

1. General/Direct II. A.

- 1.1/II Child care staff failed to provide direct supervision of children in the ( ) group of children as evidenced by ( ). (Gold Seal 2)
- 1.2/II Child care staff responsible for children in the outdoor play area failed to situate themselves so that all children could be observed as evidenced by ( ). (Gold Seal 2)
- 1.3/I Child care staff responsible for the supervision of school age children were not accountable for the children, even when they were separated from the group as evidenced by ( ).
- 1.4/II Child care staff lost track/were unaware of a ( ) year old child in the bathroom; the child was observed ( ). (Gold Seal 2)
- 1.5/I The licensing specialist observed ( ) while caring for children. The licensing specialist was in the classroom approximately ( ) minutes before the staff person awoke/returned.
- 1.6/I Child care staff failed to keep a child, who was placed in isolation for illness, within direct supervision, as evidenced by ( ). (Gold Seal 2)
- 1.7/II The children's center did not provide an additional adult on a field trip away from the children's center as evidenced by ( ). (Gold Seal 2)
- 1.8/I (S) A child was unknowingly left behind in a vehicle, a children's center or on a field trip as evidenced by ( ).
- 1.9/I (S) A child was not adequately supervised and left the children's center without staff awareness as evidenced by ( ).
- 1.10/I During evening child care hours, staff did not stay awake at all times. (Gold Seal 2)
- 1.11/II There was not an additional person beyond the required adult-child ratio during evening hours to assist in providing direct supervision.
- 1.12/II The licensing specialist observed the following in the ( ) area: children were ( ). The staff member responsible for the children was ( ).
- 1.13/I(S) One or more children were not adequately supervised in that ( ), which posed an imminent threat to a child, or could or did result in death or serious harm to the health, safety or well-being of a child.
- 1.14/II One or more children were not adequately supervised in that ( ), which was anticipated as posing a threat to the health, safety or well being of a child, but the threat was not imminent. (Gold Seal 2)
- 1.15/I(S) A child was left unattended in the vehicle without staff awareness when returning from a field trip.
- 1.16/II A staff member regularly worked more than 8 hours in a 24 hour period. ( ).
2. Infants Separate: II.A.
- 2.1/II Infants were observed combined with children two years of age and older as evidence by ( ).
3. Staff Member in Charge/Teacher in Charge (SMIC/TIC): II. A.
- 3.1/II A staff member qualified to be in charge was not on the premises during ( ).

- 4.1/II 4. Emergency Person II. A.  
There was no second person on the premises available for emergency purposes as evidenced by ( ).
- 5.1/II 5. Authorized Release II. A.  
A child was released to a person who had not been authorized by the custodial parents or guardian(s) as evidenced by ( ). (Gold Seal 2)
- 6.1/II 6. Adult-Child Ratio: II. B.  
The adult-child ratio was not met. There was/were ( ) staff supervising ( ) children. ( ). (Gold Seal 2)
- 6.2/II A child care staff under 18 years old was observed responsible for the direct supervision of children as evidenced by ( ). (Gold Seal 3)
- 7.1/II 7. Infant Group Size II.C.  
The maximum group size of 6 infants for ages 2 months to 1 year was exceeded, in that a group of ( ) infants were observed. ( ).
- 7.2/II The maximum group size of 10 infants for ages 1 year to 2 years old was exceed, in that a group of ( ) infants were observed. ( ).
- 8.1/I 8. Swimming Pool/Areas: II. D., E.  
The swimming pool was not enclosed by a fence or wall a minimum of six (6) feet high as evidenced by ( ).
- 8.2/I The swimming pool was not adequately enclosed as evidenced by a gate that was unlocked.
- 8.3/II Children under 3 years of age were permitted in the pool area located at the center as evidenced by ( ).
- 8.4/I Children participated in a water activity in the center's pool area and no person with (current life guard) and (swimming instructor) certificate was present. ( ).
- 8.5/I There was no adult lookout on the deck to provide direct supervision of children in the pool area.
- 8.6/II The adult-child ratio was not met. There were ( ) staff for ( ) children ages ( ) in the pool area ( ).
- 8.8/I (S) When children used a swimming pool that exceeded 3 feet in depth or a beach or lake area, there was no person with lifeguard certification or equivalent present and on duty.

### Child Discipline III.

- 9.1/I (S) 9. Disciplinary Practices III.  
The child care staff, ( ), subjected children to discipline which was severe, humiliating, or frightening, as evidenced by ( ).
- 9.2/I (S) The child care staff, ( ), used a form of discipline associated with food, rest or toileting, as evidenced by ( ).
- 9.3/II The staff of the children's center failed to ensure the use of age appropriate, constructive disciplinary practices as evidenced by the use of ( ). (Gold Seal 2)
- 9.4/I The discipline methods of the children's center staff included physical punishment as evidenced by ( ). (Gold Seal 2)
- 9.5/III A copy of a changed discipline policy was not available or submitted for review by the Child Care Licensing Program. (Gold Seal 3)

### Reporting Child Abuse and Neglect IV.

- 10.1/I (S) 10. Mandatory Reports IV. A.B.C  
Children's center staff committed an act or omission that meets the definition of child abuse as

evidenced by ( ). -2-

10.2/I (S) Child center staff failed to immediately report suspicions of abuse, abandonment or neglect to the Department of Children and Family Services' central abuse hotline.

10.4/III Knowledge of an open abuse investigation involving the children's center was not reported to the Child Care Licensing Program within 24 hours or the next day.

#### Personnel I; Records V. A.

##### General Qualifications

##### 11. General Qualifications/Level II Screening/Background Screening

11.1/I (S) An unscreened individual was left alone to supervise children in care.

11.2/I (S) An individual, ( ), found guilty of a disqualifying offense was employed at the children's center and the owner/operator failed to take action.

11.3/III See the Personnel Records Summary for ( ) Child Care staff who did not have an employment application on file. (Gold Seal 3)

11.4/III See the Personnel Records Summary for ( ) Child Care staff who did not have a date of employment or position. (Gold Seal 3)

11.5/III See the Personnel Records Summary for ( ) Child Care staff who did not have a completely signed Acknowledgement Form. (Gold Seal 3)

11.6/III See the Personnel Records Summary ( ) Child Care staff with an expired Acknowledgement Form. Required Form C-0018 (3/10). (Gold Seal 3)

11.7/II See the Personnel Records Summary for ( ) Child Care staff where documentation of Level II Background screening was missing. (Gold Seal 2)

11.14/II See the Personnel Records Summary for ( ) Child Care staff whose verifications of employment history for the past 2 years was not on file. (Gold Seal 2)

11.15/II See the Personnel Records Summary for ( ) Child Care staff whose background screening was not completed within 5 years after the initial screening was conducted. (Gold Seal 2)

11.16/II See the Personnel Records Summary for ( ) Child Care staff who had no proof that a local background check had been conducted in their personnel file.

11.18/II See the Personnel Records Summary for ( ) Child Care staff whose local background screening was not completed within 5 years after the initial screening.

11.19/II See the Personnel Records Summary for ( ) Child Enrichment Provider who was missing Level II screening. (Gold Seal 2)

11.20/II See the Personnel Records Summary for the Child Enrichment Provider who did not meet the screening requirements prior to providing services. (Gold Seal 2)

11.21/II See Personnel Records Summary for child care staff with an Affidavit of Good Moral Character that was not completed on or before first date of employment.( ).

11.22/II See Personnel Records Summary for child care staff with an Affidavit of Good Moral Character that was on file, but was incorrect or incomplete. ( ).

11.23/III See Personnel Records Summary for child care staff with an Acknowledgement Form that was not completed on or before first date of employment. ( ).

Education/Credentials; Training, Requirements/Facility Records

12. Education, Training and Other Personnel Records I.B., C. and V.A.

- 12.1/III See the Personnel Records Summary for ( ) Child Care staff without proof of a high school diploma or GED equivalent.
- 12.3/III See the Personnel Records Summary for ( ) Child Care staff who have not completed the 40-clock hour training requirement. (Gold Seal 3)
- 12.4/III See the Personnel Records Summary for ( ) Child Care staff who do not have documentation of completion of a five hour early literacy and language development of children birth through five course, for staff employed for at least 12 months. (Gold Seal 3)
- 12.5/III See the Personnel Records Summary for ( ) Child Care staff who completed their 40 clock hour training, but not within 15 months of entering the child care industry. (Gold Seal 3)
- 12.8/III See the Personnel Records Summary for ( ) Child Care staff who did not have documentation to show a start date in the introductory course in child care within 90 days of employment in the child care industry. (Gold Seal 3)
- 12.9/III See the Personnel Records Summary for ( ) Child Care staff who did not attend the entire Department of Children and Family Services' specialized training course, Infant and Toddler Appropriate Practices, Within 90 days of employment in the infant room.
- 12.11/III See the Personnel Records Summary for ( ) Child Care Staff who did not complete the 10 hours of in-service training for the previous fiscal year beginning July 1 and ending June 30. (Gold Seal 3)
- 12.12/III Documentation of in-service training was not done on from C-0108 Child Care In-Service Training Record. (Gold Seal 3)
- 12.2/III The children's center did not have documentation, training transcript, of the required training. (Gold Seal 3)
- 12.6/III By October 1, 2010, training was not documented on the child care training transcript for child care personnel. (Gold Seal 3)
- 12.7/III A foster grandparent working at the children's center failed to complete the required training. Gold Seal 3)
- 12.10/III A Volunteer Affidavit was not on file for the volunteer(s) on the Personnel Records Summary (Gold Seal 3)
- 12.13/III A Volunteer Affidavit was not completed on the first day of volunteering for the volunteer(s) on the Personnel Records Summary. (Gold Seal 3)
- 12.14/III Child care personnel in compliance with school-age training requirements did not complete all children's center training requirements within 120 days of employment at a children's center.
- 12.15/III School-age personnel in compliance with children's center training requirements did not complete all school-age training requirements within 120 days of employment at a school age center.

13. Staff Credential: I.B.

- 13.1/III The number of credentialed staff did not meet requirements, in that the children's center was required to have at least ( ) credentialed staff but had ( ) staff who met qualifications for current staff credentials. (Gold Seal 3)

13.3/III The file of a staff member counted in the staff credential requirement did not contain a CF-FSP Form 5206 or a training transcript. (Gold Seal 3)

#### 14. Director Credential I.B.

14.1/III The director did not have a Director Credential certificate. (Gold Seal 2)

14.5/III The staff designated to be in charge in the absence of the director did not meet the following requirements: ( ). (Gold Seal 3)

14.2/III The director was not on site a majority of the hours of operation as evidenced by ( ). (Gold Seal 3)

14.6/III The Director Credential was not posted.

14.3/III The person with the Director Credential does not meet the definition of the director because that individual is not responsible for the daily operation of the program. (Gold Seal 2)

14.4/III The children's center owner failed to notify the Child Care Licensing Program within 5 working days of when the children's center lost their credentialed director or when there was a change in director. (Gold Seal 3)

14.7/III The Director Credential for the designated director, ( ), expired on ( ).

#### Records V. A.

#### 15. Records Available

15.1/III The children's center did not have required records available on site during the hours of operation for review by Child Care Licensing Program staff as evidenced by ( ). (Gold Seal 3)

15.2/I(S) Child care personnel misrepresented information, impersonated, or provided fraudulent information related to the children's center to a parent/guardian, Child Care Licensing Program or law enforcement.

#### 16. Children's Records

16.1/III See Children's Records Summary for ( ) records missing the required Child Enrollment Form. (Gold Seal 3)

16.2/III See Children's Records Summary for ( ) records with incomplete information. (Gold Seal 3)

16.5/II See Children's Records Summary for ( ) records with expired or incomplete Emergency Medical Release forms.

16.6/III See Children's Records Summary for ( ) records with missing Student Health Examination Forms. (Gold Seal 3)

16.7/III See Children's Records Summary for ( ) records with incomplete Student Health Examination Forms. (Gold Seal 3)

16.8/III See Children's Records Summary for ( ) records with expired Student Health Examination Forms. (Gold Seal 3)

16.20/III See Children's Records Summary for ( ) records with missing or expired DH680 Immunization Forms. (Gold Seal 3)

16.22/III See Children's Records Summary for ( ) records with incomplete immunization records that did not document required vaccinations, signature of the physical, date of the immunizations or expiration date. (Gold Seal 3)

16.21/III See Children's Records Summary for ( ) records with DH681 Religious Exemption from Immunization form that is missing or incomplete. (Gold Seal 3)

16.4/III The parents of children enrolled were not provided information detailing the causes, symptoms, and transmission of the influenza virus. (Gold Seal 3)

16.3/III The children's center did not have written consent before a child participated in activities conducted by the child enrichment service provider. (Gold Seal 3)

17. Daily Attendance/Center Closing Log: V.A.

17.1/II Staff did not record complete and accurate attendance records to included child's first and last name, time in and out, and date. ( ). (Gold Seal 3)

17.7/III Attendance in the classroom for ( ) year old children was not recorded for the date, ( ). The number of children present was ( ). (Gold Seal 3)

17.2/III The children's center did not maintain attendance records for one year.

17.3/II The attendance record was not with the staff and a group of ( ) children located ( ).

17.5/II Child care staff failed to sign/date a log verifying that all children had left the premises as evidenced by ( ).

17.6/II Staff failed to verify attendance accuracy at transitions. ( ).

17.4/II The children's center operator/staff failed to possess a current attendance record during a fire drill, emergency preparedness drill or an actual emergency. (Gold Seal 2)

Medication: V. A.

18.1/II Prescription/non-prescription medication, ( ), brought to the children's center was not in the original container.(Gold Seal 3)

18.2/II Prescription medication, ( ), brought to the children's center was not adequately labeled, in that labeling did not include information as follows: the name of a physician, child's name, name of the medication, and medication directions. (Gold Seal 3)

18.6/II Medication did not have child resistant caps, if applicable and was not stored in a locked area or placed out of reach of children. (Gold Seal 2)

18.8/II The written medication record did not include the following information: the child's name, the name of the medication, date, time amount of dosage to be given, and signature of the custodial parent or legal guardian (Gold Seal 3)

18.12/III The children's center did not maintain a written record of medication dispensed for a minimum of one year.

18.15/II The licensing specialist observed medication, ( ), within reach of a child.

18.5/III Medication which had expired or was no longer being given remained at the children's center. (Gold Seal 3)

18.14/II The written medication record was not signed by the staff of the children's center who administered the medication. (Gold Seal 3)

18.3/I (S) A prescription/non-prescription medication, ( ), was not dispensed according to written directions on the prescription label or printed manufacturer's label as evidenced by ( ).

18.4/III Medication that was available with child resistant caps was observed without such caps.(Gold Seal 3)

18.9/II The children's center was notified of allergies to medication and failed to share the information with staff, put it in the child's file or post it with stored medication. (Gold Seal 2)

18.7/I(S) A child was given the wrong medication in that ( ).

18.10/III The facility did not obtain authorization prior to administering emergency non-prescription medication Gold Seal 3)

- 18.11/II The facility did not contact a parent or legal guardian on the date of occurrence after dispensing emergency non-prescription medication. (Gold Seal 2)
- 18.13/II The facility did not contact emergency medical personnel prior to administering emergency non-prescription medication that was not supplied by the parent or legal guardian.
19. License Posted V. A.
- 19.1/III The official license of the children's center was not prominently displayed. (Gold Seal 3)
20. Administrative Fine Posted: V. A.
- 20.1/III The children's center did not post the following information with the license:  
The administrative fine(s) for a violation and a description of the corrective action for each administrative fine. (Gold Seal 3)
21. Accidents/Incidents V. A.
- 21.3/III The children's center failed to document accidents/incidents on the day of occurrence. (Gold Seal 3)
- 21.7/III The accidents and incidents records of the children's center were not maintained for one year. (Gold Seal 3)
- 21.5/III The accidents/incidents documentation of the children's center, dated ( ), did not include the following information: the name of the affected party, date and time of occurrence, description of occurrence, actions taken and by whom, signatures of children's center staff and parent signature. (Gold Seal 3)
- 21.1/II The children's center failed to provide a copy of the accident or incident report to the individual authorized to pick up the child on the date of occurrence. (Gold Seal 2)
- 21.2/III The children's center failed to obtain the signature of the individual authorized to pick up the child on the date of occurrence on the accident or incident report. (Gold Seal 3)
22. Posted/Appropriate Activities: V. A.
- 22.3/III The plan of scheduled activities was not posted. (Gold Seal 3)
- 22.7/III The written plan of activities for the ( ) group of children did not meet the needs of children for a balance of quiet and active play, both indoors and outdoors as evidenced by ( ). (Gold Seal 3)
- 22.2/III The posted schedule activities for the ( ) group of children did not reflect the daily routine as evidenced by ( ). (Gold Seal 3)
- 22.4/III The plan of activities for the ( ) group of children did not promote the children's emotional, social, intellectual, and physical growth, in that ( ). (Gold Seal 3)
- 22.5/III The children's center's plan of activities did not include appropriate physical activity or gross motor activities. (Gold Seal 3)
- 22.8/III The schedule for evening care did not include bedtime routines and person hygiene routines.
23. Written Plan (Infants) V. A.
- 23.1/III The children's center had no written plan for the care of infants. ( ).
- 23.2/III The children's center did not adjust the individualized written plan as the infant's developmental needs changed as evidenced by ( ).
- 23.3/III The children's center did not have an individualized written plan available for each infant up to 1 year of age; ( ) infants were without a plan.
- 23.4/III Although the children's center had the written plan(s) for infants as required the plan was not followed as evidenced by ( ).

23.5/III The written plan(s) of the children's center did not have a balance of quiet and active experiences, in that ( ).

#### 24. Written Report (Infants) V. A.

24.1/III The daily written report for infants was not accessible to parents ( ).

24.2/III The daily written report for infants did not include the following information: ( ). -7-

24.3/III The children's center did not complete a daily written report for infants that was accessible to parents and included information concerning nutritional intake and times of meals, bowel movements, naps and changes in behavior

#### 25. Field Trips V. A.

25.1/III The children's center did not advise parents in advance of a field trip. (Gold Seal 3)

25.2/III The date, time, and location of the field trip was not posted in a conspicuous location at least two working days prior to the trip. (Gold Seal 3)

25.3/II The children's center did not obtain either general or individual written parental permission for a field trip. (Gold Seal 3)

25.4/III The children's center did not maintain documentation of parental permission for a minimum of one year from the date of each field trip. Keep documentation of permission as required. (Gold Seal 3)

25.5/III The operator/staff did not have emergency contact information for the children on a field trip. (Gold Seal 3)

25.6/III The operator/staff failed to have emergency medical consent forms for the children on the field trip. (Gold Seal 3)

#### 26. Emergency Plan/Diagram Posted V. A.

26.2/III The children's center failed to post an evacuation diagram for emergencies in ( ) classroom(s). (Gold Seal 3)

26.3/III Child care staff were unaware of the emergency plans to provide for the safety of the children. (Gold Seal 3)

26.4/III The emergency evacuation diagram(s) of the children's center did not state the location of children's emergency records.

#### Physical Environment VI

##### 27. Fire Inspection VI.B.

27.1/II The children's center had no proof of an approved annual fire inspection. Inspection was required as of ( ). (Gold Seal 3)

##### 28. Telephone VI. B.

28.1/III Staff did not have immediate access to an operable corded telephone in the children's center. (Gold Seal 3)

28.2/II The corded telephone of the children's center was not in service. ( ). (Gold Seal 2)

##### 29. Fire Drills. VI. B.

29.2/II The children's center had not conducted a fire drill for the month(s) of ( ). (Gold Seal 2)

29.1/III The children's center failed to maintain a written record of monthly fire drills; there was no record that a fire drill had been conducted for the month(s) of ( ) which included the following information: dates of the fire drills, number of children in attendance, and the time taken to evacuate the premises. (Gold Seal 3)

29.3/III The center operator did not maintain the record of drills for a minimum of one year. (Gold Seal 3)

29.7/III The fire drill record could not be located during the visit. (Gold Seal 3)

29.8/III Fire drills were not practiced at varying times monthly as evidenced by ( ).

- 29.9/II The classroom for teen parenting program did not have an outdoor exit and the schedule listing the parents who were scheduled for classes was not posted..
- 29.10/II The number of parents present (tpp program) for evacuating the building was insufficient to meet the required adult/child ratio: ( ) persons were required and ( ) persons were present.
- 29.4/II Fire drills were not conducted and/or did not include one drill during napping/sleeping times, one drill using alternate evacuation routes, or one in the presence of the Child Care Licensing Program. (Gold Seal 2)
- 29.5/III A written record of fire drills was not completed and/or did not include one drill during napping/sleeping times, one drill using alternate evacuation routes, or one in the presence of the Child Care Licensing Program. (Gold Seal 3)
- 29.6/II All adults and children failed to evacuate the children's center when the fire alarm was activated. (Gold Seal 2)
- Indoor Play Space
30. Square Footage (Indoor) VI. C.
- 30.1/II The minimum of 25 square feet of usable floor space for each child was not met by this children's center which held a valid license on October 1, 1992. The ( ) room has a capacity of ( ) based on 25 square feet per child, and ( ) children were observed in this classroom. (Gold Seal 2)
- 30.2/II The minimum of 35 square feet of usable floor space for each child was not met by this children's center which was licensed after October 1, 1992, or had a one year old children's classroom. The ( ) room has a capacity of ( ) children based on 35 square feet per child, and ( ) children/infants were observed in the classroom. (Gold Seal 2)
- 30.3/III The children's center did not provide a space for infants that was available for floor play. (Gold Seal 3)
- 30.4/III The room capacity for the group of ( ) INFANTS is based on 50 square feet per child as required for initial licensure after January 1, 1993. The room capacity was exceeded.
- 30.5/III The open play space for infants in the ( ) area was insufficient for the developmental needs of the infants in care as evidenced by ( ).
- 30.6/III The children's center failed to maintain square foot per child during a non-routine special event in a common or multi-purpose area in accordance with the local fire authority. (Gold Seal 3)
- 30.7/II The children's center did not have the required usable floor space available per child in the ( ) area. (Gold Seal 2)
31. Separate Room (Infants) VI.C.
- 31.1/III The ( ) infant group was not provided a separate classroom with floor to ceiling walls. ( ).
- 31.2/III Staff in the ( ) infant classroom failed to keep a door closed that lead to ( ).
32. Outdoor Exit (Infants) VI. C.
- 32.1/II A room used for the care of infants did no have an exit opening directly to the outdoors. ( ).
33. Diapering Area (Infants) VI. C.
- 33.1/II An infant room did not include a diapering area/diapering area did not contain a handwashing sink; infants were taken to a diapering area outside of the room. (Gold Seal 3)
- 33.3/III The hand washing sink in the ( ) does not have hot/cold running water. ( ). (Gold Seal 3)
- 33.2/II The hot water at the hand-washing sink in the ( ) exceeded 110 degrees Fahrenheit. ( ).
- 34 Lighting VI. C.
- 34.1/III Lighting in the ( ) was not adequate, in that ( ). Ensure that all rooms at all times have a minimum of 20 foot candles of light. (Gold Seal 3)

- 34.2/II Lighting was insufficient to visually observe and supervise children, including at naptime. (Gold Seal 3)
- 34.3/III All reading, painting, and other close work areas did not have lighting equivalent to 50 foot candles. (Gold Seal 3)
35. Temperature and Ventilation VI.C.
- 35.1/III The required inside temperature of 65 degrees to 82 degrees F. was not maintained at all times in that ( ). (Gold Seal 3)
- 35.2/III All rooms in the children's center were not adequately ventilated in that they ( ). (Gold Seal 3)
- 35.3/III Heavy cleaning of the room took place while children were in the room. (Gold Seal 3)
36. Clean Good Repair (Indoor Play Space) VI. C.
- 36.1/III The classroom(s) was/were not cleaned as evidenced by ( ). (Gold Seal 3)
- 36.2/II Evidence of bugs/rodents was observed in the ( ).(Gold Seal 3)
- 36.3/III An area of the children's center was observed to not be in good repair: torn/unsanitary carpets/wood deterioration/plaster crumbling/door handles broken/dirty or loose tiles, ( ).(Gold Seal 3)
- 36.4/II Broken glass within children's reach/broken or missing floorboards/holes in walls/peeling paint/strong chemical odor in room with children were observed.
- 36.5/II Furnishings, equipment or plumbing were not clean and maintained in good repair, which posed a threat to the health, safety or well-being of the children in care. (Gold Seal 2)
- 36.6/II Fire hazard, such as ( ), was observed in the children's center. (Gold Seal 2)

#### Outdoor Play Space

#### 37. Square Footage (Outdoor) VI. D.

- 37.1/III The outdoor play space at the children's center, calculated at 90 square feet per child, allowed ( ) children to use the space at one time, but ( ) children were observed in the play area. (Gold Seal 2)
- 37.2/II The outdoor play space at the children's center for infants through 4 months of age, calculated at 45 square feet per child, allowed ( ) infants to use the space at one time but ( ) infants were observed in the play area.
38. Clean/Free of Hazards (Outdoor Play Space): VI. D.
- 38.1/III Debris, ( ), was found on the playground. ( ). (Gold Seal 3)
- 38.2/II The outdoor play area was not clean (broken glass/broken or missing floor boards/deck boards/cigarette butts/evidence of vermin). (Gold Seal 3)
- 38.4/II The children's center outdoor play area was observed to pose a threat to the health, safety or well-being of the children due to the presence of standing water. (Gold Seal 2)
- 38.5/II The children's center outdoor play area was observed to pose a threat to the health, safety or well-being of the children due to the presence of overgrown weeds.(Gold Seal 2)
- 38.6/II The children's center outdoor play area was observed to pose a threat to the health, safety or well-being of the children due to the presence of a tripping hazard. (Gold Seal 2)
- 38.7/II The children's center outdoor play area was observed to pose a threat to the health, safety or well-being of the children due to the presence of active ant mounds. (Gold Seal 2)
- 38.8/II The children's center outdoor play area was observed to pose a threat to the health, safety or well-being of the children due to the presence of dead tree limbs or sharp branches at children's eye level. (Gold Seal 2)
- 38.9/II The children's center's outdoor play areas was observed to pose a threat to the health, safety or well-being of the children due to the presence of ( ). (Gold Seal 2)

39. Resilient Surface: VI. D.

39.1/II The children's center does not have adequate ground cover, ( ), or other protective surface under the ( ) to adequately reduce the incidence of injuries to children in the event of falls. (Gold Seal 2) -

40. Adequate Fencing: VI. D.

40.1/II The outdoor play space was not enclosed with fencing or walls a minimum of four feet high as evidenced by ( ). (Gold Seal 2)

40.2/I (S) The outdoor play area of the children's center was inadequately fenced to prevent children's access to a water hazard, a ( ). The fence was in disrepair as evidenced by ( ).

40.3/II The outdoor play area of the children's center was not adequately fenced, in that a gate on the playground was not secured while children were on the playground. ( ). (Gold Seal 2)

40.4/I The outdoor play area was not adequately fenced in that it had gaps that could allow children to exit the outdoor play area as evidenced by ( ). (Gold Seal 2)

40.5/I Fencing for the outdoor play area of the children's center had sharp edges that were exposed/was not at ground level and could allow access by children or animals or allow children to exit the play area. (Gold Seal 2)

40.6/II The children's center did not provide a separate fenced play area for infants under 2 years of age.

40.7/I The children's center was using an outdoor play area for infants that was not fenced.

40.8/III The school age center did not have an additional staff member present in the unfenced outdoor play area used for school age children. There were ( ) school age children with only ( ) staff member(s) in the outdoor play area..

40.9/II The fence in the outdoor play area had a dirt buildup at the base, causing the fence to be less than the minimum 4 feet in height, and could allow children to exit the play area. (Gold Seal 3)

41. Sun/Shade VI.D.

41.1/III No Shade Available

Comments – The children's center had no shade available on the outdoor play area. ( ). Provide a shaded area. (Gold Seal 3)

Napping Space

42. Napping Space VI. E.

42.1/III During napping, the minimum spacing of two feet between cot/cribs used by children was not provided for. ( ) (Gold Seal 3)

42.2/II The nap/sleep space was under furniture or against furniture that created a hazard. (Gold Seal 2)

43. Exits Clear VI. E.

43.1/I The exit area in ( ) was blocked off and inaccessible in an emergency. (Gold Seal 2)

43.2/II Exit areas were not clear in accordance with fire safety regulations. (Gold Seal 3)

44.SIDS Positioning (Infants)

44.1/II A young infant, not capable of rolling over, was not positioned on his/her back for napping to reduce the risk of Sudden Infant Death Syndrome (SIDS)., and an alternative position was not authorized by a physician, as evidenced by ( ). (Gold Seal 3)

Bathroom Facilities

45. Accessible/Operable VI. F.

45.1/III Toilets/sinks were not easily accessible and at a height usable by the children. (Gold Seal 3)

45.2/III Toilets/sinks were not usable because they were not maintained in working order.(Gold Seal 3)

46. Number/Location (Bathrooms) VI. F. -11-

- 46.1/III The children's center did not provide at least 1 sink/1 toilet for every 18 children. There were ( ) sinks and ( ) toilets available for use. ( ). (Gold Seal 3)
- 46.2/III Toilet facilities in the ( ) area opened directly into an area where food was prepared. ( ). (Gold Seal 3)
- 46.3/III The children's center had neither a portable or permanent bath facility available for bathing children. (Gold Seal 3)
- 46.4/II A bathroom adjoining an infant room was shared with preschool children.
- 46.5/III The school age center did not provide the required number of sinks/toilets, in that two sinks and two toilets are needed for the first 30 children and on additional sink and toilet for every thirty children thereafter; ( ) sinks/toilets were needed and the school age center had only ( ) sinks and ( ) toilets. (Gold Seal 3)
47. Bathroom Supplies VI.F.
- 47.1/III Running water was not available in the ( ) handwashing area. (Gold Seal 3)
- 47.2/III Toilet paper was not available in the toileting area. (Gold Seal 3)
- 47.3/III Disposable towels or hand drying machines were not available in the ( ) handwashing area. (Gold Seal 3)
- 47.4/III Soap was not available in the ( ) handwashing area. (Gold Seal 3)
- 47.5/III A trash receptacle was not available in the ( ) handwashing area. (Gold Seal 3)
48. Cleaned/Sanitized (Bathroom) VI.F.
- 48.1/III The children's center had no system in place for ensuring that basins and toilets were cleaned and sanitized **and**/or disinfected as needed and at least daily. (Gold Seal 3)
- 48.2/II The children's center did not adequately keep the toilet and bath facilities used by the children clean and/or sanitized or disintected posing a threat to the health, safety or well-being of the children. (Gold Seal 2)
- 48.3/III Potty chairs were not cleaned and sanitized after each use. ( ). (Gold Seal 3)
- 48.4/II The cleaning and sanitizing of potty chairs did not take place between use by different children, posing a threat to the health, safety or well-being of the children. (Gold Seal 2)
- Outdoor Equipment
49. Quantity/Appropriate (Outdoor Equipment) VI. G.
- 49.1/III The children's center did not have enough equipment for the number of children on the playground as evidenced by ( ).
- 49.2/III The children's center did not provide age appropriate/developmentally appropriate outdoor equipment for the ( ) age group, in that ( ). (Gold Seal 3)
50. Maintained/Safe (Outdoor Equipment) VI.G.
- 50.1/III The frame of the ( ) was not securely anchored to the ground. (Gold Seal 3)
- 50.2/III Playground equipment that is stationary by design did not have ground cover that is resilient under the equipment. (Gold Seal 3)
- 50.3/II The play equipment ( ), was not safe for the children to use in that ( ). (Gold Seal 2)
- 50.4/II Sharp edges were exposed on the ( ). (Gold Seal 2)
- 50.5/II Standing water was found in, equipment ( ), on the playground. (Gold Seal 3)

- 50.6/III The placement of ( ) did not allow for adequate distance/clearance from other equipment or children in the area. (Gold Seal 3)
- 50.7/III There was no documentation, maintained for one year, that routine inspections were conducted at least every other month of all supports, above and below the ground, all connectors, and moving parts. (Gold Seal 3)

### Indoor Equipment

#### 51. Quantity/Appropriate

- 51.1/III Toys/equipment/furnishings as follows were not age/developmentally appropriate for the ( ) age group: ( ). (Gold Seal 3)

- 51.2/III The quantity of toys, equipment and/or furnishings suitable to each child's age and development was inadequate for the number of children in care in that there was not enough art, music, creative expression materials/science and math materials/shelving available/children's storage space available/easel available/tables and chairs/home living accessories/construction and play materials/early literacy and language materials/school age materials. (Gold Seal 3)

- 51.3/III Materials did not reflect diversity in a representative and respectful manner as evidenced by ( ).

- 51.4/III The children's center lacked suitable/an adequate amount of infant toys. Provide suitable toys such as mobiles, soft toys, push/pull toys, mirrors, books, dolls and blocks.

#### 52. Maintained/Safe

- 52.1/III Toys/equipment/or furnishings were not safe in that ( ). (Gold Seal 3)

- 52.2/II Toys/equipment/or furnishing, were dirty/inoperable/not safe and posed a threat to the health, safety or well-being of the children in care in that they ( ). (Gold Seal 2)

#### 53. Napping Equipment

- 53.1/III Bedding in the ( ) area was not stored in a sanitary manner as evidenced by cot sheets touching when stored. (Gold Seal 3)

- 53.2/II Cots appeared to be dirty, and posed a threat to the health, safety and/or well-being of children. (Gold Seal 2)

- 53.3/III The children's center did not have an adequate number of cots/cribs for the children in care; ( ) cots/cribs were available and ( ) were needed. (Gold Seal 3)

- 53.4/II Cots in use need repair in that observations as follows were made: ( ). (Gold Seal 2)

- 53.5/III The cot sheets were not secured to cot(s) as evidenced by the ( ) in the classroom of ( ) year old children supervised by ( ).

- 53.6/III Sheets are not laundered at least weekly ( ). (Gold Seal 3)

- 53.7/II Infants less than 1 year old were not provided an individually assigned crib. The children's center had ( ) cribs and ( ) cribs were needed ((Gold Seal 3)

- 53.8/II Crib slats measured more than 2 3/8 inches apart on ( ) cribs.(Gold Seal 2)

- 53.9/II An occupied crib was observed with the crib sides down. (Gold Seal 2)

- 53.10/III The children's center had no system for sanitizing cribs/mattresses. (Gold Seal 3)

- 53.11/III The crib mattress for ( ) cribs was not protected by a cloth sheet/plastic covering.

- 53.12/III The latching device on ( ) cribs was broken and the crib sides could not be adequately secured. (Gold Seal 2)

- 53.13/III Pillows or other soft items were observed under a sleeping infant.

- 53.14/III Bedding for children was not cleaned and/or sanitized or disinfected. (Gold Seal 3) -13-

#### 54. Infant Toys/Equipment Cleaned/Sanitized Daily VI. H.

- 54.1/III Infant toys were not appropriately cleaned and sanitized daily using soapy water and a sanitizer. ( ).
- 54.2/III There was no labeled container provided for storage of dirty toys and play materials. ( ).

#### 55. Isolation Area

- 55.1/III The children's center did not have a designated isolation area. (Gold Seal 3)
- 55.2/III The children's center's isolation area was not adequately heated or ventilated. (Gold Seal 3)
- 55.3/III The children's center's isolation area did not have a bed, cot or mat. (Gold Seal 3)
- 55.4/III Linens were not changed after each use/and or items were not kept in a closed container until they could be laundered. (Gold Seal 3)

### SAFETY, HEALTH AND SANITATION VII; FOOD AND NUTRITION IX B.

#### General Requirements

#### 56. Health Inspection(s)

- 56.1/II The children's center did not have proof of a current approved annual health food/facility inspection. The annual health food/facility inspection expired on ( ).

#### 57. Premises Free of Health and Safety Hazards

- 57.1/II An area of the children's center was observed to be a serious health hazard to children in care. (Gold Seal 2)
- 57.2/II An area of the children's center was observed to be a serious safety hazard to children in care. (Gold Seal 2)
- 57.3/III A safety deficiency having a low or no potential for harm to the children in care was observed. (Gold Seal 3)
- 57.4/III A health deficiency having a low or no potential for harm to children in care was observed. (Gold Seal 3)
- 57.5/I Children were released from a program due to significant violations(s) that posed an immediate threat to the health and safety of children, and they returned before approval of the Child Care Licensing Program.

#### 58. Pest Control VII. A.

- 58.1/II Rodent droppings were observed around the baseboard in the ( ) classroom.
- 58.2/II Live/dead roaches were observed in ( ).
- 58.3/III Roach dropping/egg casings were observed in the ( ).
- 58.4/II Pest control occurred while rooms were occupied by children ( ).

#### 59. Screens

- 59.1/III An open ( ) was not screened. Ensure that open windows and doors are adequately screened to prevent entrance of insects and rodents. (Gold Seal 3)
- 59.2/III A screen in an open window ( ) had holes/rips/tears. Repair or replace the screen. (Gold Seal 3)

#### 60. Toxic Hazardous Materials

- 60.7/III Cleaning solutions not in their original container did not have contents identified on the container.
- 60.8/II Knives/sharp tools were observed within the reach of children as they were stored ( ). (Gold Seal 2)
- 60.9/II Harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials were easily accessible to children in care as they were in reach. (Gold Seal 2)
- 60.10/II The children's center's storage of harmful items including cleaning supplies, flammable products, poisonous, toxic and hazardous materials, including in unlocked sheds, low cabinets, unlocked -14-

drawers, allowed access by children in care as they were not out of reach. (Gold Seal 2)

60.13/II A toxic substance was accessible to children.

60.14/II A hazardous material was accessible to children.

60.15/II A flammable material was accessible to children.

60.16/II A cleaning supply was accessible to children.

60.12/II Adult scissors were observed within reach of children. (Gold Seal 2)

**61. Animals Immunized/Parents Notified: VII.A.**

61.1/II The children's center had no documentation of immunization for an animal or fowl, ( ). (Gold Seal 3)

61.2/III Parents were not informed in writing of all animals on the premises. (Gold Seal 3)

**62. No Firearms/Weapons VII. A.**

62.1/I (S) Licensing staff observed a firearm or weapon on the premises. ( ).

**63. No Narcotics/Alcohol/Other Impairing Drugs VII. A.**

63.1/II Narcotics/alcohol/other impairing drugs, ( ), was/were found on the premises. ( ). (Gold Seal 2)

**64. No Smoking VII. A.**

64.1/II Smoking was observed in the children's center/on the playground. ( ). (Gold Seal 3)

64.2/II There was evidence that smoking occurred in the children's center/outdoor play area while children were in care. (Gold Seal 2)

**64.3/III** The children's center failed to provide notification to custodial parents and/or legal guardians that smoking is prohibited on the premises of the children's center. (Gold Seal 3)

**65. Handwashing VII. A.**

65.3/II Staff, ( ), in the ( ) area did not wash their hands following use of the bathroom.

65.1/II Staff, ( ), in the ( ) area did not wash their hands after assisting a child with toileting. ( ). (Gold Seal 2)

65.2/II Staff, ( ), in the ( ) area did not wash their hands after wiping a child's nose.

65.4/II Staff, ( ), did not wash their hands prior to preparing food. ( ).

65.5/III Children in the ( ) area did not wash their hands following use of the bathroom. (Gold Seal 3)

65.6/III Handwashing occurred in a container that was used in common by the ( ) group of children.

65.7/III Children shared use of toothbrushes, towels or washcloths. (Gold Seal 3)

65.8/III Staff and children did not immediately wash their hands after outdoor play. (Gold Seal 3)

65.9/III Toothbrushes were stored touching each other. (Gold Seal 3) -15-

**66. Drinking Water VII. A.**

66.2/II Drinking water was not available to children as evidenced by the children's only source of drinking water was a water fountain that was broken. (Gold Seal 2)

66.1/II Drinking water was not available to children in the ( ) group. (Gold Seal 2)

**First Aid, Cardiopulmonary Resuscitation**

**67. FA/CPR Certificates VII. B.**

67.1/II The children's center did not have at least one staff member with current and valid certificate of course completion for first aid training. (Gold Seal 2)

- 67.2/II The children's center did not have at least one staff member with current and valid certificate of course completion for first aid training present during all times children are in care. (Gold Seal 2)
- 67.3/II The children's center did not have an adequate number of staff appropriately trained in first aid to maintain coverage both on-site and on field trips. (Gold Seal 2)
- 67.4/II The children's center did not have at least one staff member with current and valid certificate of course completion for infant and child cardiopulmonary resuscitation (CPR). (Gold Seal 2)
- 67.5/II The children's center did not have at least one staff person with current and valid infant and child cardiopulmonary resuscitation present during all hours of operation. (Gold Seal 2)
- 67.6/II The children's center did not have an adequate number of staff appropriately trained in CPR to maintain coverage both on-site and on field trips. (Gold Seal 2)
- 67.7/II The online CPR training did not include an on-site instructor-based skills assessment and is invalid for the individual. (Gold Seal 2)
68. First Aid Kit and Materials on Premises/Field Trips VII. B.
- 68.1/II The children's center did not have a first aid kit available for field trips. (Gold Seal 3)
- 68.2/III Supplies in the first aid kit were dirty.
- 68.3/III The first aid kit supplies were not contained in a covered container.
- 68.4/III The first aid kit of the children's center did not contain the following item(s): (Gold Seal 3)
- 68.5/II The children's center did not have a first aid kit on the premises at all times. (Gold Seal 2)
- 68.6/II The children's center first aid kit was stored in an area inaccessible to child care staff. (Gold Seal 3)
69. Emergency Information Posted/Parent Notification VII.C.
- 69.1/III The following emergency information was not posted/had missing: telephone numbers for ambulance, fire, police, poison control center, Florida Abuse, Hotline, Public Health Unit, and the address of, directions to and major landmarks for the children's center. (Gold Seal 3)
- 69.2/II A parent was not immediately notified of a serious illness/accident/injury/emergency to their child ( ). (Gold Seal 2)
- 69.3/III Emergency telephone numbers/information was not posted on or near all telephones. (Gold Seal 3)
- 69.4/II The Child Care Licensing Program office was not notified of the status of the children's center within 24 hours following a fire or natural disaster. (Gold Seal 3)
- 69.5/III An accident/incident, which occurred at the children's center, was not documented and shared with the parent on the day it occurred. ( ). (Gold Seal 3)
- 69.6/II The Plan for Evacuation and Care of Children in Case of Emergencies was not on file in the Child Care Licensing Program office.
- 69.7/II The children's center failed to conduct emergency preparedness drills. (Gold Seal 2)
- 69.8/III The children's center failed to maintain records of emergency preparedness and evacuation drills. (Gold Seal 3)
70. Field Trip Communication: VII.C.
- 70.1/II The children's center failed to have a cellular phone or similar two-way communication device for staff to take on field trips to communication during an emergency. (Gold Seal 2)

## 71. Communicable Disease: VII. D.

- 71.1/III A child suspected of having a communicable disease was not placed in isolation. ( ).(Gold Seal 3)
- 71.2/II The children's center failed to notify the county health department immediately when an outbreak of communicable disease was suspected. ( ). (Gold Seal 3)
- 71.3/III The parents of a child suspected of having a communicable disease were not notified. ( ). (Gold Seal 3)
- 71.4/II A child identified as having head lice was permitted to return to the children's center before treatment had occurred. (Gold Seal 2)
- 71.5/III A child was permitted to return to the children's center without medical authorization or the signs and symptoms of the disease were still present.(Gold seal 3)
- 71.6/III The children's center failed to treat areas, equipment, toys or furnishings which a child with lice had contact with. (Gold Seal 3)

## 72. Diapering Practices VII. E.

- 72.3/III Diaper changing area in ( ) did not have an impermeable surface. (Gold Seal 3)
- 72.2/II Diaper changing surface in ( ) was not cleaned and sanitized or disinfected with an appropriate solution after each use as evidenced by ( ). (Gold Seal 3)
- 72.6/I A child was left unattended while being diapered/having clothes changed. ( ). (Gold Seal 2)
- 72.5/III Feeding and diapering areas for the ( ) group were not kept physically separated in that ( ). (Gold Seal 3)
- 72.1/III Items unrelated to diapering were observed on the diaper changing surface. (Gold Seal 3)
- 72.9/II There was not a supply of clean diapers, clothing and/or linens and they were not changed promptly as evidenced by ( ). (Gold Seal 3)
- 72.10/II The container for soiled diapers was accessible to CHILDREN in the ( ) area. (Gold Seal 2)
- 72.11/III The container for soiled diapers was not emptied, cleaned and sanitized or disinfected daily. (Gold Seal 3)
- 72.12/II Procedures for the care of soiled cloth diapers were not followed as evidenced by ( ).(Gold Seal 2)
- 72.7/II ( ) failed to wash their hands after diapering or toileting procedure. (Gold Seal 2)
- 72.8/II ( ) failed to wash the CHILD'S hands after each diapering or toileting procedure. (Gold Seal 3)
- 72.4/III The handwashing sink in the ( ) was observed being used for other than handwashing. ( ) was placed/observed in the sink.(Gold Seal 3)
- 72.13/III Soiled items were not disposed of in a plastic-lined, securely covered container. (Gold Seal 3)
- 72.14/III The container for storage of soiled disposable diapers was not covered. (Gold Seal 3)

-17-

## Transportation VIII.

### 73. License/Examination VIII. C.

- 73.1/III The driver, ( ), of a vehicle regularly used to transport children, did not have proof of a current Florida driver's license. ( ). (Gold Seal 3)
- 73.2/II The driver, ( ), of a vehicle regularly used to transport children, did not have a valid driver's license. (Gold Seal 2)
- 73.3/II The driver, ( ), of a vehicle regularly used to transport children did not have verification of a current annual physical examination. (Gold Seal 3)

- 73.4/II Verification of a current annual physical examination was not posted in the vehicle.
- 73.5/III The children's center's driver did not have documentation of course completion for first aid and/or infant and child CPR. (Gold Seal 3)
- 73.6/II The children's center's driver did not have a certificate of course completion for first aid and/or infant and child CPR. (Gold Seal 2)
- 73.7/II The children's center driver did not have the appropriate driver's license endorsement. (Gold Seal 2)
- 73.8/II The children's center failed to obtain the proper documentation for driver's endorsement. (Gold Seal 2)
74. Liability Insurance VIII.D.
- 74.1/II The children's center did not have verification of liability insurance for their van/bus that was used to transport children. ( ) . (Gold Seal 3)
- 74.2/II The children's center did not have verification of the required minimum insurance coverage. ( ). (Gold Seal 2)
75. Annual Inspection: VIII.E.
- 75.1/II The children's center had no verification that all vehicles regularly used to transport children had been inspected annually by a mechanic. (Gold Seal 3)
- 75.2/III Documentation of annual vehicle inspection by a mechanic was not maintained in the vehicle.
76. Seating Capacity/Restraints VIII. F.
- 76.3/I (S) The number of individuals transported in a vehicle exceeded the manufacturer's designated seating capacity or the number of factory installed seat belts. ( ). The vehicle had a capacity of ( ) and ( ) individuals were transported at one time.
- 76.1/I (S) Each child being transported was not provided an individual factory installed seat belt or federally approved child safety restraint. This vehicle had restraints for ( ) children and ( ) were transported. ( ).
- 76.2/I (S) The use of seat belts by the children's center was not age appropriate for children being transported who required safety restraints. ( ).
77. Driver's Attendance Log: VIII.G.
- 77.1/II The children's center did not maintain a log for all children transported in the vehicle. ( ). (Gold Seal 2)
- 77.2/III The driver's attendance log for ( ) did not include the following information: (Gold Seal 3)
- 77.3/I The driver of a vehicle failed to drop the child at the appropriate location. (Gold Seal 2)
- 77.4/I (S) The driver of the vehicle failed to drop the child off at the appropriate location resulting in serious harm to the health, safety and well-being of a child.
- 77.5/III The children's center failed to retain the driver's attendance log for one year. (Gold Seal 3)
- 77.6/II Upon arrival at the destination, it was determined that the driver of the vehicle failed to mark each child off the log as children departed the vehicle. (Gold Seal 2)
- 77.7/II Upon arrival at the destination, the driver ( ), of the vehicle and second adult, ( ), failed to conduct a physical inspection and visual sweep of the vehicle to ensure that no child was left in the vehicle. (Gold Seal 2)
- 77.8/II The required adult/child ratios were not maintained while transporting children. (Gold Seal 2)
- 77.9/II Smoking occurred in a vehicle used when children were being transported. (Gold Seal 2)

- 77.10/III Contact information for children being transported was not maintained in vehicles. (Gold Seal 3)
- 77.11/II Emergency care plans, supplies and/or medication was not available for children being transported with chronic medical conditions. (Gold Seal 2) -

## Food/Nutrition IX AC

### 78. Food/Nutrition

- 78.1/III The children's center did not provide nutritious meals/snacks of a quantity or quality to meet the daily nutritional needs of the children in that ( ). (Gold Seal 3)
- 78.2/III The children's center does not provide meals and snacks, and failed to make arrangements with parents to provide nutritional food for the child. ( ). (Gold Seal 3)
- 78.3/III Meal and snack menus were not planned/written/posted in a conspicuous place accessible to parents at the beginning of each week. (Gold Seal 3)
- 78.4/III Menus were not dated for ( ). (Gold Seal 3)
- 78.5/III Menu substitutions were not noted on the menu for ( ). (Gold Seal 3)
- 78.6/III The children's center did not maintain menus for a minimum of **four** months. (Gold Seal 3)
- 78.7/III The children's center did not maintain information as follows for a child's special diet: a copy of the physician's order, a copy of the diet, a sample meal plan. (Gold Seal 3)
- 78.8/II A child was given ( ) after the children's center was notified of a food allergy by the parent or legal guardian. (Gold Seal 2)
- 78.9/III The children's center did not maintain required written documentation of known food allergies in a child's file. (Gold Seal 3)

### 79. Food Service

- 79.1/III An infant unable to support himself was not held while being fed. ( ). (Gold Seal 3)
- 79.2/II Children/infants were not supervised during feeding times. ( ). (Gold Seal 3)
- 79.3/II An infant was observed with a propped bottle. (Gold Seal 3)
- 79.4/III The children's center had no medical authorization on file for use of an automatic feeding device that was observed.
- 79.5/III The children's center did not have enough chairs/tables/high chairs or infant seats for the ( ) group while they ate. (Gold Seal 3)
- 79.6/III The size and shape of food served was not age appropriate because the food presented a choking hazard. ( ). (Gold Seal 3)
- 79.7/III The children's center re-used single service ( ). (Gold Seal 3)

-19-

- 79.8/III Bottles or sippy cups brought from home were not returned to the custodial parent or guardian daily. (Gold Seal 3)
- 79.9/III Children were not individually fed at mealtime. (Gold Seal 3)

### 80. Formula

- 80.1/III Bottles/Sippy cups containing formula or milk were not individually labeled. (Gold Seal 3)
- 80.2/III Formula was not refrigerated upon arrival at the children's center. (Gold Seal 3)
- 80.3/III Leftover formula/milk in a bottle and sippy cups was not discarded after initial use.

80.7/III Plates, utensils, sippy cups, bottles provided by the children's center were re-used prior to being properly cleaned and sanitized.

80.5/III Opened cans of ready-to-feed formula were observed in the refrigerator undated/uncovered. ( ).

80.8/II Heated foods or bottles were not tested before feeding. (Gold Seal 2)

#### Application, Fee, License X

##### 81. Application, Fee, License X

81.1/III The application for license renewal was not received within 45 days prior to the expiration date of the current license.

##### 82. Capacity: X

82.1/II The children's center is licensed to serve ( ) children and ( ) children were observed in care ( ) at the children's center and on a field trip. (Gold Seal 2)

82.2/II The children's center failed to maintain the required 25, 35 or 50 square foot per child in areas occupied by children. (Gold Seal 2)

82.3/III The children's center failed to post the room capacity in each room of the children's center. (Gold Seal 3)

#### Advertising XI

##### 83. Advertising XI

83.1/III The license number of the children's center was not included on printed materials. ( ). (Gold Seal 3)

83.2/III The license number of the children's center was not included with the name of the children's center on the existing sign. (Gold Seal 3)

83.3/III The children's center failed to include their license number when advertising. (Gold Seal 3)

#### Access XII

##### 84. Access- In Person/By Telephone XII.

84.1/II The owner/director/employee failed to grant access to the children's center during the hours of operation to the Child Care Licensing Program or parent/legal guardian. (Gold Seal 2)

84.2/III The children's center used an answering machine when children were in care without providing an emergency number. ( ).

#### Other Regulations

##### 85. Other

85.1/III 1.A.5 Personnel in children's centers meet minimum age requirements. The person in charge at the time of the INSPECTION was not 21 years of age as evidenced by ( ). The person must be at least 21 years of age. (Gold Seal 3)

85.2/II X.A. 3. The application shall contain the following:  
c. The maximum number of children to be enrolled, ages of children, and hours of care.  
X.F.1.b. The application for change of license is to be filed and approved before the change occurs. The children's center has not been approved to care for age ( ) children. -20-

85.3/II 1.A.4. Personnel in children's center shall not exercise any influence detrimental to the progress, development, health or safety of children. The inappropriate behavior of ( ) as evidenced by ( ) was not a positive influence for the development of the children present at that time.

85.4/II I. A.2. Personnel in children's centers shall be in good health and free from impairment of mental illness. Child care staff was not in good health and free from impairment from mental illness as evidenced by ( ).

- 85.5/I (s) 1.A.3. Child care staff shall be free from the influence of drugs, narcotic or non-narcotic, and be free from the influence of alcohol that impair their ability to provide safe child care.  
Child care staff was impaired by drugs or alcohol while supervising children as evidenced by ( ).
- 85.6/III VII.A.16 All children's center personnel shall have access to a copy of Licensing Regulations governing Pinellas County Children's Centers.  
Child care staff did not have access to Licensing Regulations as evidenced by ( ).
- 85.7/II VII. A. 16. All children's center personnel shall have access to a copy of Chapter 64E-11 Food Hygiene Regulations.  
Child care staff did not have access to Chapter 64E-11 Food Hygiene Regulations.

