

June 18, 2014

**MEMORANDUM**

**TO:** License-Exempt School Readiness Child Care Providers  
Executive Directors, Early Learning Coalitions

**FROM:** Shan Goff

**SUBJECT:** **Implementation of Rule 6M-4.620, Florida Administrative Code, Health and Safety Checklists**

During the 2013 Legislative Session the Florida Legislature passed a law related to early learning known as House Bill 7165. This law states a faith-based child care provider, an informal child care provider or a non-public school exempt from licensure under sections 402.316 or 402.302, Florida Statutes, shall annually complete the Health and Safety Checklist, post the checklist prominently on its premises in plain sight for visitors and parents and submit it annually to its local early learning coalition.

The health and safety checklist must be completed, posted and submitted to the early learning coalition by July 1 of each fiscal year. However, for year one (2014), the process must be completed as soon as possible, but no later than August 1, 2014. Forms are available for each type of provider (faith-based child care provider, informal child care provider or non-public school). The forms-- OEL-SR-HSC-62NPS (April 2014) titled "Health and Safety Checklist for Non-Public Schools"; Form OEL-SR-HSC-62FB (April 2014) titled "Health and Safety Checklist for Faith-Based Child Care Providers (Religious-Exempt)" and Form OEL-SR-HSC-62IF (April 2014) titled "Health and Safety Checklist for Informal Child Care Providers," are each incorporated by reference and available on the Office of Early Learning website at <http://www.floridaearlylearning.com/providers.aspx> or by contacting the Office of Early Learning, Department of Education, 250 Marriott Drive, Tallahassee, Florida, 32399. The incorporated forms are also available from the early learning coalitions.

Questions may be addressed to Eileen Amy, Director of Partner Initiatives and CCR&R, via email at [Eileen.Amy@oel.myflorida.com](mailto:Eileen.Amy@oel.myflorida.com). Directions for completing the health and safety checklist are provided below.

**SHAN GOFF**  
EXECUTIVE DIRECTOR, OFFICE OF EARLY LEARNING

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## Directions for Completing the Health and Safety Checklist

The health and safety checklists are located on the Office of Early Learning website at <http://www.floridaearlylearning.com/providers.aspx>.

1. Choose the checklist form that applies to the specific provider, faith-based (religious exempt), non-public school or informal provider. The definitions are included on the last page of each checklist.
2. Fill in the *Provider Information* on page two of the checklist. Use the same provider name as listed on the provider update.
3. Check only those items that apply to the individual provider/location.
4. On the last page of the checklist, the provider may write comments in the section, *Additional Provider Comments*.
5. Fill in the last section, *About the Health and Safety Checklist*, by listing the name of the early learning coalition, its phone number or email address, or the phone number of the local licensing agency.
6. Post a copy of the completed checklist where it is in plain sight for visitors and families.
7. Send a copy of the completed checklist to the early learning coalition associated with the program (electronically or by mail).
8. Review the checklist annually for accuracy, post in plain sight and forward to the coalition.

Reminder: During the first year of implementation, the Health and Safety Checklists must be completed, posted and submitted to the early learning coalition as soon as possible, but no later than August 1, 2014.

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