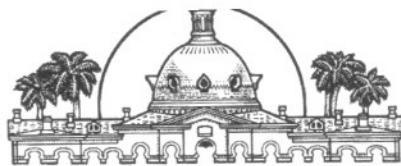


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Date: January 21, 2011

To: Family Child Care Providers

From: Linda Stoller, Manager *Linda Stoller*
Child Care Licensing Program

Subject: Clarification of Rules and Caseloads
A. Substitute Required as of February 2011
B. Transporting Children
C. New Inspectors and Caseloads

Substitute Requirement:

A. As stated in my previous memo dated July 27, 2010 as of February 1, 2011 every family child care provider must have at least one substitute who can watch the children in care in the provider's absence. This substitute must have full, current background screening; valid, current completion of infant-child CPR; first aid training and the 3 hour Fundamentals of Child Care or the 6 hour family child care Rules and Regulations class including passage of the exam or the 30 Hour Family Child Care Course. If you are using a previously screened individual for a substitute the attached substitute transfer procedure should be used.

Your child care licensing inspectors will begin monitoring for this requirement beginning February 1st.

Transportation Requirement:

B. Recently the licensing office has seen numerous violations of the transportation requirements. When you chose to provide any type of transportation for children in care you are putting children in potential risk. Therefore the decision to provide transportation should be made with a great deal of thought. Prior to transporting children you need to consider how you will safely load and unload children on and off the vehicle, you need to have your vehicle inspected and approved by your licensing inspector, you must have permission slips to transport the children signed by the parents to transport children and you must have the required car seats and seat belts which are appropriate to the age of the children you are transporting. Finally, once you transport children you must

complete the attendance log for transportation. These completed logs must be kept for a minimum of six (6) months. Don't forget to sign children on and off the vehicle and then complete a visual sweep of the vehicle to make sure no child is ever left on the vehicle.

As you know almost every violation of a transportation requirement is a class I violation which will result in a fine. Please take special care in keeping the children safe.

New Licensing Inspectors and Caseloads:

C. Please join me in welcoming two new licensing inspectors: Lisa Hatch and Yesenia Rodriguez.

Lisa Hatch. I have been in the child care field for more than 20 years, and have a Bachelor's Degree in Psychology and Child Development. I started my child care career working with young parents and their babies as a Child Development Specialist in Maryland's network of family support centers, then worked as a trainer and program manager for Child Care Resource and Referral. After moving to Florida with my family, I worked as a Child Care Licensing Specialist in Pinellas County, then taught 3 year old children and was a center director/administrator. I have a son in 4th grade and a daughter in 3rd grade, and when I'm not spending time with them, I love to read and watch the Food Network.

Yesenia Rodriguez. I have worked in the child care field for 16 years. I am a proud mother of 3 and a very proud grandmother of 2 little boys. I am bilingual and will be working with many of our Spanish speaking providers. I have a Bachelor's Degree in Criminal Justice Administration and I am currently working on my Master's Degree. During the 16 years working with children and their families, I have obtained the most rewarding experiences of a lifetime. Children harness all the potential of life and hope and it is profoundly important that we all work together to ensure their safety and well being.

Both Yesenia and Lisa will be inspecting Family Child Care Homes. Leslie McCaskey who has been inspecting Family Child Care Homes for the past 14 years will begin inspecting Child Care Centers. Attached are the new case loads effective March 1, 2011. Some special assignments have been made to balance the inspector's caseloads.

**FCCH INSPECTOR ZIP CODE ASSIGNMENTS
EFFECTIVE 3/1/11**

| Ann Barnhill Glover | Grace Chandler | Lisa Hatch | Yesenia Rodriguez | Maria Vizcarra |
|--------------------------------|---------------------------|-----------------------|------------------------------|---------------------------|
| 33510 - 18 | 33510 - 1 | 33534 - 2 | 33609 - 6 | 33603 - 16 |
| 33547 - 2 | 33511 - 30 | 33548 - 2 | 33612 - 7 | 33604 - 36 |
| 33549 - 3 | 33563 - 1 | 33556 - 4 | 33614 - 53 | 33607 - 9 |
| 33559 - 1 | 33565 - 1 | 33558 - 3 | 33615 - 49 | 33613 - 1 |
| 33563 - 14 | 33578 - 1 | 33569 - 16 | 33618 - 3 | 33616 - 2 |
| 33565 - 4 | 33584 - 1 | 33570 - 4 | 33624 - 1 | 33624 - 17 |
| 33566 - 3 | 33605 - 20 | 33572 - 8 | 33634 - 28 | 33625 - 15 |
| 33567 - 3 | 33610 - 47 | 33578 - 16 | 33635 - 3 | 33629 - 3 |
| 33584 - 17 | 33611 - 8 | 33579 - 11 | | |
| 33592 - 1 | 33617 - 36 | 33598 - 2 | | |
| 33594 - 15 | 33619 - 7 | 33612 - 9 | | |
| 33596 - 8 | 33637 - 2 | 33618 - 5 | | |
| 33602 - 2 | | 33619 - 46 | | |
| 33607 - 20 | | 33626 - 1 | | |
| 33612 - 25 | | 33637 - 9 | | |
| 33613 - 4 | | | | |
| 33647 - 1 | | | | |
| Total - 141 | Total - 155 | Total - 138 | Total - 150 | Total - 99 |

SPECIAL ASSIGNMENTS

Grace Chandler

33510 – Tambra Newton
33563 – Irene A. Perales
33565 – Kristina Lee Larson
33578 – Gloria P. Gonzalez
33584 – Lucia Lugo
33637 – Nereyda Villamar-Perez
Susana Gabriela Zambrano

33619 – Ana Maria Barreto
Katuska Despaigne
Taimy R. Fajordo
Ramona Gomez
Janey Gonzalez
Dagmaris Andres Jorin
Noraida Martinez

Lisa Hatch

33612 – Sharon Butler
Latonya Campbell
Cynthia Chipp
Annette Eberhart
Molvere Francis
Pauline King
Nancy Parker
Naomi Thompson
Sylvia Elizabeth Wright-Castillo

Yesenia Rodriguez

33612 - Teresa Basulto
Maria Conesa
Galia Estepa
Esther Marino
Juverkis Mendez
Carmen I. Rodriguez
Irma Y. Tamayo

33618 – Milagros Del Rosario
Midiala Luis
Juana Mastrapa

33624 – Nancy C. Alcantara

Maria Vizcarra

33607 – Misleydis Arias
Ofelia Cocho
Isabel R. Munoz
Magalys Munoz
Albertina Perez
Dayamit Perez
Rosa Rivero
Candida Rodriguez
Clara Toranzo

33613 – Tania Anzardo

SUBSTITUTE TRANSFERS

Please note the following procedure should you decide to use a previously screened substitute or previous Family Child Care Provider or a current or previous Child Care Center employee. Employment must have been within the past 90 days!

This individual must:

- _____ Fill out a transfer of screening form- Central Abuse Hotline Record Search
- _____ Fill out Local Law Enforcement check
- _____ Attach a copy of FDLE (if applicable)
- _____ Attach a copy of Screening Clearance Letter (if available)
- _____ Attach current Verification of Employment History
- _____ Attach copy of the Affidavit of Good Moral Character
- _____ Attach a copy of the Staff /Substitute Employee Verification Form

Submit Training Verification

- _____ Attach a copy of transcript showing either the 3hr Fundamentals of FCCH or 6 hr Family Rules and Regulations or 30 hr FCCH training
- _____ Attach a copy of the 5 hr Early Literacy if applicable
- _____ Attach a copy of current First Aid and Infant/Child CPR (front & back of the card)
- _____ Have proof of identification

Note you must have the FCCH Substitute Checklist in your file with the provider

Send the Substitute to CCL office with paperwork. Your Inspector will verify screening information and then your Inspector will contact you to let you know if the transfer is valid and if you can/cannot begin to use this Substitute.