

## Overview of New Regulations for Family Child Care Homes Effective October 2, 2019

Enclosed are the Licensing Regulation Governing Pinellas County Family Child Care Homes and Large Family Child Care Homes. They are also available for download from [www.pclb.org](http://www.pclb.org). Please take the time to read them. The new regulations reflect the state standards set forth in 65C-20.008, Florida Administrative Code.

Some of the significant regulation additions/changes are detailed below. In addition, we have updated our home forms at [pclb.org](http://pclb.org) to include a sample Indoor/Outdoor Daily Checklist and a new Fire Drill/Emergency Drill Annual Record.

1. Definition of "Immediate" – means occurring, acting, or accomplished without loss or interval of time.
2. Definition of "Reside" - refers to any person that lives at a family day care home or large family child care home. Factors for determining residency include: use of the home address as a permanent address for personal identification or mail delivery; use of the home to store personal belongings such as furniture, clothing, and toiletry items; and names listed on official documents such as lease agreements or property taxes.

### License Application

The family day care home or large family child care home must not be used for any business or other purpose unrelated to providing child care that would interfere with compliance with child care standards or permit the unsupervised presence of individuals who do not meet screening and training requirements (with the exception of parents or legal guardians of children in care) when children are present. P. 56 (no dog kennels, selling Avon/Mary Kay, etc. during day care hours)

### Child Discipline

Providers that care for infants must have a **written policy and procedure** to identify and prevent shaken baby syndrome and abusive head trauma. The policy and procedures must require completion of the safe sleep training by child care personnel. p. 53 (must observe their policy, I will add to training documentation sheet)

### Transportation

For the purposes of this section, transportation pertains to travel by foot or in a vehicle that is owned, operated or regularly used by the child care home, and vehicles used to provide transportation through a contract or agreement with an outside entity or person. P. 47

An **annual physical examination** which grants medical approval to drive. P. 47 (must have documentation from doctor granting approval)  
If the provider contracts/agrees with an outside entity/person to provide transportation, then the provider must perform the duties of the driver, meaning complete transportation log, conduct physical sweep, date and sign log. P. 48

In a Large Family Child Care Home, in addition to the transportation log requirements, a second person must conduct a second physical and visual sweep of the vehicle and document on log. P. 48

New regulations regarding **Emergency Care Plans** when being transported by vehicle or on foot while away from the home. P. 48 (read carefully)

- Must have emergency medical release for each child
- Children with chronic medical conditions must have detailed emergency care plan, supplies and/or medication on field trip

The **interior of vehicles**, when being used to transport children, should be maintained at a temperature comfortable to children (between 65- and 82- degrees Fahrenheit). The vehicle can be ventilated either by mechanical or natural means to maintain the temperature. P. 49

No smoking, e-cigarettes on vehicles now includes **vaping**. Also includes on premises of home. p. 49

### Planned/Unplanned activities – Large Family Child Care Home

Efforts to promote consistency and continuity of care are shown through following daily routines and communicating consistently with parents/guardians. p.33 (daily schedule)

Provide adequate time and space for infants, birth to 12 months, in care to engage in activities that promote development of movement skills (tummy time, crawling, turning over, sitting, etc.). Infant seats (swings, bouncers, etc.) must be used only for short periods of time, no more than 15 to 30 minute intervals per infant and no more than two times per day that the child is in care. Infants in care shall be provided opportunities for outdoor time each day that weather permits. P. 33

Providers must make reasonable accommodations for children with special needs. P. 33

#### **Staffing Requirements**

Proof of residency must include tax records with homestead exemption, driver's license, and/or a copy of the lease. Operator must comply with local ordinances and/or Home Owners Association rules and requirements. P. 15

**Substitute: the substitute's information (including name, date of birth, telephone number, address, anticipated number of hours worked and whether or not this person substitutes for another home) must be provided on the Application for a License to Operate a Family Day Care Home. (not new, just a reminder it is in the regs)**

#### **Screening**

Juvenile Records Check with FDLE must be completed by the provider using the **public portal**. p. 10 (run a copy of the receipt that you paid and submit to PCIB, supervisor will have to look up results)

The employer/owner/operator must add substitutes, employees and household members to their Employee/Contractor Roster **within ten days** of when the individual has received a child care eligible result. Employer/owner/operator must add an end date within ten days of termination for individuals on the Employee/Contractor Roster in the Clearinghouse when employment terminates, or a household member is no longer residing in the home. p. 12 (print a copy for licensing specialist)

#### **Training**

Early literacy course documentation must be uploaded into the **Florida Pathways Registry**. P. 16

#### **Fire Extinguisher Training . p. 19**

All child care personnel shall be trained in the use and operation of a fire extinguisher, **at each home they are employed**, within 30 days of date of hire. (means that substitute should know where it is located and how to use, review this with your sub, should have a copy of sub's training certificate and document on it that she has reviewed where it is located and that sub knows how to use)

By June 12, 2021, **large family child care home employees** must also have current First Aid training and pediatric cardiopulmonary resuscitation (CPR) certification. Large family child care home employees hired on or after March 14, 2021 must have current first aid training and pediatric cardiopulmonary resuscitation (CPR) certification within 90 days of hire date at the home. p. 19

#### **Supervision**

When children are napping or sleeping, child care personnel must supervise by sound with frequent **visual checks (every 10-15 minutes)** to ensure the child's head is uncovered and assess the infant's breathing and color. Baby monitors are permissible however, they do not replace the frequent visual checks. P. 25

Swimming- new ratio's p. 25

#### **Health and Safety Requirements**

Smoking-parents must be notified if someone living in the home smokes, including e-cigarettes **and vaping**. P. 37  
(notice to parents must be updated if someone in home **vapes**)

Indoor and outdoor play areas must be inspected daily for basic health and safety and **documented on a daily inspection log**. Any problems noted must be corrected before the play area is used by children. P.39 (must look for a daily log, on pcb.org website)

Specifics on Carbon Monoxide detectors. P. 39

#### **Safe and Sanitary Bedding**

Linens must be washed at least once a week and more often if soiled or dirty. All bedding and linens must be thoroughly cleaned and sanitized at least once a week and before use by another child. Bedding and linens, when not in use, must be stored in a sanitary manner which prevents the spread of germs or lice from other linens. P. 43

Sleep sacks that fit according to manufacturer's recommendations, do not restrict the infant's arms, and will not slide up around the infant's face may be used for the comfort of the sleeping infant; however, swaddling shall not be used unless authorized in writing by the child's physician. P. 44

### **Outdoors**

All homes must provide and maintain enough usable equipment suitable to each child's age and development and of a quantity for each to be involved in activities. P. 40

All equipment used in the outdoor play area shall be constructed **and maintained according to manufacturer's recommendations** and allow for water drainage and maintained in a safe and sanitary condition. P.)

### **Toys, Furnishings, Equipment**

Homes must have a **written routine schedule for cleaning, sanitizing and disinfecting equipment, materials, furnishings, and play areas**. This schedule must include items to be cleaned, sanitized or disinfected on a daily or weekly basis. Daily indoor equipment items include but are not limited to: counter/table tops, toys, floors, diaper pails, toilets, and sinks. Weekly indoor equipment items include but are not limited to: linens, machine washable cloth toys, play activity centers, dress-up clothes, cribs, mats, and cots. P. 45 (does not have to be posted, must be available for review by licensing specialist)

### **Food and Nutrition**

Child care personnel, while working in the food preparation area, **must use clean disposable gloves, utensils, or similar items** in the food preparation area to prevent contact with ready-to-eat foods. P. 50

Homes that have a well system must maintain current written records indicating the well system meets the requirements of the Department of Health on an annual basis. P. 50 (beginning with January renewal, the application will have a question regarding well system)

Cutting the food into proper sizes also applies to all food, even food provided by parents/guardians. P. 50

### **First Aid Kit**

Soap **and** hand sanitizer p. 33 (both items must be in first aid kit)

### **Fire/Emergency Drills**

A current attendance record **and parent/guardian contact information** must accompany child care personnel out of the home during a drill or actual evacuation, and be used to account for all children. P. 35 (contact information can be on phone, but if phone doesn't work, then what. TA to have a file near door to grab and go)

### **Emergency Preparedness**

A home that chooses to operate using an alternate power source, such as a **generator**, 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 69A-60, F.A.C. The alternate power source and fuel supply shall be located in an area that is not subject to flooding or damage from storm surge. Additionally, if the generator is gas powered, the home must install and maintain a carbon monoxide detector. P. 36

### **Children's Records**

Providers must include a general statement in parent handbook/policies to inform parents/guardians, at time of enrollment, that some children in care may not have current immunizations. P. 28 (if not in handbook/policies, can be posted)

If parents/guardians fail to provide the health/immunization records within 30 days of enrollment, the home shall not allow the child to remain in the program. (not new, just a reminder)

Annually, during the months of April and September, the operator must provide parents with information regarding the potential for distracted parents to fail to drop off a child at the family day care home or the large family child care home and instead leave them in the adult's vehicle upon arrival at the adult's destination. CF/PI 175-12, brochure, which is incorporated by reference in 65C-22.001(7)(x), F.A.C. and may be obtained from the Department's website at [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare). P. 28

If a child is brought to the home from an outside source such as a school bus or a walker from school and the child does not arrive as agreed upon, provider must contact parent/guardian immediately. P. 31