



# A Side-by-Side Comparison of Florida's School-Age Standards

# A Side-by-Side Comparison of Florida's School-Age Standards

There is growing recognition that participation in high-quality school-age/after school programs can complement in-school learning and development. Regular attendance in high-quality afterschool programs is associated with a range of positive developmental outcomes including: improved academic performance, task persistence, improved work habits and study skills, and improved feelings and attitudes (Little 2007). High quality afterschool programs are also recognized as a deterrent to juvenile crime (Fox 2003). Moreover, the numbers of children between the ages of 5 and 18 years of age participating in after-school programs are growing, and the need is rising. In 2003, polling data indicated that approximately 6.5 million children participated in after-school programs, but an additional 15.3 million would participate if a program were available.

Emerging research indicates that regular attendance in quality after-school programs can yield a range of positive developmental outcomes for school-age children, but many afterschool programs struggle with understanding and improving the quality of their programs. Thus, this document will provide a side-by-side comparison of eight (8) current school age standards/regulations in Florida. The standards and regulations have been analyzed from the following entities: Florida Afterschool Network, Florida Department of Children and Families, Hillsborough County, Palm Beach County, Broward County, Brevard County, Pinellas County, and Sarasota County.

The Florida Afterschool Network (FAN) contracted with the Children's Forum to analyze the regulations existing for school-age programs in Florida and compare the standards recommended by FAN. This side-by-side comparison can serve as a guide to increase awareness of recommended best practices and inform future policy discussions.

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## Licensure and Regulation

Florida Afterschool Network	Florida Department of Children and Families
<p>The provision of a safe learning environment for children and youth during out-of-school time. Includes before and after school programs, full day summer care, and holiday care.</p> <p>The program has a written mission statement that sets forth its philosophy and goals.</p> <p>The program involves children and youth, families and staff to plan and implement suitable activities, which are consistent with the program's philosophy.</p> <p>The program has established written goals that are measurable, aligned with the mission statement, and directed to achieve sustainability.</p> <p>The program has established written family, staff and volunteer policies and procedures.</p>	<p>An after school program exempted may become licensed if they choose to meet all of the applicable licensing standards.</p> <p>An "After School Program" serving school-age children is not required to be licensed if the program meets one of the following criteria:</p> <p>Program is located on public/nonpublic school sites, operated and staffed directly by that school or through a written or formal agreement between the school and a provider to serve school-age children attending the school.</p> <p>These programs exclusively serve those children who attend the public/nonpublic school during the school day, or</p> <p>Program provides activities that are strictly instructional or tutorial/academic in nature, or</p> <p>Program meets all of the following criteria:</p> <ul style="list-style-type: none"> <li>• Operate for a period not to exceed a total of four (4) hours in any one (1) day; and</li> <li>• Allow children to enter and leave the program at any time, without adult supervision; and</li> <li>• Do not provide any transportation, directly or through a contract or agreement with an outside entity, for the purpose of field trips, during the hours of operation; and</li> <li>• Do not serve or prepare any meals or snacks; however the program may choose to provide drinks and snacks that do not require refrigeration or vending machine items that do not require refrigeration; or</li> <li>• Program provides after school care exclusively for children in grades six (6) and above.</li> </ul>

## Licensure and Regulation

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>Child Care programs for school age children operated and staffed directly by public schools need not be licensed.</p> <p>Child Care programs for school age children that are located and conducted at a public school must be licensed in all instances where the same are not operated and staffed by the public schools.</p> <p>If a Child Care program for school age children is operated and staffed directly by a nonpublic school for its school age children (including its three (3) and (4) year old programs if the school age children are in the majority), it need not be licensed. However, the enrollment in the Child Care program for school age children will not be counted in determining the majority age of the children.</p> <p>A Child Care Facility which has a school age program must be licensed.</p> <p>All programs, regardless of the location, providing Child Care exclusively for children in grades 6 and above shall be exempt from licensure.</p> <p>The operation of a Child Care Facility that is not licensed by the Local Licensing Agency is prohibited, unless an exemption is set forth. It shall also be a violation to operate a Child Care Facility under a license that is suspended, revoked or terminated.</p>	<p>Before- and/or after-school child care shall mean child care programs provided for children enrolled in five-year-old kindergarten and grades one (1) or above, which are time limited to before and/or after a routine school day, or which extends to full days during school holidays. Before- and/or after-school child care programs shall meet all the requirements for a child care facility except those requirements that are specifically exempted.</p> <p>A program that meets the criteria for a religious exemption in accordance with Section 402.316, Florida Statutes, is not subject to licensure.</p> <p>All programs providing before- and after-school child care exclusively for children in grades six (6) and above, shall not be subject to licensure.</p>	<p>Before-school and after-school sites shall mean programs, no matter their location, providing child care for children who are five years old and above, when they are enrolled in and attending a kindergarten program or grades one (1) and above, during the school district's calendar year.</p> <p>This is limited to programs providing care before and after the school day only, teacher planning days, holidays, and intercessions that occur during the school district's official calendar year.</p> <p>Before- and after-school programs:</p> <p>(1) All child care facilities providing before- and after-school programs or sites, shall be licensed or have a certificate of compliance.</p> <p>(2) Exceptions: before- and after-school programs or sites operated and staffed directly by public and non-public schools and serving only children enrolled in their regular school program are not subject to these rules.</p>	<p>A program serving school age children before and/or after school is not required to be licensed if the program meets one of the following criteria:</p> <ul style="list-style-type: none"> <li>• Program is located on public/nonpublic school sites, operated and staffed directly by that school. These programs exclusively serve those children who attend the public/nonpublic school during the school day. The program may extend to providing services before school, on teacher planning days, holidays, and intercessions that occur during the school district's official calendar year. Pursuant to Section 402.305(5), F.S., programs operated in public school facilities, regardless of the operator, shall follow the standards set forth by the Florida Building Code State Requirements for Public Educational Facilities; or</li> <li>• Program provides activities that are strictly instructional or tutorial/academic in nature. These programs cannot extend beyond the instructional and tutorial/academic activities of that program and do not serve or prepare meals or snacks. However, the program may choose to provide drinks and snacks that do not require refrigeration or vending machine items that do not require refrigeration. Some examples of these programs include, but are not limited to computer class; ballet; karate; gymnastics; baseball, and other sports; or</li> <li>• Programs meet all the following criteria: <ul style="list-style-type: none"> <li>- Operate for a period not to exceed a total of four (4) hours in any one (1) day; however, may extend to providing services before school, on teacher planning days, holidays, and intercessions that occur during the school district's official calendar year; and</li> <li>- Allow children to enter and leave the program at any time, without adult supervision; and</li> <li>- Do not provide any transportation; and</li> <li>- Do not serve or prepare any meals or snacks, however the program may choose to provide drinks and snacks that do not require refrigeration or vending machine items that do not require refrigeration; or</li> </ul> </li> <li>• Program provides after school care exclusively for children in grades six (6) and above.</li> </ul> <p>Programs that choose to expand their program beyond the parameters in 1 through 4, above, must be assessed to determine if licensure is required.</p>

## Ratio

Florida Afterschool Network	Florida Department of Children and Families	Brevard County	Sarasota County
Staff to child and youth ratios varies according to ages, abilities, and type and complexity of activities. FAN recommends the program have an overall direct service staff to child ratio that does not exceed one (1) adult for every twenty (20) children and youth at any time.	For children five (5) years of age and older, there must be one (1) child care personnel for every 25 children. In addition to the number of staff required to meet the staff-to-child ratio, for the purpose of safety, one (1) additional adult must be present on all field trips away from the school-age child care program to assist in providing direct supervision.	For children five (5) years of age and older, there must be one (1) child care personnel for every 25 children. In addition to the number of staff required to meet the staff-to-child ratio, for the purpose of safety, one (1) additional adult must be present on all field trips away from the school-age child care program to assist in providing direct supervision.	5 years of age or older, 1 person for 22 children

## Ratio

Hillsborough County	Broward County	Palm Beach County	Pinellas County
Children who are five years old and above when they are enrolled in and attending a kindergarten program or grades one and above are excluded from the calculation for purposes of determining the number of Child Care Personnel necessary to meet the credentialing ratio. At least 5 years of age and older, 1 staff member for 25 children Swimming ratio, for ages 3,4,5 and higher 1 Child Care Personnel for 10 children	The staff-to-child ratio of 1:14 is for child care facilities caring only for children with disabilities. The standard staff-to-child ratio for children ages 5 and older is 1:25. Children who are five years old and above when they are enrolled in and attending a kindergarten program or grades one and above, are excluded from the calculation for purposes of determining the number of credentialed personnel necessary to meet the staff-to-children ratio requirement.	5 years of age or older, Staff Ratios for Child Care- 1 staff member for 25 children. Staff Ratios for Drop-In Child Care- 1 staff member for 15 children. Swimming, 1 staff member to 10 children. Children who are five (5) years old and above, when they are enrolled in and attending a kindergarten program or grades one (1) and above, are excluded from the calculation for purposes of determining the number of personnel necessary to meet the credentialing ratio.	1 adult for each 25 children 5 years old or older. An adult lookout must be on the deck and be responsible for surveillance of the pool area. Supervisory staff-to-child ratio in pool area, excluding the lookout, is :4 for children ages 4 to 6, and 1:10 for children ages 7 to 12. (Refer to Licensing Regulations Governing Pinellas County Children's Centers, 1/2008, Section II, Supervision).

## Administration and Organization

Florida Afterschool Network	Florida Department of Children and Families
<p>There is documentation that program goals are reviewed annually and updated as appropriate.</p> <p>The program has established written family, staff, and volunteer policies and procedures.</p> <p>The program has documentation that written family and volunteer policies and procedures have been distributed.</p> <p>The program has documentation that written staff policies and procedures have been distributed.</p> <p>The program has established sound fiscal and business practices to ensure continued and sustained program operations.</p> <p>The program has a written financial and business management plan that supports the program's mission, philosophy, and goals, and promotes sustainability.</p> <p>There are written operational policies and procedures covering programs and activities (including emergency, confidentiality, personnel, budget, and fiscal policies) that are reflective of the mission.</p> <p>There are signed, current job descriptions on file for each individual position.</p> <p>Fiscal and business operating procedures are reviewed annually and updated as appropriate.</p> <p>The program collects written feedback through surveys, parent conferences, or other forms of communications.</p> <p>The program has implemented a written evaluation system to determine whether mission and goals are being achieved.</p> <p>The mission statement, philosophy, and goals are reviewed annually and updated as appropriate.</p> <p>The program reviews collected data, at least annually, to support on-going planning and evaluation designed to improve operations and programming.</p> <p>There is documentation that the results of the evaluations are shared with staff, children and youth, families, and the community.</p> <p>Written procedures are in place to ensure adequate staff coverage in case of emergencies or absenteeism.</p> <p>The program establishes, maintains, and communicates a code of conduct for staff, children and youth, and families.</p> <p>Policies shall include written departure authorization from parent(s) or guardian(s) and release of children and youth only to authorized persons.</p> <p>There are written policies and procedures to ensure the release of children and youth only to authorized persons.</p> <p>The program has established sound fiscal and business practices to ensure continued and sustained program operations.</p> <p>The program has implemented a written evaluation system to determine whether mission and goals are being achieved.</p>	<p>In the absence of the operator, there must be a staff person at least 21 years of age in charge of the school-age child care program and on the premises at all times.</p> <p>Verification that the school-age child care program has provided, in writing, the disciplinary policy used by the program shall be documented on the enrollment form with the signature of the custodial parent or legal guardian.</p> <p>All child care personnel must comply with the school-age child care program's written disciplinary policy. Such policies shall include standards that prohibit children from being subjected to discipline that is severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all child care personnel.</p> <p>A copy of the school-age child care program's current written disciplinary policies must be available to the licensing authority to review for compliance.</p> <p>After a fire or natural disaster, the operator must notify the licensing agency within 24 hours as to their status of operation in order for the licensing authority to ensure health standards are being met for continued operation.</p> <p>The operator shall prepare an emergency evacuation plan including a diagram of safe routes by which the personnel and children may exit the school-age child care program site in the event of fire or other emergency requiring evacuation of the program and post a copy of the plan in each room of the program site.</p> <p>A copy of the school-age child care program's current written disciplinary policies must be available to the licensing authority to review for compliance with s. 402.305(12), F.S.</p> <p>Each of the records described in this section shall be maintained at the school-age child care program and available during the hours of operation for review by the licensing authority:</p> <p>A copy of all background screening documents for the director and owner must be included in the department's official licensing file.</p> <p>Copies of required records are acceptable for documentation; Original documents are the property of the party providing the information.</p> <p>Health Records: School-aged children attending public or nonpublic schools are not required to have student health examination and immunization records on file at the school-age child care program as such records are on file at the school where the child is enrolled.</p> <p>Enrollment Information: The facility operator shall obtain enrollment information from the child's custodial parent or legal guardian prior to accepting a child in care. This information shall be documented on CF-FSP Form 5219, Child Care Application for Enrollment, or an equivalent form that contains all the information required by the Department of Children and Family Services on CF-FSP Form 5219. CF-FSP Form 5219 may be obtained from the licensing authority or by going to the Department of Children and Family Services' website.</p> <p>Enrollment information shall be kept current and on file.</p> <p>The child shall not be released to any person other than the person(s) authorized or in the manner authorized in writing by the custodial parent or legal guardians.</p> <p>There shall be signed statements from the custodial parents or legal guardian that the school-age child care program has provided them with the following information:</p> <ul style="list-style-type: none"> <li>• The Department of Children and Family Services child care facility brochure, CF/PI 175-24, Know Your Child Care Facility. This brochure may be obtained from the licensing authority or by going to the Department of Children and Family Services' website at <a href="http://www.myflorida.com/childcare">www.myflorida.com/childcare</a>.</li> <li>• Local licensing agencies may use an equivalent brochure approved by the Department of Children and Family Services.</li> <li>• The school-age child care program's written disciplinary practices.</li> </ul> <p>Personnel Records: Records shall be maintained and kept current on all child care personnel, as defined by s. 402.302(3), F.S., and household members if the facility is located in a private residence. These shall include:</p> <ul style="list-style-type: none"> <li>• An employment application with the required statement pursuant to s.</li> <li>• 402.3055(1)(b), F.S.</li> <li>• Position and date of employment.</li> <li>• Signed statement that the employee understands the statutory requirements for professionals' reporting of child abuse and neglect.</li> <li>• Level 2 screening information documented on CF-FSP Form 5131, Background Screening and Personnel File Requirements. A screening conducted under this rule is valid for five (5) years, at which time a statewide re-screen must be conducted. Child care personnel must be re-screened following a break in employment in the child care industry which exceeds 90 days. If child care personnel take a leave of absence, such as maternity leave, extended sick leave, migrant child care programs, etc., re-screening is not required unless the five (5) year re-screen has come due during the leave of absence.</li> </ul> <p>A person in this five (5) year re-screen category must undergo the same level of screening which was required upon initial employment and must include, at a minimum:</p> <p>Statewide criminal records checks through the Florida Department of Law Enforcement and a local criminal records check.</p> <p>An employment history check that includes the previous two (2) years. An employment history check conducted under this rule shall include the applicant's position description, confirmation of employment dates from previous job(s), and level of job performance.</p> <p>CF 1649A, A Child Care Attestation of Good Moral Character, must be completed annually for all child care personnel. CF 1649A may be obtained from the licensing authority or on the Department of Children and Family Services' website at <a href="http://www.myflorida.com/childcare">www.myflorida.com/childcare</a>.</p> <p>A copy of all background screening documents for the director and owner must be included in the department's official licensing file or in accordance with the appropriate to local licensing agency requirements.</p> <p>Copies of training information and credentials as described in 65C-22.008(4).</p> <p>Driver's license and driver physical examination documentation. A copy of the driver's license and the physician certification or another form containing the same elements of the physician certification, granting medical approval to operate the vehicle, and valid certificate(s) of course completion for first aid training and child cardiopulmonary resuscitation (CPR) procedures must also be maintained in the driver's personnel file.</p>

## Administration and Organization

Florida Afterschool Network	Florida Department of Children and Families
	<p>Summary of Records. In addition to the documentation outlined in subparagraphs 65C-22.008(3)(t)1., 2. and 3., F.A.C., the following is a list of records that shall be maintained at the school-age child care program and available during the hours of operation for review by the licensing authority:</p> <p>Driver's log- Must be retained for the previous four (4) months as referenced in 65C-22.008(3)(s)7., F.A.C.</p> <p>Facility's written disciplinary policies as referenced in 65C-22.008(3)(n)3., F.A.C.</p> <p>Written record of monthly fire drills- Must be maintained for a minimum of four (4) months as referenced in 65C-22.008(3)(r)4., F.A.C.</p> <p>Documentation of staff members that have met the first aid and child cardiopulmonary resuscitation (CPR) training requirement as referenced in 65C-22.008(3)(m)2.b., F.A.C.</p> <p>Posted emergency telephone numbers and the address of and directions to the facility as referenced in 65C-22.008(3)(m)3.a., F.A.C.</p> <p>Documentation of accidents/incidents- Must be maintained for one (1) year as referenced in 65C-22.008(3)(m)3.c., F.A.C.</p> <p>Emergency evacuation plan as referenced in 65C-22.008(3)(m)3.e., F.A.C.</p> <p>Record for each child receiving medication- Must be maintained for a minimum of four (4) months after the last day the child received the dosage as referenced in 65C-22.008(3)(m)3.f., F.A.C.</p> <p>Sample meal plan for special diet (if applicable)- A copy of the physician's order, a copy of the diet, and a sample meal plan for the special diet must be maintained for as long as the child is in care as referenced in 65C-22.008(3)(o)3., F.A.C.</p> <p>Written documentation of known food allergies (if applicable)- Must be maintained for as long as the child is in care as referenced in 65C-22.008(3)(o)3., F.A.C.</p> <p>Daily meal and snack menus, including meal substitutions. Must be maintained for one (1) month as referenced in 65C-22.008(3)(o)4., F.A.C.</p>

## Administration and Organization

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>Owners and Operators of Child Care Facilities must ensure that age-appropriate, constructive disciplinary practices are used for children in care.</p>	<p>Each owner and director of a child care facility shall be subject to an annual records check for child abuse or neglect as part of the local licensing agency's consideration in determining licensure or registration approval or renewal.</p>	<p>Staff -- Other staff must be at least eighteen (18) years of age.</p> <p>Exception: Person(s) who have completed the requirements for the vocational education programs titled "Child Care Assisting" may be employed in child care facilities in Palm Beach County at seventeen (17) years of age. Operators must retain a copy of the student's proof of completion on file for the Department's examination. These persons can be counted for the purposes of computing the personnel to child ratio as long as they are under the direct supervision of child care personnel eighteen (18) years or older.</p> <ul style="list-style-type: none"> <li>• Substitutes -- A substitute is staff of a child care facility and must be at least eighteen (18) years of age. A substitute may be seventeen years of age provided such person has completed the requirements for the vocational education programs titled "Child Care Assisting". Operators must retain a copy of the student's proof of completion on file for the Department's review.</li> <li>• Volunteers -- All volunteers must be at least twelve (12) years of age and be under the direct supervision of child care personnel eighteen (18) years or older.</li> </ul>	<p>A school age center means a children's center that provides child care for only school age children, for less than 24 hours a day outside regular school hours. To enroll a child younger than a school age child, the children's center must also be licensed as a day nursery.</p> <p>The person in charge shall be at least twenty-one (21) years of age, and no employee in direct supervision of children shall be under eighteen (18) years of age.</p>

## Teacher Credentials

Florida Afterschool Network	Florida Department of Children and Families
<p>The program has written documentation that all staff have received and been cleared through Level II screening as defined in s.435.04, Florida Statutes, and drug testing.</p> <p>The program has written documentation that all volunteers have received and been cleared through Level I screening as defined in s.435.04, Florida Statutes.</p> <p>All results of background screening and drug testing are kept in secure personnel files</p>	<p>School-age child care personnel are exempt from the training requirement of five (5)-clock-hour early literacy and language development of children from birth to five (5) years of age.</p> <p>School age child care programs are exempt from the staff credential requirement.</p> <p>Each school-age child care program must have at least one (1) staff member with current and valid certificate(s) of course completion for first aid training and child cardiopulmonary resuscitation (CPR) procedures.</p> <p>One (1) staff member satisfying these training requirements shall be present at all times that children are in the care of the program, both on-site and on field trips.</p> <p>Exemptions from the Introductory Child Care Training.</p> <p>Competency Examination Exemptions. Child care personnel have one (1) opportunity, if they choose, to exempt from one (1) or more of the department's Introductory Child Care Training courses prior to attending training by successful completion of corresponding competency examinations with a weighted score of 70 or better. Exemption examinations are not available for the department's online Part II specialized training courses.</p> <p>Educational Exemptions:</p> <p>The Department of Children and Family Services or its designated representative shall exempt child care personnel from the Health, Safety and Nutrition; Child Growth and Development; and Behavioral Observation and Screening courses who meet one (1) of the following educational qualifications:</p> <p>Associate's degree or higher with six (6) college credit hours in early childhood education/child growth and development or degree in elementary education with certification to teach any age birth through 6th grade.</p> <p>An active National Early Childhood Credential (NECC) or an active Birth Through Five Florida Child Care Professional Credential (FCCPC).</p> <p>The Department of Children and Family Services or its designated representative shall exempt child care personnel with a B.A., B.S. or advanced degree in Early Childhood Education or Preschool Education from the Infant and Toddler Appropriate Practices course and Preschool Appropriate Practices course.</p> <p>The Department of Children and Family Services or its designated representative shall exempt child care personnel with a B.A., B.S. or advanced degree in Elementary Education from the School Age Appropriate Practices course.</p> <p>The Department of Children and Family Services or its designated representative shall exempt child care personnel with a B.A., B.S. or advanced degree in Exceptional Student Education from the Special Needs Appropriate Practices course.</p> <p>There are no educational exemptions from the Child Care Facility Rules and Regulations and the Identifying and Reporting Child Abuse and Neglect courses or from the department's online training courses.</p>

## Teacher Credentials

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>All Child Care Personnel, other than the Operator, in direct supervision of children must be at least eighteen years of age. All Child Personnel who are at least sixteen years of age, but less than eighteen must be under the direct supervision of screened Child Care Personnel.</p> <p>All Child Care Facilities shall meet the screening requirements as specified in Chapter 435, Florida Statutes, for level 2 screening of all Child Care Personnel, including volunteers who work more than forty (40) hours per month. Volunteers who work less than forty (40) hours per month and who are under the direct and constant supervision of persons who meet the personnel requirements of Section 402.305(2) Florida Statutes do not need to be screened.</p> <p>Child Care Personnel hired on or after October 1, 1992 must successfully complete Part I and Part II of the Department's forty (40) hour Introductory Child Care Training requirements is evidenced by passage of competency examinations with a score of seventy or better. Within ninety (90) days of employment Child Care Personnel shall begin training to meet the forty hour training requirement and must successfully complete the requirement within one (1) year of the date on which training began.</p> <p>A substitute who is placed in charge of a group of children must be at least eighteen (18) years of age and meet screening requirements. Substitutes must be (16) years of age or older to be counted in the Child Care Personnel-to-children ration and be under the direct supervision of screened personnel.</p> <p>Every licensed Child Care Facility must have one member of its Child Care Personnel for every twenty children with one of the following qualifications: National Child Development Associate Credential</p> <p>Formal Educational Qualifications. Procedures for individuals with an associate level degree or higher seeking the credentialing requirement are outlined on CF-FSP Forum 5211, April 03, Child Care Personnel Education/ Employment History Verification Form, which is incorporated by reference.</p> <p>Graduate of a state approved Florida CDA equivalency training program.</p> <p>Employment History Recognition Exemption</p> <p>Graduate of the Approved Florida School-Age Certification Training Program.</p>	<p>Teacher requirements: Every licensed child care facility, if the facility operates eight (8) hours or more per week, shall have one (1) staff member for every twenty children who possesses one of the following qualifications: National Child Development Associate (CDA) Credential recognized throughout the United States and worldwide issued by the Council for Early Childhood Professional Recognition in Washington, DC; or</p> <p>One of the following formal educational qualifications: B.A., B.S. or advanced degree in early childhood education/child development, family and consumer sciences, child development (formerly home economics/child development), or elementary education, from a regionally accredited college or university with certification to teach any age, birth through 6th grade. A.S. or A.A. degree in child development from a regionally accredited college or university. Procedures for individuals with an associate level (2 year) degree or higher seeking the credentialing requirement are outlined in DCF Form 5211, Apr. 97, Child Care Personnel Education/Employment History Verification Form, which is incorporated herein by reference.</p> <p>Associate degree, or higher, from a regionally accredited college or university with six (6) college credit hours in early childhood/child development, plus four hundred eighty (480) hours experience in a child care setting serving children, from birth through eight (8) years of age.</p> <p>A Credential Exemption (Waiver) Certificate from a participating Community/ Junior College for individuals with formal educational qualifications other than those listed above. The local training coordinating agencies can provide information on participating programs; or</p> <p>Certification regarding completion of an approved Florida CDAE Training Program. A copy of the most current list of approved CDAE Training Programs can be obtained from local training coordinating agencies, the local licensing agency, or DCF; or</p> <p>Employment History Recognition Exemption. Individuals seeking to be qualified under this paragraph shall: Have been employed in child care on July 1, 1995; and Have a high school diploma or GED prior to July 1, 1995; and Have ten (10) or more years of documented experience (consecutive or non-consecutive) working with children in child care from July 1, 1980, to July 1, 1995, or ten (10) years teaching experience in early childhood education through grade three (3) in a public or private school including teachers and teachers aides from July 1, 1980, to July 1, 1995.</p> <p>Employment history experience shall include a minimum of fifteen (15) hours per week per year or five hundred forty (540) hours per year working with children in a licensed, registered, or exempt child care program, as defined in Section 402.301, Florida Statutes, or teaching experience in a public or private school.</p> <p>Documentation of employment history recognition shall include notarized letters indicating previous employment, or any other form of documentation, such as W-2 forms, licensing records, or income tax return forms for each place of employment.</p> <p>Transition Periods: Transition Periods shall refer to the periods of time in which children are arriving and departing from the child care facility, nap time, lunch, and free time.</p>	<p>In order to receive the Florida School-Age Certification, a candidate must have completed the Department of Children &amp; Families' Florida School-Age Certification Training Program, which consists of the following six (6) competency areas: A total of one hundred and twenty (120) hours of training consisting of Part I of the Introductory Child Care Training. Department of Children &amp; Families' approved School-Age Appropriate Practices training module, and a minimum of eighty (80)-clock-hours of training using Department of Children and Families' approved curriculum which focuses on the following six (6) competency areas:</p> <ul style="list-style-type: none"> <li>• Establishment and maintenance of a safe and healthy learning environment.</li> <li>• The advancement of physical and intellectual competence.</li> <li>• The support of social and emotional development and provision of positive guidance.</li> <li>• The establishment of positive and productive relationships with families.</li> <li>• Ensuring a well-run, purposeful program responsive to participant's needs.</li> <li>• The maintenance of a commitment to professionalism.</li> </ul> <p>A portfolio containing an autobiographical statement, written examples demonstrating mastery of each of the school-age competency subject areas, and a collection of resource materials as identified in the Department of Children &amp; Families' Florida School-Age Certification Training Portfolio and Resource Materials Checklist.</p> <p>Formal observation working with children in a school-age setting during the course of the program by a qualified observer.</p> <p>Four hundred and eighty (480) hours of direct contact with children in a school-age setting within the past five (5) years, Individuals who were enrolled in an existing school-age certification training program in Florida, prior to January 1, 2002, and who graduated from this training program by January 1, 2003, will be recognized as having met the Florida School-Age Certification requirement.</p> <p>Individuals who successfully complete a school age training program offered by one of the branches of the U.S. Military will be recognized as having met the Florida School-Age Certification requirement.</p> <p>Early Childhood Education Training organizations that provide the Florida School-Age Certification Training Program must complete a current CF-FSP Form 5259, Confirmation of Completion of the Florida School-Age Certification Training Program, which is incorporated by reference, for each graduate.</p> <p>To maintain a valid Florida School-Age Certification, candidates must complete and document the satisfactory completion of four point five (4.5) Continuing Education Units (CEUs) or one (1) three (3)-hour college-credit course in any school-age child care curriculum area, every five (5) years. Coursework completed to renew a State of Florida Teaching Certificate satisfies the coursework requirement for renewal of the Florida School-Age Certification. This documentation must be submitted to the local Training Coordinating Agency to verify completion of the required coursework. The local Training Coordinating Agency will issue a new Florida School-Age Certification Training Program Certificate upon verification of the documentation.</p>	<p>School age center workers (SACW) caring directly for children in any school age center shall be high school graduates.</p> <p>All school age center workers in the adult-child ratio hired on or after January 1, 2006, must fully meet the education requirement.</p> <p>Staff hired prior to January 1, 2006, had until January 1, 2007, to satisfactorily complete a GED program or be a high school graduate.</p> <p>School age centers are exempt from the staff credential requirement as outlined in Licensing Regulations.</p> <p>School age center staff is exempt from the training requirement of 5 clock hour early literacy and language development of children from birth to 5 years of age. All school age center staff must complete training within 12 months from the date training begins and may not exceed 15 months from the date of employment in the child care industry.</p> <p>School age center staff hired on or after October 1, 1992, must successfully complete 40 hours of child care training by completing the following Department of Children and Family Services' training as evidenced by successful completion of competency examinations offered by the Department of Children and Family Services or its designated representative with a weighted score of seventy (70) or better.</p> <p>School age center staff who successfully completed the training prior to January 1, 2004, are not required to fulfill the competency examination requirement</p> <p>Course work in the following eight content areas will be acceptable for school age credit:</p> <ul style="list-style-type: none"> <li>• Planning a safe, healthy environment to invite learning for children</li> <li>• Steps to advance children's physical and intellectual development</li> <li>• Positive ways to support children's social and emotional development</li> <li>• Strategies to establish productive relationships with families</li> <li>• Maintaining a commitment to professionalism</li> <li>• Observing and recording children's behavior</li> <li>• Principles of child growth and development</li> <li>• Strategies to manage an effective children's program operation</li> </ul> <p>In lieu of completion of six (6) semester hours of college credits in the eight content areas, a staff member in charge of a school age center or nonpublic school may satisfactorily complete a CDA credential, a state approved equivalent, or a Florida School-Age Certification. This may be documented on a transcript, diploma, or certificate.</p> <p>Graduates who successfully complete a school-age training program offered by a branch of the U.S. Military will be recognized as having met the School-Age FCCPC requirement.</p> <p>Florida Department of Education School-Age Professional Certificate (SAPC) - Florida Department of Education School-Age Professional Certificate (SAPC) means a Department-approved child care credential that consists of a minimum of 120 hours of early childhood instruction and 480 contact hours with school-age children and meets or exceeds the requirements outlined in Section 402.305(3)(c), F.S.</p> <p>School age centers are exempt from the staff credential requirement as outlined in Licensing Regulations I.B.2.b.</p>

## Teacher Credentials

Hillsborough County	Broward County	Palm Beach County	Pinellas County
	<p>Child care personnel meeting the credentialing requirements, shall work at the facility during normal periods of time excluding opening, closing, nap time, lunch, and free time.</p> <p>A staff member meeting the credentialing requirements in, shall be on-site at the child care facility a minimum of twenty (20) hours per week. A credentialed staff person must be on-site on a full time basis for those facilities that operate twenty (20) hours or less per week.</p> <p>Children who are five years old and above when they are enrolled in and attending a kindergarten program or grades one and above are excluded from the calculation used to determine the number of personnel necessary to meet the staff-to-children ratio requirements during transition periods.</p>	<p>Universal Pre-Kindergarten: For those providers choosing to participate in Universal Pre-Kindergarten, the following Child Development Associate Equivalency (CDAE) renewal process applies. However, for the purpose of meeting the staff credentialing requirement for every twenty (20) children in care, as mandated. A renewal is not required, but is encouraged and appropriate if the individual chooses.</p>	

## Administrator Credentials

Florida Afterschool Network	Florida Department of Children and Families
	<p>Director Credential Requirement. Pursuant to s. 402.305(2)(f), F.S., a child care facility must have a credentialed director. An individual with an inactive Director Credential is ineligible to be the director of a child care facility. An applicant for the Director Credential or Advanced Director Credential must meet the requirements referenced in CF-FSP Form 5290, Florida Child Care Director Credential Verification and Application. CF-FSP Form 5290 may be obtained on the Department of Children and Family Services' website at <a href="http://www.myflorida.com/childcare">www.myflorida.com/childcare</a>. All applications and documentation will be verified and credential issued by the Department of Children and Family Services on CF-FSP Form 5252, Florida Director Credential Certificate.</p> <p>An individual may not be the director of child care facilities that overlap in the hours of operation.</p> <p>Each child care facility must have a credentialed director that is on-site a majority of hours that the facility is in operation.</p> <p>Every applicant for a license to operate a child care facility or a license for a change of ownership of a child care facility must document that the facility director has an active Director Credential prior to issuance of the license.</p> <p>Child care facility owners must notify the licensing authority within five (5) working days of when the facility loses a credentialed director or when there is a change of director. The licensing authority will then issue a provisional license for a period not to exceed six (6) months. The provisional license will have an effective date of the first day the facility was without a credentialed director.</p> <p>CF-FSP Form 5252 must be posted in a conspicuous location at the facility.</p> <p>The following exceptions to the Director Credential apply only to before and after school programs that are licensed as child care facilities defined in s. 402.302, F.S., and serve only school-aged children:</p> <p>A credentialed director is not required during evening hours as defined in s.402.302(6), F.S.</p> <p>A credentialed director may supervise multiple before-school and after-school sites for a single organization as follows:</p> <p>Three (3) sites regardless of the number of children enrolled, or</p> <p>More than three (3) sites if the combined total number of children enrolled at the sites does not exceed 350. In calculating the total number of children enrolled, the number of children in the before- and after-school program shall be calculated and viewed as separate programs.</p> <p>In counties where the public school district has included four (4) year-old children in public before-school and after-school programs, the school district may participate in the multi-site supervision option. Public school districts that serve four (4) year old children in the before-school and after-school programs are required to have a credentialed staff person pursuant to the credentialing requirements in paragraphs 65C-22.003(7)(a), F.A.C., in order to accommodate the four (4)-year-old children.</p> <p>When a credentialed director is supervising multiple sites, the individual left in charge of the site during the director's absence must meet the following requirements:</p> <ul style="list-style-type: none"> <li>• At least 21 years of age;</li> <li>• Have completed the approved 40 clock-hour Introductory Child Care Training approved by the Department of Children and Family Services; and</li> <li>• Have completed the Department of Children and Family Services' Part II specialized training course, Special Needs Appropriate Practices, or completed a minimum of eight (8) hours of in-service training in serving children with disabilities; or</li> <li>• Have completed the Department of Children and Family Services' School-Age Appropriate Practices specialized training module.</li> </ul> <p>Director Credential Renewal.</p> <p>To maintain an active Director Credential at either level, candidates must meet the requirements referenced on CF-FSP Form 5306, Florida Director Credential Renewal Application. CF-FSP Form 5306 may be obtained on the Department of Children and Family Services' website.</p> <p>A Director Credential renewal, as documented on CF-FSP Form 5252, is active for five (5) years from the date of issuance. The completed renewal application, including all required documentation, must be submitted to the Department of Children and Family Services for review and issuance of a Director Credential Renewal Certificate no earlier than one (1) year prior to the end of the active period of the Director Credential. The Director Credential renewal date is determined by the end date of the active period.</p> <p>If a renewal application is received after the end of the active period for the Director Credential, the Director Credential Renewal Application will be reviewed and, if approved, a certificate will be issued with a renewal date of five (5) years from the date the completed renewal application was processed.</p>

## Administrator Credentials

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>The Child Care Operator shall be required to take basic training in serving children with disabilities within five (5) years after employment, either as a part of the introductory training or the annual eight (8) hours of in service training.</p> <p>Prior to initial licensing, every Owner or Operator shall attend two consultation sessions provided by the Local Licensing Agency.</p> <p>Every Child Care Facility Operator must have a Director Credential, which consists of the foundational level or the advanced level.</p> <p>The Operator of a Child Care Facility must be at least twenty- one years of age. In the absence of the Operator there must be a Staff Member twenty-one years of age or older in charge of the Child Care Facility and on the premises at all times.</p>	<p>A director holding a foundational or advanced level Florida Director Credential may supervise multiple before-and after-school sites as follows:</p> <ul style="list-style-type: none"> <li>• Three (3) sites regardless of the number of children enrolled; or</li> <li>• More than three (3) sites if the combined total number of children enrolled at the site does not exceed three hundred fifty (350) children. In calculating the total number of children enrolled, the number of children in the before- and after-school program shall be calculated and viewed as separate programs.</li> <li>• The school district may participate in the multi-site supervision option because four (4) year old children are included in public before-and after-school programs.</li> </ul> <p>When a credentialed director is supervising multiple sites, the individual left in charge of the site during the director's absence must meet the following requirement:</p> <ul style="list-style-type: none"> <li>• Be at least twenty-one (21) years of age;</li> <li>• Have completed DCF's approved forty (40) clock-hour Introductory Child Care Training (Parts I and II);</li> <li>• Have completed DCF's basic training in serving children with special needs, whether as part of the Introductory Child Care Training, Part II, specialized training module, Special Needs Appropriate Practices for Children with Special Needs, or through completion of a minimum of eight (8) hours of in-service training in serving children with disabilities; or</li> <li>• Have completed DCF's School-Age Appropriate Practices specialized training module separately.</li> </ul>	<p>The operator/director of a child care facility must be at least twenty-one (21) years of age.</p> <p>In the absence of the operator/director, there must be a person at least twenty-one (21) years of age in charge of the facility and on the premises at all times and must be so designated in writing by the operator/director. This written designation shall be conspicuously posted. The operator shall be responsible for the supervision of all staff and volunteers.</p> <p>In the absence of the operator/director, the designated person in charge shall be responsible for the overall on-site supervision of staff, and shall be fully aware of matters pertaining to children's records, staff records and routine facility operation. Such person shall also be capable of responding to queries from parents or representatives of the licensing agency.</p> <p>A director holding a foundational or advanced level Florida Director Credential may supervise multiple before-school and after-school sites as follows:</p> <p>Three (3) sites regardless of the number of children enrolled, or More than three sites if the combined total number of children enrolled at the sites does not exceed three hundred and fifty (350). In calculating the total number of children enrolled, the number of children in the before-and after-school program shall be calculated and viewed as separate programs.</p> <p>In counties where the public school district has included four (4)-year-old children in public before-school and after-school programs, the school district may participate in the multi-site supervision option. Public school districts which serve four (4)-year old children in the before-school and after-school programs are required to have a credentialed staff person</p>	<p>Staff Member In Charge of School Age Center. The staff member in charge (SMIC) of the staff and program of a school age center shall be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education, elementary education, physical education activities for children, guidance, recreation, or the eight content areas listed in the Licensing Regulations.</p> <p>Director Credential Requirement for School Age Centers</p> <p>A credentialed director may supervise multiple school age centers for a single organization as follows:</p> <p>Three (3) school age centers regardless of the number of children enrolled, or</p> <p>More than three (3) school age centers if the combined total number of children enrolled at the centers does not exceed 350. In calculating the total number of children enrolled, the number of children in the school age center shall be calculated and viewed as separate children's centers.</p> <p>In counties where the public school district has included four (4) year old children in public before-school and after-school programs, the school district may participate in the multi-site supervision option. Public school districts which serve four (4) year old children in the before-school and after-school programs are required to have a credentialed staff person pursuant to the credentialing requirements in Licensing Regulations I.B.3. in order to accommodate the four (4) year-old children.</p> <p>When a credentialed director is supervising multiple school age centers, the individual left in charge of the center during the director's absence must meet the following requirements:</p> <p>Be at least 21 years of age;</p> <p>Have completed the approved 40 clock-hour Introductory Child Care Training approved by the Department of Children and Family Services; and</p> <p>Have completed the Department of Children and Family Services' Part II specialized training course, Special Needs Appropriate Practices, or completed a minimum of eight (8) hours of in-service training in serving children with disabilities; or</p> <p>Have completed the Department of Children and Family Services' School Age Appropriate Practices specialized training module.</p>

## Pre-Service Training

<b>Florida Afterschool Network</b>	<b>Florida Department of Children and Families</b>
New staff are given a comprehensive orientation to the program, including review of the agency's mission and philosophy, job descriptions, personnel policies, and operating procedures.	

## Pre-Service Training

<b>Hillsborough County</b>	<b>Broward County</b>	<b>Palm Beach County</b>	<b>Pinellas County</b>

## In-Service Training

Florida Afterschool Network	Florida Department of Children and Families
<p>FAN recognizes the importance of well-trained, knowledgeable staff when working with children and youth. FAN recommends the program establish and implement an overall training plan based upon competencies and position classifications. The training plan shall ensure staff participates in a minimum of fifteen (15) hours of relevant training per year.</p> <p>There is documentation of written evaluations of all staff that are reviewed annually and signed by individual staff.</p> <p>Program administration works with each staff member to create and implement an individual training plan of at least 15 hours per year of documented relevant training.</p> <p>The program provides staff training on health topics.</p>	<p>All child care personnel must complete training within 12 months from the date training begins and may not exceed 15 months from the date of employment in the child care industry.</p> <p>Annual In-Service Training.</p> <p>All child care facility personnel must complete a minimum of 10 clock-hours or one (1) CEU of in-service training annually during the state's fiscal year beginning July 1 and ending June 30.</p> <p>The annual 10 clock-hours or one (1) CEU of in-service training concentrating on children ages birth through 12 must be completed in one (1) or more of the following areas (college level courses will be accepted):</p> <ul style="list-style-type: none"> <li>• Health and safety, including universal precautions;</li> <li>• CPR;</li> <li>• First Aid (may only be taken to meet the in-service requirement once every three (3) years);</li> <li>• Nutrition;</li> <li>• Child development – typical and atypical;</li> <li>• Child transportation and safety;</li> <li>• Behavior management;</li> <li>• Working with families;</li> <li>• Design and use of child oriented space;</li> <li>• Community, health and social service resources;</li> <li>• Child abuse;</li> <li>• Child care for multilingual children;</li> <li>• Working with children with disabilities in child care;</li> <li>• Safety in outdoor play;</li> <li>• Literacy;</li> <li>• Guidance and discipline;</li> <li>• Computer technology;</li> <li>• Leadership development/program management and staff supervision;</li> <li>• Age appropriate lesson planning;</li> <li>• Homework assistance for school-age care;</li> <li>• Developing special interest centers/spaces and environments; or</li> <li>• Other course areas relating to child care or child care management.</li> </ul> <p>Documentation of the in-service training requirement must be recorded on CFFSP Form 5268, Child Care In-Service Training Record, and included in the child care facilities' personnel records. CF-FSP 5268 may be obtained from the licensing authority or on the Department of Children and Family Services' website at <a href="http://www.myflorida.com/childcare">www.myflorida.com/childcare</a>. A new in-service training record is required each fiscal year. The in-service training records for the previous two (2) fiscal years must also be maintained at the child care facility for review by the licensing authority.</p>

## In-Service Training

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>All Child Care Personnel, must complete a minimum of 8-clock-hours of in-service training annually during the state's fiscal year beginning July 1 and ending June 30.</p> <p>The annual 8-clock-hour in-service training must be complete in one (1) or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Health and safety, including universal precautions;</li> <li>• CPR/first aid;</li> <li>• Nutrition;</li> <li>• Child development-typical and atypical;</li> <li>• Child transportation and safety;</li> <li>• Behavior management;</li> <li>• Working with families;</li> <li>• Design and use of child oriented space;</li> <li>• Community, health and social services resources;</li> <li>• Child abuse;</li> <li>• Child Care for multilingual children;</li> <li>• Working with children with disabilities in Child Care</li> <li>• Owner or Operator training program;</li> <li>• Playground safety;</li> <li>• Literacy; or</li> <li>• Other course areas relating to Child Care or Child Care management</li> </ul> <p>Documentation of the in-service training must be recorded on CF-FSP Form 1530, Apr.2003, Child Care In-service Training Record, which is incorporated by reference, and shall be included in the Child Care Facility's personnel records.</p>	<p>All child care personnel, except those listed in Sec. 7-4.02(d)(1)--(5), must complete at least eight (8) hours of annual in-service training after completion of the Introductory Child Care Training. The eight (8) hour in-service training must be completed annually during the state's fiscal year beginning July 1 and ending June 30. Staff members permanently assigned to care for infants must take four (4) hours of this training specifically geared to infant care.</p> <ul style="list-style-type: none"> <li>• Individuals who are not required to complete the eight (8) hour in-service training include those listed in Sec. 7-4.02 (d)(1)--(5) above.</li> <li>• The annual eight (8) clock hours in-service training may be completed in any of the following areas: health and safety, including universal precautions; CPR; nutrition; child development--typical and atypical; child transportation and safety; behavior management; working with families; design and use of child-oriented space; program curriculum and activities for children; community health, and social service resources; child abuse; child care for multilingual children; working in child care with children with disabilities; owner or directors training program, playground safety, literacy; or other appropriate course areas relating to child care or child care management.</li> <li>• Proof of the annual in-service training must be included in the child care personnel record for each employee and recorded on DCF's Form 5130, Apr. 97, Child Care In-Service Training Record Form. The training record shall be signed by the child care facility director after each training. Supporting documents regarding training, such as certificates, transcripts, diplomas, and agendas shall be attached to the form. The local licensing agency staff will review records to ensure training is being taken in appropriate training subject areas.</li> </ul> <p>Required Training for Directors in caring for Children with Disabilities. The director of a facility shall be required to take basic training in serving children with disabilities within five (5) years after employment, either as a part of the introductory training or the annual eight (8) hours of in-service training.</p> <p>The specific training requirement shall be met in one (1) of the following ways:</p> <ul style="list-style-type: none"> <li>• Completion of DCF's ten (10) hour training module entitled "Special Needs Appropriate Practices"; or</li> <li>• Completion of one (1) eight (8) hour in-service training course in caring for children with disabilities; or</li> <li>• Accumulation of eight (8) hours of in-service training in caring for children with disabilities; or</li> <li>• Documentation for credit course work in exceptionalities or special needs.</li> </ul>	<p>All child care personnel, except volunteers and substitutes who work or assist less than forty (40) hours a month, must complete ten (10) hours of annual in-service training. There are no exemptions from the annual in-service training for child care personnel. The annual ten (10)-hour or one (1) CEU in-service training must be completed annually during the state's fiscal year beginning July 1, and ending June 30.</p> <p>The annual ten (10)-hour or one (1) CEU in-service training must be completed in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>• Health and safety, including universal precautions;</li> <li>• CPR;</li> <li>• Nutrition;</li> <li>• Child development, typical and atypical;</li> <li>• Child transportation and safety;</li> <li>• Behavior management;</li> <li>• Working with families;</li> <li>• Design and use of child oriented space;</li> <li>• Playground safety;</li> <li>• Community, health and social service resources;</li> <li>• Child abuse;</li> <li>• Child care for multilingual children;</li> <li>• Working with children with disabilities in child care;</li> <li>• Guidance and Discipline;</li> <li>• Developing special interest centers/ spaces and environments; or</li> <li>• Literacy;</li> <li>• First Aid: this training may only be taken to meet the annual in-service requirement once every three (3) years.</li> <li>• Computer Technology;</li> <li>• Leadership development/program management and staff supervision;</li> <li>• Age appropriate lesson planning;</li> <li>• Homework Assistance for school age care;</li> </ul> <p>Other appropriate course areas relating to child care or child care management which the training coordinating agencies have determined will further the aims of the training requirements.</p> <p>Documentation of the in-service training must be included in the child care facilities' personnel records and recorded on a current CF-FSP Form 5268 Child Care In-Service Training Record which is incorporated by reference, and included in the child care facilities' personnel records. College level courses that cover the topics above may also be counted to meet the annual in-service training requirement.</p>	<p>On an annual basis in order to further their child care skills and, if appropriate, administrative skills, child care staff who have fulfilled the requirements for the child care training shall be required to take an additional one (1) continuing education unit (CEU) of approved in-service training, or 10-clock hours of equivalent training as determined by the License Board.</p> <p>All child care staff must complete a minimum of 10 clock-hours or one (1) CEU of in-service training annually during the state's fiscal year beginning July 1 and ending June 30.</p> <p>Training requirements shall not apply to certain occasional or part-time support staff, including, but not limited to, swimming instructors, piano teachers, dance instructors, and gymnastics instructors.</p>

## Curriculum Implementation

Florida Afterschool Network	Florida Department of Children and Families
<p>The program has a written mission statement that sets forth its philosophy and goals.</p> <p>The mission statement, philosophy, and goals are shared with and made available to staff, children and youth, and families.</p> <p>The program has established written goals that are measurable, aligned with the mission statement, and directed to achieve sustainability.</p> <p>Children and youth cultures are respected and incorporated into activities.</p> <p>Staff pose questions that enable children and youth to develop thinking and reasoning skills.</p> <p>Staff provide children and youth opportunities to participate in self directed or group directed activities.</p> <p>Staff provide opportunities for children and youth, and families to interact with each other in positive ways.</p> <p>Staff provide an environment that makes children and youth and families feel welcome, comfortable, and respected.</p> <p>The program offers age and developmentally appropriate activities that reflect the mission and goals of the program.</p> <p>Lesson plans demonstrate age and developmentally appropriate activities that reflect the mission and goals of the program.</p> <p>Staff understand and appreciate that children and youth have differing interests, abilities, and talents. A variety of activities are planned so that each child and youth may participate appropriately.</p> <p>The program posts a daily schedule that is flexible, enabling children and youth to transition smoothly from one activity to another.</p> <p>The daily schedule is prominently displayed.</p> <p>The daily schedule provides for routine while allowing for flexibility.</p> <p>Staff provide smooth transitions between activities.</p> <p>The program provides a variety of indoor and outdoor activities for children and youth to choose from, which provide social, recreational, and educational opportunities.</p> <p>Activities are planned which are appropriate for the ages, abilities, and cultures of the children and youth.</p> <p>The variety of activities is sufficient to address the academic, physical, social, and emotional needs of the children and youth.</p> <p>Activities are planned to introduce children and youth to new experiences and to learn new skills.</p> <p>There are opportunities for quiet activities and socializing.</p> <p>Children and youth are able to participate in multiple activities, often at their own pace.</p> <p>The program offers enrichment opportunities in core academic areas, as well as in cultural arts and technology.</p> <p>Enrichment activities are implemented which promote core academic skills.</p> <p>Enrichment activities offered include, but are not limited to, arts and crafts; music and movement; sports and fitness; community service activities; drama and theater; health, safety, and nutrition; science; and technology.</p> <p>Opportunities are provided to showcase individual achievements and successes.</p> <p>The program plans and implements community service activities.</p> <p>The program offers scheduled time in an appropriate environment for academic support or homework assistance.</p> <p>The program's academic support component enhances but does not repeat school day instruction.</p> <p>Children and youth have access to high quality homework help or tutoring assistance as well as resource materials.</p> <p>Clean, well-lit, dedicated space, and furnishings exist for academic support and homework assistance.</p> <p>The program provides planned daily recreation, sports, or fitness activities.</p> <p>The program includes a sufficient amount of materials and equipment that are age and developmentally appropriate, accessible, and in good working order.</p> <p>Equipment and play structures are in good working order and are age and developmentally appropriate for all children and youth.</p> <p>Children and youth have easy access to materials and equipment for both active and quiet play.</p> <p>A comfortable area is available where children and youth may relax and have quiet time.</p> <p>The program makes reasonable accommodations to the program environment and schedule so that children and youth with special needs may participate.</p> <p>The program has or requests information on any accommodations a child or youth may need.</p>	<p>A school-age child care program shall make available toys, equipment and furnishings suitable to each child's age and development and of a quantity suitable for each child to be involved in activities.</p> <p>Toys, equipment and furnishings must be safe and maintained in a sanitary condition.</p> <p>A school-age child care program shall provide and maintain equipment and play activities suitable to each child's age and development.</p>

## Curriculum Implementation

Florida Afterschool Network (cont'd)	Florida Department of Children and Families
<p>Reasonable accommodations have been made to the environment, program, or schedule to enable children and youth to participate.</p> <p>Adequate and convenient space is available for children and youth personal belongings.</p> <p>There is functional space available for all program activities including indoor and outdoor, active and quiet, and individual and group.</p> <p>The indoor and outdoor spaces are arranged appropriately to accommodate all children.</p> <p>Written guidelines are in place regarding the use and maintenance of materials, equipment, and the facility.</p> <p>The space is arranged so the variety of social, recreational, and educational activities can go on at the same time without much disruption.</p> <p>The indoor and outdoor space is large enough for staff to plan various program activities. Staff and children and youth are able to move about freely while participating in various activities.</p> <p>The space is arranged for the activities and can be modified to meet the needs of all children and youth.</p> <p>There is adequate and convenient storage space for equipment, materials, and personal possessions of children and youth and staff.</p> <p>Adequate and convenient space is available for program supplies and staff's personal belongings.</p>	

## Curriculum Implementation

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>Each age group or class must have a written and followed plan of scheduled activities posted in a place accessible to the Parents. The written plan must meet the needs of the children being served and include varied, scheduled activities that promote emotional, social, intellectual and physical growth and which include both quiet play, active play, indoor and outdoor periods, appropriate to the developmental age of the child, as well as meals, snacks, and nap periods, if appropriate, for the age of the children and the times the children are in care.</p>	<p>Planned activities: Each age group, excluding infants, or class must have a written and followed daily schedule of activities posted in a place accessible to the parents.</p>	<p>There must be a daily program to provide meaningful experiences geared to the age level of the children and to meet the social, emotional, physical, intellectual and developmental needs of each child as well as those of the total group and include a written program to be implemented periodically for children of an appropriate age, which will assist the children in preventing and avoiding physical and mental abuse. The activity program for both infants and children must be conspicuously displayed in the child care facility and shall include a schedule for meals, snacks, naps, indoor and outdoor periods.</p>	<p>For school age children an amount of equipment such as sports equipment, and table games must be available and sufficient for the number of children and for the age group under care.</p> <p>Adequate and appropriate supplies and play materials are to be available.</p> <p>For school age centers on an all day schedule, a rest or a quiet period shall be required. If naptime is scheduled, a washable mat, towel, sheet, or blanket is required.</p>

## Literacy

<b>Florida Afterschool Network</b>	<b>Florida Department of Children and Families</b>
Staff provide opportunities for children and youth to read, write, have discussions, and participate in activities that improve learning skills.	

## Literacy

<b>Hillsborough County</b>	<b>Broward County</b>	<b>Palm Beach County</b>	<b>Pinellas County</b>
			For school age children books and creative materials must be available and sufficient for the number of children and for the age group under care.

# Health and Safety

## Florida Afterschool Network

## Florida Department of Children and Families

Staff provide opportunities for children and youth to read, write, have discussions, and participate in activities that improve learning skills.

All school-age child care program facilities must be clean, in good repair, and free from health and safety hazards and from vermin infestation.

During the hours that the program is in operation, no portion of the building shall be used for any activity which endangers the health and safety of the children.

All areas and surfaces accessible to children shall be free from toxic substances and hazardous materials.

All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, as well as knives and sharp tools and other potentially dangerous hazards, shall be stored separately and locked or inaccessible and out of a child's reach.

No firearms or weapons shall be allowed within any building or conveyance, or upon any person located on the premises, excluding federal, state, or local Law Enforcement Officers.

No narcotics, alcohol, or other impairing drugs shall be present on the premises.

Animals must be properly immunized, free from disease, and clean.

Smoking is prohibited within the school-age child care program, all outdoor play areas, and in vehicles when being used to transport children.

Design and construction of a new child care facility or modifications to an existing facility must meet the minimum requirements of the applicable local governing body.

When caring for school age children, child care personnel shall remain responsible for the supervision of the children in care and capable of responding to emergencies, and are accountable for children at all times.

At all times lighting must be sufficient to visually observe and supervise children while in care.

No person shall be an operator, owner, or employee in a school-age child care program while using or under the influence of narcotics, alcohol, or other drugs that impair an individual's ability to provide supervision and safe child care.

A telephone or other means of instant communication shall be available to staff responsible for children during all field trips. Cellular phones, two-way radio devices, citizen band radios, and other means of instant communication are acceptable.

If a school-age child care program uses a swimming pool that exceeds three (3) feet in depth or uses beach or lake areas for water activities, the school-age child care program must provide one (1) person with a certified lifeguard certificate or equivalent, unless a certified lifeguard is on duty and present when any children are in the swimming area. In situations where the school-age child care program provides a person with a certified lifeguard certificate or equivalent, that person can also serve as the additional adult.

Children in care shall be observed on a daily basis for signs of communicable disease.

Any child, child care personnel or other person in the school-age child care program suspected of having a communicable disease shall be removed from the program or placed in an isolation area until removed.

Running water, soap, trash receptacles, toilet paper, and disposable towels or hand drying machines that are properly installed and maintained shall be available and within reach of children using the toileting facility.

Each basin and toilet must be maintained in good operating condition and sanitized as needed, at least once per day.

All buildings, when the windows or doors are open, must have and maintain screens to prevent entrance of any insect or rodent. Screens are not required for open air classrooms and picnic areas.

Employees, volunteers, and children shall wash their hands with soap and running water, dry thoroughly and follow personal hygiene procedures for themselves, or while assisting others, and immediately after outdoor play.

Safe drinking water shall be available to all children. If disposable cups are used, they must be discarded after each use.

School-age child care programs must have written documentation from the local Environmental Health Unit that they have either met or have been exempted from local environmental health standards.

A child identified as having head lice shall not be permitted to return until treatment has occurred.

Operators are required to notify the local county health department immediately upon any suspected outbreak of communicable disease.

Isolation Area. Each school-age child care program shall have a designated isolation area for a child who becomes ill while in care of the program. Such space shall be adequately ventilated, heated, and equipped with a bed, mat, or cot and materials that can be sanitized easily. Linens and disposables shall be changed after each use and used linens and disposables shall be kept in a closed container in the isolation area until cleaned or disposed. The isolated child must be within sight and hearing of a staff person at all times. The child must be carefully observed for worsening conditions.

Each school-age child care program must have at least one (1) staff member with current and valid certificate(s) of course completion for first aid training and child cardiopulmonary resuscitation (CPR) procedures.

One (1) staff member satisfying these training requirements shall be present at all times that children are in the care of the program, both on-site and on field trips.

At least one (1) first aid kit must be maintained on the premises of the school-age child care program at all times.

Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, the county public health unit and the address of and directions to the facility, including major intersections and local landmarks, must be posted on or near all school-age child care program telephones and shall be used to protect the health, safety and well-being of any child in day care.

Medication. School-age child care programs are not required to give medication; however, if a program chooses to do so, the following shall apply:

The school-age child care program must have written authorization from the custodial parent or legal guardian to dispense prescription and non-prescription medications. This authorization must be dated and signed by the custodial parent or legal guardian and contain the child's name; the name of the medication to be dispensed; and date, time and amount of dosage to be given. This record shall be initialed or signed by the program personnel who gave the medication.

Any known allergies to medication or special restrictions must also be documented, maintained in the child's file, shared with staff and posted with stored medication.

Prescription and non-prescription medication brought to the school-age child care program by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child's name, name of the medication, and medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

# Health and Safety

## Florida Afterschool Network

## Florida Department of Children and Families

Staff provide opportunities for children and youth to read, write, have discussions, and participate in activities that improve learning skills.

In the event of an emergency, non-prescription medication that is not brought in by the parent or legal guardian can be dispensed only if the program has written authorization from the parent or legal guardian to do so. Any medication dispensed under these conditions must be documented in the child's file and the custodial parent or legal guardian must be notified on the day of occurrence.

The facility must maintain a record for each child receiving medications that documents the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained for a minimum of four (4) months after the last day the child received the dosage.

All medicine must have child resistant caps and shall be stored separately and locked or inaccessible and out of a child's reach.

Medication that has expired or that is no longer being dispensed shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled in the school-age child care program.

If a school-age child care program chooses to supply food, it shall provide nutritious meals and snacks of a quantity and quality to meet the daily nutritional needs of the children.

If a school-age child care program chooses not to provide meals and snacks, arrangements must be made with the custodial parent or legal guardian to provide nutritional food for the child.

School-age child care programs shall provide sufficient age appropriate seating so that children are seated at tables for meals.

Children shall be supervised during all meals and snacks and offered foods appropriate for their ages.

Single service paper or plastic plates, utensils, and cups shall not be reused. Plates, utensils and cups provided by the facility that are not disposable shall be washed, rinsed, and sanitized between uses.

All licensed school-age child care programs approved by the Environmental Health Section to prepare food shall have documentation on file from the Department of Health verifying the facility meets the applicable requirements as specified in Chapter 64E-11, F.A.C., Food Hygiene.

School-age child care programs must have written documentation from the local Environmental Health Unit that they have either met or have been exempted from local environmental health standards, specified in Chapter 64E-11, F.A.C., Food Hygiene, as it pertains to the food preparation area specified in subsection 65C-22.008(3)(p)1., F.A.C.

Unless statutorily exempted, all school-age child care programs shall conform to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Standards for Life Safety and Fire Prevention in Child Care Facilities, which is incorporated herein by reference, and shall be inspected annually.

A copy of the current and approved annual fire inspection report by a certified fire inspector must be on file with the licensing authority. However, a school-age child care program may seek an exemption to state standards adopted by the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Standards for Life Safety and Fire Prevention in Child Care Facilities. The written exemption request, which must include a plan for ensuring the safety of children in care, must be made to the local fire inspection office and, if granted, the exemption must be documented and maintained on file at the program.

There shall be at least one (1) corded telephone in the school-age child care program facility that is neither locked nor located at a pay station and is available to all staff during the hours of operation.

Fire drills shall be conducted monthly at various times when children are in care. A current attendance record must accompany staff out of the building during a drill or actual evacuation and be used to account for all children.

The operator shall maintain a written record of monthly fire drills showing the date, number of children in attendance, and time taken to evacuate the premises. Each monthly record shall be maintained for a minimum of four (4) months from the date of the fire drill.

Transportation. For the purpose of this section, vehicles refer to those owned/operated or regularly used by the school-age child care program, and vehicles that provide transportation through a contract or agreement with an outside entity.

When any vehicle is regularly used by a school-age child care program to provide transportation, the driver shall have a current Florida driver's license, an annual physical examination which grants medical approval to drive, and valid certificate(s) of course completion for first aid training and infant and child cardiopulmonary resuscitation (CPR) procedures.

All child care facilities must comply with the insurance requirements found in s. 316.615(4), F.S.

All vehicles regularly used to transport children shall be inspected annually by a mechanic to ensure that they are in proper working order. Documentation by the mechanic shall be maintained in the vehicle.

The maximum number of individuals transported in a vehicle may not exceed the manufacturer's designated seating capacity or the number of factory installed seat belts.

Each child, when transported, must be in an individual factory installed seat belt or federally approved child safety restraint unless the vehicle is excluded from this requirement by Florida Statute.

When transporting children, staff-to-child ratios must be maintained at all times. The driver may be included in the staff-to-child ratio.

Driver's Log. A log shall be maintained for all children being transported in the vehicle. The log shall be retained for a minimum of four (4) months. The log shall include each child's name, date, time of departure and time of arrival, signature of driver and signature of second staff member to verify driver's log and the fact that all children have left the vehicle.

Prior to transporting children, the driver's log must be recorded, signed, and dated immediately, verifying that all children were accounted for and that the log is complete.

Upon arrival at the destination, the driver of the vehicle shall:

- Mark each child off the log as the children depart the vehicle,
- Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle, and
- Record, sign, and date the driver's log immediately, verifying that all children were accounted for and that the visual sweep was conducted.

Upon arrival at the destination, a second staff member shall:

- Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle, and
- Sign, date and record the driver's log immediately, verifying that all children were accounted for and that the log is complete.

## Health and Safety

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>All Child Care Facilities must be in good repair, free from health and safety hazards, clean and free from vermin infestation. During the hours that a Child Care Facility is in operation, no portion of the building or premises shall be used for any activity which would endanger the health and safety of children. All areas and surfaces or items accessible to children shall be free of toxic or hazardous materials and pose no threat to the health and safety of the children or staff. Animals or fowl must be properly immunized, free of disease, clean and create no health or safety hazard.</p> <p>All Child Care Facilities shall conform to all state, County and local building, zoning, fire safety codes and regulations and the Hillsborough County Public Health Department's Florida Administrative Code as applicable.</p> <p>Pursuant to Section 402.305(5), Florida Statutes, school age programs operated in public school facilities, regardless of the Operator, shall follow the standards set forth by the Florida Building Code State Requirements for Public Educational Facilities.</p> <p>All medicines must have child resistant caps and shall be store separately and locked or placed out of the reach of children.</p> <p>No firearms shall be kept on the premises.</p> <p>Smoking is prohibited within the Child Care Facility and all outdoor play areas, and in vehicles when being used to transport children.</p> <p>No narcotics, alcohol or other impairing drugs shall be present on the premises during operational hours.</p> <p>Each Child Care Facility must have and maintain conveniently located toilet and bath facilities which are easily accessible to the children in care and at a height usable by children. The bath facilities must be maintained in a sanitary condition and properly supplied.</p> <p>Any Child Care Facility licensed after 1989 shall have one toilet with a seat and one wash basin for every fifteen children in care, or as mandated by the regulations of the County Construction Code or building and plumbing codes of the local jurisdiction, if applicable.</p> <p>No toilet facility shall open directly into an area where food is prepared.</p> <p>Toilets and wash basins shall be constructed at such a level as to allow the children to conveniently use them. Children must receive supervision and care in accordance with their age and required needs and be accounted for at all times which bathing or toileting. Running water, toilet paper, single use disposable towels, soap and trash receptacles shall be available and within reach of children using the toileting facility. Each basin and toilet must be maintained in good operating condition and sanitized as needed at least once per day.</p> <p>There shall be at least one working corded telephone in the Child Care Facility which is neither locked nor located at a pay station and which is available to all staff during the hours of operation even in the event of a power outage. Emergency telephone numbers such as 911, poison control center, child abuse registry, and County Public Health Department must be posted on or near all telephones.</p> <p>Fire drills shall be conducted monthly when children are in care.</p> <p>All Child Care Facilities shall conform to applicable state, County and local water and sewage building standards.</p>	<p>School-aged children attending public or non-public schools are not required to have student health examination and immunization records on file at the child care facility as such records are on file at the school where the child is enrolled.</p> <p>All facilities that provide only before-and after-school programs must meet all the requirements of this Article and the following additional requirements:</p> <p><b>Accountability:</b></p> <p>Daily attendance must be taken by the program's child care personnel for all children at the time a child enters and departs a before-and after-school program.</p> <p>The program child care personnel must immediately notify a parent or other authorized contact person responsible for the child's welfare should a child be unexpectedly absent from a before-and after-school program.</p> <p>School districts which serve four (4) year old children in the before- and after-school programs are required to have a credentialed staff person pursuant to the credentialing requirement in Sec. 7-4.01(3) of this Ordinance in order to accommodate the four (4) year old children.</p> <p>In compliance with Section 402.3025, Florida Statutes, before- and after-school programs for children in five (5) year old kindergarten and grade one (1) or above in public and non-public schools, are not subject to licensure if the programs are operated and staffed directly by the schools.</p>	<p>When a child care facility serves school-aged children, the school requirements for health examination and immunization shall apply and records of such need not be on file at the child care facility.</p> <p>At all times during operating hours a facility must allow the Department access to records required to be made or kept by these rules and regulations. This includes records for personnel, children and the facility. Copies of the required records are acceptable for documentation. Original documents are the property of the party providing the information.</p> <p>A child care facility shall have equipment, furnishings and toys which are safe and can be maintained in a sanitary condition. The furnishings and equipment shall be suitable to the size and age of the child. There shall be equipment and supplies available in order to provide activities to stimulate creative play and learning experiences, both indoor and outdoor.</p> <p>There shall be first-aid supplies -- soap, band-aids or equivalent, sterile gauze squares and rolls, cotton balls or applicators, adhesive tape, thermometer, tweezers, blunt tipped scissors, pre-moistened wipes -- and a minimum of two (2) disposable medical examination gloves maintained in a puncture proof protector. These supplies shall be kept in a covered container which is labeled "First Aid" and kept in a designated location. A current resource guide on first-aid and CPR procedures shall also be accessible. A first-aid kit must also accompany child care staff when children are participating on field trips and all transportation.</p> <p>Any child showing symptoms of illness during the day shall be removed from the group to the isolation area where he shall receive necessary attention until he is ready to return to the group.</p> <p>At least one (1) adult staff member must hold current first aid certification evidenced by a valid card in a Red Cross standard first-aid course or a comparable course specifically designed for child care facilities. At least one (1) adult staff so qualified shall be present at all times that children are in the care of the facility whether such children are on site, on a field trip, or being transported.</p> <p>At least one (1) adult staff member must hold current certification evidenced by a valid card in infant and child cardiopulmonary resuscitation provided by the American Red Cross, the American Heart Association, or other provider of a comparable course specifically designed for child care. At least one adult staff so qualified shall be present at all times that children are in the care of the facility whether such children are on site, on a field trip, or being transported.</p> <p>Certificates of course completion are valid based on the time frames established by each First Aid and CPR training program, not to exceed three (3) years. On-line Internet First Aid and CPR courses are not acceptable to meet this standard. First Aid and CPR training must be done by real time classroom instruction.</p> <p>Attendance logs. To assure adherence to these rules, each child care facility, shall maintain and keep at the facility for no less than one (1) year, a daily attendance log identifying by name all children attending the child care facility on that day as well as a sign-in/sign-out log signed by the person who dropped off and picked up the child on that day. Drop-in child care facilities shall also maintain a sign-in/sign-out daily attendance log,</p>	<p>When caring for school age children, child care staff shall remain responsible for the supervision of the children in care, capable of responding to emergencies and are accountable for children at all times, including when children are separated from their groups. At all times lighting must be sufficient to visually observe and supervise children while in care.</p> <p>School age centers must have written documentation from the local Environmental Health Unit that they have either met or have been exempted from local environmental health standards, specified in 64E-11, F.A.C., Food Hygiene, as it pertains to the food preparation area specified in Licensing Regulations.</p> <p>School-aged children attending public or nonpublic schools are not required to have student health examination and immunization records on file at the children's center as such records are on file at the school where the child is enrolled.</p> <p>Bedding is not required for school age children; however, the children's center shall provide an area for those children choosing to rest.</p> <p>Sleeping space for cots is required for school age children during bedtime hours when school age children normally sleep.</p> <p>All potentially harmful items including cleaning supplies, flammable products, poisonous, toxic, and hazardous materials must be labeled. These items, as well as knives and sharp tools and other potentially dangerous hazards, shall be stored separately and locked or out of a child's reach.</p> <p>When caring for school age children, child care staff shall remain responsible for the supervision of the children in care, capable of responding to emergencies and are accountable for children at all times, including when children are separated from their groups. At all times lighting must be sufficient to visually observe and supervise children while in care.</p> <p>Each school age center must have at least one (1) staff member with current and valid certificate(s) of course completion for first aid training and child cardiopulmonary resuscitation (CPR) procedures. One (1) staff member satisfying these training requirements shall be present at all times that children are in the care of the children's center, both on onsite and on field trips. A field trip includes all activities away from the program excluding regular transportation to and from the program, i.e., pick-up and drop-off.</p> <p>Children's centers must ensure that age-appropriate, constructive disciplinary practices are used for children in care. All child care personnel of the must comply with the children's center written disciplinary policy. Such policies shall include standards that prohibit children from being subject to:</p> <ul style="list-style-type: none"> <li>• Discipline which is severe, humiliating, or frightening.</li> <li>• Discipline associated with food, rest, or toileting.</li> <li>• Spanking or any other form of physical punishment.</li> </ul> <p>Spanking or any other form of physical punishment is prohibited by all child care personnel.</p> <p>Any person who knows or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or</p>

## Health and Safety

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>Rodents and vermin shall be exterminated. Pest control shall not take place while rooms are occupied by children.</p> <p>Child Care Personnel and children shall wash their hands with soap and running water drying thoroughly at least at the following times, and whenever hands are contaminated with body fluids: a) Before food preparation, handling or serving, b) after toileting or changing diapers c) after assisting a child with toilet use d) before and after eating meals or snacks e) after handling pets or other animals f) immediately after outdoor play and g) following personal hygiene procedures for themselves or whom assisting others.</p> <p>Single use gloves may be used when handling food or changing diapers buy they do not replace the requirement for hand washing as indicated above.</p> <p>Safe drinking water shall be available to children of all ages. For children above twentyfour months of age drinking water must be available in such a manner as to not require adult intervention.</p> <p>Hot running water exceeding 110 degrees F shall be located out of the reach of children.</p> <p>All Child Care Facilities must have at least one Staff Member with a valid certificate of course completion for Infant and child cardiopulmonary resuscitation procedures for every fifty children in care or fraction thereof. One Staff Member satisfying this training requirement shall be present at all times that children are in the care of the Child Care Facility both on-site and on field trips.</p> <p>All Child Care Facilities must have at least one Staff Member for every 50 children or fraction thereof who has completed a minimum of four hours of First Aid training. One Staff Member for every fifty children or fraction thereof satisfying this training requirement must be present at all times that children are in the care of the Child Care Facility either on-site or on a field trip.</p> <p>At least one first aid kit containing materials to administer first aid must be maintained on the premises of all Child Car Facilities at all times. A first aid kit must also accompany Staff Members when children are participating in field trips.</p> <p>Parents shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed.</p> <p>The Child Care Facility shall have written instructions from Parents for Staff Members to follow in arranging for immediate treatment in emergencies.</p> <p>Any child showing symptoms of illness during the day shall be removed from the group to the isolation area where he or she shall receive necessary attention until such time as the Child Care Facility and the child's Parent's can make plans for his or her care elsewhere or until he or she is ready to return to the group.</p> <p>Any Child Care Personnel, or other person in the Child Care Facility who is suspected of having a communicable disease shall be removed from the Child Care Facility or placed in an isolation area until removed. Such person may not return without medical authorization or until the signs and symptoms are no longer present.</p>		<p>including day, date, time of arrival and departure, and signatures of the parent obtained at drop-off and pick-up.</p> <p>Record of unusual incidents. A written record of unusual incidents affecting the program of the facility including, but not limited to, accidental injuries to children, employees and volunteers must be kept on file at the facility and shared with the parent on the day of the occurrence. The record shall include the name of the affected person, date and time of occurrence, description of event, actions taken and by whom, as well as appropriate signatures of staff. A signature of an affected parent shall be procured as soon as possible but not later than two (2) working days after the incident.</p> <p>Record of fire drills. A written record must be kept at the child care facility each month for a fire drill showing date, number of children in attendance and time taken to evacuate the premises, on a Fire Drill Record Form as provided by the Department. To assure accountability of all children in the child care facility, a current daily attendance log must accompany staff during a fire drill and in the event of an emergency resulting in the evacuation of the child care facility. The log is to be used to account for all children during a drill or actual evacuation. This record must be maintained for one (1) year. Drop-in child care facilities shall be exempt from this requirement but shall be required to have on file at the facility an emergency evacuation plan approved by the Fire Authority having jurisdiction, and shall maintain documentation on file of related training provided to child care facility staff.</p> <p>Menus &amp; Food Temperature Logs: Records of menus served shall be placed on file at the facility and kept for a minimum of one (1) month. Food Temperature logs shall be kept on file at the child care facility for a minimum of one (1) month.</p> <p>Daily Schedule: A general daily time schedule for meals, snacks, nap, indoor and outdoor Palm Beach County Rules &amp; Regulations Governing Child Care Page 6 of 12 Article XV Admission, Assessment &amp; Record Keeping periods shall be conspicuously posted at the child care facility. Drop-in child care facilities shall be exempt from this requirement.</p> <p>Field trips: Each facility shall keep at the facility for no less than one (1) year a copy of each field trip manifest, parental permission slip, parental swimming consent, and such other documents required to be retained pursuant to Article XVIII of these rules.</p> <p>After School &amp; School Age Child Care Programs - Attendance &amp; Absentee Policy: Attendance should be taken for all children at the beginning of the program daily. They must be signed out upon leaving. Programs shall establish and maintain a written procedure for accountability when a child fails to show for the program.</p> <p>Material Safety Data Sheets (MSDS) These shall be obtained and kept on file at the child care facility for sanitizing agents that may be used instead of bleach water solutions. MSDS sheets shall be kept on file for a period of twelve (12) months following the cessation of use of the product, should the facility revert to using bleach water solutions.</p> <p>Where the child care facility utilizes bedding assignments, such record shall be available to the Department for review.</p>	<p>other person responsible for the child's welfare shall report such knowledge or suspicion to the Department of Children and Family Services in the manner prescribed in Licensing Regulations.</p> <p>For school age centers, having one (1) to thirty (30) children, there shall be a minimum of two (2) toilets and two (2) wash basins. There shall be one (1) toilet and one (1) wash basin for every thirty (30) children thereafter.</p> <p>At least one (1) portable or permanent bath facility shall be provided and be available for bathing children unless the program exclusively serves school age children and the school age center does not operate during evening/overnight hours of care requiring bedtime routines.</p>

## Health and Safety

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>Operators are required to notify the local County public health unit immediately upon any suspected outbreak of a communicable disease in accordance with Chapter 64D-3 F.A.C., Communicable Disease Control. A suspected outbreak occurs when two or more children of Child Care Personnel have the onset of similar signs or symptoms as outlines in subparagraph above of this Section 3.06 within a seventy-two hour period or when a case of a serious or reportable communicable disease is diagnosed or suspected on a child or Child Care Personnel.</p> <p>Child Care Facilities shall provider meals and snacks of a quantity and quality to supplement food served at home so that the daily nutritional needs of the children are met.</p> <p>All health, enrollment, personnel, diet and other records required by State law or State regulations or by the local Licensing Agency must be kept on the premises of the Child Care Facility and maintained pursuant to Section 402.305, Florida Statutes and shall be available at the Child Care Facility during the hours of operation for Local Licensing Agency Staff to review.</p> <p>When a Child Care Facility serves school age children, the school requirements for health examination and immunization shall apply and such records of the school age children need not be on file at the Child Care Facility.</p> <p>Proper enrollment information shall be obtained from the child's Parent prior to accepting a child in care and signed statements that the Child Care Facility has provided information in compliance with statues shall be kept on file.</p> <p>At the time of employment, records regarding the Owner, Operator each employee, volunteers, and substitutes of the Child Care Facility shall be maintained and kept current.</p> <p>A written record of incidents affection the program of the Child Care Facility, accidents, injuries to or minor illnesses of children, and accidental injuries to Child Care Personnel, Volunteers, substitutes and other persons at the Child Care Facility must be kept on file on the Accident or Incident Form approved by the Local Licensing Agency.</p> <p>Parents must be advise of field trip activities. Advanced written parental permission must be obtained either in the form of a general permission slip or prior to each field trip activity and such documentation must be included in the child's report.</p> <p>The Operator shall keep a written daily log of any and all children in attendance at the Child Care Facility which must include time of arrival and time of departure.</p>		<p>Within ten (10) days after employment, each staff member shall have on file a statement attesting that he/she is physically qualified to care for children. This medical statement shall be based on an examination which must have occurred within the preceding six (6) months and completed by a person given authority by Florida Statutes to perform medical examinations. Within ten (10) days of employment each staff member shall have on file a statement that he/she is free of tuberculosis in a communicable stage as indicated by an approved TB risk assessment, skin test or chest X-ray</p> <p>Children under care must be directly supervised by staff persons at all times. Direct supervision means watching and directing children's activities within close proximity in the same room inside or within a designated outdoor play area or while transporting children.</p> <p>Children must not be left unattended when being diapered or when changing clothes. Caregivers' hands shall be washed using running water, soap and friction, rinsing and drying thoroughly immediately after outdoor play, after each diapering procedure, or toileting or personal hygiene procedures for themselves or children and prior to meal times. Children must be continuously supervised while using the toilet, lavatory, or bathing facility. Children shall wash hands or be assisted with hand washing by staff as needed, using running water, soap and friction, rinsing and drying thoroughly immediately after outdoor play, toileting or personal hygiene procedures and prior to meal times.</p> <p>Children must be released only to custodial parents or persons sixteen (16) years of age or older authorized in writing and listed on the enrollment form by a custodial parent.</p> <p>If both non-handicapped and handicapped children are served, it may be necessary for the operator to make an adjustment in the staff ratio to insure adequate and proper care for the handicapped child.</p> <p>The children in a child care program shall only be disciplined in a constructive manner as warranted.</p> <p>Children must not be subjected to discipline which is severe, humiliating or frightening.</p> <p>Discipline must not be associated with food, rest or toileting.</p> <p>Spanking or any other form of physical punishment by all child care personnel is prohibited.</p> <p>Discipline policy. Prior to admission of a child to a child care facility, the facility shall formulate a written discipline policy and notify the parents in writing of the current disciplinary practices used by the facility. The specific types of discipline used for each age group must be included in the written material provided to parents. Verification that child care facilities have provided parents written notification of the disciplinary practices used by the facility shall be documented on the enrollment form or an equivalent form with the signature of the parent. Staff shall be required to review the Palm Beach County Rules &amp; Regulations Governing Child Care Page 1 of 2 Article IX Daily Program &amp; Discipline facility's disciplinary policy and sign a written verification that such policy has been provided.</p> <p>All child care personnel at the facility and away from the facility on field trips or transporting children before or after school, shall</p>	

# Health and Safety

Hillsborough County	Broward County	Palm Beach County	Pinellas County
		<p>comply with the facility's written disciplinary practices. A copy of the facility's current written disciplinary practices must be available to the Department's representatives upon request.</p> <p>During the hours the facility is in operation, no portion of the building or property shall be used for any purpose which endangers the health and safety of the children. The approved and or licensed areas of a child care facility shall be utilized exclusively for the children enrolled in the facility during the normal operating hours.</p> <p>All surfaces or items, accessible to children shall be free of toxic substances and hazardous materials including lead paint. All cleaning supplies and other potentially poisonous or dangerous supplies shall be plainly labeled. Such products shall be stored in a key locked cupboard, box or cabinet unless actively in use by staff. Products that produce irritating odors or toxic fumes shall not be used while children are present. Any product that bears a warning on the label KEEP OUT OF THE REACH OF CHILDREN, or words or symbols to that effect, shall be presumed to be potentially poisonous or dangerous. Staff purses and personal items shall be inaccessible to children.</p> <p>Animals are prohibited on the premises (excluding aquarium fish and hermit crabs). Special animal programs will be permitted upon prior approval of the Department pursuant to a written request.</p> <p>No firearms shall be kept on the premises, except on the person of security personnel who are licensed to carry a firearm.</p> <p>Smoking is prohibited within the facility, all outdoor play areas, and in vehicles when being used to transport children, pursuant to Chapter 386, Florida Statutes, as amended or replaced.</p> <p>Child care facilities shall not be physically connected to domestic residences. Facilities physically connected to domestic residences and previously approved for such operation may continue until the facility undergoes a change in operation or ownership. However, the non-conforming use may not be expanded.</p> <p>Alcoholic beverages, narcotics or other impairing drugs are prohibited on the premises of the child care facility</p> <p>All facilities (electrical installation, plumbing, etc.) must conform to all applicable municipal and county building, fire and zoning codes.</p> <p>Child care facilities shall be located on well-drained sites and shall be easily accessible. They shall not be located where excessive noise, odors, dust, smoke, traffic or other unsafe or harmful environmental elements interfere with the children's comfort and safety.</p> <p>The building and property shall be free from fire hazards. Improper storage of unnecessary materials or equipment shall be prohibited.</p> <p>All openings to the outer air shall be effectively screened</p> <p>well-lighted and ventilated dining area shall be provided. Tables, benches, and chairs shall be of a convenient size and well constructed.</p> <p>All rooms shall be ventilated by windows or mechanical means sufficiently to prevent all objectionable odors and excessive condensation, and in such a manner as to avoid direct drafts on the children. All windows, which can be opened, and doors which may be left open, shall be provided with a mesh fly screen. Screens are not required for open air classrooms and picnic areas.</p>	

**Health and Safety**

<b>Hillsborough County</b>	<b>Broward County</b>	<b>Palm Beach County</b>	<b>Pinellas County</b>
		<p>All electrical outlets shall be capped when not in use.</p> <p>Fire extinguishers, as required by the Fire Authority having jurisdiction, shall be provided.</p> <p>Fire drills shall be conducted periodically, but not less than every month. A fire plan shall be posted conspicuously in each occupiable room, hallway or area, and near each telephone.</p> <p>Extension cords shall not be used as permanent wiring. In addition, power cords from appliances shall not be readily accessible to children.</p> <p>Each child care facility shall have at least one (1) approved drinking fountain for each thirty (30) children or provide a potable water supply with a dispenser and disposable cups.</p>	

## Indoor Environment

Florida Afterschool Network	Florida Department of Children and Families
<p>The program environment provides dedicated usable space for all activities during hours of operation.</p> <p>The space is arranged so the variety of social, recreational and educational activities can go on at the same time without much disruption.</p> <p>There is adequate and convenient storage space for equipment, materials, and personal possessions of children and youth and staff.</p>	<p>Toys, equipment and furnishings must be safe and maintained in a sanitary condition.</p> <p>An inside temperature of 65 to 82 degrees Fahrenheit must be maintained at all times.</p> <p>All rooms shall be kept clean, adequately ventilated and in good repair. Cleaning shall not take place while rooms are occupied by children except for general clean-up activities which are a part of the daily routine.</p> <p>Rodents and vermin shall be exterminated. Pest control shall not take place while rooms are occupied by children.</p> <p>Napping and Sleeping Space. For the purposes of this standard, sleeping refers to the normal night time sleep cycle while napping refers to a brief period of rest during daylight or early evening hours.</p> <p>Each school-age child care program must include a designated area where each child can sit quietly or lie down to rest or nap. When not in use, napping space and usable indoor floor space may be used interchangeably.</p> <p>Each school-age child care program shall provide and maintain toilet and bath facilities that are easily accessible and at a height usable by the children. Platforms are acceptable when safely constructed and easily cleaned and sanitized.</p> <p>For facilities having from one (1) to 15 children, there shall be at least one (1) toilet and one wash basin. There shall be one (1) additional toilet and basin for every 30 children thereafter.</p> <p>Toilet facilities shall not open directly into an area where food is prepared. A toilet facility may open directly into an area used by children where food is served.</p> <p>A school-age child care program that held a valid license on October 1, 1992, must have a minimum of 20 square feet of usable indoor floor space for each child.</p> <p>A school-age child care program that did not hold a valid license on October 1, 1992, and seeks regulatory approval to operate as a school-age child care program, must have a minimum of 35 square feet of usable indoor floor space for each child.</p> <p>Usable indoor floor space refers to that space available for indoor play, classroom, work area, or nap space. Usable indoor floor space is calculated by measuring at floor level from interior walls and by deleting space for stairways, toilets and bath facilities, permanent fixtures and non-movable furniture. Kitchens, offices, laundry rooms, storage areas, hallways, and other areas not used in normal day-to-day operations are not included when calculating usable indoor floor space.</p> <p>In addition to the total facility minimum square footage per child, each room that is routinely occupied by children must have a minimum of 20 square feet or 35 square feet (whichever is applicable) per child at all times.</p> <p>Shelves or storage for toys and other materials shall be considered as usable indoor floor space if accessible to children.</p> <p>A school-age child care program may request in writing permission from the licensing authority to operate under an exception to usable indoor floor space.</p> <p>The written request must include an explanation of why the exception is necessary as well as an alternate plan to accommodate instances of inclement weather.</p>

## Indoor Environment

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>All rooms must have and maintain lighting the equivalent of 60 foot candles at three feet from the floor to allow for supervision and for safe methods of entering and exiting each room. At all times lighting must be sufficient to allow children to be observed and supervised, including during naptime.</p> <p>An inside minimal temperature of 65 degrees F to 82 degrees F must be maintained at all times.</p> <p>All rooms shall be adequately ventilated. If windows are present, they shall be operable except in air conditions or mechanically ventilated buildings. All operable windows and doors used for ventilation shall be securely screened and properly maintained.</p> <p>A Child Care Facility that holds a valid license on October 1, 1992, must have a minimum of twenty (20) square feet of usable indoor floor space for each child. A Child Care Facility that did not hold a valid license on October 1, 1992, and seeks regulatory approval to operate as a Child Care Facility must have a minimum of thirty-five square feet of usable indoor floor space for each child.</p> <p>A Child Care Facility shall make available toys, equipment and furnishings suitable to each child's age and development and of a quantity for each child be involved in activities. Toys, equipment and furnishings must be safe and maintained in a sanitary condition.</p>	<p>Daily attendance must be taken by the program's child care personnel for all children at the time a child enters and departs the indoor recreational facility. The program child care personnel must immediately notify a parent or other authorized contact person responsible for the child's welfare should a child be unexpectedly absent from the indoor recreational facility.</p> <p>Exempted provisions.</p> <p>An indoor recreational facility that cares for children who are enrolled in five-(5) year old kindergarten in accordance with the admission criteria of Section 1003.21, Florida Statutes, and grade one (1) or above, and that is time limited to no more than four (4) hours for a particular child in any one (1) day, is not required to comply with the following provisions of the Ordinance:</p> <p>Personnel Education Requirements: Directors employed in an indoor recreational facility on or after the effective date of this Ordinance shall be required to meet all the requirements of Sec. 7-4.01(a)-(j).</p> <p>Exempted provisions.</p> <p>An urban child care facility is not required to comply with Sections 7-5.03(a) through (l) and (o) of this Ordinance relating to Outdoor Play Space. An urban child care facility is permitted to substitute indoor play space for outdoor play space, if outdoor play space is not available in the area.</p>	<p>For each child under care, there shall be a minimum of thirty-five (35) square feet of usable indoor space as herein defined. Useable indoor floor space is calculated by measuring at floor level from interior walls and by deleting space for stairways, hallways, toilets and bath facilities, permanent fixtures and non-moveable furniture. Kitchens, offices, laundry rooms, storage areas and other areas not used in normal day-to-day operations are not included when calculating useable indoor floor space.</p> <p>Indoor recreation facilities are exempt from the minimum outdoor-square-footage-per-child requirement specified in Article X(C) herein, if the indoor recreational facility has, at a minimum, 3,000 square feet of usable indoor floor space designated for indoor play or fitness activities. Such designated indoor play space shall be in addition to the minimum thirty-five (35) square feet per child of useable space per child licensed capacity.</p> <p>The premises, both inside and out, shall be maintained in a clean and sanitary condition, free of insects and rodents and in good repair at all times. Pest control shall not take place while rooms are occupied by children or during hours of operation of the child care facility.</p> <p>Stairways with a series of steps of three (3) or more must have hand rails on each side and be equipped with non-skid treads.</p> <p>Electric fans shall be permanently installed, screened and out of the children's reach.</p> <p>Floors shall have washable, easily cleanable surfaces. Floors subject to flood washing shall be provided with floor drains.</p> <p>Walls and ceilings of all rooms shall be kept clean and in good repair. Toilet room walls shall be of impervious material or shall be painted with enamel paint to splash level.</p> <p>Rooms occupied by children must have a minimum of twenty (20) foot candles of natural or artificial light at three (3) feet from the floor to allow for adequate supervision and for safe means of entering and exiting each room. Substantial compliance facilities are exempt from the twenty (20) foot candles requirement during napping periods. At all times lighting must be sufficient to visually observe and supervise children, including during naptime. A minimum of fifty (50) foot candles of natural or artificial light are required at desktop level while the room is being used for instruction.</p> <p>Heating, ventilation, air-conditioning (HVAC) equipment shall be installed and maintained in a safe condition and in accordance with applicable laws, ordinances and regulations. An inside temperature of 72° to 82° Fahrenheit must be maintained at all times during operation of the facility. A reliable thermometer shall be provided in each major area of the facility. Non-vented or open flame heaters (including water heaters) and portable electrical heaters are prohibited.</p>	<p>Running water, soap and trash receptacles, toilet paper, and disposable towels or hand drying machines that are properly installed and maintained, shall be available and within reach of children using the toileting facility. Each basin and toilet must be maintained in good operating condition and cleaned and sanitized as needed, at least once per day.</p> <p>For school age centers, having one (1) to thirty (30) children, there shall be a minimum of two (2) toilets and two (2) wash basins. There shall be one (1) toilet and one (1) wash basin for every thirty (30) children thereafter.</p> <p>Children must receive supervision and care in accordance with their age and required needs and be accounted for at all times while bathing or toileting.</p> <p>School age centers must have written documentation from the local Environmental Health Unit that they have either met or have been exempted from local environmental health standards.</p>

## Outdoor Environment

Florida Afterschool Network	Florida Department of Children and Families
<p>The program environment provides dedicated usable space for all activities during hours of operation.</p>	<p>All playground equipment shall be securely anchored, unless portable or stationary by design, in good repair, maintained in safe condition, and placed to ensure safe usage by the children. Maintenance shall include checks, at least every other month, of all supports above and below the ground and all connectors and moving parts.</p> <p>Permanent or stationary playground equipment must have a ground cover or other protective surface under the equipment that provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.</p> <p>All equipment, fences, and objects on the program's premises shall be free from sharp, broken and jagged edges and shall be properly placed to prevent overcrowding or safety hazards in any one (1) area.</p> <p>All equipment used in the outdoor play area shall be constructed and maintained to allow for water drainage and shall be maintained in a safe and sanitary condition.</p> <p>There shall be a minimum of 45 square feet of usable, safe and sanitary outdoor play area per each school-age child. A minimum outside play area shall be provided for one-half (1/2) of the licensed capacity.</p> <p>Based on the outdoor square footage, the total number of children using the play area may not exceed the outdoor capacity.</p> <p>The outdoor play area shall be clean and free from litter, nails, glass and other hazards.</p> <p>The outdoor play area shall provide shade.</p> <p>During outdoor play, personnel must situate themselves in the outdoor play area so that all children can be observed and direct supervision can be provided.</p> <p>The facility's outdoor play area shall be fenced in accordance with accepted safety practices and local ordinances to prevent access by children to all water hazards within or adjacent to outdoor play areas, such as pools, ditches, retention and fish ponds.</p> <p>The outdoor play area shall have and maintain safe and adequate fencing or walls a minimum of four (4) feet in height. Fencing, including gates, must be continuous and shall not have gaps that would allow children to exit the outdoor play area. The base of the fence must remain at ground level and be free from erosion or build-up to prevent inside or outside access by children or animals.</p> <p>A school-age child care program may request in writing permission from the licensing authority to operate under an exception to outdoor floor space.</p> <p>The written request must include an explanation of why the exception is necessary as well as an alternate plan for inclusion of fine and gross motor skills opportunities. If not requesting an exemption to the outdoor play area, the school-age child care program may operate without a fence if all the following provisions are met:</p> <ul style="list-style-type: none"> <li>• The children using the outdoor play area are in five (5) year old kindergarten and grades one (1) or above;</li> <li>• In addition to the established staff-to-child ratios, for the purpose of safety, an additional staff member is present at all times during outdoor activities, to assist in providing direct supervision;</li> <li>• The outdoor play area is bordered by a road or street open to travel by the public with a posted or unposted speed limit of no more than 25 miles per hour, or where the posted or unposted speed limit is no greater than 35 miles per hour and the playground is a minimum of 30 feet from the edge of the road; and</li> <li>• The licensing authority has provided written authorization to the program to operate without a fence.</li> </ul>

# Outdoor Environment

Hillsborough County	Broward County	Palm Beach County	Pinellas County
<p>There shall be a minimum of one hundred (100) square feet of usable, safe and sanitary outdoor play area per child, which shall be calculated at the rate of one hundred (100) square feet per child for any group using the play area at one time. A minimum play area shall be provided for one-half of the licensed capacity, but shall not be less than one thousand square feet.</p> <p>The outdoor play area shall be clean, free of litter, nails, glass, and other obvious hazards. Outdoor play areas shall provide shade.</p> <p>During outdoor play, Child Care Personnel must situate themselves in the outdoor play area so that all children can be observed and direct supervision provided.</p> <p>The outdoor play areas shall have and maintain a safe and adequate fence or wall at a minimum of four (4) feet in height unless otherwise specified by the Local Licensing Agency.</p> <p>A Child Care Facility shall provide and maintain equipment and play activities suitable to each child's age and development. All equipment must be installed safely and maintained in safe and sanitary condition and placed to ensure safe usage by children.</p> <p>Maintenance shall include, without limitation, routine checks, at least every other month, of all supports above and below the ground, all connectors and moving parts. Outdoor equipment must be age appropriate to the group being served.</p> <p>All equipment used in the outdoor play area shall be constructed and maintained to allow for water drainage. All play equipment shall be securely anchored unless portable by design and in good repair. All equipment, fences and objects on the Child Care Facility's premises shall be free of sharp, broken, and/or jagged edges and properly placed to prevent overcrowding or safety hazards in any one area. Permanent playground equipment must have a ground cover or other protective surface under the equipment which provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.</p>	<p>Fence requirements:</p> <p>The outdoor play space shall have safe and adequate fencing or a wall at a minimum of four (4) feet in height. A fence is not required if all of the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The children using the outdoor play space are in five (5) year old kindergarten and grade one (1) or above.</li> <li>• In addition to the established staff-to-children ratios, an additional staff member is present to provide direct supervision.</li> <li>• The outdoor play space is located in an uncongested, not heavily trafficked location, away from major intersections, crowded business areas, and all water hazards including, but not limited to, pools, wading pools, ditches, and fish ponds.</li> </ul> <p>The local licensing agency must provide written authorization to the before-and-after-school program to operate without a fence.</p>	<p>All equipment used in the outdoor area shall be constructed and maintained to allow for water drainage.</p> <p>Each facility shall have an outdoor play area of no less than seventy-five (75) square feet per non-infant child under care. Facilities caring for infants shall have a separate outdoor play area of no less than forty-five (45) square feet per infant under care. All outdoor play areas must be enclosed by safe and adequate fencing or wall or combination thereof no less than four (4) feet high. (Local zoning regulations may have more stringent minimum space or height requirements.) The outdoor play area fence, including gates, shall be maintained and be continuous and shall not have gaps that would allow children to exit the outdoor play area. The base of the fence must remain at ground level, free from erosion or build-up, to prevent inside or outside access by children or animals.</p> <p>As of November 1, 1984, variances from the minimum outdoor play area requirements for children under care at any one time (split shift variances) have not been permitted. However, unless licensed capacity has been increased or outdoor play area decreased, split shift variances authorized prior to November 1, 1984 shall continue in effect. No split shift variance shall be effective for a greater capacity than that authorized as of November 1, 1984. Any decrease in outdoor play area or discontinued use of a child care facility for a period exceeding one year, or change of ownership will extinguish a previously authorized split shift variance.</p> <p>Outdoor play areas shall be located on facility property and shall be immediately adjacent to the building or accessible by a route free from safety hazards, including but not limited to water hazards and exposed crawlspaces. Classrooms serving infants shall have direct access to the outdoor infant play areas. Staff shall directly supervise children going to and from outdoor play areas. For new facilities, access to play areas from the facility must be protected by a continuous wall or fence no less than four (4) feet high. School aged child care facilities shall provide safe access to play areas. Access shall be evaluated on a case-by-case basis by the Department and shall be deemed safe if the determination is appropriate. In school age child care programs located in public school sites, where the Department deems that safe access to the fenced play area can not be provided, including, but not limited to exposed crawlspaces, traversing driveways or trafficked areas, but excluding water hazards, such school age child care program shall maintain additional staffing, pursuant to Article VIII(A) of these rules.</p> <p>The outdoor play area shall be clean, free of litter, nails, glass and other obvious hazards. Unless portable by design, all outdoor play equipment shall be firmly anchored. Permanent playground equipment must have a ground cover or other protective surface under the equipment which provides resilience and is maintained to reduce the incidence of injuries to children in the event of falls.</p> <p>Outdoor play area shall provide both sun and shade.</p> <p>Use of water bearing tables by two (2) or more children is prohibited. Water play is allowed when individual containers are provided for each child, and containers are cleaned and sanitized in between each child's use.</p> <p>Sand or sawdust boxes used in outdoor play areas shall be constructed to allow for drainage and maintained in a safe and sanitary condition. Sand and sawdust boxes must be covered with durable and well maintained covers when not in use.</p> <p>All water hazards such as pools, swimming pools, wading pools, ditches, fishponds, etc., shall be adequately fenced in accordance with accepted safety practices. The minimum height of the fence shall be four (4) feet. If a gate is provided, it must be key locked. Prior to the installation of the fence, the facility must obtain an applicable permit from the local jurisdiction having authority. In addition, in no circumstance will a screen enclosure or similar device be accepted in lieu of a fence. In the event that this</p> <p>Any swimming pool or wading pool used by a child care facility must be constructed and operated, at a minimum, in compliance with Chapter 64E-9, Florida Administrative Code, Public Swimming Pools and Bathing Places, or its successor provisions, and the Florida Building Code, Chapter 4, Special Occupancy: Section 424, Swimming Pools and Bathing Places, as amended or replaced. Should there be a conflict between Chapter 64E-9, Florida Administrative Code, Public Swimming Pools and Bathing Places, or its successor provisions, and the Florida Building Code, Chapter 4, Special Occupancy: Section 424, Swimming Pools and Bathing Places, the Florida Building Code shall apply.</p> <p>Drop-in child care facilities shall be exempt from the requirement for outdoor play space. However, where outdoor play space is provided, it shall meet the requirements for child care facilities as set forth herein.</p> <p>Facilities which only provide night time care are exempted from the outdoor play space requirement. An open area within the existing indoor floor space designated for play that promotes the development of gross motor skills must be available. Such indoor play space shall be in addition to the thirty five (35) square feet per child indoor space requirement, and shall total no less than one thousand (1000) square feet. Where such facilities provide an outdoor play area such outdoor play area shall be consistent with Article X (C) (1 – 9) of these rules. Additionally, such outdoor play areas shall be equipped with adequate lighting.</p> <p>An indoor recreational facility is exempt from the minimum outdoor-square-footage-per-child requirement specified herein, if the indoor recreational facility satisfies the requirements of Article X (B) (2) herein. Where the indoor recreation facility has less than 3,000 square feet of useable indoor floor space, an outdoor play area shall be provided. Such outdoor play area shall be consistent with Article X (C) (1 – 9) of these rules.</p> <p>During outdoor play, staff must situate themselves in the outdoor play areas so that all children can be directly supervised. During rainfall or whenever lightning is visible on the horizon or thunder is audible, children must immediately be removed from the outdoor play area and returned to the building.</p>	<p>During outdoor play, child care staff must situate themselves in the outdoor play area so that all children can be observed and direct supervision provided.</p> <p>Exception to Outdoor Play Space. School age centers may choose to request in writing, permission from the License Board staff, to operate under an exception to outdoor play space as specified in Licensing Regulations if all the following provisions are met:</p> <ul style="list-style-type: none"> <li>• No outdoor space available that is safe or can be fenced or meet fence exemption.</li> <li>• A minimum of 3000 square feet of usable indoor floor space to allow for large motor physical activity.</li> <li>• The License Board has provided written authorization to the program to operate without outdoor play space.</li> </ul> <p>The written request must include an explanation of why the exception is necessary as well as an alternate plan for inclusion of fine and gross motor skills opportunities for those centers requesting an exception to the outdoor play area.</p> <p>Fence Exemption. For the purposes of children's centers who are providing care to school age children, a fence is not required if all the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The children using the outdoor play area are in five-year-old kindergarten and grades one (1) or above;</li> <li>• In addition to the established staff-to-child ratios, for the purpose of safety, an additional staff member is present, at all times during outdoor activities, to assist in providing direct supervision;</li> <li>• The outdoor play area is bordered by a road or street open to travel by the public with a posted or unposted speed limit of no more than 25 miles per hour, or where the posted or unposted speed limit is no greater than 35 miles per hour and the playground is a minimum of 30 feet from the edge of the road; and is not located adjacent to a congested, heavily trafficked location or near any major intersections, crowded business areas, or water hazards; and</li> <li>• The License Board has provided written authorization to the children's center to operate without a fence.</li> </ul> <p>For school age children an amount of equipment such as sports equipment, table games, books and creative materials must be available and sufficient for the number of children and for the age group under care. Adequate and appropriate supplies and play materials are to be available.</p>

## Family Communication

Florida Afterschool Network	Florida Department of Children and Families
<p>Staff and families work together on positive behavioral supports, disciplinary techniques, and logical consequences.</p> <p>Staff communicate with school personnel and parents to create and implement programs and activities that support education efforts.</p> <p>The program develops, implements, and maintains a current plan for family involvement. The plan includes regularly scheduled activities, so parents may participate as appropriate.</p> <p>The program provides a Family Handbook that includes information about the program's policies and expectations for family involvement.</p> <p>Orientation sessions are offered to all families.</p> <p>The program creates opportunities for family involvement, such as open houses, special events, and parent nights.</p> <p>Family participation is welcomed within established visitation guidelines.</p> <p>Administration and staff make children and youth and families feel welcome and important.</p> <p>Families have regular opportunities to visit the program.</p> <p>Families are encouraged to provide input into activities and events and have opportunities to volunteer in the program.</p> <p>The program supports families in connecting with community resources through information sharing.</p> <p>The program makes available information about community resources to help meet the needs of children and youth and their families.</p> <p>Civic organizations and neighborhood groups are encouraged to volunteer as appropriate to support the program's mission and goals.</p> <p>Community agencies are involved in program activities.</p> <p>The program provides newsletters, notes, or bulletin boards to share and communicate information.</p> <p>Families are kept informed about the program and upcoming events through notices and newsletters.</p> <p>Multiple methods are used to regularly communicate with families.</p>	<p>A school-age child care program must provide the custodial parent or legal guardian access, in person and by telephone, to the program during the program's normal hours of operation or during the time the child is in care.</p> <p>Parents must be informed in writing of all animals on the premises. Such information may be provided by way of a conspicuously posted notice or bulletin, policy handbook, parent flier, or a statement included on the enrollment form.</p> <p>Custodial parents or legal guardians shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed. If the custodial parent or legal guardian cannot be reached, the school-age child care program owner will contact those persons designated by the custodial parent or legal guardian to be contacted under these circumstances, and shall follow any written instructions provided by the custodial parent or legal guardian on the enrollment form.</p> <p>All accidents and incidents which occur at a school-age child care program or while a child is in the care of program staff must be documented on the day they occur. This documentation must be shared with the custodial parent or legal guardian on the date of occurrence. Documentation shall include the name of the affected party, date and time of occurrence, description of occurrence, actions taken and by whom, and appropriate signatures of program staff and custodial parent or legal guardian and maintained for one (1) year.</p> <p>Verification that the school-age child care program has provided, in writing, the disciplinary policy used by the program shall be documented on the enrollment form with the signature of the custodial parent or legal guardian.</p> <p>Meal and snack menus shall be planned, written, and posted at the beginning of each week. Any menu substitution shall be noted on the menu. Menus shall be dated and posted in the food service area and in a conspicuous place accessible to parents. Daily meal and snack menus shall be maintained for a minimum of one (1) month.</p>

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<p>Parents shall be notified immediately in the event of any serious illness, accident, injury or emergency to their child and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed.</p> <p>The Child Care Facility shall have written instructions from Parents for Staff Members to follow in arranging for immediate treatment in emergencies.</p> <p>The Child Care Facility Operator shall obtain enrollment information from the child's Parent prior to accepting a child in care. The information must be kept current and maintained in the child's file at the Child Care Facility.</p> <p>Parents must be advised of field trip activities. Advanced written parental permission must be obtained.</p>	<p>Prior to admission of a child to a child care facility, the facility shall notify the parents in writing of the disciplinary practices used by the facility. The specific types of discipline used for each age group must be included in the written material provided to parents. Notification must be verified by the signature of a parent of the enrolled child. The signature must be recorded on the No. 1 enrollment card or an equivalent form and kept on file at the facility. A copy of the facility's current written disciplinary practice must be made available to the local licensing agency for review.</p> <p>A child care facility must provide the parents access, in person and by telephone, to the child care facility during the facility's normal hours of operation or during the time the children are in care.</p> <p>Each age group, excluding infants, or class must have a written and followed daily schedule of activities posted in a place accessible to the parents.</p> <p>The child care facility shall have written instructions from parents for child care personnel to follow in case immediate or emergency medical treatment is necessary.</p> <p>Parents shall be notified immediately of any serious illness or serious injury to the child in the facility and their specific instructions regarding action to be taken under such circumstances shall be obtained and followed.</p> <p>Meals, formula, and/or snacks are furnished by the child's parent, there shall be a written agreement signed by the director and parent and kept on file at the facility with a copy given to the parent.</p> <p>Menus shall be planned, written, and posted at the beginning of each week. Menus shall be dated and posted in the food service area and in areas where they are accessible to parents.</p> <p>The director shall obtain and keep on file at the child care facility on the No. 1 card, Child Care Enrollment Information Card or its equivalent, the following enrollment information from the child's parent before the child is allowed admission into the facility.</p>	<p>A child care facility must provide the custodial parent(s) reasonable access to the child care facility both physically and via the telephone while a child of such parent(s) is in care. Children must be released only to persons authorized in writing by a custodial parent.</p>	<p>Each children's center shall have a written plan on file in the License Board office for the evacuation and care of children in case of emergencies and disaster, including but not limited to hurricanes, floods, fires, bomb threats, chemical leaks or evacuations mandated by government officials for public health or safety. The plan shall include arrangements for transportation, food and water supply, parent and children's center staff communication, availability of children's records, and supervision of children during evacuation and relocation. .</p>

## Staff Communication

Florida Afterschool Network	Florida Department of Children and Families
<p>The program conducts monthly staff meetings with agendas and documents staff attendance.</p> <p>Opportunities are provided to discuss and problem solve issues and concerns relating to individual staff, children and youth, and families.</p> <p>As role models for children and youth, staff engage other staff in an appropriate and professional manner.</p> <p>Staff communicate with each other professionally.</p> <p>Staff work as a team and supports each others' programs and activities.</p> <p>Staff exhibit positive, respectful relationships with each other.</p> <p>Staff model positive adult relationships.</p> <p>Staff respond in a positive respectful way to the ranges of children and youth feelings and emotions.</p> <p>Staff engage with children and youth in activities to help them learn, understand, and become increasingly responsible.</p> <p>Staff model, support, and value diversity.</p> <p>Staff encourage children and youth to take the initiative, to make positive choices, to be responsible, and to take on challenging tasks and activities.</p>	<p>Special food restrictions must be shared with staff and must be posted in a conspicuous location.</p>

## Staff Communication

Hillsborough County	Broward County	Palm Beach County	Pinellas County
			<p>Prior to admission of a child to a children's center, the children's center shall notify the parents in writing of the disciplinary policy used by the children's center.</p>

## Staff-Student Communication

Florida Afterschool Network	Florida Department of Children and Families		
<p>The program involves children and youth, families, and staff to plan and implement suitable activities, which are consistent with the program's philosophy.</p> <p>Policies and procedures are in place to ensure warm greetings, smooth transitions, and organized arrivals and departures for all children and youth.</p> <p>Staff engage with all children and youth in positive and respectful ways through listening, acceptance, and appreciation. Children and youth have opportunities to develop a sense of belonging.</p> <p>Staff treat children and youth with respect and interact in ways that reflect high expectations and promote positive self esteem.</p> <p>Staff make children and youth feel welcome and comfortable, and respond to them with acceptance and appreciation.</p> <p>Staff guide children and youth to be respectful, cooperative, and work well together.</p> <p>Staff share age and developmentally appropriate interests of children and youth in one-on-one and small group conversations.</p> <p>Staff respond appropriately to the individual needs of children and youth, recognizing their special interests, feelings, abilities, and cultures. Staff understand, celebrate, and reflect diversity.</p> <p>Staff recognize the ranges of abilities of children and youth, and provides opportunities for them to succeed.</p> <p>Staff encourage children and youth to assume leadership roles.</p> <p>Staff guide children and youth to make informed choices.</p> <p>Staff encourage children and youth to develop problem solving skills.</p> <p>Staff communicate and reinforce clear limits and rules. Positive techniques are used to guide the behavior of children and youth by setting appropriate limits and encouraging children and youth to resolve their own conflicts.</p> <p>Staff model and use positive techniques to resolve conflicts.</p>			

## Staff-Student Communication

Hillsborough County	Broward County	Palm Beach County	Pinellas County
	<p>Staff members shall be available to the children at all times for support or assistance in accordance with their age and required needs.</p>		

# References

- Brevard County Rules and Regulations. Florida Department of Children and Families. Retrieved on May 30, 2009 from <http://www.dcf.state.fl.us/childcare/laws.shtml>
- Broward County Rules and Regulations. Children's Services Administration. Retrieved on May 30, 2009 from [http://www.broward.org/children/childcare\\_ord.pdf](http://www.broward.org/children/childcare_ord.pdf)
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- Sarasota County Rules and Regulations. Florida Department of Children and Families. Retrieved on May 30, 2009 from <http://www.dcf.state.fl.us/childcare/laws.shtml>