

FACCS 2011-2012 RELIGIOUS EXEMPTION APPLICATION

| | |
|------------------------|----------------|
| Date Received | _____ |
| Site Inspection Fee \$ | _____ |
| Balance Due \$ | _____ |
| Certificate Forwarded | _____ |
| Site Visit Date | ____/____/____ |
| Site Visit Date | ____/____/____ |
| Site Visit Date | ____/____/____ |
| Site Visit Date | ____/____/____ |

Note: This is a stand-alone service provided by request to schools holding FACCS Accreditation or Participant/Member status. To be listed on the DCF Provider Website as "religious exempt" for 2011-2012 complete this application, affix your signature agreeing to the terms for potential site inspections by a FACCS designee, and return the application with the Traditional School Application to the FACCS Capital Office by September 1, 2011. **The separate DCF On-Line Religious Exemption must be completed per the instructions on page 31.**

Name of School _____ County _____

Street Address _____ City _____ Zip _____

Mailing Address (If different from above): _____ City _____ Zip _____

Phone Number (_____) _____ FAX (_____) _____

E-Mail Address*(no more than 16 characters max.) _____

Sponsoring Church _____

Background: The following resolution, by the FACCS Board of Directors, is provided for your understanding of the procedures regarding the conveyance of "religious exemption" in an effort to satisfy the expectations of the required recognition of FACCS, by the appropriate state entities, and to comply with reasonable FACCS undertakings in relation to FS 402.316, Chapter 65C-22, and other statutes.

"Be it resolved, as of July 1, 2007, annual Participant/Membership or Accreditation status in FACCS:

1. Is provided for the purpose of an applicant or renewing affiliating school to use such voluntary services offered by the FACCS and such fees specified for said services;
2. Is not for the purpose of obtaining "religious exemption" for child care, day care, or before/after care programs;
3. Is not contingent on compliance with health, safety, sanitation, or other laws of the state of Florida, but rather to allow access to available FACCS services as a school determines voluntarily in their best interest;
4. Is not contingent on a new applicant school undergoing a site visit for review of their compliance with Florida Statutes 402, Chapter 65C-22, or other laws of the state of Florida.
5. Is available for purposes of "religious exemption," under FS 402.316, exclusively to schools, that consistently meet the Health, Safety, Sanitation and Minimum Standards published by FACCS, as provided in FS 402, Chapter 65C-22, and agree to pay for such inspections as required to maintain such exemption. Affiliating schools that choose to participate in the Voluntary Pre-Kindergarten (VPK), Corporate Tax Credit (CTC), McKay Scholarship for Students with Disabilities, or other such voucher/scholarship programs of the state of Florida or Federal government understand their obligation to be in full compliance with the laws, rules, requirements, and accountability measures stipulated by the Department of Children and Families (DCF), Department of Health (DOH), Agency for Workforce Innovation (AWI), Office of Independent Education and Parental Choice (FDOE), and local Learning Coalitions, in addition to FACCS published Health, Safety, Sanitation and Minimum Standards."

To provide this service, coordinate the expectations under these statutes for a religious exempting agency and the religious exempt ministry, it is necessary for an applicant school to:

1. Acknowledge their responsibility to consistently maintain compliance with the FACCS published Standards for Health, Safety, Sanitation and Minimum Standards. Such standards will be downloaded from the FACCS Website, filled-out, and notarized annually. **The DCF Annual Affidavit for Religious Exemption must be completed on-line and submitted to the Department after you have received your renewed Religious Exemption Certificate & FACCS Accreditation/Membership Certificate for the current school year. You will find full instructions on page 31 of the FACCS Health, Safety, Sanitation and Minimum Standards.**

2. Acknowledge such standards will be revised upon notification of the various departments of state within 30 days of such notice, resulting in the necessity of the religious exempt affiliating ministry to make such changes as specified.
3. Acknowledge in order to facilitate such extensive obligation, FACCS is forced into limiting the conveyance of such status to a more select group of schools that will share the responsibility of funding this service if and when necessary on a per visit basis, which will include reimbursement of the travel and other expenses directly related to such religious exemption. Services will be invoiced and due in full on the date and at the time of such inspection.
4. Acknowledge with such religious exemption, it is still the absolute responsibility of the individual ministry to satisfy all related statutes, rules, codes, and related standards of the FACCS, state of Florida, and local applicable licensing authorities. Therefore, the liability for such status rests solely with the religious exempt ministry.
5. Acknowledge this status is provided on an annual basis, covers only the normal school year of approximately 180 days, and the offering of such service is limited to enrolled students in the regular school day program. **Under the Florida Statute there is no agency that has the ability to offer religious exemption during summer periods.**
6. Acknowledge that such religious exemption is being provided at the voluntary request and voluntary compliance of the church-related ministry, holding the status in fulfillment of the FACCS Health, Safety, Sanitation and Minimum Standards. Therefore, a school that ceases to maintain the standards is subject to the immediate loss of religious exemption.
7. Acknowledge that with the status of religious exemption, a ministry will be placed on the “Provider” web site of the Department of Children and Families for consumer review. Additionally, if a religious exempt ministry ceases to comply fully with the FACCS Standards, notification will be forwarded to the appropriate state or county entity with notification of the removal of such status.
8. Acknowledge and agree the certificate of “Religious Exemption” is the property of FACCS and will be returned to the FACCS Capital Office immediately upon loss of religious exemption.

(Note: The foregoing statements will continue under the review of legal counsel and are subject to change if and when deemed necessary.)

I have read the stipulations and rationale for the purpose of being recognized as a “religious exempt” church-related school offering programs that will comply and conform to the stated information. As a result, I hereby request, on behalf of the ministry that I am authorized to represent, to enter into the FACCS program for “religious exemption.”

Signed _____ Position _____ Date _____

Please return this application and notarized Health, Safety, Sanitation & Minimum Standards (Pages 1-30) along with your Traditional School Application, other related documents, and current dues and assessment to the FACCS Capital Office by September 1, 2011. Should you have any questions please contact the FACCS Capital Office at 850-422-0065 or e-mail: dochgb@aol.com.

SEND THIS APPLICATION TO:

FACCS

ATTENTION: Processing Secretary

1429 Bethel Church Road

Omega, Georgia 31775

NOTE: The DCF Religious Exemption On-Line Process is to be completed only after you receive the updated 2011-2012 FACCS Religious Exemption Certificate and FACCS Accreditation or Membership Certificate from the FACCS Capital Office.

NEW Electronic Submission:

- Go to www.myflorida.com/childcare and select the "Religious Exemptions" link on the left.
- Select "Renew Religious Exemption from Licensure."
- Enter your DCF ID number and click on "Search" (the document will automatically be completed with existing information. Please review and make changes where necessary).
- Scan and attach a current accreditation or membership certificate from a recognized accrediting organization (if you need assistance obtaining an electronic copy of the certificate, please contact your accrediting organization).
- Click "Submit" for electronic submission to DCF.
- Upon completion of the review process, you will receive an email notification from no-reply@sanswrite.com.

Please submit this documentation electronically within 10 days to allow time to process your documents and issue your new Annual Recognition Letter.

Should you have any additional questions regarding this information, please contact the Child Care Program Office at (850) 488-4900. Thank you for your assistance.

Your FACCS Applications are processed within 72 hours of receipt in the Capital Office and returned directly to the Administrator/Director listed on the Traditional School Application by first class USPS. Please do not call and request an expedited mailing.

***FACCS HEALTH, SAFETY, SANITATION AND MINIMUM STANDARDS
FOR RELIGIOUS EXEMPTION***

(While stated in a Q&A form each question has a direct relationship to a State, Federal, or statutory rule and therefore are not optional in fully satisfying religious exemption.)

Effective Date: July 1, 2011

A. PERSONNEL

1. General

- a. Has anyone in your employ (including yourself) ever been convicted of a crime involving child abuse, or who is a habitually excessive user of alcohol or who is mentally retarded or mentally ill to an extent that may be injurious to children?
YES **NO**
- b. **Prior to employment** (as of July 1, 2011), are all faculty/staff serving children age five or below fingerprinted, screened, and background checked in accord with F.S. 402.301-319?
YES **NO**
- c. Have all preschool staff signed a statement of good moral character?
YES **NO**
- d. Have all preschool, child care, before/after care, and faculty/staff been cleared by FDLE on DCF District provided fingerprint cards or appropriate authority and found not listed on the National Child Abuse Registry? (National Child Protection Act, Section 943.0542 Florida Statutes)
YES **NO**
- e. Do the ministries hiring practices include careful checking of personal references of all potential employees and volunteers? **YES** **NO**
- f. Has the ministry included in employment contracts/hiring policy that new staff members serve a probationary employment period during such time that the Director or qualified person/designee makes a professional judgment as to the new employees physical and psychological competence for working with children? **YES** **NO**
- g. Is the FACCS Participant/Membership, or Accreditation Certificate, and the FACCS Religious Exemption Certificate on public display in the main office with a current school year seal?
YES **NO**
- h. Does the school/child care center have periodic inspections by the local Health, Environmental, Fire, or other authorities? **YES** **NO**
- i. Does the school/child care center understand, by law, the required notification to be provided to the FACCS Capital Office within five (5) days of any changes of program Director/Administrator?
YES **NO**

2. Minimum Age Requirement

- a. Is the Director/Operator of the facility at least twenty-one (21) years of age? **YES** **NO**
- b. In the absence of the operator, is there a responsible person twenty-one (21) years of age in charge of the facility and on the premises at all times? **YES** **NO**
- c. Are all employees 18 years of age and counted in the staff-to-children ratio? **YES** **NO**
- d. Have all non-instructional personnel and or volunteers that meet the definition of an employee, with direct access to the children complied with (1b, 1c and 1d) above? **YES** **NO**

3. Health Examinations

- a. Staff – Does your county licensing authority require within ten (10) days after employment a statement on file from a licensed physician or authorized agent of a Florida County Health Department attesting that the staff member is free of tuberculosis? **YES** **NO** **N/A**
- b. If so, have you complied with such requirement? **YES** **NO**
- c. Do you require staff health records to include results of a pre-employment medical history of any infection and evidence of tuberculosis that was present in the past? **YES** **NO**
- d. Give the number of staff (if any) deficient in the above category. _____
- e. Do your staff health records include emergency contact information?
YES **NO**

4. Training Required:

- a. Are all pre-school faculty and staff required to earn a valid certificate of completion of a Red Cross Standard First-Aid Multi-Media Course or its equivalent, specifically directed to child care needs? **YES** **NO**
- b. Are the first-aid certificates updated at least once every three years by those holding such certification? **YES** **NO**
- c. Is there a minimum of two staff and faculty members with valid certificates present on-site and/or off-site to meet the needs of children at all times? **YES** **NO**
- d. Are all faculty and staff required to receive Pediatric Cardiopulmonary Resuscitation Training?
YES **NO** **N/A**
- e. Have all Child Care or Preschool staff participated in the 40 hour introductory child care training requirement (unless educationally exempt)? **YES** **NO**

The 40 hours is composed of the Department of Children and Families training modules identified below:

1. Child Care Facility Rules and Regulations;
2. Health, Safety, and Nutrition;
3. Identifying and Reporting Child Abuse and Neglect;
4. Child Growth and Development;
5. Behavioral Observation and Screening;
6. Infant and Toddler Appropriate Practices (10 hours);
7. Preschool Appropriate Practices (10 hours);
8. School-Age Appropriate Practices (10 hours);
9. Special Needs Appropriate Practices (10 hours);
10. Basic Guidance and Discipline (5 hours online);
11. Computer Technology for Child Care Professionals (5 hours online);
12. Early Literacy for Children Age Birth to Three (5 hours online);
13. Early Childhood Computer Learning Centers (5 hours online), or
14. Emergent Literacy for Voluntary Pre-Kindergarten (VPK) Instructors (5 hours online).

(NOTE: Educational Exemption is achieved by having earned:

1. A two year degree or higher with 6 college credit hours in early childhood/child growth and development.
2. A Child Development Associate credential, state approved Florida CDA Equivalency course.
3. A B.A., B.S. or advanced degree in Early Childhood Education or Preschool Education from the Infant and toddler Appropriate Practices module and Preschool Appropriate Practices Module.
4. A B.A., B.S. or advanced degree in Elementary Education from the School-Age Appropriate Practices module.
5. A B.A., B. S. or advanced degree in Exceptional Student Education from the Special Needs Appropriate Practices module.)

6.Changes to personnel (and Director Credentials) may be viewed at: [www. myflorida.com/childcare](http://www.myflorida.com/childcare).

- f. Have all faculty and staff attended the above 40 hour Child Care Training offered by the Department of Children and Families within 90 days of employment? YES NO
- g. Have all child care facility personnel completed 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? YES NO
- h. Was the annual 10-clock-hour in-service training completed in one or more of the following areas? YES NO
1. Health and safety; including universal precautions;
 2. CPR/first aid;
 3. Nutrition;
 4. Child development – typical and atypical;
 5. Child transportation and safety;
 6. Behavior management;
 7. Working with families;
 8. Design and use of child oriented space;
 9. Community, health and social service resources;
 10. Child abuse;
 11. Child care for multilingual children;
 12. Working with children with disabilities in child care;
 13. Owner or operator training program;
 14. Playground safety;
 15. Literacy;
 16. Guidance or discipline;
 17. Computer technology;
 18. Leadership development;
 19. Age appropriate lesson planning;
 20. School age assistance for school-age care;
 21. Developing special interest centers/spaces and environments; or
 22. Other course areas relating to child care or child care management
- i. Does the child care facility Director have a "Director's Credential," required by law as of December 31, 2006 F.S. 402.302 (11), which meets one of the following staff credentials: YES NO
1. A Child Development Associate (CDA) Credential; an approved Florida CDA Equivalency; the Florida School-Age Certification; a formal education exemption qualification; or a documented employment history recognition exemption; or alternate future option.
 2. One course in the curriculum content area "Overview of Child Care Center Management," which must be met by one approved three-hour college level course, offered for credit or 4.5 Continuing Education Units (CEUs) through continuing education or one approved Post Secondary Adult Vocational course offered through a vocational-technical institution in Florida; and
 3. One year experience on-site as a child care director; or for Exception to the above
 4. One who has attained another state's approved Director Credential, and any of the following:
 - (a) An A.S. degree in child care center management, or
 - (b) An A.S., B.A., B.S. or advanced degree in early childhood education/child development, family and consumer sciences (formerly home economics/child development), school-age child care or elementary education with at least three credit hours in child care administration, business administration or educational administration, or

- (c) A B.A., B.S. or advanced degree other than those degree areas in number 2. above, with three credit hours in early childhood/child development or school-age child care and three credit hours in child care administration, business administration or educational administration, or
- (d) Persons with more than five years of administrative or director experience in a licensed child care facility, with three credit hours in early childhood/child development or school-age child care and three credit hours in child care administration, business administration or educational administration, or
- (e) Five or more years of experience as an administrator or director in a licensed child care facility, or a facility that is legally exempt pursuant to Sections 402.3025 and 402.316, F.S., and with three college credit hours in early childhood/child development or school-age child care management/administration, business administration or educational administration. All coursework for this exception must have been completed within the last ten years.

- j. Is the Credentialed Director on-site a majority of the hours that the program is in operation? YES NO
- k. Have all employees been provided an Employee or Faculty Policies and Procedures Manual? YES NO
- l. Do you provide scheduled in-service training sessions on a quarterly or monthly basis? YES NO
- m. Are employee evaluations/observations conducted a minimum of two (2) times per year with follow-up sessions for remedial needs conducted by the Director? YES NO

5. Ratios of Personnel to Children

A. General

- 1. Provide the percentage of students under the age of five (5) years in relation to total students in the school. _____%
- 2. Is the following direct supervision ratio met for compliance with FS 402 minimum standards for religious exemption? YES NO

| Age of Children | Ratio |
|----------------------------|-------------------------|
| Birth to 1 year of age | 1 person to 4 children |
| 1 year old but under 2 | 1 person to 6 children |
| 2 years of age but under 3 | 1 person to 11 children |
| 3 years of age but under 4 | 1 person to 15 children |
| 4 years of age but under 5 | 1 person to 20 children |
| 5 years of age or older | 1 person to 25 children |
| 6 years of age or older | 1 person to 30 children |

(NOTE: When children two years of age or older are in care, the staff-to-child ratio shall be based on the largest number of children within the group.) Direct supervision means watching and directing children's activities within close proximity within the same room inside or within a designated outdoor play area. Child care personnel and volunteers at a facility must be assigned to provide care to a specific group of children and be present with that group of children at all times during the day including during meals, napping, and snack time. Remember: All enrolled children must have adult supervision per the above ratios for all school events during the hours of 6:00 a.m. to 6:00 p.m. at the school site and 24 hours when off-site at school sponsored activities.)

For a ministry to be in compliance with **Gold Seal Standards**, the following ratios must be maintained. **Do you maintain Gold Seal Standards?** YES NO

| Age of Children | Ratio |
|------------------------|-------------------------|
| Birth -12 Months | 1 person for 4 children |
| 13-24 Months | 1 person for 4 children |
| 25-30 Months | 1 person for 5 children |

| | |
|--------------------------|--------------------------|
| 31-35 Months | 1 person for 6 children |
| 3 year's old | 1 person for 9 children |
| 4 year's old (Preschool) | 1 person for 10 children |
| 5 year's old (K- 5) | 1 person for 12 children |

3. In groups of mixed age ranges, where infants are included, do you see that one person shall not be responsible for more than four children of any group? **YES** **NO** **N/A**
4. In groups of mixed age ranges, where children over 1 year of age, but under 2 years of age are included, do you see that one person shall not be responsible for more than six children of any group? **YES** **NO** **N/A**
5. In groups of mixed ages, where children over 2 years of age are included, is the staff to child ratio based on the largest age group? **YES** **NO** **N/A**
6. In groups of mixed ages, where there is more than one age group of equal size, is the staff-to-child ratio based on the youngest of the age groups? **YES** **NO**
7. Is there an arrangement for another adult to be readily available to substitute for the adult in charge in case of emergency? **YES** **NO**
8. If both non-handicapped and handicapped children are served, do you make an adjustment in the staff ratio to ensure adequate and proper care of the handicapped children? **YES** **NO**
9. **Substitutes:** *(Substitutes are considered child care personnel and employees of a child care facility and must meet all applicable requirements established in s. 402.305, F.S., with regard to minimum age, screening, and health.)*
- (a) In the absence of regular staff members, are there similarly qualified substitutes, except in actual emergencies of a temporary, non-recurring nature? **YES** **NO**
- (b) Is a substitute allowed to serve as a temporary replacement for a staff member for more than three (3) days on a non-recurring basis, without meeting the requirements of health exams, training, and Level 2 screening and background checks? **YES** **NO**
10. **Volunteers**
- (a) Do volunteers who assist on a regular (weekly) basis and who have direct physical contact with children meet the tuberculin examination requirements of staff members? *(Volunteers who meet the health and age requirements of staff members may be counted in the staff ratio. Remember, these employees are subject to screening requirements.)* **YES** **NO**
- (b) Are all volunteers on-site less than 40 hours per month supervised by screened child care personnel whenever in contact with children? **YES** **NO**
- (c) Have volunteers present 40 or more hours per month complied with Level 2 screening requirements? **YES** **NO**
- (d) Have you provided volunteers meeting Level 2 screening a school manual and appropriate training to carry out the volunteer work being achieved? **YES** **NO**

11. Is there an additional adult present on all field trips away from the preschool/child care facility, OR SCHOOL, for the purpose of safety, to assist in providing direct supervision? **YES** **NO**
12. Is there an additional adult present during all water activities, for the purpose of safety, to assist in providing direct supervision? (Note: If a preschool/child care facility uses a swimming pool which exceeds 3 feet in depth or uses beach or lake areas for water activities, the preschool/child care facility must provide one 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.) **YES** **NO** **N/A**
13. Is there a telephone or other means of communication available to staff responsible for children during all field trips? **YES** **NO**
14. Is there specific accountability for each child by one staff member? **YES** **NO**
15. Are systems in place for accounting for each child's whereabouts at regular intervals, especially during periods of transition? **YES** **NO**
16. Does the ministry provide staff training on an annual, quarterly, or scheduled basis in the following areas?
- (a) The goals and philosophy of the Program **YES** **NO**
- (b) Emergency procedures **YES** **NO**
- (c) Health and safety procedures **YES** **NO**
- (d) Individual needs of the children assigned to the staff members care **YES** **NO**
- (e) Guidance and classroom management techniques
YES **NO**
- (f) Mandatory child abuse and neglect reporting procedures
YES **NO**
- (g) Planned daily activities of the program **YES** **NO**
- (h) Expectations for ethical conduct **YES** **NO**

B. PHYSICAL FACILITIES

1. General
- a. Is any portion of the building used for any purpose which endangers the health and safety of the children? **YES** **NO**
- b. Are all surfaces or items accessible to children free of toxic materials? **YES**
NO
- c. Is smoking, the use of alcoholic beverages or illegal drugs prohibited on the premises of the school/child care facility? (This is prohibited by law.) **YES** **NO**
- d. Has the school been inspected as required semi-annually under Section 381.006(6), Florida Statutes, and possess a copy of the current Department of Health Form DH 3040? (This facilities inspection is required to be performed by local health authorities to maintain exemption from licensure or to meet the licensing standard.) **YES** **NO**
2. Rooms Occupied by Children

- a. Do the rooms have a minimum of twenty (20) foot candles of natural or artificial light in general, fifty (50) foot candles at work areas, and conform to the Southern Building Code? *(5 foot candles during napping.)*
YES **NO**
- b. Is an inside temperature of 68-82 degrees Fahrenheit maintained at all times?
YES **NO**
- c. Are medicines, cleaning supplies, flammable, and other potentially poisonous supplies stored out of children's reach and in such a manner as to ensure the safety of children? **YES** **NO**
- d. Have all employees been trained in accord with OSHA hazardous chemical handling requirements and the disposal of such chemicals? **YES** **NO**
- e. Are any firearms kept on the ministry campus?
YES **NO**
- f. Are all rooms kept clean, properly ventilated and in good repair? **YES** **NO**
- g. Is cleaning and pest control prohibited while rooms are occupied by children except for general clean-up activities which are a part of the daily routine?
YES **NO**
- h. Are electrical outlets covered with protective caps in all infant to age 5 accessible classes or assembly areas? **YES** **NO**
- i. Is there a safety measure in place to ensure that hot water does not exceed 120 degrees (43 degrees Celsius) at faucets used by children? **YES** **NO**
- j. Are floor coverings secure to prevent tripping hazards?
YES **NO**

3. Indoor Play Space

- a. Is there a minimum of 35 sq. ft. per child for facilities built after October 1, 1992 of usable interior floor space per child? *(Note: Facilities constructed prior to 1992 may have 20 sq. ft. per child)* **YES** **NO**
- b. If infants are in care, do they have open play space outside of cribs and playpens? **YES** **NO** **N/A**
- c. Are infants' and toddlers' toys large enough to prevent swallowing or choking?
YES **NO** **N/A**

4. Outdoor Play Space:

- a. Is there a minimum of forty-five (45) square feet of usable, safe, and sanitary outdoor play area per child? Play area shall be calculated at the rate of forty-five (45) square feet per child in any group using the play area at one time. *(Note: Gold Seal standards require (75) seventy-five sq. ft. per child)* **YES** **NO**
- b. Is the outdoor play area clean, free of litter, nails, glass, and other obvious hazards? **YES** **NO**
- c. Are adults situated in the outdoor play area so that all children can be observed at all times and direct supervision provided? **YES** **NO**

- d. Is all stationary equipment firmly anchored and free of sharp and jagged edges?
YES **NO**
- e. Does the outdoor play area provide both sun and shade? **YES** **NO**
- f. Does the outdoor play area have safe and adequate fencing or a wall at a minimum of four (4) feet in height? **YES** **NO**
- (1) Is fencing maintained in accordance with accepted safety practices? **YES**
NO
- (2) Is fencing maintained in accordance with local ordinances?
YES **NO**
- g. If fencing is not used, are ALL of the following conditions met:
- (1) The children using the outdoor play area are in five-year old kindergarten and grades one or above. **YES** **NO**
- (2) In addition to the established staff to child-ratios, is an additional staff member is present to assist in providing direct supervision? **YES** **NO**
- (3) Is the outdoor play area located in an uncongested, not a heavily vehicle-traveled location, away from major intersections, crowded business areas, and all water hazards? **YES** **NO**
- (4) Has the local health department or local licensing agency provided written authorization to the program to operate without a fence? **YES** **NO**
- h. Is all playground equipment surrounded by resilient surface (fine, loose sand; wood chips; wood mulch, fine gravel) that extends at least 4 feet beyond the fall zone and a minimum of 6 inches in depth? **YES** **NO**
- i. Are sand or sawdust boxes used in the outdoor play area constructed to allow for drainage, maintained in safe and sanitary condition, and covered when not in use? **YES** **NO** **N/A**
- j. Are all water hazards such as pools, swimming pools, wading pools, ditches, fish ponds, etc., adequately fenced in accordance with accepted safety practices?
YES **NO**
- k. Is any swimming pool or wading pool used, constructed and operated in compliance with Chapter 10D-5, Florida Administrative Code, Swimming Pools and Bathing Places? *(Note: Certified swimming instructors are required by law to be present at all times.)* **YES** **NO**
- l. Are stairways well-lighted and equipped with handrails?
YES **NO**

- m. Is all play equipment such as climbing equipment, swings, and large pieces of furniture securely anchored? **YES** **NO**
- n. Are swings surrounded by a clearance area and fall zone of at least 6 feet? **YES** **NO**
- o. Do swings hang at least 30 inches from the support poles? **YES** **NO**
- p. Has the ministry ensured that swings do not have pinch points or “S” hooks? **YES** **NO**
- q. Do you provide regular opportunities and activities to develop the gross and fine motor skills of all children through variety and pre-planned daily activities? **YES** **NO**
- r. Provide a sample listing of activities to develop fine motor skills?
- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |
- s. Provide a sample listing of activities to develop gross motor skills?
- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

5. Napping Space

- a. Does the facility include designated areas where a child can sit quietly or lie down to rest or nap? *(The capacity of napping space must be a minimum of twenty (20) square feet of usable space per child at rest and any time.)* **YES** **NO** **N/A**
- b. Are all bedding such as cots, beds, cribs, or floor pads (mats) covered with non-permeable covers and sanitized daily? *(Note: Plastic mats must be replaced if they are cracking at fold or other areas.)* **YES** **NO** **N/A**
- c. Are napping mats at least one inch thick and covered with an impermeable surface? **YES** **NO** **N/A**
- d. Is a minimum distance of eighteen inches maintained between individual napping spaces and all exit areas clear in accordance with fire safety regulations? *(Note: Children may not be placed near primary or secondary exit doors.)* **YES** **NO** **N/A**
- e. Are double or multi-decked cribs, cots, or beds used? **YES** **NO** **N/A**
- f. Are infants up to one year of age in cribs or playpens with sides? **YES** **NO** **N/A**
- g. Are nursery cots used for children one year of age and above? **YES** **NO** **N/A**

- h. Do cribs or port-a-cribs meet current safety standards?
YES **NO** **N/A**
- i. Are the sides of infants' cribs in a locked position when the cribs are occupied?
YES **NO** **N/A**
- j. Are the slats of the crib NOT spaced more than 2 3/8 inches apart? **YES** **NO** **N/A**
- k. Are the mattresses fitted so that no more than two fingers can fit between the mattress and the crib side? **YES** **NO** **N/A**
- l. Are the sides of the crib locked in the raised position while babies are sleeping?
YES **NO** **N/A**
- m. Are mattresses fixed in the lowest position if the child can sit up? **YES** **NO** **N/A**
- n. Has the ministry provided for individual sleeping spaces of children that allow their faces to be at least 3 feet apart from each other? **YES** **NO** **N/A**
- o. Are young infants placed on their backs when sleeping?
YES **NO** **N/A**
- p. Are alternate infant sleeping positions permitted only with written physician instructions and are such instructions maintained for one (1) year in the child's personal enrollment folder? **YES** **NO**

6. Toilet and Bath Facilities

- a. Is the child care facility provided with conveniently located toilet facilities? **YES** **NO**
- b. Is there one toilet with seat and one wash basin for the first fifteen children? **YES** **NO**
- c. Is there one toilet and one basin for every thirty children thereafter? **YES** **NO**
- (1) If only diaper babies are cared for in the facility, is there one (1) toilet seat plus two (2) basins for every thirty (30) infants? **YES** **NO** **N/A**
- (2) If potty chairs are used, are they in addition to the above toilet facilities? **YES** **NO** **N/A**
- d. Does any toilet facility open directly into an area where food is prepared? **YES** **NO**
- e. Are toilets and wash basins constructed at a level to allow children to conveniently use them?
YES **NO**
- f. If toilets or wash basins are not installed at this level, has a non-permeable, easily cleanable, platform been constructed? **YES** **NO**
- g. Are the platforms of safe construction, nonporous covering, and easily cleanable? **YES** **NO**

- h. Are children continuously supervised? **YES** **NO**
- i. Does each child have their own towel marked, if disposable towels are not used? **YES** **NO**
- j. Are toilet facilities supplied with liquid soap dispensers, paper towels, and deodorizers? **YES** **NO**
- k. Is each basin and toilet maintained in good operating condition and sanitized daily? **YES** **NO**

7. Isolation area

- a. Does the facility include a designated area for a child who becomes ill? *(Such space shall be adequately ventilated and heated and equipped with a bed or cot, and materials that can be sanitized easily. Linens and disposables shall be changed after each use. Note: The law requires this space to be out of areas of human traffic flow, e.g. not in the Director's or school office unless separate, observable, and isolated.)* **YES** **NO**

8. Communicable Disease Control

- a. Are children, or child care personnel suspected of having a communicable disease placed in an isolation area until able to leave, and not allowed to return until the signs and symptoms are no longer present? *(Signs and symptoms include any of the following: 1) Severe coughing, causing the child to become red or blue in the face or make a whooping sound, 2) difficult or rapid breathing, 3) stiff neck, 4) diarrhea (more than one abnormally loose stool within a 24-hour period), 5) temperature of 100 degrees Fahrenheit or higher 6) conjunctivitis (pink eye), 7) untreated infected skin patch), 8) unusually dark urine and/or gray or white stool and yellowish skin or eyes, and 9) exposed, open skin lesions, 10) any other unusual sign or symptom of illness.)* **YES** **NO**
- b. Is the operator of the facility required to notify the local county public health unit immediately upon any suspected outbreak of noticeable disease or other disease condition in accordance with s. 10D-13.064, F.A.C., Communicable Disease Control? *(A suspected outbreak occurs when three or more children or employees have the onset of similar signs or symptoms, within a 72-hour period or when one or more cases of a serious communicable disease is diagnosed or suspected in a child or employee).* **YES** **NO**
- c. If the facility elects to care for children who are experiencing "cold" symptoms and do not feel well enough to participate in activities, but who are not exhibiting any of the signs or symptoms specified in "8. a." above, is the following procedure applied:
YES **NO**
 - (1) The custodial parent or legal guardian is immediately notified of the child's condition.
 - (2) A decision determining whether the child should be discharged immediately or at some other time during the day is made by the child care facility.
 - (3) The child is provided the option of resting on a cot or remaining with the class as a participant or observer.
 - (4) The custodial parent or legal guardian is notified immediately upon any subsequent changes in the child's condition.
- d. If the facility does not elect to care for these children, then is the custodial parent or legal guardian notified and the child moved from the facility as soon as possible? **YES** **NO**

- e. Does the school have a published communicable disease statement in the Parent/Student Handbook and provide a copy of this Handbook to all enrolled students? **YES** **NO**
- f. Is a written record of reported illnesses of students kept on file and maintained a minimum of 1 year? **YES** **NO**
- g. Are behavioral/emotional problems of students or incidents involving other students kept on file and parents notified immediately of injury or other unusual events caused by staff to child or child to child actions? **YES** **NO**
9. Fire Safety:
- a. Does the facility conform to the State Fire Marshal, Chapter 69A-36, F.A.C., Uniform Standard for Life Safety and Fire Prevention for Schools or Child Care Facilities, and Sections 1002.38(4)(d), 1002.39(4)(d), Florida Statute)? **YES** **NO**
- b. Is there a corded working telephone which is not locked and not a pay phone in the facility and available to staff at all times? **YES** **NO**
- c. Is emergency lighting available in all major traffic areas in case of power failure? **YES** **NO**
- d. Has the operator prepared an emergency evacuation plan, including a diagram of primary and secondary safe routes by which the staff and children may exit each area of the facility in the event of fire or other emergency requiring evacuation of the facility, and posted a copy of the route in each room in the facility? **YES** **NO**
- e. Has the governing entity developed an Emergency Crisis Manual/Handbook that provides instruction and information regarding lock-down procedures, State/Federal alerts, tornado, hurricane, and similar happenings and procedures addressing such events for the staff, students, and parents? **YES** **NO**
- f. Has the governing entity coordinated the crisis procedures in "e" above with local authorities? **YES** **NO**
- g. Has the governing entity explained all such policies, procedures, and expectations for such events to students, their parent(s) or guardian, and all staff? **YES** **NO**
- h. Are records of all drills maintained for a minimum of one (1) year? **YES** **NO**
10. Health and Sanitation
- a. Does the facility conform to state and local water and sewage disposal standards? **YES** **NO**
- b. Are all buildings, unless air conditioned, adequately screened to prevent entrance of insects and rodents? **YES** **NO**
- c. Are employees and volunteers required to wash their hands with soap and running water, drying thoroughly, after assisting children? **YES** **NO**

- d. Is drinking water freely available to children of all ages? *(If drinking fountains are provided they shall be slant type, protected fountains, and shall be sufficient for the child's needs. If cups are used, they must be discarded after each use.)* YES NO
- e. Are soiled items placed in covered containers, which are emptied, cleaned, and disinfected daily? YES NO
- f. Are children's wet or soiled clothing and crib sheets changed promptly? YES NO
- g. Do staff and volunteers follow universal precautions to prevent transmission of blood borne diseases and are such policies and procedures written in a Faculty/Staff Handbook? YES NO
- h. Are children required to wash their hands after using the toilet and before meals? YES NO
- i. If the school uses water from a well, has the well been inspected as required in Dept of Health Rule 64E-8, Florida Administrative Code, and do you have a current Form DH4020 on file in the school office? YES NO N/A
- j. Pursuant to Chapter F.S. 386, is smoking or use of any narcotic, alcohol, other impairing drugs, lethal weapons prohibited at all times?
 - (1) Within the facility? YES NO
 - (2) At all outdoor play areas? YES NO
 - (3) In or at any vehicle on the property? YES NO
 - (4) In or within any vehicle used to transport children? YES NO
 - (5) In or within any vehicle used to transport children enrolled at the ministry/program? YES NO

11. Diapering Requirements:

- a. Are there hand washing facilities which include a basin with running water, liquid soap, disposable towels, and trash receptacle, available in the infant room, or in an adjoining room which opens into the room where infants are in care? *(Hand washing sinks cannot be used for food service preparation).* YES NO N/A
- b. Are hands washed with soap and warm running water for at least 10 seconds, avoiding recontamination from faucets by turning off faucets with a disposable towel? YES NO N/A
- c. Is there a diaper changing area with an impermeable surface which is cleaned with a sanitizing solution after each use? *(Children must not be left unattended when being diapered, or when changing clothes.)* YES NO N/A
- d. Is the diaper changing area kept separate from the feeding or food service area? YES NO N/A
- e. Is there an adequate supply of clean diapers, clothing, and linens at all times, which shall be changed or removed promptly when soiled or wet? YES NO N/A

- f. Are solid disposable diapers disposed of in a plastic, lined, securely covered container, which is not accessible to children? *(The container shall be emptied and sanitized at least daily.)*
YES **NO** **N/A**
- g. Are soiled reusable diapers rinsed of feces in the toilet and placed in a secured container?
YES **NO** **N/A**
- h. Are signs posted reminding employees of proper hand washing procedures?
YES **NO**

12. Equipment

- a. Indoor Equipment: Does the facility have equipment and toys which are safe and sanitized daily? **YES** **NO**
- b. Outdoor Equipment: Is there adequate equipment to provide suitable activities for the children served, to develop gross and fine motor skills of the children?
YES **NO**
- c. Provide a listing of equipment available for the development of fine motor skills?
- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |
- d. Provide a listing of equipment available for the development of gross motor skills?
- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |
- e. Is all equipment installed safely and maintained in safe condition? **YES** **NO**
- (1) Is there an assigned staff member responsible for daily, weekly, and monthly inspections of all indoor/outdoor equipment? **YES** **NO**
- (2) Is there a record of all such inspections maintained in writing for a minimum of four (4) months?
YES **NO**
- f. Does equipment, which extends higher than 4 feet, have a minimum of 6 inches of impact material under the equipment, such as straw, wood chips, or shredded rubber? **YES** **NO**
- g. Does the playground equipment exceed 6 feet in height?
YES **NO**
- h. Does the playground area contain wooden-play structures? **YES** **NO**

C. FIRST-AID TREATMENT AND EMERGENCY PROCEDURES

1. Are there first-aid supplies including: soap, bandages, sterile gauze squares, adhesive tape, thermometer, pre-moistened wipes, scissors, a current source guide on first aid and CPR procedures, tweezers, and disposable plastic gloves, in-date syrup of ipecac, labeled and available? *(Do Not Induce vomiting unless directed to do so by a physician or poison control" 1-800-282-3171) pre-moistened wipes, scissors, and a current resource guide on first-aid and CPR procedures.)* YES NO
2. Are Emergency telephone numbers, including ambulance, fire, police, poison control center, Florida Abuse Hotline, county public health unit, and the address of the facility posted on or near all telephones and used as necessary to protect the health, safety and well-being of any child in care? YES NO
3. Are all accidents and incidents which occur at the facility documented daily? YES NO
 - a. Are such accidents immediately reported to an enrolled child's parent or guardian? YES NO
 - b. Are written reports of such accidents maintained a minimum of one (1) year? YES NO
4. Are first-aid supplies kept in a designated location in a covered container and labeled "First-Aid"? YES NO
5. Are parents notified immediately of any illness the child may be exhibiting at the center? YES NO
6. Is there specific instructions available regarding action to be taken, if parents cannot be reached? YES NO
7. Does the operator have at least two back-up emergency contacts designated in the child's records? YES NO
8. Does the facility have written instructions from parents for staff to follow in arranging for immediate treatment in emergencies? YES NO
9. Has the operator developed an Emergency Management Plan to follow in the event of a crisis that threatens the health, safety, or welfare of the children or staff? YES NO
10. Has the ministry developed an evacuation plan to practice evacuating procedures in the event of a crisis or emergency? YES NO
11. Are smoke detectors, fire extinguishers, emergency lighting, and exit signs checked on a regular basis to assure proper illumination, adequate charge, etc.? YES NO
12. Are staff and volunteers familiar with primary and secondary evacuation routes and do they practice evacuation procedures monthly with children? YES NO
13. Are written emergency-evacuation procedures posted in conspicuous places? YES NO
14. Are staff and volunteers familiar with emergency procedures, as well as procedures for severe storm warnings? YES NO
15. Are emergency plans in place to address an incident of a missing child? YES NO

D. NUTRITION

1. Does the facility provide meals and snacks in conformity with The USDA Food Guide Pyramid for Young Children?
YES **NO** **N/A**
2. Are cafeteria facilities available, and if so, are the facilities in compliance with construction requirements of the local governing authority and Southern Building Code?
YES **NO**
3. Is the food service program inspected and in compliance with local applicable Environmental Health Requirements for food preparation under Chapter 64E-11, F.A.C. Form DH 4023, Food Hygiene, and inspected by the local county Environmental Health Unit? **YES** **NO** **N/A**
4. Have arrangements been made between the operator and a parent for a child's special diet when prescribed by a physician?
YES **NO** **N/A**
5. Is the physician's order and a copy of the diet and sample meal plan for the special diet in the child's record? **YES** **NO** **N/A**
6. Are menus planned, written, and posted at the beginning of each week? **YES** **NO** **N/A**
7. Are menus dated and posted in the food service area and in areas where they are accessible to parents?
YES **NO** **N/A**
8. Are infants fed, or supervised at feeding and offered foods appropriate for their age?
YES **NO** **N/A**
9. Is infant formula furnished by the parent, refrigerated, and handled in a sanitary manner by the facility?
YES **NO** **N/A**
10. Do all children bring their lunch from home? **YES** **NO**
11. Alternate nutrition plan: If meals and/or snacks are furnished by the child's parent, is there a written agreement signed by the parent and kept on file at the facility? **YES**
NO **N/A**

E. FOOD PREPARATION AND FOOD SERVICE REQUIREMENTS

1. Sanitary facilities and controls:
 - a. Are all rooms where food or drink is stored, prepared, or served or where utensils are washed protected from dust, flies, vermin, rodents, and other contamination?
YES **NO** **N/A**
 - b. Are the floors, walls, shelves, tables, utensils, and equipment in these rooms of such construction that they can be easily cleaned, kept clean, and in good repair? **YES** **NO** **N/A**
 - c. Is stored food placed in such a manner as to be free from dust, dirt, and splash?
YES **NO** **N/A**

- d. Are the walls finished in a light color with smooth, washable surfaces up to the level reached by splash or spray? **YES** **NO** **N/A**
- e. Are rooms well lighted, ventilated, and openings effectively screened? **YES** **NO** **N/A**
- f. Is hot and cold running water, under pressure, easily accessible to all rooms where food is prepared or utensils are washed? **YES** **NO** **N/A**
- g. Are all multi-use eating and drinking utensils thoroughly cleansed with hot water and an effective detergent, then rinsed free of such solution, and effectively subjected to an approved bactericidal process after each use? **YES** **NO** **N/A**
- h. Is a three compartment sink or a two compartment sink and a dishwasher provided for the above purpose? **YES** **NO** **N/A**
- i. After bactericidal treatment, are utensils air dried and properly stored? **YES** **NO** **N/A**
- j. Is all litter, waste, and rubbish placed in suitably covered receptacles until properly disposed of daily? **YES** **NO**
- k. Is garbage placed in covered, leak-proof containers until properly disposed of daily? **YES** **NO**

2. Food Preparation:

- a. Is all food and drink clean, wholesome, free from spoilage and prepared safely for human consumption? **YES** **NO** **N/A**
- b. Is ice cream and other frozen dessert from approved sources? **YES** **NO** **N/A**
- c. Is all milk and other drinking products pasteurized and served from the original containers in which they were packaged at the milk plant? **YES** **NO** **N/A**
- d. Are all readily perishable food or drink kept at or below forty degrees, except when being prepared or served? **YES** **NO** **N/A**
- e. Does the school have on file, in the office, a current Food Service Inspection Report, Form DH 4023, as required under Section 381.0072, Florida Statutes? **YES** **NO** **N/A**

3. Food Storage

- a. Does each refrigerator/freezer used for storage of perishable foods have an accurate thermometer located in the warmest part toward the front side of the appliance so that temperature can be easily observed?
YES **NO** **N/A**

4. Personnel:

- a. Do all employees wear clean garments and keep their hands clean at all times while engaged in preparing and serving food and drink? **YES** **NO** **N/A**
- b. Are effective restraints used by food service workers to keep hair from food and contact surfaces?
YES **NO** **N/A**
- c. Are persons suffering from a communicable disease or suspected of being a carrier of organisms that may cause a communicable disease employed for food preparation or service? **YES** **NO** **N/A**
- d. Do employees in the food preparation and food service area have access to toilet and hand-washing facilities?
YES **NO** **N/A**
- e. Do food handlers wear plastic disposable gloves at all times when dispensing open food or drink?
YES **NO** **N/A**

F. ADMISSION AND RECORDKEEPING

1. Health Examination and Health Maintenance

- a. Upon enrollment, does each child have a Student Health Examination Form DH 3040 completed, and placed on file from a licensed physician or authorized agent of a Florida County Health Department, meeting the requirements under Section 1003.22(1), Florida Statutes, attesting that:
- (1) The child is in good health, or that any known irregular condition is under treatment?
YES **NO**
- (2) The child is free of tuberculosis as indicated by an approved skin test administered within the preceding six (6) months and (3) immunizations appropriate to the child's age are up-to-date or are in the process of being brought up-to-date and have such on a completed Form DH 680, as required in Section 1003.22(4), Florida Statutes?
YES **NO**
- (3) Has the school completed an Immunization Annual Report of Compliance for Kindergarten or Seventh Grade on Form DH 684, as required under Section 1003.22(8), Florida Statutes? **YES** **NO**
- b. Are Florida Certification of Immunization Forms DH 680 or Religious Exemption Form DH 681 kept current on all children? **YES** **NO**
- c. Does the administration regularly verify compliance with the most current edition of the "Immunization Guidelines-Florida Schools, Child Care Facilities and Family Day Care Homes as promulgated by the Florida Department of Health? **YES**
NO

- d. Is written proof of physical examinations filed with the facility every two years after the admission examination? **YES** **NO**
- e. Does the child care/school return all health related documents to the parent/guardian when a child ceases to maintain enrollment? **YES** **NO**

2. Enrollment Information:

- a. Does the school obtain and keep current the following enrollment information from the child's parent as defined in Section 1002.42(3)(a)2.a., Florida Statutes?
- (1) The child's full legal name, certified or original copy of their birth certificate, current address, and preferred name(s)? **YES** **NO**
 - (2) The name and address of the parent?
YES **NO**
 - (3) Telephone numbers or instructions on how the parent(s) may be reached during the hours the child is in the facility? **YES** **NO**
 - (4) Names, addresses, and telephone numbers of person(s) who can assume responsibility for the child if for some reason the parent(s) cannot be reached immediately in an emergency?
YES **NO**
 - (5) Names, addresses and photo identification of persons authorized to take the child from the facility? **YES** **NO**
 - (6) The name, address, and telephone number of a physician or health resource that can be called in case of emergency and the parent's written permission to consult that physician or health resource if the parent cannot be reached?
YES **NO**
 - (7) If the child's condition requires it, is a written health and meal plan on file at the facility?
YES **NO**
 - (8) Was this plan developed by a cooperative effort between the child's parent, the operator, and supervising physician and/or other specialists?
YES **NO**
 - (9) Does this plan specify the known allergies, any handicapping condition and any special provisions which will be made to meet the needs of the child? **YES** **NO**
 - (10) A copy of court parent/guardianship decree (if applicable) showing custody assignment?
YES **NO**
 - (11) Is the daily attendance of each child taken and recorded by assigned staff, documenting the time each child enters and departs the child care facility or program? **YES** **NO**
 - (12) Are daily attendance records maintained for a minimum of one (1) year?
YES **NO**

3. Personnel Records

- a. Are personnel records maintained by the school/governing entity for each employee of the facility and regular volunteers? **YES** **NO**
- b. Do these records include?
- (1) An Application with the employee or volunteer's name, address, social security number, telephone number, signed statement the employee understands responsibilities of position, and required abuse reporting procedures? **YES** **NO**
 - (2) A child care attestation of good moral character CF 1649A Form obtained from the DCF website at: www.myflorida.com/childcare? **YES** **NO**
 - (3) Reports of the required health examination and tests? **YES** **NO**
 - (4) Person to contact in an emergency? **YES** **NO**
 - (5) Position and date of employment? **YES** **NO**
 - (6) A copy of current Driver's License with photograph? **YES** **NO**
 - (7) Copies of Level 2 screening and fingerprints documented on CF-FSP Form 5131 which is renewed every five (5) years or at any period falling short of ninety (90) days of continuous employment? **YES** **NO**
 - (8) I-9 Immigration and Naturalization Form? **YES** **NO**
 - (9) Copies of all CDA, equivalency, college transcripts, State teacher certifications, continuing education hours, or other certification documentations earned by all employees? **YES** **NO**
 - (10) Professional Development Plans? **YES** **NO**
 - (11) Employee observation forms completed on each staff member by the Director/Administrator conducted periodically but not less than 4 times per year? **YES** **NO**
 - (12) A minimum of two (2) formal observations on child care/before or after care staff per year? **YES** **NO**

4. Medication Records.

- a. When prescription medication is to be dispensed by the facility, is the name of the doctor, child, and medication, as well as directions for administration, written on the label and in the original container? **YES** **NO**

- b. Does a written request, signed by the parent(s), accompany the medication stating the time and amount of dosage and the name of the medication to be given the child? **YES** **NO**
- c. Do all medications have child resistant caps, and are they stored separately in a locked cabinet?
YES **NO**
- d. Is the record initialed by the adult who dispensed the medication? **YES** **NO**
- e. Are medication records maintained for one year?
YES **NO**
- f. Is a log kept and filled of all medications administered?
YES **NO**
- g. Does the log include the child's name, dosage, time, and date the medication is to be administered, as well as the parent's signature and signature of the person administering the medication and the time it was administered on a separate sheet of paper?
YES **NO**
- h. Are all medicines with expired dates or no longer being administered returned to the parent(s)? **YES** **NO**

5. Other Records.

- a. Is a written record of unusual incidents affecting the program of the facility as well as accidental injuries to children, employees, and volunteers kept on file a minimum of one (1) year? **YES** **NO**
- b. Is a written record kept on each monthly fire drill showing each ministry level?
 - (1) Child Care and/or Preschool: **YES** **NO**
 - (2) Kindergarten: **YES** **NO**
 - (3) Grades 1-12: **YES** **NO**
 - (4) The number of children in attendance at each level:
YES **NO**
 - (5) The time taken to evacuate the premises at each level: **YES** **NO**
 - (6) Date of drill at each level: **YES** **NO**
 - (7) The signature of person(s) completing the log at each level: **YES** **NO**
- c. Is documentation identifying staff members as having met the first-aid training and infant /child cardiopulmonary resuscitation training requirement kept on file at the facility? **YES** **NO**

d. Is documentation of parental permission for field trips maintained on file for one year? **YES** **NO**

G. CHILD DISCIPLINE

1. Does the disciplinary practices of the facility comply with 402.305(12), F.S. (regarding the non use of corporal punishment)? **YES** **NO**
2. Does the written materials provided to custodial parents or legal guardians include the specific types of discipline used for each age group as required in Section 1002.38(4)(k) and 1002.39(4)(h), Florida Statutes? **YES** **NO**
3. Is there verification that the facility has provided, in writing, the disciplinary practices used by the facility, documented on the enrollment form, with the signature of the custodial parent or legal guardian? **YES** **NO**
4. Does each staff member comply with the facility's disciplinary practices? **YES** **NO**
5. Is a copy of the facility's current disciplinary practices available to the exemption agency, and licensing authority to review for compliance with 402.305(12), F.S.? **YES** **NO**
6. Is the use of corporal punishment prohibited and alternative forms of discipline used? **YES** **NO**

H. ADVERTISEMENT

1. Are advertisements by the child care facility including the yellow pages of the telephone directory, community bulletin boards, billboards, fliers, pamphlets, classified ads, signs, radio and television announcements, facility vehicles, and other advertising circulation in accordance with s. 401.318, F.S.? (*Advertisement does not include classified ads for employment purposes, business cards, newsletters, bumper stickers, items designed to be worn by a person, and novelty items of nominal value, less than \$10.*) **YES** **NO**
2. Do advertisements or solicitation of students include a statement of non-discrimination as required under USC 2000d, and read, "(Facility) does not discriminate on the basis of race, color, or ethnicity? **YES** **NO**

I. TRANSPORTATION

- a. Does the exempt ministry comply with F.S. 316.615(3) and the following requirements when a bus or van is regularly used by the facility to provide transportation for any activity?
 - (1) Is the driver in compliance with the Florida Statutes? **YES** **NO**
 - (2) Is each driver required to have an annual physical examination? **YES** **NO**
 - (3) Is the physical examination form signed by a physician? **YES** **NO**
 - (4) Is a written plan in place (Federal Law) for random sampling for substance or alcohol abuse by an appropriate contracted authority? **YES** **NO**
- b. Is the facility in compliance with Florida bus/van insurance requirements? **YES** **NO**
- c. Does the facility, on a regular basis, have all vehicles regularly used to transport children inspected by a mechanic to certify proper working order? (*Documentation by the mechanic should be maintained in the vehicle.*) **YES** **NO**

- d. Is the maximum seating capacity of the vehicle based on the manufacturer's designated seating capacity specifications for the number of factory installed seat belts followed? **YES** **NO**
- e. Are all child care children or those otherwise specified, by state law, required to be in a factory installed seat belt, or child safety restraint? **YES** **NO**
- f. Are volunteers using any vehicles to transport children required to be in compliance with the seat belt, child restraint, and transportation of children requirements? **YES** **NO**
- g. When private passenger vehicles are used for transportation of children by the facility is the driver at least eighteen (18) years of age, does the school require proof of current insurance coverage and keep a photocopy of such coverage? **YES** **NO**
- h. Prior to transporting children and upon the vehicle(s) arrival at its destination are the following conducted by the driver(s) of the vehicle(s) and additional assigned staff used to transport children/students of any age?
- (1) Is a log maintained for all children being transported in the vehicle?
(Note: The log shall include each child's name, date, time of departure, 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?) **YES** **NO**
- (2) Upon arrival and departure at each destination does the driver of the vehicle:
- a. Mark each child/student off the log as the child/student departs the vehicle? **YES** **NO**
- b. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child/student is left in the vehicle? **YES** **NO**
- c. Sign the log verifying that all children/students were accounted for and that the visual sweep was conducted? **YES** **NO**
- (3) Upon arrival and departure at each destination does a second staff member:
- a. Conduct a physical inspection and visually sweep the vehicle to ensure that no child/student is left in the vehicle? **YES** **NO**
- b. Sign the log verifying that all children/students were accounted for and the driver's log is complete? **YES** **NO**
- (4) Are all vehicles used for transportation equipped with cell phone or an alternate instant communication system for staff use in the event of emergency? **YES** **NO**

J. **PLANNED ACTIVITIES**

1. Does each age group or class have a written and followed plan of activities posted in a place accessible to the parents and staff? **YES** **NO**
2. Does the written plan include activities which promote developmentally appropriate emotional, social intellectual and physical growth, quiet and active play, both indoors and outdoors, meals, snacks, and nap times? **YES** **NO**

3. Are parents/guardians advised in advance of each field trip activity? **YES** **NO**
 4. Is the date, time, and location of the field trip posted in a conspicuous location at least 24 hours prior to each field trip? **YES** **NO**
 5. Is parental/guardian permission obtained either in the form of a general permission slip and prior to each field trip activity?
YES **NO**
 6. Are families/responsible guardian informed about procedures and policies for field trips in the Parent/Student Handbook?
YES **NO**
- K. General Public Health Rules (applicable to religious exempt and non-exempt child care/school programs)
1. Is the program in compliance with Bio-medical Waste requirements? **YES** **NO**
 2. Is the program in compliance with child care/school standards for onsite sewage treatment and disposal systems (if applicable)? **YES** **NO**
 3. Is the program in compliance with child care/school standards regarding Drinking Water Rules (Department of Environmental Protection)? **YES** **NO**
 4. Is the program in compliance with applicable local child care/school standards or codes unique to your city, township, or municipality that may exceed State standards? **YES** **NO**
- L. Additional requirements for programs offering services to students above K-5
1. Has the ministry complied with federal and state AHERA Asbestos Identification and Remediation requirements? **YES** **NO**
 2. Has the ministry conducted initial and follow-up radon testing as required under Florida law? **YES** **NO**
 3. Has the ministry complied with hazardous chemical labeling and training as required by the Occupational Safety and Health Administration for all employees? **YES** **NO**
 4. Has the ministry complied with review of Department of Environmental Regulation as to lead in the drinking water and checked water fountains for potential lead contamination? **YES** **NO**
 5. Science laboratory
 - a. Are chemicals properly marked? **YES** **NO**
 - b. Are chemicals stored in locked acid-based cabinets?
YES **NO**
 - c. Is a mounted "fire-blanket" available? **YES** **NO**
 - d. Is there a mounted "eye wash" station and/or shower available? **YES** **NO**
 - e. Is running water available? **YES** **NO**
 - f. Are classroom propane gas tanks filled with a maximum of 5 lbs. of gas? **YES** **NO**

- g. Is hazardous chemical waste properly disposed of as required under law?
YES **NO**
- h. Is there sufficient safe equipment for each student to perform experiments?
YES **NO**
- i. Is an "ABC" fire extinguisher in the lab? **YES** **NO**
- j. Are all chemical cabinets kept locked when not utilized during a class period?
YES **NO**
- k. Are acid chemicals stored separately from flammable chemicals? **YES** **NO**
- l. Are all acids and flammables maintained in separated alphabetical order? **YES**
NO
- m. Are all electrical outlets in the Science lab equipped with GFI breakers? **YES**
NO
6. Does the ministry provide annual vision, speech and language, hearing, and developmental screenings for children either on site or through referral to a community health agency as required under Florida Law? **YES** **NO**
7. Is Scoliosis screening for students in the 7th grade completed as required in Section 1003.24(2), Florida Statutes? **YES** **NO**
8. Does the ministry document annual screenings for each child as required on Form DH 684, specified in Section 1003.22(8), Florida Statutes? **YES** **NO**
9. Does the staff ensure that children do not share combs, brushes, toothbrushes, cloth bibs, bottles, towels, washcloths, or bedding?
YES **NO**
10. Does the school have a written Crisis/Emergency Management Plan that has been reviewed for coordination with local law enforcement or other such authority? **YES**
NO
11. Does the school provide a copy of such Emergency Management Plan to all staff?
YES **NO**
12. Is the Emergency Management Plan updated annually?
YES **NO**

Health & Safety Expansion Relating to the “Ethics in Education Act”

The Ethics in Education Act passed in the 2008 Florida Legislative Session, relates to the health & safety aspect of children/students in a private school. The legislation is specific to nonpublic schools that enroll students in Florida scholarship or voucher programs. It includes additional requirements for schools with early childhood programs that are “Religious Exempt” from licensing under s.402.316.

Under the law the DOE will provide technical assistance to nonpublic schools that accept scholarship students “in the development of policies, procedures, and training related to educator ethics and employment practices.” Further, the DOE will provide, to authorized staff at such schools, access to electronic verification of information from the Professional Practices’ Database of Disciplinary Actions Against Educators; and the Department of Education’s Professional Educator Certification Database.

NONPUBLIC SCHOOLS ENROLLING SCHOLARSHIP STUDENTS under s.1002.421:

1. **Must disqualify from employment** any teacher or school administrator or from those positions “any individual convicted of a disqualifying offense identified under s.1012.315.555”
2. **Must adopt and communicate** policies and procedures for reporting suspected or actual misconduct by teachers or administrators “which affects the health, safety, or welfare of a student and an explanation of liability protections provided to students, parents, and employees under ss. 39.201, 39.202, and 768.095 who report suspected or actual misconduct that affects the health, safety, or welfare of a student.”
3. **May not enter into a confidentiality agreement** with any terminated or dismissed employee or an employee who resigns in lieu of termination “based in whole or in part on unethical conduct that affects the health, safety, or welfare of a student and may not provide the employee with a favorable recommendation for employment in another educational setting. Any portion of an agreement or contract that has the purpose or effect of concealing the misconduct of an educator is void, is contrary to public policy, and may not be enforced.”
4. **Must contact previous employers before appointing a candidate** to a position in the school granting direct access to scholarship students. The school must “contact the previous employer of the candidate to assess the candidate’s ability to meet ethical standards for professional educators, screen the candidate through the use of educator screening tools described in s.1001.10(5), and document the findings.”
5. **Must if religiously exempt from licensing under s.402.316:** Implement the provisions of s.1002.55(2). The department shall, by rule, establish minimum standards for screening and notification of employee termination for all child care personnel.”
6. **Must recognize** the department shall prohibit a private school that accepts scholarship students under Chapter 1002 or s.220.187 and fails to comply with this statute from accepting scholarship students and disqualify the private school from accepting funds under these programs.
7. **Must post in a prominent place** a notice that all employees regardless of employment position including the school board or other leadership persons have an affirmative duty to report and have liability protection when they report in good faith all suspected or actual cases of child abuse, abandonment, or neglect.
8. **Must post in a prominent place** a description of how to make a report and the legal penalties for not doing so.
9. **Must require the head** of the school to act as the liaison to the DCF, when requested, when such a cases develop.
10. **Must educate staff regarding F.S. 1012.315 which provides the Disqualification from employment as follows:**
 - (1) Any instructional personnel or school administrators, as defined in s.1012.01, are ineligible for employment in any position that involves direct contact with students if convicted of the following disqualifying offenses:
 - (a) Any offense listed in s.435.04;
 - (b) Section 787.025, relating to luring or enticing a child;
 - (c) Section 794.05, relating to unlawful sexual activity with certain minors;
 - (d) Section 810.14, relating to voyeurism;
 - (e) Section 810.145, relating to video voyeurism;
 - (f) Conviction of a crime involving moral turpitude; or
 - (g) Any delinquent act that qualifies or would have qualified an individual for inclusion on the Registered Juvenile Sex Offender List pursuant to s.943.0435(1)(a)1.d.1026.
 - (2) A criminal act committed in another state or under federal law, the elements of which constitute a criminal act as described in subsection (1) shall, for purposes of disqualification, be considered as if the act was committed in this state.
11. **Must acknowledge an individual’s Professional Educator’s Certificate may be suspended** from any person who “knowingly failed to report any suspected or actual child abuse pursuant to s.1006.061 or misconduct by instructional personnel or school administrators under s.1012.795, which affects the health, safety, or welfare of a student.”

12. **Must report to the DOE cases involving certified teachers:** “If allegations arise against an employee who is certified under s.1012.56, and employed in an educator certificated position by any school or provider in the state, such school or provider, or governing body thereof, shall file in writing with the department a legally sufficient complaint within 30 days after the date on which the subject matter of the complaint came to the attention of the school or provider. A complaint is legally sufficient if it contains ultimate facts that show a violation has occurred as provided in s.1012.795. The school or provider shall include all known information relating to the complaint with the filing of the complaint. This paragraph does not limit or restrict the power and duty of the department to investigate complaints as provided in paragraphs (a) and (c) regardless of the school’s or provider’s untimely filing, or failure to file, complaints and follow-up reports.”

NONPUBLIC SCHOOLS PARTICIPATING IN Voluntary Pre-Kindergarten Program:

1. **Must provide Ethics training** to all staff which is to be developed jointly by DCF, the DOE and the AWI to be completed by “the provider.” This is to include; 1) strategies on how to adopt and communicate policies, responsibilities, and procedures for reporting suspected or actual misconduct by a teacher or administrator which affects the health, safety, or welfare of a student, and explains liability protections provided to those who reveal the information. Successful completion of this training will be documented on a transcript provided by the DCF.
2. **Must disqualify from employment** a person who has been “convicted of a disqualifying offense identified under s.435.04.”
3. **Must before employing staff:** 1) contact the previous employer; 2) screen the applicant through “the educator-screening tools described in s.1001.10(5) and the electronic database of the Department of Children and Family Services, and document the findings.”
4. **Must understand there may be “NO” confidentiality agreement** regarding a terminated or dismissed employee or an employee who resigns in lieu of termination based in whole or in part on unethical conduct that affects the health, safety, or welfare of a student and may not provide the employee with a favorable recommendation for employment in another educational setting. A portion of an agreement or contract that has the purpose or effect of concealing the misconduct of a prekindergarten instructor or administrator is void, is contrary to public policy, and may not be enforced.”
5. **Must have, for each prekindergarten class, at least one prekindergarten instructor who:** (a) Is a certified teacher; (b) Holds one of the educational credentials specified in s.1002.55(4)(a) or (b).” **NOTE: See page 5(e).**

To summarize this “expanded section on the “Ethics in Education Act,” and in coordination with the previous questions on page 2, #4 of the FACCS Health, Safety, Sanitation and Minimum Standards, has the Administrator, Principal, and/or Director of the school completing this document satisfied the requirements outlined in the “Ethics in Education Act?” YES NO

HAVING COMPLETED PAGES 1-30 YOU SHOULD NOW DO THE FOLLOWING:

1. **COMPLETE AND NOTARIZE THE “STATEMENT OF COMPLIANCE PROVIDED TO FACCS” ON **PAGE 31**. THEN RETURN PAGES 1-30 DIRECTLY TO THE FACCS CAPITAL OFFICE WITH YOUR APPLICATION FOR RELIGIOUS EXEMPTION, AND FACCS TRADITIONAL SCHOOL APPLICATION FOR THIS CURRENT SCHOOL YEAR.**
2. **Follow the new steps for on-line religious exemption as noted by the Department of Children and Families** which replaces the prior procedures of mailing an affidavit to your local District DCF Office. The procedure is outlined below. If you have any questions regarding the DCF on-line requirement established July 12, 2011 please obtain **clarification by calling the DCF phone number below**.

NEW Electronic Submission:

- Go to www.myflorida.com/childcare and select the “Religious Exemptions” link on the left.
- Select “Renew Religious Exemption from Licensure.”
- Enter your DCF ID number and click on “Search” (the document will automatically be completed with existing information. Please review and make changes where necessary).
- Scan and attach a current accreditation or membership certificate from a recognized accrediting organization (if you need assistance obtaining an electronic copy of the certificate, please contact your accrediting organization).
- Click “Submit” for electronic submission to DCF.
- Upon completion of the review process, you will receive an email notification from no-reply@sanswrite.com.

Please submit this documentation electronically within 10 days to allow time to process your documents and issue your new Annual Recognition Letter.

Should you have any additional questions regarding this information, please contact the Child Care Program Office at (850) 488-4900. Thank you for your assistance.

The following "Statement of Compliance" is part of the foregoing FACCS Standards for Health, Safety, and Sanitation. **This notarized statement must be completed and included as part of the preceding FACCS Standards to maintain "Religious Exempt" status.**

NOTARIZED STATEMENT OF COMPLIANCE PROVIDED TO FACCS

I, _____ (Administrator/Pastor) have conducted a review of the attached Health, Safety, Sanitation, and Minimum Standards for Child Care, Early Childhood Programs, before/after school care, Participant and/or Accredited Schools seeking such status, as applicable, and hereby attest to the best of my knowledge that

School Name: _____ Phone: (____) _____

FAX: (____) _____ Address: _____

City: _____ Zip: _____

Administrator's Email: _____ School's Email: _____

is currently in compliance and will remain in compliance for the 2011-2012 school year. Further, I understand such compliance is to:

1. Satisfy state or federal law and conveys no accreditation status;
2. Satisfy FACCS published Health, Safety, Sanitation and Minimum Standards for the current 180 day school year and does not include non academic activities or child care services that may be provided during summer months;
3. Satisfy FACCS published Health, Safety, Sanitation and Minimum Standards and does not cover child care or any other type of care program that is not under the auspices of an integral church-related school or that exceeds the hours of 6:00 AM - 6:00 PM Monday through Friday or a portion of the calendar week during the regular school year.

Name: [Print]: _____ Position: _____

Signed: _____ Date: _____
(Administrator/Pastor)

Notary:
Sworn to and subscribed before me this _____ day of _____, 2011.

Notary Public
My Commission Expires:

PLEASE REMEMBER without [these completed 32 pages](#), having been signed, notarized, and returned with the FACCS Traditional School, FACCS Religious Exemption Application, and other documents as applicable, by September 1, 2011, a continuing religious exempt status may not be granted. Further, under F.S. 402, 409 and Chapter 65C-22, the FACCS Capital Office is required to notify the Department of Children and Families (DCF), and local DCF District offices that your ministry has elected to cease affiliation with FACCS for purposes of religious exemption.

SEND APPLICATION AND ALL MATERIALS BY SEPTEMBER 1, 2011 TO:

**FACCS
ATTENTION: PROCESSING SECRETARY
1429 BETHEL CHURCH ROAD
OMEGA, GA 31775**

Please do not request a signature upon delivery, send the documents by certified mail, or mail the document to the FACCS Post Office Box. For tracking purposes use a US Postal Delivery Confirmation Receipt.