



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 five types of child care programs, as defined by Florida Statutes, which are licensed or recognized as licensure exempt providers by the Department of Children and Families:

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

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.

See [Child Care Fact Sheet](#) for more information on what is required to operate a Child Care Facility.

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.

See [Large Family Child Care Home Fact Sheet](#) for more information on what is required to operate a Large Family Child Care Home.

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.



See [Licensed Family Day Care Home Fact Sheet](#) for more information on what is required to operate a Licensed Family Day Care Home.

REGISTERED FAMILY DAY CARE HOME

A Registered Family Day Care Home is an alternative to licensure for family day care home providers. Registered family day care homes are required to be annually registered with the state as part of the application process unless licensure is required under a specific county ordinance or resolution. Registered family day care homes are not inspected by the Department unless a complaint is reported regarding background screening or ratio, or the program is contracted to offer School Readiness.

See [Thinking About Becoming A Registered Family Day Care Home Provider](#) for more information on what is required to become a registered home.

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 the Department unless the program is Gold Seal accredited or if they offer School Readiness services. To be recognized and exempt from licensure the program must apply through the Department and provide required information annually as part of the application process.

See [Religious Exempt Provider Requirements](#) for more information on what is required to become a religious exempt provider.

TYPES AND FREQUENCY OF INSPECTIONS

The Office of Licensing is responsible for the statewide 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 and rule.

There are eight types of inspections conducted by the Department of Children and Families:

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



- GOLD SEAL INSPECTIONS
- SCHOOL READINESS INSPECTIONS

The frequency and type of an inspection depends on the program and the services provided. Licensed child care facilities are inspected three times during the licensure year (or approximately every four months). Licensed family and large family day care homes are inspected two times a year. Registered homes, religious exempt providers, and public and non-public schools are not subject to annual inspections unless they are Gold Seal designated or contracted to offer School Readiness services.

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 include an initial inspection as well as several re-inspections.

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.

ABBREVIATED INSPECTION

An abbreviated inspection is conducted in lieu of a routine inspection when a facility achieves “abbreviated inspection” status. To be eligible for an abbreviated inspection, a child care program must meet all the following criteria:

- The program must be licensed for a period of no less than two consecutive years, or, if the facility is a licensed exempt Gold Seal program, must have Gold Seal designation for a period of no less than two consecutive years.
- The program must have received at least two full on-site renewal inspections in the most recent two years.
- The program must not have been cited for any class 1 or class 2 violations, as defined by rule, within the last two consecutive years.
- The program must have no current uncorrected violations.
- The provider has no open regulatory complaints and is not currently under investigation by Child Protective Services.



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, supplemental rules, and random rules are monitored for compliance.

Although the abbreviated inspection is considered a “right” of licensed providers, any item found in non-compliance will result in the abbreviated inspection turning to a full comprehensive routine inspection. An abbreviated inspection should never be conducted in lieu of the renewal inspection.

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 non-compliant standard has been completed. A re-inspection generally includes only those items that were found non-compliant during the previous inspection unless additional non-compliant items are observed during the re-inspection. When this occurs, the licensing counselor may either add just the items that are non-compliant or may conduct a full routine inspection if needed.

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 records. The renewal inspection should be scheduled in sufficient time to allow for corrective action and re-inspection prior to the license expiration date.

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 founded. 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.

GOLD SEAL INSPECTION

The Gold Seal Quality Care program acknowledges individual child care facilities and family day care homes that are accredited by a nationally recognized agency and who provide quality child care and supervision. Prior to receiving a Gold Seal Quality Care designation, the provider’s inspection history is reviewed by the Children’s Forum to ensure the provider has not had any



Class 1 violations or three or more Class 2 violations within the two years preceding their application.

In addition, to maintain a Gold Seal Quality Care designation, a provider may not commit any Class 1 or three or more Class 2 violations within a two-year period, as these violations are grounds for termination of the Gold Seal Quality Care designation.

All Gold Seal Quality Care programs will be inspected three times a year, this includes religious exempt, public, and non-public schools. A Gold Seal inspection is an on-site unannounced inspection during which compliance with all applicable items on the standard classification summary is verified.

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 [Division of Early Learning](#) (DEL). These inspections are conducted by the Department of Children and Families, Office of Licensing in partnership with DEL. A school readiness inspection is an on-site unannounced inspection during which compliance with all applicable items on the school readiness standard classification summary are verified. When a school readiness inspection results in findings of non-compliances, 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 non-compliance 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 poses 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 non-compliant 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).

**Progressive Disciplinary Sanctions:
Facilities/Family Day Care and Large Family Child Care Homes**

Violation Level	Occurrence per Same Standard	Required Action by the Department:	Gold Seal Quality Care Designated Programs	Optional Action by the Department:
SR Only	All occurrences	Progressive enforcement handled by the local Early Learning Coalition		
Class III	1 st	Provide Technical Assistance and Document on the inspection report.		
	2 nd	Provide Technical Assistance and Document on the inspection report.		
	3 rd	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount of \$25 for each violation.	For three or more occurrences that have not been corrected within a 1 year period of each citation: Provide Technical Assistance and Document on the inspection report; AND Fine in the amount of \$25 for each violation; AND Include Gold Seal termination language in Administrative Complaint; AND Notify program office.	
	4 th	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount of \$30 per day ^a for each violation.		
	5 th	Provide Technical Assistance and Document on the inspection report; Place License on probation for a period not to exceed 6 months. Exception for Children's Health and Immunization violations, see rule 65C-22.010(2)(d)3.c., F.A.C.; AND Fine in the amount of \$40 per day ^a for each violation.		
	6 th and subsequent	Provide Technical Assistance and Document on the inspection report; Suspend, deny or revoke license. Place License on probation for Children's Health and Immunization violations, see rule language 65C-22.010(2)(d)3.d., F.A.C.; AND Fine in the amount of \$50 per day ^a for each violation.		
Class II	1 st	Provide Technical Assistance and Document on the inspection report.		
	2 nd	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount of \$50 for each violation.		
	3 rd	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount of \$60 per day ^a for each violation.	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount of \$60 per day ^a for each violation; AND Include Gold Seal termination language in Administrative Complaint; AND Notify program office.	
	4 th	Provide Technical Assistance and Document on the inspection report; Place License on probation status for a period not to exceed 6 months; AND Fine in the amount of \$75 per day ^a for each violation.		
	5 th and subsequent	Provide Technical Assistance and Document on the inspection report; Suspend, deny or revoke license; AND Fine in the amount of \$100 per day ^a for each violation.		
Class I	1 st and 2 nd	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount not less than \$100 nor more than \$500 per day ^a for each violation.	Provide Technical Assistance and Document on the inspection report; AND Fine in the amount not less than \$100 nor more than \$500 per day ^a for each violation; AND Include Gold Seal termination language in Administrative Complaint; AND Notify program office.	May impose other disciplinary sanction in addition to the fine.
	3 rd and subsequent (in any standard)	Provide Technical Assistance and Document on the inspection report; AND Suspend, deny or revoke license.		May fine not less than \$100 nor more than \$500 per day ^a for each violation and/or any other disciplinary sanction.


^aPer day for documentation/record violations means the # of days the records were out of compliance, and for all other violations means the # of days from the date the violation was cited by licensing through the date corrected (excludes weekends and holidays).

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 compliance, non-compliance, 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.



	Name: TEST PROVIDER ID Number: C02LE0020 Address: 1317 Winewood Blvd -6570 City: Tallahassee State: FL Zip Code: 32399-6570 Phone Number: (111) 111-1111 Capacity: 50 Owner/Director/Staff Responsible: test
	Inspection Information Type: Routine Date: 07/15/2016 Arrival/Departure Time: 04:15 PM to 05:15 PM Staff Present: 0 Children Present: 0
GENERAL REQUIREMENTS	
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 <u>Violation Level</u> Class 3 - Technical Support	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?

The Office of Licensing is responsible for making inspection reports available for public access. Inspection reports for licensed child care providers and annual statements can be found on the Child Care Program webpage – www.myflfamilies.com/childcare.

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.