



# CHILD CARE PROGRAMS & INSPECTIONS GUIDE

## TYPES OF CHILD CARE PROGRAMS

Finding the right child care program for your child is a critical decision to make. Knowing what the requirements are and the inspection process for a child care provider is also an important factor to understand when making such an important decision that can impact your child's life.

There are 4 types of child care programs which are licensed or recognized as licensure exempt providers by Sarasota Child Care Licensing:

- CHILD CARE FACILITY
- LARGE FAMILY CHILD CARE HOME
- LICENSED FAMILY DAY CARE HOME
- RELIGIOUS EXEMPT PROGRAM

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### CHILD CARE FACILITY

A child care facility provides child care for more than five children, unrelated to the operator. The provider also receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit.

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### LARGE FAMILY CHILD CARE HOME

A Large Family Child Care Home is an occupied residence in which child care is regularly provided for children from at least two unrelated families to the operator. The provider receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit.

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### LICENSED FAMILY DAY CARE HOME

A Licensed Family Day Care Home is an occupied resident in which child care is regularly provided for children from at least two unrelated families to the operator. The provider receives a payment, fee or grant for any of the children receiving care whether for profit or nonprofit.



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## RELIGIOUS EXEMPT PROGRAM

A Religious Exempt Program is a licensed exempt child care provider affiliated with an accrediting program that meets statutory requirements. Religious exempt providers are not inspected by Sarasota Child Care Licensing unless the program offers School Readiness service. To be recognized and exempt from licensure the program must apply through Sarasota County Child Care Licensing and provide required information annually as part of the application process.

## TYPES AND FREQUENCY OF INSPECTIONS

Sarasota Child Care Licensing is responsible for the monitoring of programs that provide services that meet the statutory definition of "child care." This is accomplished through the inspection of child care providers to ensure the consistent application of child care standards established by Florida statute, Florida rule, and Sarasota County Ordinances.

There are 7 types of inspections conducted by Sarasota Child Care Licensing:

- INITIAL/NEW HOME INSPECTIONS
- ROUTINE INSPECTIONS
- ABBREVIATED INSPECTIONS
- RE-INSPECTIONS
- RENEWAL INSPECTIONS
- COMPLAINT INSPECTIONS
- SCHOOL READINESS INSPECTIONS

The frequency and type of an inspection depends on the program and the services provided. All licensed child care facilities are inspected at least 2 times during the licensure year. Religious exempt providers and public and non-public schools are not subject to annual inspections unless they offer School Readiness service.

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## INITIAL/NEW HOME INSPECTION

The initial or new home inspection is an on-site visit that takes place prior to licensure. Unlike other types of inspections, the initial or new home inspection is conducted by appointment at the convenience of all parties involved. Compliances with all applicable items on the inspection checklist must be verified and all findings of non-compliance resolved prior to licensure. For this reason, this inspection may actually include an initial inspection as well as several re-inspections.



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## ROUTINE INSPECTION

A routine inspection is an on-site unannounced inspection of licensed providers conducted to verify compliance with all applicable items on the standard classification summary. A routine inspection may find some standards non-compliant, in which case a re-inspection will be conducted.

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## ABBREVIATED INSPECTION

An abbreviated inspection is conducted in lieu of a routine inspection when a facility achieves “abbreviated inspection” status. In order to reach abbreviated status, a provider must not have any Class I or Class II violations for two years. Like a routine inspection an abbreviated inspection is an on-site unannounced routine visit. The abbreviated inspection is a condensed inspection where specific key indicator standards are monitored for compliance.

Although the abbreviated inspection is considered a “right” of licensed providers, any item found in non-compliance that is not on the abbreviated checklist may be added to the abbreviated inspection or a full routine inspection may be conducted. An abbreviated inspection should never be conducted in lieu of the renewal inspection. If a provider is cited for a Class I or Class II they immediately lose their abbreviated inspection status.

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## RE-INSPECTION

A re-inspection is a follow-up inspection that is conducted as a result of a finding of non-compliance during a previous inspection. A re-inspection is required to ensure that corrective action for the noncompliant standard has been completed.

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## RENEWAL INSPECTION

Prior to the submission of the renewal packet for approval, the licensing counselor must complete a full on-site renewal inspection. A renewal inspection includes a file review of all personnel and children’s files. The renewal inspection should be scheduled in sufficient time to allow for corrective action and re-inspection prior to the license expiration date.

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## COMPLAINT INSPECTION

A complaint inspection is an on-site investigation conducted as a result of a report that a child care provider may have violated child care standards. The purpose of the complaint investigation is to determine whether the allegations can be verified. A complaint inspection



generally includes only those items on the standard classification summary that relate to the complaint allegations, unless additional non-compliance items are observed during the inspection. In that case, additional standards may be added to the complaint investigation or a full routine inspection may be conducted.

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## SCHOOL READINESS INSPECTION

The federal government works with states to support low-income working families by providing access to child care through the federal Child Care Development Block Grant (CCDBG). Florida uses CCDBG funds to subsidize child care providers who offer school readiness services and early childhood education for children of low-income families, children in protective services who are at risk of abuse, neglect, or abandonment, and for children with disabilities. Families also use these subsidies to purchase child care services from providers who offer school readiness.

In order for a child care program to qualify to be a school readiness provider, a school readiness inspection must be conducted once annually as part of the school readiness provider contract between the program and the [Office of Early Learning](#) (OEL). These inspections are conducted by Sarasota Child Care Licensing in partnership with OEL. A school readiness inspection is an on-site unannounced inspection during which compliance with all applicable items on the school readiness standard classification summary is verified. When a school readiness inspection results in findings of non-compliances, in which case a re-inspection will be conducted and the local Early Learning Coalition is notified.

## NON-COMPLIANCES & CLASSIFICATION OF VIOLATIONS

During an inspection if an item on the standard classification summary is found to be out of compliance the counselor will determine if the correction can be "completed at time of the inspection." If it is determined that the provider will need reasonable time to correct the non-compliance(s) a due date for each violation will be determined and documented on the inspection report. After the due date has expired a re-inspection will be conducted to ensure all noncompliance items have been brought into compliance.

Each standard on the classification summary includes specific substandard citations which are assigned a violation level. There are three types of violation levels.

**"Class 1 Violation"**-is the most serious type of non-compliance. Class 1 violations are issued for occurrences that could result, or do result, in death or serious harm to the health, safety and well-being of a child. This includes overt abuse and negligence in relation to the operation and maintenance of a facility or home.



**“Class 2 Violation”**- is a less serious violation in nature than Class I violations, and could potentially pose a threat to the health, safety, or well-being of a child, although the threat is not imminent.

**“Class 3 Violation”**- is the least serious violation in nature and pose a low potential for harm to children in care.

## PROGRESSIVE ENFORCEMENT

The goal of the licensing program is to prevent non-compliance issues through guidance, education, technical assistance and positive interactions with providers before problems occur. When enforcement actions do become necessary, the steps in the Department’s enforcement process are generally sequential in nature and based on the provider’s continued noncompliant history over the previous two year period. Some violations however, due to their severity, require more immediate and impactful intervention.

Different progressive enforcement mechanisms from technical assistance to license revocation are employed as escalating measures in the Department’s progressive enforcement model (see below).

<b>Violation Level</b>	<b>Occurrence per Same Standard</b>	<b>Violation is Named:</b>	<b>The Department <u>SHALL</u>:</b>	<b>Also, the Department :</b>
<b>Health/Imm Violation</b>	1 <sup>st</sup>	Technical Support	Technical Assistance	
	2 <sup>nd</sup>	Technical Support	Formal Letter	
	3 <sup>rd</sup>	Class III Violation of Standard ≠ X	Fine in the amount of \$25 for each violation.	
	4 <sup>th</sup>	Class III Violation of Standard ≠ X	Fine in the amount of \$30 for each violation.	
	5 <sup>th</sup>	Class III Violation of Standard ≠ X	Fine in the amount of \$40 per day per each violation.	
	6 <sup>th</sup> and subsequent	Class III Violation of Standard ≠ X	License on probation for a period not to exceed 6 months.	<b>Shall</b> fine of \$50 per day for each violation.
<b>Class III</b>	1 <sup>st</sup>	Technical Support	Technical Assistance	
	2 <sup>nd</sup>	Technical Support	Formal Letter	
	3 <sup>rd</sup>	Class III Violation of Standard ≠ X	Fine in the amount of \$25 for each violation.	
	4 <sup>th</sup>	Class III Violation of Standard ≠ X	Fine in the amount of \$30 per day for each violation.	
	5 <sup>th</sup>	Class III Violation of Standard ≠ X	License on probation for a period not to exceed 6 months.	<b>Shall</b> fine of \$40 per day for each violation.
	6 <sup>th</sup> and subsequent	Class III Violation of Standard ≠ X	Suspend, deny or revoke license.	<b>Shall</b> fine of \$50 per day for each violation.
<b>Class II</b>	1 <sup>st</sup>	Technical Support	Formal Letter	
	2 <sup>nd</sup>	Class II Violation of Standard ≠ X	Fine in the amount of \$50 for each violation.	
	3 <sup>rd</sup>	Class II Violation of Standard ≠ X	Fine in the amount of \$60 per day for each violation.	
	4 <sup>th</sup>	Class II Violation of Standard ≠ X	License on probation status for a period not to exceed 6 months.	<b>Shall</b> fine of \$75 per day for each violation.
	5 <sup>th</sup> and subsequent	Class II Violation of Standard ≠ X	Suspend, deny or revoke license.	<b>Shall</b> fine of \$100 per day for each violation.
<b>Class I</b>	1 <sup>st</sup> and 2 <sup>nd</sup>	Class I Violation of Standard ≠ X	Upon applying the factors in s. 402.305(1)(b), F.S., fine not less than \$100 nor more than \$500 per day.	<b>May</b> impose other disciplinary sanction in addition to the fine.
	3 <sup>rd</sup> and subsequent (in any standard)	Class I Violation of Standard ≠ X	Suspend, deny or revoke license.	<b>May</b> , upon applying the factors in s. 402.310, F.S., fine not less than \$100 nor more than \$500 per day for each violation <b>and/or</b> any other disciplinary sanction.

\*\*\* Licensing staff will provide technical assistance to owners/operators/directors at each occurrence of noncompliance with a licensing standard.



## HOW TO READ AN INSPECTION REPORT?

The components that make up an inspection report are-the provider’s demographic information, inspection information, and the standard classification summary that applies to that provider. Each standard is given a status of a compliance, noncompliance, not monitored or not applicable.

If a non-compliance has occurred the description and violation level will appear under the standard. Additional comments from the counselor may also appear. A due date will appear if it’s determined that the provider needs time to correct non-compliance items. “Completed at time of inspection” will be displayed when an item is corrected prior to the end of the inspection.

	
<b>Name:</b> TEST PROVIDER <b>ID Number:</b> C02LE0020 <b>Address:</b> 1317 Winewood Blvd -6570 <b>City:</b> Tallahassee <b>State:</b> FL <b>Zip Code:</b> 32399-6570 <b>Phone Number:</b> (111) 111-1111 <b>Capacity:</b> 50 <b>Owner/Director/Staff Responsible:</b> test	
<b>Inspection Information</b> <b>Type:</b> Routine <b>Date:</b> 07/15/2016 <b>Arrival/Departure Time:</b> 04:15 PM to 05:15 PM <b>Staff Present:</b> 0 <b>Children Present:</b> 0	
<b>GENERAL REQUIREMENTS</b>	
01. License Displayed/Citation Posted/Advertising ss. 402.3125, 402.318, F.S.	Not Applicable
02. Licensed Capacity ss. 402.305(6), rule 65C-22.002(3), F.A.C.	Compliance
03. Minimum Age Requirements ss. 402.305(2), F.S. && rule 65C-22.001(3), F.A.C.  <u>Non-Compliance Description</u> 03-01 The staff person in charge in the operator's absence did not meet the minimum age requirement. <u>Comments</u>  <u>Due Date</u> 07/15/2016 <span style="float: right;"><u>Violation Level</u> <b>Class 3 - Technical Support</b></span>	Noncompliance
04. Ratio Sufficient ss. 402.305(4), F.S. && rule 65C-22.001(4), F.A.C.	Not Monitored
05. Supervision rule 65C-22.001(5), 65C-22.001(6), 65C-22.002(4) && 65C-22.007 (2), F.A.C.	Compliance



## WHERE TO FIND THE INSPECTION REPORTS?

Sarasota Child Care Licensing is responsible for making inspection reports available for public access. Inspection reports for licensed child care providers can be found on the Sarasota Child Care Licensing link below (click on the work "here" below). Providers can be searched by zip code, city, county, provider address, and provider's name or license number. Click [here](#) to search for a provider in your area.