hours)
- *Understanding Developmentally Appropriate Practices* (5 Hours)
- *School-Age Appropriate Practices* (5 Hours)

### Remaining Training (12 Hours)

- *Achieving and Maintaining Quality in Afterschool Programs* (12 Hours Online)

OR

- Completion of specialized school-age training provided by a national organization that includes demonstration of competencies (12 Hours)

OR

- *Child Growth and Development* (6 Hours)

AND

- *Behavioral Observation and Screening* (6 Hours)

### Rules and Regulations

**Florida Statutes:** 402.305(2)(d)

**Florida Administrative Code:** 65C-22.008(5)

**Child Care Facility Handbook:** N/A

**School-Age Child Care Facility Handbook:** 4.2.1, 4.4, 4.5



**Key Point:** The 40-hour introductory training for school-age child care personnel requires specific coursework.



## **Additional Training Requirements**

### **Early Literacy Training Requirements**

Within the first year of employment in a child care program, child care personnel must complete a Department-approved early literacy course that is 5 hours or 0.5 Continuing Education Units (CEUs). School-age child care personnel do not have to complete this requirement.

The early literacy training requirement can be met in one of the following ways:

- One of the Department's online literacy courses (*Early Literacy for Children Age Birth through Three* or *Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors*)
- One of the Department's approved literacy courses
- One college-level early literacy course (for credit or non-credit) if taken within the last five years

### **Fire Extinguisher Training Requirements**

All staff shall be trained in the use and operation of a fire extinguisher within 30 days of employment. The child care program must maintain documentation of training completion. The Department's *Florida Child Care Personnel Orientation* course meets this requirement.

### **Transportation Training Requirements**

All staff participating in transportation activities must have training related to safe transportation practices. The Department's *Transportation Safety* course or the Office of Early Learning's *Precautions in Transporting Children* course will meet this requirement.

### **Safe Sleep/Shaken Baby Syndrome Training Requirements**

Within 30 days of hire, all child care personnel who work in a child care program that offers care to infants must have training regarding:

- Safe sleep practices
- Preventing shaken baby syndrome and abusive head trauma
- Recognition of signs and symptoms of shaken baby syndrome and abusive head trauma
- Strategies for coping with a crying, fussing or distraught child
- Development and vulnerabilities of the brain in infancy

Documentation of training must be maintained on the Department's training transcript in the child care personnel record. This training may be accomplished through one of the following:

- The Department's *Health, Safety, and Nutrition* course
- The Department's *Safe Sleep Practices for Child Care* course
- The Office of Early Learning's *Safe Sleep Practices* course

## MODULE 4 Training, Background Screening, and Personnel Records

### Participant Guide for Child Care Facility Rules and Regulations

#### **Rules and Regulations**

**Florida Statutes:** 402.305(2)(d)5

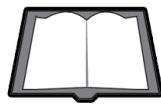
**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 4.2.2, 4.2.3, 4.2.5, 4.2.6

**School-Age Child Care Facility Handbook:** 4.2.3, 4.2.4



**Key Point:** Child care personnel must complete early literacy and fire extinguisher training, as well as safe sleep and shaken baby syndrome training, if applicable.



#### **First Aid and CPR Training Requirements**

One staff member with current and valid certificate(s) of course completion for first aid training and pediatric CPR (cardiopulmonary resuscitation) procedures must be present at all times while children are in care. The same staff person may satisfy both requirements. Additionally, a staff member who has current and valid first aid and CPR certificates must be present on field trips, while transporting children, and on-site at the program.

Certificates of course completion are valid based on the timeframes established by each first aid and CPR training program; however, the timeframes cannot exceed three years. CPR courses must include an on-site, instructor-based skills assessment by a certificated CPR instructor. Documentation of first aid and CPR course completion must be maintained by the child care program and available for review by the licensing authority.

## MODULE 4 Training, Background Screening, and Personnel Records

### Participant Guide for Child Care Facility Rules and Regulations

There must be a specific number of child care personnel with CPR certification and first aid training on-site at the facility while children are in care:

Total number of child care personnel in direct supervision of children to meet staff-to-child operating ratios:	Total minimum number of child care personnel with pediatric CPR certification on-site when children are present:	Total minimum number of child care personnel with first aid training on-site when children are present:
0-25	3	3
26-50	4	4
51-75	5	5
76-100	6	6
101+	7	7

#### CPR Certification – In-Person Training Requirement:

Licensed Child Care Facilities must ensure that at least one child care personnel who has completed in-person CPR training is present on-site at all times when children are in care. The training must be conducted face-to-face. Online-only certifications do not meet this standard.

#### Rules and Regulations

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 4.2.4, 7

**School-Age Child Care Facility Handbook:** 4.2.2, 7



**Key Point:** A first aid and CPR certified staff member must be present at all times while children are in care.



## **Annual In-Service Training**

In order to develop additional skills and grow professionally, all child care personnel must complete 10 hours of training or 1 Continuing Education Unit (CEU) related to early childhood education upon completion of the 40-hour introductory training requirements. Training must be completed annually between July 1 and June 30 and documented on the Department's In-Service Training Record form. Training must focus on topics related to early childhood education or program management for children birth through 12 years old. Specific topics are listed on the annual in-service training record.

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## **Rules and Regulations**

## **Florida Statutes:** 402.305(2)(d)4

## **Florida Administrative Code: 65C-22.001(6)**

## **Child Care Facility Handbook: 4.2.7**

## School-Age Child Care Facility Handbook: 4.2.5



**Key Point:** Child care personnel must complete 10 hours of early childhood education training annually.



## **Staff Credentials**

For every 20 children in a licensed child care facility, there must be one child care personnel who has earned one of the following credentials:

- National Early Childhood Credential
- Birth Through Five Child Care Credential
- School-Age Child Care Credential
- Formal Educational Qualifications
- Employment History Recognition Exemption, which is no longer issued by the Department; however, is still accepted for licensing purposes

### **Calculating the Number of Credentialed Personnel Necessary**

<b># of Children</b>	<b># of Credentialed Staff</b>
0 – 19	
20 – 39	
40 – 59	
60 – 79	
80 – 99	

Child care personnel meeting the staff credential requirement must be on-site working at the facility a minimum of 20 hours per week during all operational hours, excluding naptime. They must possess an active staff credentialed verification.

The number of credentialed staff is calculated for every 20 children in care based on daily attendance.

### **Rules and Regulations**

**Florida Statutes:** 402.305(3)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 4.6

**School-Age Child Care Facility Handbook:** 4.6



**Key Point:** Child care programs must have credentialed staff working in the program at least 20 hours per week.



## **Director Credential**

Every child care facility is required to have a credentialed director who is on-site a majority of the hours, excluding weekends and evening hours, that the facility is in operation.

### School-Age Child Care Multi-Sites

A credentialed director may supervise multiple before-school and after-school sites for a single organization as follows:

- Three sites regardless of the number of children enrolled
- More than three sites if the combined number of children enrolled does not exceed 350
- In counties where the public school district has included four-year-old children in public before-school and after-school programs, they may participate in the multi-site option; however, they are required to have a credentialed staff person for every 20 children

When a credentialed director is supervising multiple sites, the individual left in charge of the site during the director's absence must:

- Be at least 21 years old
- Have completed the 40-clock-hour introductory training requirements
- Have completed the Department's Special Needs Appropriate Practices or a minimum of eight hours of in-service training focusing on serving children with disabilities
- Have completed the Department's Understanding Developmentally Appropriate Practices and School-Age Appropriate Practices

### **Rules and Regulations**

**Florida Statutes:** 402.305(2)(f)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 4.7

**School-Age Child Care Facility Handbook:** 4.7



**Key Point:** Each child care facility must have a credentialed director.



## **Initial Background Screening**

Background screening is conducted to ensure child care personnel are of good moral character to protect the safety of children. Screening must be conducted as a condition of employment. Information obtained during the background screening process should be used to make employment decisions.

Level 2 background screening standards include the following checks:

- Criminal records check both national (FBI) and statewide (FDLE)
- Sexual predator and sexual offender registry search
- Child abuse and neglect history

All fingerprints must be submitted and processed through the Background Screening Clearinghouse. DCF reviews the federal and state criminal history results, along with the state criminal records, national sex offender registry, Florida sex offender registry, and the Florida child abuse and neglect registry. Once the review is complete, DCF will issue an eligible or non-eligible result through the Clearinghouse.

If an applicant has lived in other states within the past five years, they must send a request for a search of each state's criminal records. The results of these searches must be documented in the employee's file for review by the licensing authority. If the previous state of residence participates in the National Fingerprint File Program, then a request for a criminal history record check is not required.

The employer must conduct an employment history check of the applicant by contacting each of their employers for the past five years. Documentation must include the applicant's job title, description of duties, confirmation of employment dates, and level of performance. At least three attempts must be made to obtain employment history information.

### **Rules and Regulations**

**Florida Statutes:** 402.305(2)

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 5.1

**School-Age Child Care Facility Handbook:** 5.1



**Key Point:** Child care personnel must pass a Level 2 background screening as a condition of employment.



## **Hiring Based on Screening Results and Re-Screening**

The employer must maintain copies of the background screening documentation and completion of all requirements on-site at the program for review by the licensing authority.

An individual may be hired under one of these circumstances:

- All components of screening are complete and with an eligible screening documented in the employee's file, the applicant can work with no limitations
- "Provisional hire" status upon notification email from the Department allowing an individual to be hired for a 45-day period while out-of-state records are being requested and awaiting clearance; during this period, the applicant must be under the supervision of a screened and trained staff member
- Screening requests have been initiated but results have not been received; until screening results are received, the applicant can be hired for training and orientation purposes but may not be in contact with children

### **Re-Screening**

Every five years the background screening must be conducted for child care personnel in the same manner as the initial screening, excluding the employment history check. The purpose of the re-screening is to ensure there have been no disqualifying offenses. Child care personnel must be re-screened following a break in employment in the child care industry that exceeds 90 days. If child care personnel take a leave of absence, such as for maternity leave, migrant child care programs, etc., re-screening is not required unless the five year re-screen comes due during the leave of absence.

### **Rules and Regulations**

**Florida Statutes:** 402.305

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 5.1, 5.2, 7

**School-Age Child Care Facility Handbook:** 5.1, 5.2, 7



## **Personnel Records**

Child care personnel records must be maintained and kept current on-site at the program, and must be available for the licensing authority to review.

The required personnel records include:

- An employment application
- Position and date of employment
- Child Abuse & Neglect Reporting Requirements CF-FSP Form 5337, signed annually
- Copies of training information and credentials, as applicable
- First aid and CPR certificates, as applicable
- Background screening documents, which include:
  - Background Screening and Personnel File Requirements CF-FSP Form 5131
  - Child Care Attestation of Good Moral Character CF-FSP Form 1649A
  - Copy of Clearinghouse eligibility results for the Level 2 screening
  - Copy of DCF letter/email of abuse and neglect registry search (if screening between July 1 – December 15, 2016)
  - Copy of DCF letter/email of sexual predator and sexual offender registry search (if screening between July 1 – December 15, 2016)
  - Copy of out-of-state searches, if applicable
- For drivers: driver's license, physical examination documentation, first aid certificate, CPR certificate
- For volunteers: Volunteer Acknowledgement CF-FSP Form 5217, Child Abuse and Neglect Reporting Requirements CF-FSP Form 5337, and volunteer hours

### **Rules and Regulations**

**Florida Statutes:** 402.3055

**Florida Administrative Code:** 65C-22.001(6)

**Child Care Facility Handbook:** 7.4

**School-Age Child Care Facility Handbook:** 7.4



**Key Point:** Child care programs must have complete personnel files for each employee and volunteer working at the facility.



## **Activity: The Inspection**

In order to protect the health and safety of children, programs are inspected to see if they are in compliance with the rules and regulations. For this activity, you are going to be the licensing counselor inspecting a program for compliance. Read each question and choose an answer.

1. There is a new teacher who was hired to work in the infant room within the past two weeks. In reviewing her Child Care Training Transcript, you observe she has not completed any required training courses.
  - a. In Compliance
  - b. Out of Compliance
  
2. Mr. Kind allows each staff person to use his computer for one hour each month to complete online child care training, which is documented on their annual in-service form.
  - a. In Compliance
  - b. Out of Compliance
  
3. Mr. Kind, the Director, is the only person on staff who has an active staff credential. 45 of the 58 children who attend every day are under the age of five.
  - a. In Compliance
  - b. Out of Compliance
  
4. In reviewing personnel records, you find that each of the staff has the Background Screening and Personnel File Requirements form completed; however, the new infant teacher, who has lived in Florida her entire life, is still waiting for her background screening clearance letter. Since she works as a co-teacher in the infant classroom, she is always supervised.
  - a. In Compliance
  - b. Out of Compliance



## **Module 4 Summary**

Here is a summary of key points for **Module 4: Training, Background Screening, and Personnel Records**.

- New child care personnel must begin training within 90 days of employment in the industry.
- The 40-hour introductory training must be successfully completed through passage of a competency exam or earning an educational exemption.
- The 40-hour introductory training for school-age child care personnel requires specific coursework.
- Child care personnel must complete early literacy and fire extinguisher training, as well as safe sleep and shaken baby syndrome training, if applicable.
- A first aid and CPR certified staff member must be present at all times while children are in care.
- Child care personnel must complete 10 hours of early childhood education training annually.
- Child care programs must have credentialed staff working in the program at least 20 hours per week.
- Each child care facility must have a credentialed director.
- Child care personnel must pass a Level 2 background screening as a condition of employment.
- Child care programs must have complete personnel files for each employee and volunteer working at the facility.



## **Module 4 Conclusion**

You have achieved this module's learning objectives if you can:

- Identify the Training requirements
- List the Background Screening requirements

## **Module 5: Enforcement**

### **Overview**

This module will explore the Enforcement section of the rules and regulations that govern child care homes.

### **Module Goal**

Participants will examine the Enforcement section.

### **Learning Objective**

After successfully completing this module you will be able to:

- Summarize the Enforcement section





## **Class Definitions**

For purposes of enforcement, each violation of a child care licensing standard is assigned a violation class, which is then used to implement disciplinary sanctions. The class designations are Class I, II, or III. The designation indicates the severity of the violation.

A Class I Violation is an incident of noncompliance that is most serious in nature and may result in death or serious harm to a child.

Examples of Class I Violations:

A Class II Violation is an incident of noncompliance that is less serious in nature than a Class I Violation. A Class II Violation may be elevated to a Class I Violation if the noncompliance resulted in death or serious harm to the child.

Examples of Class II Violations:

A Class III Violation is an incident of noncompliance and is the least serious in nature.

Examples of Class III Violations:

**MODULE 5 Enforcement**  
Participant Guide for Child Care Facility Rules and Regulations

**Rules and Regulations**

**Florida Statutes:** 402.305, 402.310

**Florida Administrative Code:** 65C-22.010

**Child Care Facility Handbook:** N/A

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** Each violation of a licensing standard is classified as Class I, II, or III for enforcement purposes.



## **Activity: Which Class Violation Is the Noncompliance?**

Child care professionals need to be in compliance with all of the licensing standards; however, in the event they are not in compliance, caregivers should be aware of how serious the violation is by knowing the class violation assigned to the noncompliance.

<b>Noncompliance Statement</b>		
1.	The individual(s) responsible for children while away from the facility did not have a telephone or other means of instant communication available.	
2.	The facility's transportation log did not include all of the requirements.	
3.	Children were not individually fed and supervised during meal times.	
4.	The driver of the vehicle failed to drop the child off at the appropriate location.	
5.	An unscreened individual was left alone with children in care.	
6.	The custodial parent or legal guardian was not provided written notification of the program's disciplinary and expulsion policies.	

<b>Violation Type</b>	
A.	Class I
B.	Class II
C.	Class III



## **Disciplinary Sanctions**

Disciplinary sanctions are outlined in the regulations to ensure consistent enforcement across the state. If a program repeatedly violates the same standard, each time they are found in noncompliance the disciplinary sanctions increase. If a program is found in noncompliance with a licensing standard, one of the following steps may be taken depending on the situation:

- Imposing an administrative fine
  - Converting an annual license to provisional or probationary status
  - Denying, suspending, or revoking a license
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### **Rules and Regulations**

**Florida Statutes:** 402.310

**Florida Administrative Code:** 65C-22.010

**Child Care Facility Handbook:** N/A

**School-Age Child Care Facility Handbook:** N/A



**Key Point:** Disciplinary sanctions are consistently enforced based on the standard violated, the number of times it was violated, and the severity of the violation.



## **Activity: What Is the Consequence?**

Through the Florida Administrative Code, the Department has adopted progressive enforcement to ensure a standard system for disciplinary action when programs violate licensing standards. Using the Standards Classification Summaries (Child Care Facilities) and the Progressive Disciplinary Sanctions Summary, identify the consequence of the noncompliance outlined in each scenario. Read each question and select an answer.

1. During a routine inspection, the ABC Child Care Center had a child who did not have a Florida Certification of Immunization (DH Form 680) form on file within 30 days of enrollment. This is the second time within the past year the provider has been cited for this. In addition to providing technical assistance and documenting the noncompliance on the inspection, what is the consequence?
  - a. No other consequence
  - b. The Department shall fine the provider \$25
  - c. The Department shall fine the provider \$30 per day
  - d. The Department shall fine the provider \$40 per day
  - e. The Department shall fine the provider \$50 per day
2. During a routine inspection, the Sunshine Child Care Center did not change the linens after use by an ill child in the designated isolation area. This is the third time within the past year the provider has been cited for this. In addition to providing technical assistance and documenting the noncompliance on the inspection, what is the consequence?
  - a. No other consequence
  - b. The Department shall fine the provider \$25
  - c. The Department shall fine the provider \$30 per day
  - d. The Department shall fine the provider \$40 per day and put them on probation for six months
  - e. The Department shall fine the provider \$50 per day and suspend their license
3. During a routine inspection, the Panda Child Care Center had electrical outlets without covers in place. This is the second time within the past year the provider has been cited for this. In addition to providing technical assistance and documenting the noncompliance on the inspection, what is the consequence?
  - a. The Department shall include an administrative warning notification on the inspection report
  - b. The Department shall fine the provider \$50
  - c. The Department shall fine the provider \$60 per day
  - d. The Department shall fine the provider \$75 per day and put them on probation for six months
  - e. The Department shall fine the provider \$100 per day and suspend the license



## Penalties

It is a misdemeanor of the first degree for any person to knowingly:

- Fail by false statement, misrepresent, impersonate, or act in a fraudulent means on an application for licensure or employment
  - Operate or attempt to operate a program without being licensed
  - Operate under a license that has been suspended, revoked, or terminated
  - Misrepresent by act or omission to be licensed
  - Make any misrepresentation by act or omission regarding licensure or operation of a child care program to a family member
  - Make any misrepresentation to a licensing authority or representative of a law enforcement agency

It is a felony of the second degree if any misrepresentation to a family member by act or omission is made regarding licensure or operation of a child care program if the child suffers from bodily harm, permanent disfigurement, permanent disability, or death as a result of an intentional act or negligence by child care personnel.

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## **Rules and Regulations**

**Florida Statutes: 402.319**

**Florida Administrative Code:** 65C-22.010

**Child Care Facility Handbook: N/A**

## School-Age Child Care Facility Handbook: N/A



## **Activity: The Inspection**

In order to protect the health and safety of children, programs are inspected to see if they are in compliance with the rules and regulations. For this activity, you are going to be the licensing counselor inspecting a program for compliance. Read each question and choose an answer.

1. During the inspection, you asked to make copies of some of the program records, so Mr. Kind made the copies for you.
  - a. In Compliance
  - b. Out of Compliance
  
2. During the inspection, you asked Mr. Kind about a complaint you received from a parent who said they were not allowed to visit the program during naptime. Mr. Kind explained that was the program's policy because it disturbed the children, but families had access during all other hours the program was open.
  - a. In Compliance
  - b. Out of Compliance



## **Module 5 Summary**

Here is a summary of key points for **Module 5: Enforcement**.

- Each violation of a licensing standard is classified as Class I, II, or III for enforcement purposes.
- Disciplinary sanctions are consistently enforced based on the standard violated, the number of times it was violated, and the severity of the violation.



## **Module 5 Conclusion**

You have achieved this module's learning objective if you can:

- Summarize the Enforcement section

## **Module 6: Professionalism**

### **Overview**

This module will highlight key elements of professionalism in early childhood education.

### **Module Goal**

Participants will review qualities of a child care professional.

### **Learning Objectives**

After successfully completing this module you will be able to:

- Define the elements of being a professional
- Prepare a Professional Development Plan



# MODULE 6 Professionalism

## Participant Guide for Child Care Facility Rules and Regulations



## **What Is a Profession?**

Take a moment to identify three careers that you consider professions. What do these have in common?

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**Key Point:** There are specific requirements that must be met in order to consider a career a profession.

# MODULE 6 Professionalism

## Participant Guide for Child Care Facility Rules and Regulations



## **Reflect, Think, Act: Is Child Care a Profession?**

**Reflect** on a profession that you are familiar with, such as doctor or lawyer. What makes it a profession?

**Think about the requirements of a profession and identify the specifics for early childhood education:**

- Specialized knowledge, skills, and abilities (KSAs)
  - Ongoing training to strengthen KSAs
  - Industry requirements to obtain employment
  - Rules and regulations that govern the career
  - Code of ethical conduct and standards of practice
  - Opportunities to join organizations that support the career

**Act** by identifying which requirements you have completed. Research requirements you are not familiar with so you can continue your growth as an early childhood professional.

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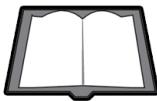
## Maintaining Professionalism

To maintain your professionalism, you should:

- Track changes in laws that affect the profession
- Read and submit information to professional journals, periodicals, and websites
- Join and be active in professional associations
- Attend and teach at conferences, seminars, workshops, and continuing education courses
- Maintain training requirements mandated by law
- Mentor newcomers to the profession
- Accept work assignments that are progressively more responsible
- Sustain one-on-one interaction with peers and colleagues (networking)



**Key Point:** All professionals perform certain activities in order to remain professionals.



## Using the Internet as a Resource

One of the easiest ways you can maintain your professionalism is to visit websites that are devoted to professional child care and early learning. You should make a practice of visiting the Department of Children and Families' Office of Child Care Regulation website frequently.

In addition to the Department's website, you should keep important websites bookmarked so you can access them frequently:

- Florida Office of Early Learning
- Office of Child Care
- Centers for Disease Control and Prevention



**Key Point:** The Internet can be a valuable resource to use to increase your knowledge, skills, and abilities.



# Joining a Professional Organization

Professional organizations provide opportunities to network with others in your field. They provide valuable resources to help with your career. Most organizations offer professional development opportunities, such as webinars or conferences.

## Early childhood professional organizations:

- National Association for the Education of Young Children
  - National Association for Family Child Care
  - National Association for Regulatory Administration
  - National AfterSchool Association
  - Florida Association for the Education of Young Children
  - Florida Association For Child Care Management
  - Florida Family Child Care Home Association
  - Florida Afterschool Network

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**Key Point:** When selecting a professional organization, you should evaluate the membership benefits and choose an organization that meets your professional development needs.



## **Continuing Your Education**

The purpose of continuing education is for professionals to strengthen their knowledge, skills, and abilities related to their careers, as well as to stay current on new research findings and best practices.

In Florida, child care personnel are required to take at least ten hours of annual in-service training. This is a minimum requirement, which means professionals may choose to take more hours.

The Florida Professional Development Registry provides a framework for different levels of education that an early childhood professional might obtain. The purpose of the Registry is to help professionals plan their professional growth. The Florida Early Care and Education Career Pathway and Florida Core Competencies are very helpful in developing a professional development plan.

T.E.A.C.H. is a scholarship program to help child care professionals advance their credentials and degrees in early childhood education. This program is a three-way partnership for the sharing of expenses by the caregiver receiving the scholarship, the sponsoring child care center or family child care home, and T.E.A.C.H. The scholarship covers tuition, books, and other education-related expenses. Individuals who complete the requirements of their scholarship are eligible for bonuses.

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**Key Point:** Professionals must continue their education in order to stay current on trends and issues.



## **Professional Reading**

It is important for professionals to read information about the field. This includes books, journals, articles, or blogs published by experts. Select professional readings that interest you and help round out your skills.



**Key Point:** Professional readings help grow your knowledge, skills, and abilities.



## **Ethical Code of Conduct**

Professional associations usually set ethical standards for their members. For child care professionals, the most widely recognized standard is set by the National Association for the Education of Young Children (NAEYC). It includes core values and a list of acceptable ethical behaviors.

In addition to following an ethical code of conduct from a professional organization, you must demonstrate you are of good moral character through the background screening process.

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**Key Point:** An ethical code of conduct identifies standards of practice to serve the profession.



## Activity: Review the Ethical Code of Conduct

Read the NAEYC Position Statements on Ethical Conduct, answer the following questions, and discuss with your director or co-workers, if possible:

1. Can you adhere to the core values?
  2. Review the ideals and principles under each section. Are there any that surprised you? Provide specific examples of how you can incorporate these into your daily professional life.
  3. Read the Statement of Commitment and identify how you will ensure these core concepts are included in your professional life.

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## **Professional Development Plans**

A Professional Development Plan provides a tool to help individuals identify steps to take to grow and track the progress toward accomplishing their goals.

The elements of a Professional Development Plan are:

- A goal.
  - A list of the credentials and competencies for that career.
  - A list of the knowledge, skills, and abilities you already have.
  - A list of the knowledge, skills, and abilities you need but do not currently have.
  - A list of the barriers to achieving your objectives and your plan for overcoming these barriers.
  - A list of objectives to achieve.
  - A list of steps to take to achieve the objectives.
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**Key Point:** Professional development plans should be carefully developed, written, and reviewed often.



## Activity: Create a Professional Development Plan

Using the framework in this module, create your own professional development plan.

- A goal.
  - A list of the credentials and competencies for that career.
  - A list of the knowledge, skills, and abilities you already have.
  - A list of the knowledge, skills, and abilities you need but do not currently have.
  - A list of the barriers to achieving your objectives and your plan for overcoming these barriers.
  - A list of objectives to achieve.
  - A list of steps to take to achieve the objectives.

Now that you have developed a Professional Development Plan, make sure that you keep it handy and implement it. It helps to share it with another early childhood professional so they can help you achieve your goals.



## **Module 6 Summary**

Here is a summary of key points for **Module 6: Professionalism**.

- There are specific requirements that must be met in order to consider a career a profession.
- All professionals perform certain activities in order to remain professionals.
- The Internet can be a valuable resource to use to increase your knowledge, skills, and abilities.
- When selecting a professional organization, you should evaluate the membership benefits and choose an organization that meets your professional development needs.
- Professionals must continue their education in order to stay current on trends and issues.
- Professional readings help grow your knowledge, skills, and abilities.
- An ethical code of conduct identifies standards of practice to serve the profession.
- Professional development plans should be carefully developed, written, and reviewed often.



## **Module 6 Conclusion**

You have achieved this module's learning objectives if you can:

- Define the elements of being a professional
- Prepare a Professional Development Plan



# Child Care Facility Rules and Regulations Workplace Connection

The following activities are designed to help you transfer the knowledge you gained through this course to the workplace. It is recommended that you complete these activities with the director of your program or an experienced child care professional. If you are not currently working in a child care program, we recommend that you find a program you can observe with a director or operator who is willing to spend some time assisting you with this process.

1. Review your child care program's last three licensing inspections, which can be found on the Department's website. Talk with the program director about the results.
  
  
  
  
2. With the program director, walk around the program and observe the licensing standards outlined in this course to determine if the program is in compliance.
  
  
  
  
3. Review three children's files and the documents within the files. Make sure to check the dates to ensure compliance with the licensing standards.
  
  
  
  
4. Review your own employee file and check for compliance with the licensing standards
  
  
  
  
5. Discuss your professional development with your director or mentor.

**APPENDIX**  
Participant Guide for Child Care Facility Rules and Regulations

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**APPENDIX: NAEYC Code of Ethical Conduct**