

MEMBER MEETING

APRIL 8-9, 2021



THE **FLORIDA** ASSOCIATION OF
CHRISTIAN CHILD CARING AGENCIES



MEETING ITINERARY

Gator Wilderness Camp

April 8-9, 2021

Thursday, April 8

09:00 AM	FACCCA Board Meeting	Board Members
11:30 AM	Board Meeting Lunch	Board Members
1:00 PM	Welcome and Prayer	Greg Kanagy
1:10 PM	Member and Guest Introductions	Matt Higgins
1:40 PM	Encouragement from Scripture	Brad Hall
2:00 PM	Business Meeting	Greg Kanagy
2:30 PM	Break (Gator Camp Tours Available)	
3:00 PM	Legal Updates	Jonathan Bailie
3:45 PM	Legislative Updates	Matt Higgins
4:00 PM	Split Session 1 Donor Management Software 101 Growing Your Donor File (library) My Top Fundraising Secrets (pavilion)	Matt Higgins Mandy Higgins Mike Higgins
4:50 PM	Minimum Standards Training	Matt Higgins
5:10 PM	Member Spotlight: Journey Foundation	Latrena Thomas-Holman
5:20 PM	Dinner Instructions and Prayer	Greg Kanagy
5:30 PM	Dinner is Served!	



MEETING ITINERARY

Gator Wilderness Camp

April 8-9, 2021

Friday, April 9

8:00 AM	Coffee Hangout	
8:45 AM	Prayer Request and Prayer	Bruce Jordan
9:00 AM	Encouragement from Scripture	Dan Williams
9:20 AM	Member Spotlight: Treasure Coast	Adam Grundhoefer
9:30 AM	Member Spotlight: Gateway Academy	Luke Owens & Tony Henderson
9:45 AM	Split Session 2	
	Social Media	Mandy Higgins
	Protect Your Company's Data (library)	Matt Higgins
	My Top Fundraising Secrets (pavilion)	Mike Higgins
10:30 AM	Break (Gator Camp Tours Available)	
11:00 AM	Gator Camp Boys Singing	Greg Kanagy
11:15 AM	FaccCaWeb Updates	Matt Higgins
11:35 AM	FACCCA is Expanding!	Matt Higgins
11:45 AM	Experts Panel: Q&A	Robbie Smith Mike Higgins Lisa Franklin Jonathan Bailie Greg Kanagy
12:45 PM	Dismiss	

FACCCA Business Meeting Minutes 10-1-2020

The business meeting was called to order at 2 pm by Greg Kanagy, President. Greg reviewed the Executive Director's evaluation with the members, reading select quotes from Jonathan Bailie of NCLL. Greg advised the members that the balance of a raise approved in October 2019 for the Executive Director was effective as of 10-1-2020.

The members were advised of the Officer positions on the Board of FACCCA as follows: Greg Kanagy, President; Dan Williams serves as the Vice-President; Brad Hall serves as the 2nd Vice-President; Robbie Smith serves as Secretary; Lisa Franklin serves as Treasurer, Jonathan Bailie member, Mike Higgins – member.

A motion to accept the minutes of the October 10, 2019 meeting was made by Glenda Carr, second by Lisa Franklin, motion passed.

The financial report was presented to the members by Dan Williams and was received as information.

Greg Kanagy thanked NCLL for their service to FACCCA and its members expounding on the benefits of partnership with NCLL, encouraging all members to become a monthly partner.

Meeting adjourned at 3:20 p.m.



CURRENT BOARD MEMBERS

Name	Role	Email
Greg Kanagy	President	gregk.gatorcamp@gmail.com
Dan Williams	1 st Vice President	dan.williams@teenchallenge.cc
Brad Hall	2 nd Vice President	rbrdirector@gmail.com
Robbie Smith	Secretary	robbiesmith@boyshome.com
Lisa Franklin	Treasurer	lisa@aomh.org
Mike Higgins	Board Member	mhiggins@hopechildrenshome.org
Jonathan Bailie	Board Member	jbailie@ncll.org

FACCCA
Income Statement
April 2020 - March 2021

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Direct Public Support			
Donations	2,100.00	2,400.00	-300.00
Total Direct Public Support	2,100.00	2,400.00	-300.00
Other Types of Income			
Inspection Fines	2,125.00	0.00	2,125.00
Merchant Fees	473.28	550.00	-76.72
Total Other Types of Income	2,598.28	550.00	2,048.28
Program Income			
Conference/Meeting Income	7,024.92	1,000.00	6,024.92
Inspection Fees	3,225.00	4,500.00	-1,275.00
Member Application Fees	704.61	0.00	704.61
Membership Dues	76,956.75	78,612.50	-1,655.75
Total Program Income	87,911.28	84,112.50	3,798.78
Total Income	92,609.56	87,062.50	5,547.06
Expense			
Contract Services			
Executive Assistant	6,299.92	6,200.00	99.92
Executive Director	47,500.02	45,000.00	2,500.02
Legal Fees	7,000.00	1,500.00	5,500.00
Outside Contract Services	700.00	0.00	700.00
Total Contract Services	61,499.94	52,700.00	8,799.94
Fees & Dues			
Merchant Fees	1,352.39	900.00	452.39
Fees & Dues - Other	61.25	1,250.00	-1,188.75
Total Fees & Dues	1,413.64	2,150.00	-736.36
Operations			
Computer Hardware	682.97	900.00	-217.03
Computer Software	1,033.91	600.00	433.91
Legislative Relations	0.00	2,000.00	-2,000.00
Lobby Tools Software	3,600.00	3,800.00	-200.00
Postage, Mailing Service	379.76	100.00	279.76
Supplies	3,515.85	2,100.00	1,415.85
Telephone/Email	430.37	300.00	130.37
Website	138.53	1,000.00	-861.47
Total Operations	9,781.39	10,800.00	-1,018.61
Other Types of Expenses			
Donation	1,000.00	0.00	1,000.00
Total Other Types of Expenses	1,000.00	0.00	1,000.00
Travel and Meetings			
Conference/Meeting	5,473.28	4,000.00	1,473.28
Total Travel and Meetings	5,473.28	4,000.00	1,473.28
Total Expense	79,168.25	69,650.00	9,518.25
Net Income	13,441.31		

FACCCA Operating Budget

	2020-2021 Actual	2020-2021 Budget	2021-2022 Proposed Budget
Income			
Direct Public Support			
Donations	2,100.00	2,400.00	1,200.00
Total Direct Public Support	2,100.00	2,400.00	1,200.00
Other Types of Income			
Inspection Fines	2,125.00	0.00	0.00
Merchant Fees	473.28	550.00	500.00
Total Other Types of Income	2,598.28	550.00	500.00
Program Income			
Conference/Meeting Income	7,024.92	1,000.00	16,250.00
Inspection Fees	3,225.00	4,500.00	4,400.00
Member Application Fees	704.61	0.00	500.00
Membership Dues	76,956.75	78,612.50	85,875.00
Total Program Income	87,911.28	84,112.50	107,025.00
Total Income	92,609.56	87,062.50	108,725.00
Expense			
Contract Services			
Executive Assistant	6,299.92	6,200.00	6,200.00
Executive Director	47,500.02	45,000.00	50,000.00
Legal Fees	7,000.00	1,500.00	2,000.00
Outside Contract Services	700.00	0.00	0.00
Total Contract Services	61,499.94	52,700.00	58,200.00
Fees & Dues			
Merchant Fees	1,352.39	900.00	1,825.00
Fees & Dues - Other	61.25	1,250.00	150.00
Total Fees & Dues	1,413.64	2,150.00	1,975.00
Operations			
Computer Hardware	682.97	900.00	500.00
Computer Software	1,033.91	600.00	1,200.00
Legislative Relations	0.00	2,000.00	2,000.00
Lobby Tools Software	3,600.00	3,800.00	3,800.00
Postage, Mailing Service	379.76	100.00	400.00
Supplies	3,515.85	2,100.00	2,000.00
Telephone/Email	430.37	300.00	500.00
Website	138.53	1,000.00	250.00
Total Operations	9,781.39	10,800.00	10,650.00
Other Types of Expenses			
Donation	1,000.00	0.00	0.00
Total Other Types of Expenses	1,000.00	0.00	0.00
Travel and Meetings			
Conference/Meeting	5,473.28	4,000.00	31,500.00
Total Travel and Meetings	5,473.28	4,000.00	31,500.00
Total Expense	79,168.25	69,650.00	102,325.00
Net Income			6,400.00

FLORIDA ASSOCIATION OF CHRISTIAN CHILD CARING AGENCIES

CHILD-CARING AGENCY MINIMUM STANDARDS

Section 1	Definitions
Section 2	General Information
Section 3	Application and Registration
Section 4	Administration and Organization
Section 5	Buildings, Grounds, Equipment, and Interior Accommodations
Section 6	Safety, Sanitation, and Food Service Requirements
Section 7	Health and Medical Services
Section 8	Child Abuse and Neglect and Incident Notification Procedures
Section 9	Individual Needs of Children in Care
Section 10	Discipline and Behavior Management
Section 11	Records and Confidentiality Requirements
Section 12	Personnel and Staffing Requirements
Section 13	Admission, Placement, and Ongoing Services
Section 14	Family Foster Homes
Section 15	Discharge Procedures
Section 16	Denial, Revocation, and Suspension of Registration

Section 1 Definitions.

- 1) "Child Care Worker" means any person placed in a position to supervise children OR that has direct contact/interaction with children more than 10 hours per month.
- 2) "Facility" means the building(s) and campus of a residential child-caring agency.
- 3) "Non-Child Care Worker" means any person whose responsibilities require them to be present, for any duration, at the facility, but that is not placed in a position to supervise children AND does not have direct contact/interaction with children more than 10 hours per month.
- 4) "Contractor" means any person or company providing contracted services for a specific job or project on premises of facility (i.e. plumber, electrician, lawn care, general contractor, etc), but that is not placed in a position to supervise children AND does not have direct contact/interaction with children.
- 5) "Intern" means anyone (paid or otherwise) who will be acting in a role of or assisting agency personnel for a period not to exceed 90 days.
- 6) "Service Plan" means the goal-oriented, time limited, individualized program of action for a child and the child's family developed by the child-caring agency in cooperation with the child's family.

Section 2 General Information.

- 1) Purpose. It is the intent and purpose of the Florida Association of Christian Child Caring Agencies (FACCCA), through the issuance of these Minimum Standards, to insure the physical, emotional, and spiritual health, safety and wellbeing of those children for whom residential care away from their parents, relatives or legal guardians must be provided.
- 2) Legal Basis. FACCCA has been formed pursuant to the laws of Florida as a Nonprofit corporation to allow the same to operate as the Florida statewide childcare organization qualified to certify registration of residential child caring agencies that otherwise qualify for registration under section 409.176, Florida Statutes.
- 3) Certificate of Registration. No agency may accept a child for care under these provisions unless such agency shall first have procured a Certificate of Registration from FACCCA empowering or authorizing such agency to care for children.

Section 3 Application and Registration.

- 1) Registration application packets for a residential child-caring agency shall include:
 - a. The "Registration Application for Child-Caring Agencies" form provided by FACCCA;
 - b. The "Child-Caring Agency Determination of Need" form provided by FACCCA;
 - c. The "Child-Caring Agency Local Ordinance Certification" form provided by FACCCA;
 - d. Need for Service. The child-caring agency shall provide a description of the geographic area the child-caring agency serves or intends to serve with the specific services it provides or proposes to provide;
 - e. Disaster preparedness and evacuation plan. The written plan shall include the components required in Section 6 (12) of these Minimum Standards; and,
 - f. The "Statement of Faith" form provided by FACCCA

- 2) All application forms shall be signed by the person or persons exercising authority over the operation, policies and practices of the agency.
- 3) The facility shall conform to all applicable state and local building and zoning codes.
- 4) FACCCA shall conduct a review of the application packet, facility, and all required documentation to ensure compliance with all rules in the FACCCA Minimum Standards, prior to issuance of registration.
- 5) Registration is only valid for the facility located at the address documented on the Certificate of Registration.

Section 4 Administration and Organization.

- 1) Statement of Purpose. The child-caring agency shall have a written statement of its purpose. The statement shall contain a description of all the services the child-caring agency provides and the methods of service delivery. The statement shall be available to FACCCA on request.
- 2) Incorporation. Agencies must be incorporated under the laws of the State of Florida as a Non-Profit Organization. Agencies incorporated outside of the State of Florida shall be authorized to do business under Florida law.
- 3) The agency may not directly receive any state or federal child care funds for its operation. An assignment to and the receipts by an agency of any funds to which a child is entitled to receive from a governmental agency for his or her support, including but not limited to social security payments, shall not be considered, however, as the agency directly receiving state or federal child care funds for its operation.
- 4) Governing Body.
 - a. Each incorporated child-caring agency shall have a governing body which exercises authority over and has responsibility for the operation, policies and practices of the agency.
 - b. The child-caring agency shall maintain a list of the members of its governing body. This list shall be available to FACCCA and shall:
 - i. Include the name, address, and term of membership of each member; and,
 - ii. Identify each office and the term of that office.
 - c. The governing body shall meet no less than once per year. The number of directors of the governing body shall not be fewer than three (3) directors.
 - d. Responsibilities of the Governing Body:
 - i. Employ a qualified executive director, as prescribed in Section 12(12)(a) of these Minimum Standards, and delegate responsibilities to that person for the administration and operation of the residential child-caring agency.
 - ii. Evaluate in writing the executive director's performance annually.
 - iii. Approve the annual budget of anticipated income and expenditures necessary to provide the services described in its statement of purpose. The governing body shall also approve the annual financial audit report, if such audit is required by FACCCA Minimum Standards.
 - iv. Establish written personnel practices.
 - v. Maintain written minutes of all meetings.
 - vi. Develop written policies for selection criteria and rotation of its members.
 - vii. Develop a written plan for the storage of children's records in the event of the closing of the child-caring agency and/or facility.
 - viii. To insure that resident children are not required to be involved in publicity or fund-raising activities which could exploit or embarrass them or their families. A statement signed by the parent(s), the relative who committed them to the agency, or their legal guardian granting permission for the child's name or picture to be used in publicity shall be obtained and kept on file for each child involved in such publicity.
- 5) The child-caring agency shall have a written grievance procedure which allows children in care or others to make complaints directly to the Executive Director without fear of retaliation.
 - a. The grievance procedure shall be written in a clear and simple manner.
 - b. The grievance procedure must also contain a provision to allow for a child to make a complaint that involves the Executive Director to another administrator without fear of retaliation.
 - c. The written grievance procedure shall be provided to:
 - i. FACCCA;
 - ii. The child; and,
 - iii. The child's parent or guardian at the time of admission.
 - d. The procedure must be explained to children and their families at the time of admission.
- 6) The child-caring agency shall maintain a current organization chart showing the administrative structure including the lines of authority. This chart shall be available to FACCCA.
- 7) The child-caring agency shall provide written documentation that it has sufficient funds to meet all requirements for registration. Facilities beginning operation shall provide evidence of sufficient funding for operation of the program for at least six (6) months.

- 8) The child-caring agency shall prepare a written budget annually.
- 9) The child-caring agency shall have financial records audited annually by a certified public accountant if it receives \$1,000,000 or more in annual contributions. If the agency receives at least \$500,000 but less than \$1,000,000, then the agency shall have its financial records reviewed or audited by an independent certified public accountant. If the agency receives less than \$500,000 in annual contributions, then the agency shall provide to FACCCA a balance sheet and profit/loss statement for the prior 12 months.
- 10) If fees for services are charged, the child-caring agency shall have a written policy which describes the relationships between fees and services provided and the conditions under which fees are charged or waived.
- 11) If funding is obtained through public solicitation, a charitable permit for such solicitation shall be procured as required by Chapter 496, F.S.
- 12) The child-caring agency shall provide written notification within 10 days to FACCCA of changes in the agency's executive director, statement of purpose or admission criteria.
- 13) The child-caring agency shall maintain adequate liability insurance.

Section 5 Buildings, Grounds, Equipment, and Interior Accommodations.

- 1) Staff sleeping space shall be separate from those of the children but in close enough proximity to allow for supervision.
- 2) The grounds shall be well kept. Indoor and outdoor recreation areas shall be provided with equipment and safety measures designed for the needs of the resident children according to the age, physical and mental ability of the children.
- 3) Safety regulations shall be established for all hazardous equipment and children shall be prohibited from the use of such equipment unless it is included in planned work experience.
- 4) Pools shall meet the requirements of Chapter 515, subsections 25, 27, and 29, F.S.
- 5) The facility shall be decorated and furnished to create a homelike environment. Furnishings shall be safe, easy to maintain, and selected for their suitability to the age and development of the children in care.
- 6) Living Room: The building or cottage shall have one (1) centrally located living room, or in the case of wilderness camps another form of meeting space, for the informal use of children, large enough to accommodate indoor recreational use.
- 7) Dining Area: The building or cottage shall have one (1) or more dining areas large enough to comfortably accommodate the number of children who reside there, as well as staff who dine with the children.
- 8) Space shall be available for children to study quietly.
- 9) If offices for administrative functions are housed in the facility, they must be separate from the children's living area.
- 10) There must be adequate space to allow staff and clients to talk privately and without interruption.
- 11) Bathrooms.
 - a. The facility shall have toilets, wash basins, and bathing units as follows:
 - i. At least one (1) toilet, washbasin, and tub or shower easily accessible to the bedroom area for every six (6) children.
 - ii. Toilets and tubs or showers that provide for individual privacy.
 - b. The facility shall have bathrooms with toilet paper and holders, individual hand towels or disposable paper towels, mirrors at a height for convenient use by children, and a place for storage of toiletries unless storage is provided elsewhere.
 - c. A facility that cares for nonambulatory children shall have grab bars in toilet and bathing areas and doors wide enough to accommodate a wheelchair or walking device.
- 12) Bedrooms.
 - a. Child-caring agencies shall not permit nonambulatory children to sleep above the first floor.
 - b. Child-caring agencies shall provide each child with a closet or chest of drawers for clothing and personal belongings which shall be reserved solely for the individual child's use. Wilderness camps have the option of providing alternate storage.
 - c. Child-caring agencies shall provide each child with a safe and comfortable bed. The beds shall be no shorter than the child's height and no less than 30 inches wide. A toddler bed no shorter than the child's height, but that is less than 30 inches wide may be used for children under 60 months of age. Where bunk beds are used, there shall be sufficient room to allow the occupants of both bunks to sit up in bed.
 - d. Children over 36 months of age shall not share a bedroom with a child of a different gender unless efforts are being made to maintain a sibling group or doing so is required for the safety or wellbeing of each child. Rationale for any decision made for children over the age of 36 months to share a bedroom with a child(ren) of a different gender shall be documented in that child's file.
 - e. Clean sheets, pillow cases, and blankets shall be provided to each child upon arrival. Sheets and pillowcases shall be changed at least once a week.
- 13) The facility shall have outside ventilation by means of windows, louvers, air conditioners, or mechanical ventilation in rooms used by children.
- 14) The facility shall have screens for each window and door used for outside ventilation.

- 15) The facility shall have light fixtures to provide for the comfort and safety of children. Classrooms, study areas, bathrooms and food service areas shall be illuminated.
- 16) All incandescent bulbs and fluorescent light tubes shall be protected with covers or shields.
- 17) Hallways to bedrooms shall be illuminated at night.
- 18) The facility bedrooms shall have 75 square feet for the initial occupant and an additional 50 square feet for each additional occupant, and a ceiling height of at least 7 feet, 6 inches. Wilderness camps, maritime academies, and other child-caring agencies that require unique sleeping arrangements as a direct part of their program may be exempted from this provision.
- 19) Children shall have the opportunity to personalize and decorate their bedrooms with furnishings and possessions as space allows.
- 20) For wilderness camps:
 - a. A wilderness camp shall only be established at a location where land is properly drained.
 - b. The location of a camp shall not present a fire, health or safety hazard.
 - c. Non-permanent structures used for sleeping shall be located on dry land. The sleeping structure shall promote comfort and protection from weather and insects and have a floor which is smooth, kept in a clean condition and in good repair.
 - d. Permanent sleeping structures shall have roofs, exterior walls, doors and windows which are weathertight and watertight and shall be in clean condition and in good repair.
 - e. Structures shall be covered with durable flame proof material.

Section 6 Safety, Sanitation, and Food Service Requirements.

- 1) Prior to the issuance of a registration, the facility shall be inspected by FACCCA and the local fire department, or persons trained by the office of the State Fire Marshal in fire prevention and safety in accordance with state or local ordinances and codes. Written approval of fire prevention and protection measures must be on file. If the appropriate state and local officials refuse to complete an inspection on an agency's facility, then one of the following must be on file:
 - a. A letter from such official(s) stating that they do not or will not perform an inspection on the facility; or,
 - b. If the official(s) will not provide a letter, then an "Affidavit of Inspection Refusal" form (provided by FACCCA) must be completed by the agency director.
- 2) Fire Safety.
 - a. All child-caring agencies must be inspected annually by the local fire department or persons certified by the Division of the State Fire Marshal in fire prevention and safety. A report of the inspections and approval must be on file with FACCCA prior to issuance of a registration of the facility. If the appropriate state and local officials responsible for the maintenance of fire, health, sanitation, and safety standards refuse to complete an inspection on an agency's facility, then one of the following must be on file.
 - i. A letter from such official(s) stating that they do not or will not perform an inspection on the facility; or,
 - ii. If the official(s) will not provide a letter, then an affidavit signed by the agency director stating such will suffice.
 - b. Fires, explosions or major damage to facilities which threaten the health and safety of the residents shall be reported to FACCCA within 24 hours of the occurrence and reports of such incidents shall be kept on file in the facility.
 - c. Procedures for fire and other emergency situations, including the route of evacuation, shall be posted in conspicuous places and shall be reviewed with staff and children on a scheduled basis.
 - d. Fire drills shall be held no less than monthly and records of such drills shall be kept on file.
 - e. Hallways, stairs and exit areas shall be well-lit and kept clear for safe exit.
- 3) Transportation.
 - a. Vehicles used to transport children shall be maintained in safe operating condition.
 - b. The number of persons in a vehicle used to transport children shall not exceed the number of available seats; appropriate restraining devices shall be used when transporting children in automobiles.
 - c. Vehicles designed to transport six (6) or more passengers shall be equipped with a first aid kit.
 - d. Vehicles used to transport children shall have adequate liability insurance.
- 4) Recreational areas.
 - a. The recreational area shall be safe and free from hazardous conditions. Recreational equipment shall have no jagged or sharp projections or other hazardous construction and shall be maintained in a structurally sound condition.
 - b. Outdoor recreational areas shall be well-drained and kept free of litter and trash.
- 5) Swimming Pools and Aquatic Activities.
 - a. All residential child-caring agencies with swimming pools, spas, or open water hazards must have a competent Child Care Worker in direct supervision of children at all times while children are partaking in swimming or potentially hazardous aquatic activities.
 - b. The child-caring agency shall not permit a child to participate in an aquatic activity requiring higher skills than the child's ability, except during formal instruction.

- c. Lifesaving equipment shall be provided during aquatic activities and shall be immediately accessible in case of an emergency. Minimum equipment shall include the following:
 - i. A whistle or other audible signal device,
 - ii. A first aid kit; and,
 - iii. A ring buoy, rescue tube, life jacket or other flotation device with a rope attached which is of sufficient length for the area.
- 6) Food Service.
- a. The child-caring agency shall have a procedure for the overall management of the food service. The child-caring agency must provide healthy, balanced meals and evidence of such menu must be in writing and kept on file.
 - b. The child-caring agency shall serve staff members and the children in care the same food, except when age or special dietary requirements dictate differences. Staff on duty shall eat their meals with the children.
 - c. All child-caring agencies shall serve three (3) well-balanced meals a day in the morning, noon, and evening. Snacks may be provided between meals. When children are attending school, working outside of the facility or are not present in the facility during mealtime, the child-caring agency shall ensure that the children receive meals.
 - d. Facilities shall retain their menus for a six (6) month period which shall be available for review by FACCCA.
 - e. The child-caring agency shall request an inspection of their food service area by the Department of Health. If the Department of Health refuses to complete an inspection, then the agency shall document such attempt. In such cases, the FACCCA inspector will perform a similar inspection of the food service area.
- 7) When possible, laundry facilities shall be located in an area separate from areas occupied by children. If children are allowed to participate in the laundering of their personal items, space for sorting, drying, and ironing shall be made available.
- 8) The facility shall have telephones, centrally located and readily available for staff use in each living unit of the facility. Emergency numbers, such as 911, poison control, and the child abuse registry, shall be posted by each telephone. In lieu of this requirement, wilderness camps and short-term wilderness programs shall have a system in place that provides for an immediate response in case of an emergency. The system must include the ability to immediately notify appropriate agency staff, police, fire department, physician, poison control center, ambulance or other emergency services that may be needed.
- 9) If firearms are present in the facility, the program director and house parent, when applicable, shall be required to sign the "Acknowledgement of Firearms Safety Requirements" form provided by FACCCA.
- 10) All pets must be current on vaccinations as required in Section 828.30, F.S.
- 11) All hazardous chemicals (cleaning or otherwise) such as ammonia, bleach, drain cleaners, toilet bowl cleaner, etc., must be stored in a locked location.
- 12) Disaster Preparedness and Evacuation Plan.
- a. Each registered child-caring agency shall have a current written disaster preparedness and evacuation plan for each facility in the event of a natural or man-made disaster. The plan shall include:
 - i. The location to which the agency intends to relocate the children and caregivers;
 - ii. Emergency contact information for caregivers and the director of the agency; and,
 - iii. A list of emergency supplies that shall be maintained at each facility.
 - b. The disaster preparedness and evacuation plan shall be updated at re-registration and whenever any changes are made during the registration year.
 - c. Each registered child-caring agency shall follow the directives of its local emergency management center.

Section 7 Health and Medical Services.

- 1) All Child Care Workers must be trained to administer first aid, including cardiopulmonary resuscitation (CPR) and the proper use of an Automated External Defibrillator (AED).
- 4)2) CPR training must be "hands on" training with a skills test verified by a certified instructor in CPR. Online only courses do not meet the requirement of paragraph 1 of Section 7 above.
- 2)3) The child-caring agency shall assure that a first aid kit is available to staff members in each living unit with contents consistent with the American Red Cross guidelines and the needs of children in care. The first aid kit shall be inaccessible to the children in care.
- 3)4) All medical care beyond the provision of first aid shall be under the direction of a licensed medical professional operating within the scope of his or her license.
- 4)5) The child-caring agency shall notify the child's parent or guardian within 24 hours of any serious illness, any incident involving serious bodily injury, pregnancy or childbirth, or any psychiatric episode requiring the hospitalization of a child.
- 5)6) Provision shall be made for the temporary isolation of children with a communicable disease. When such isolation is necessary, close supervision by staff shall be provided.
- 6)7) All child-caring agencies shall maintain linkages and cooperative agreements with community agencies, out-of-area programs, or individuals for services not directly provided by the agency, including a plan for handling emergency medical and dental needs of clients.

~~7)8)~~ All child-caring agencies shall have written procedures in cases of emergencies or life threatening situations, including arrangements for emergency transport services for clients. Plans for provision of supervision must be made in cases of emergency when on duty staff are required to accompany a child to a hospital emergency room.

~~8)9)~~ Medication.

- a. All medicines and drugs shall be kept securely locked.
- b. All medicines and drugs shall be administered only by agency staff, except for children of parenting teens. A log shall be kept of the administration of all medication which shall include the following:
 - i. Name of the child for whom medication is prescribed or to whom over the counter medication is administered;
 - ii. Reason for medication administration;
 - iii. Amount of medication administered;
 - iv. Time of day the medication was administered;
 - v. Signature of staff member who administered the medication; and,
 - vi. Notation and reason for lack of medication administration, if applicable.
- c. The child-caring agency shall not permit medication prescribed for one child to be given to another child.

~~9)10)~~ The child-caring agency shall obtain available medical information and consents, if possible, prior to admission of a child or shortly thereafter.

~~10)11)~~ Medical information and consents shall include the following:

- a. Completion of a well-child check-up by a licensed physician or report of such an examination performed within twelve (12) months prior to admission or within 90 days after admission;
- b. The child's medical history, including immunizations; and,
- c. Written consent from the child's parent or guardian or a court order authorizing routine medical and dental procedures for the child, and to authorize emergency procedures when written parental consent cannot be obtained.

~~11)12)~~ The child-caring agency shall obtain the child's medical information that was not available prior to child's admission into the facility within 30 days of admission. Efforts to obtain the information shall be documented in the child's record.

~~12)13)~~ The child-caring agency shall have a written comprehensive policy for preventive, routine, emergency, and follow-up medical and dental care for all children.

~~13)14)~~ The child-caring agency is responsible for meeting the physical health needs of each child in its care.

- a. The child-caring agency shall ensure that each child has an annual physical examination and follow-up care as recommended. For children under three (3) years, a well-child checkup shall be obtained in accordance with the American Academy of Pediatrics periodicity schedule.
- b. The child-caring agency shall ensure that each child has a dental examination by a dentist annually and follow-up care as recommended.
- c. The child-caring agency shall ensure pregnant youth have prenatal and postnatal care.

~~14)15)~~ The child-caring agency shall provide or arrange for medically recommended glasses, hearing aids, prosthetic devices, corrective physical or dental devices, or equipment recommended by a physician for children in care.

~~15)16)~~ The child-caring agency shall maintain confidential medical and dental records for each child in care. The records shall include the dates of immunizations, medications, examinations, and any treatments for specific illness or medical emergencies.

~~16)17)~~ Child caring agencies with a registered capacity of 12 or more children shall have at least one Automated External Defibrillator (AED) at the facility.

Section 8 Child Abuse and Neglect and Incident Notification Procedures.

- 1) The child-caring agency shall have and follow procedures for handling any suspected incidents of child abuse or neglect involving staff or residents.
- 2) All suspected cases of child abuse and neglect shall be reported to the Florida Abuse Hotline in accordance with Chapter 39, F.S., including reportable incidents of child-on-child sexual abuse.
- 3) A provision shall be made for reporting and recording any suspected incident of abuse or neglect or endangerment to the program director of the child-caring agency.
- 4) There shall be an immediate provision for protecting the victim and preventing a recurrence of the alleged incident pending investigation.
- 5) The child-caring agency shall require each staff member to read and sign a statement which states the child abuse and neglect laws and outlines the staff member's responsibility to report all incidents of child abuse and neglect.
- 6) The following critical incidents shall be reported to FACCCA within 24 hours of the incident using the "Incident Report" form provided by FACCCA:
 - a. Child arrest;
 - b. Child death;
 - c. Child on child sexual abuse;
 - d. Employee arrest;

~~d.e.~~ Employee misconduct that affects the safety or wellbeing of the children in care;

~~e.f.~~ Missing child or young adult;

~~f.g.~~ Security incident;

~~g.h.~~ Sexual abuse/sexual battery;

~~h.i.~~ Serious injury to child or young adult requiring medical attention from a physician;

~~i.j.~~ Serious injury to staff requiring medical attention from a physician; and,

~~j.k.~~ Suicide attempt of child or young adult.

Section 9 Individual Needs of Children in Care.

- 1) The child-caring agency shall have written policies to involve children in community activities and services. The child-caring agency shall arrange for recreational and cultural enrichment and shall provide transportation and supervision as needed for use of community resources to assure that resident children are allowed to become a part of the community.
- 2) The child-caring agency shall assign chores appropriate to the age and ability of the children in care. Chores shall not conflict with schooling, visits with the children's family, or any other activities associated with meeting the goals of the service plan.
- 3) The child-caring agency shall ensure that each child has the individual items necessary for personal hygiene and grooming.
 - a. These items shall be accessible to each child unless it is unsafe for the child.
 - b. Each child shall have training in personal care, hygiene, and grooming appropriate to the child's age, gender, race, culture and development.
- 4) The child-caring agency shall ensure that each child has clean, well-fitting, seasonal clothing, appropriate to the child's age and individual needs.
- 5) The child-caring agency shall, when applicable, involve the child in the selection, care and maintenance of the child's personal clothing, as appropriate to the child's age and ability. The child-caring agency shall allow a child to possess and bring personal belongings. The child-caring agency may limit or supervise the use of these items while the child is in care.
- 6) The child-caring agency shall send all personal clothing and belongings with the child when the child leaves the facility or will return clothing and personal items to the parent or guardian when applicable.

Section 10 Discipline and Behavior Management.

- 1) All Child Care Workers are required to ~~be certified in~~have up-to-date training on behavior management techniques including passive restraint instruction. The currently accepted courses are:
 - a. Non-Violent Crisis Intervention by Crisis Prevention Institute
 - b. Behavior Management and Crisis Intervention by TrainItUp
 - ~~c.~~ Another similar course approved by the Executive Director of FACCCA
- 2) The child-caring agency shall have written policies on discipline and behavior management which shall be provided to each child, parent or guardian, agency staff, and FACCCA. The policies for discipline and behavior management shall emphasize positive, but may include punitive, methods and shall include the following:
 - a. Means for teaching children which emphasize praise and encouragement for exhibiting self-control and desirable behavior; and,
 - b. Methods for protecting children or others when a child is out of control and the child's behavior is likely to endanger him or herself, other persons or property.
- 3) If separation from others is used as a control measure, the facility shall have an unlocked, lighted, well-ventilated room of at least 50 square feet and within hearing distance of a staff member. The time limit for isolation shall not exceed 60 minutes.
- 4) Facility staff shall not:
 - a. Ridicule, intimidate or verbally abuse children;
 - b. Use chemical or mechanical restraints;
 - c. Employ cruel or humiliating treatment or other emotionally abusive behavior;
 - d. Assign excessive exercise or work duties which are inappropriate to the child's age or development;
 - e. Deny food, clothing, shelter, medical care or prescribed therapeutic activities;
 - f. Engage in discriminatory treatment or harassment; or,
 - g. Permit harassment or bullying of children by staff or other youth.

Section 11 Records and Confidentiality Requirements.

- 1) The child-caring agency shall maintain a permanent register of all resident children which shall include the following:
 - a. The name and birth date of the child;
 - b. The child's dates of admission and discharge; and,
 - c. The child's social security number.
- 2) The child-caring agency shall maintain individual records for each child in care which shall include the following:
 - a. The name, gender, race, birth date, and birthplace of the child;
 - b. The name, address, and telephone number of the parent or guardian, siblings, grandparents, or other persons significant

- to the child;
 - c. A social history of the child, the child's family and other significant persons, and any other information required by the residential child-caring agency;
 - d. Copies of legal documents relating to the child;
 - e. Date of admission;
 - f. Medical history, cumulative health record, treatment and clinical records and progress reports, and any psychological and psychiatric reports;
 - g. Educational records and reports;
 - h. Original or copies of the child's birth certificate and social security card;
 - i. Vocational exploration and training and employment records, if applicable;
 - j. Records of special or critical incidents in the child's life;
 - k. The child's service plan, reviews and revisions reflecting the child's and family's goal achievement;
 - l. Referrals to other agencies; and,
 - m. Discharge summary.
- 3) Information in child records shall be kept confidential, including parent names and contact information.
 - 4) Staff entries in case records shall be dated and signed.
 - 5) The child file shall be maintained for a minimum of three (3) years after a child has been discharged.
 - 6) The identity of any child who has tested positive for the HIV virus shall be disclosed to an employee of the member agency directly involved in the placement, care, or custody of such child and only when the employee needs to know such information in order to safely perform job duties. An employee has a need to know the identity of a child and the child's test results if:
 - a. The employee is involved in case specific services, such as assessing needs, determining eligibility, arranging care, monitoring case activities, permanency planning and providing care for the child in residential placement;
 - b. The employee is involved in case specific supervision or monitoring of cases for eligibility or legal compliance or casework services; or,
 - c. The employee is involved in providing case specific clerical and vouchering support.
 - 7) The identity of a child who has tested positive for the HIV virus must be disclosed to a foster family or child-caring agency registered pursuant to Florida Statutes, who is directly involved in the care of such child and has a need to know such information.
 - 8) The case files shall not be segregated or flagged in any way which would permit their identification as case files of HIV infected children.
 - 9) The Child-Caring agency is required to report the following information to FACCCA:
 - a. Admission of a new child within 10 days of placement using the "Child Admission Form" provided by FACCCA;
 - b. Discharge of a child within 10 days of discharge using the "Child Discharge Form" provided by FACCCA;
 - c. Addition of a new Child Care Worker within 10 days of hire date or initial volunteer date using the "New Child Care Worker" form provided by FACCCA;
 - d. Termination of a Child Care Worker within 10 days of termination using the "Child Care Worker Termination" form provided by FACCCA;
 - e. Addition of a new Non-Child Care Worker within 10 days of hire date or initial volunteer date using the "New Non-Child Care Worker" form provided by FACCCA;
 - f. Termination of a Non-Child Care Worker within 10 days of termination using the "Non-Child Care Worker Termination" form provided by FACCCA;
 - g. Critical incidents in accordance with Section 8 (6) of these Minimum Standards;
 - h. All investigations by the Department of Children and Families or a law enforcement agency within 24 hours using the "Abuse Investigation" form provided by FACCCA;
 - i. Runaway or missing children within 24 hours of the time they were discovered missing using the "Runaway or Missing Child" form provided by FACCCA; and,
 - ~~j. A report of all children in the care of the agency at the end of each quarter per calendar year using the "Child Roster" form provided by FACCCA.~~

Section 12 Personnel and Staffing Requirements.

- 1) Child Care Workers shall receive parent preparation training prior to unsupervised contact with children.
- 2) Child Care Workers shall be at least 18 years of age.
- 3) The agency shall have a personnel file for each employee which shall include the following:
 - a. The application for employment, including a two-year employment history check, if applicable;
 - b. A signed "Affidavit of Good Moral Character" form provided by FACCCA;
 - c. A minimum of three (3) character reference letters or reference checks from unrelated individuals who have known the applicant for at least two (2) years, verifying that the employee is of good moral character and is suitable to work with children;

- d. Verification of background screening, including:
 - i. Fingerprinting;
 - ii. Statewide criminal records checks through the Florida Department of Law Enforcement;
 - iii. Juvenile records checks through the Florida Department of Juvenile Justice for personnel ages 12 to 18, to include children of child-caring agency staff who reside in the facility;
 - iv. Federal criminal records checks through the Federal Bureau of Investigation;
 - v. Local criminal record checks through local law enforcement agencies;
 - vi. Abuse and neglect records checks through the Department's Florida Safe Families Network (FSFN); and,
 - vii. If the applicant or any other adult household member residing in the facility has resided in any other state during the past five (5) years, a statewide criminal records check through each state's local law enforcement agency must be completed, and the results of such requests included with the personnel file.
 - e. Employee's start and termination dates and reason for termination;
 - f. Annual performance evaluations and any disciplinary actions taken;
 - g. Training record and conferences attended; and,
 - h. The child-caring agency shall have written procedures which safeguard the confidentiality of the personnel records.
- 4) The child-caring agency shall maintain for a period of three (3) years the personnel file of an employee who leaves the facility.
 - 5) The child-caring agency shall have staff coverage at all times to provide for the services identified in the agency's statement of purpose.
 - 6) The child-caring agency shall develop and follow a written staff to child ratio formula. The formula shall be appropriate to the agency's purpose and to the types, ages, and functioning levels of the children in care. The staff to child ratio shall assure the children's safety, protection and privacy, as well as physical, hygienic, emotional and developmental needs.
 - 7) The staff to child ratio shall be at least one (1) Child Care Worker to nine (9) children, when children are awake and one (1) to eighteen (18) when children are sleeping.
 - a. Children under the age of six (6) shall count as one and a half (1.5) children in the staff-to-child ratio.
 - b. All on-duty or on-call Child Care Workers located at the facility may be counted in the staff-to-child ratio.
 - c. The child-caring agency shall count any children living with staff families in the child to staff ratio.
 - 8) The child-caring agency shall schedule a Child Care Worker on duty on the premises when children are present in the home or expected to be present, and when children are or will be in need of supervision.
 - 9) The child-caring agency shall have and follow a written plan to provide additional emergency Child Care Workers when only one (1) Child Care Worker is on duty.
 - 10) The child-caring agency shall provide supervision to each staff member working with children and parents.
 - 11) Volunteers.
 - a. A child-caring agency which utilizes volunteers to work directly with children shall:
 - i. Develop a description of duties and specific responsibilities; and,
 - ii. Develop a plan for the orientation and training in the philosophy of the child-caring agency, the needs of the children in care, and the needs of their families.
 - b. Volunteers who perform the same or substantially similar services for children as a paid employee shall have the same qualifications and training as the paid employee for the position and shall receive the same supervision and evaluation as the paid employee.
 - c. Records shall be kept which document the hours and activities of volunteers.
 - d. Volunteers that have unsupervised contact/interaction with children shall be considered a Child Care Worker.
 - e. Volunteers who have supervised contact/interaction with children for more than 10 hours per month shall be considered a Child Care Worker.
 - 12) Residential child-caring agency personnel shall have the following qualifications:
 - a. Executive directors must receive eight (8) hours of FACCCA training to include, but not limited to the FACCCA Bylaws and Minimum Standards and FS 409.176. There may be a reasonable fee charged for this instruction. At any time the agency replaces the executive director or director in charge of daily operations, they must receive eight (8) hours of FACCCA training prior to taking on the duties of the executive director. The Executive Director shall be qualified by one of the following:
 - i. Master's degree from a college, university or seminary in a course of study related to child care and development and at least one (1) year of work related to child care and development;
 - ii. Bachelor's degree from a college, university or seminary in a course of study related to child care and development and at least two (2) years of work related to child care and development; or
 - iii. High school diploma, or its equivalent, and the demonstration of outstanding ability and leadership through a minimum of four (4) years of work in a position carrying executive responsibilities in areas related to child care and development.
 - b. It is recommended that program directors, or staff serving a similar function, who are responsible for supervising,

- evaluating and monitoring the delivery of services within the child caring agency and for supervising supervisors of Child Care Workers have a bachelor's degree from a college or university and two (2) years of experience working with children.
- c. Child Care Workers should be selected based on the personal characteristics that qualify them to serve as part of a team and to accept the objectives, policies and procedures of the member agency and FACCCA in providing quality care for the children under their control. Child Care Workers should also be of good physical, mental, and spiritual health and character and of sufficiently good physical health to be able to perform their assigned duties. Child Care Workers shall have at least a high school diploma (or equivalent) and have adequate and safe driving records.
 - d. Non-Child Care Workers are also essential to the total childcare program and should make a positive contribution in their relationships to the children. They should be qualified for their individual positions by training and/or experience and should exhibit the responsibility and maturity demanded for employment in a child care agency. They should also be of the highest moral and spiritual character.
- 13) The child-caring agency shall have a written plan for the orientation, ongoing training, and professional development of all staff members.
 - 14) The child-caring agency shall provide initial orientation for all new employees during the first two (2) weeks of their employment. This orientation shall include job responsibilities, agency administrative procedures, and supervision of residents.
 - 15) The child-caring agency shall ensure that Child Care Workers receive at least twenty (20) hours of training activities during each full year of employment. Activities related to supervision of the staff member's routine tasks shall not be considered training activities for the purposes of this requirement.
 - a. The child-caring agency shall document that training received by Child Care Workers in the first full year of employment includes the following areas:
 - i. Identification of and reporting responsibilities in regard to child abuse and neglect;
 - ii. Administrative procedures and overall program goals;
 - iii. Emergency and safety procedures;
 - iv. The screening, supervision and use of volunteers; and,
 - v. FACCCA Minimum Standards.
 - b. The child-caring agency shall document that training received by Child Care Workers annually includes the following areas:
 - i. Identification of and reporting responsibilities in regard to child abuse and neglect; and,
 - ii. Principles and practices of child care.
 - c. Other suggested areas of annual training for Child Care Workers include:
 - i. Understanding of children's emotional needs and problems which affect and inhibit their growth;
 - ii. Family relationships and the impact of separation;
 - iii. Substance abuse: recognition and prevention; and,
 - iv. Trauma-informed care, including recognizing the signs, symptoms, and triggers of trauma; and for maternity homes, the impact of trauma on the parent-child relationship.
 - 16) The child-caring agency shall ensure that Non-Child Care Workers receive at least 10 hours of training activities during each full year of employment. Activities related to supervision of the staff member's routine tasks shall not be considered training activities for the purposes of this requirement.
 - 17) The child-caring agency shall have written personnel policies and practices conducive to the recruitment, retention, and effective performance of qualified personnel. These policies and practices shall include the following:
 - a. Written job descriptions and titles for each position defining the qualifications, duties, and lines of authority;
 - b. Provisions which will encourage professional growth through supervision, orientation, in-service training, and staff development;
 - c. Provisions for inexperienced Child Care Workers to accompany experienced staff until new staff members are able to perform their job functions independently;
 - d. Procedures for annual evaluation of the work and performance of each staff member, which include provisions for employee participation in the evaluation process;
 - e. A description of the termination procedures established for resignation, retention, or discharge; and,
 - f. A grievance procedure for employees and a plan for review of the personnel policies and practices with staff participation no less than once every three (3) years, and for revision when necessary.
 - 18) The child-caring agency may utilize contractors to carryout operation or expansion of the facility. These contractors are not subject to background screening requirements or continued training hours.
 - 19) The child-caring agency may utilize one or more interns for teaching and/or general operations. Interns being utilized in a supervisory role with children OR who are in direct contact/interaction with children for more than 10 hours per month are subject to all of the background screening requirements of a Child Care Worker, CPR/First Aid training, and behavior management techniques including passive restraint instruction.

Section 13 Admission, Placement, and Ongoing Services.

- 1) The child-caring agency shall have written admission procedures which:
 - a. Establish admission criteria which includes the ages of the children to be served; and,
 - b. List the materials and forms required from the parent or guardian.
- 2) The child-caring agency shall have written preplacement procedures which include a consideration of the needs of all children in the facility and professional staff expertise.
- 3) All written admission and preplacement procedures shall be made available to the child and the child's parent or guardian.
- 4) No child shall be denied services by any child-caring agency based on race or religion.
- 5) No child under the age of six (6) years shall be admitted to a residential child-caring agency except in the following situations:
 - a. Under emergency circumstances.
 - i. An emergency placement of a child under six (6) years shall be documented in the child's case record, verifying that no alternate plan for care was available at the time of admission.
 - ii. Continued effort shall be made to place a child under age six (6) in other appropriate care. Such plans shall be made within 30 days of the child's admission.
 - iii. Residential care for children under six (6) years who are part of a sibling group may be continued if separation would cause additional trauma to the child.
 - b. To prevent the separation of siblings.
 - i. Siblings shall be placed in the same home whenever possible.
 - ii. If it is not possible to place the siblings in the same home, siblings may be placed on the same campus. Efforts to place the siblings in the same home shall be documented in the child's record.
 - c. To prevent separation of a parenting young adult and child.
- 6) The child-caring agency shall provide prior to or at admission an orientation to living in the facility for each child and the child's parent or guardian. The orientation shall include the following:
 - a. Rules of the facility;
 - b. Expectations for the caregivers;
 - c. Expectations for the child;
 - d. Services offered; and
 - e. Behavior management practices.
- 7) The child-caring agency shall provide each child and the child's parent or guardian with written policies governing the care of children, including visitation, discipline policies, and religious training.
- 8) A copy of the FACCCA Statement of Faith shall be given to prospective parents, guardians, or agencies having legal custody of child at time of placement.
- 9) The child-caring agency shall have written policies that encourage and support family visits, mail, telephone calls, and other forms of communication with parents, relatives, friends or others with whom the child may have a significant relationship. A copy of the policies shall be provided to each child and the child's parent or guardian. All communication between a child and his/her family should be documented and kept in each child's file.
- 10) The child-caring agency shall have a written agreement with the parent or guardian that contains the following:
 - a. The frequency of contact with the child's family and staff from the agency;
 - b. A plan for sharing information about the child's care and development with the parent or guardian;
 - c. The child-caring agency's participation in the ongoing evaluation of the child's needs and progress;
 - d. Visitation plans for the child's parent or guardian;
 - e. Provisions for service plan development and review;
 - f. The conditions under which the child will be discharged from the program;
 - g. A designation of responsibility for post-release services;
 - h. A clear statement of the disciplinary policies and practices of the child caring agency;
 - i. A statement that the child caring agency is a Type II Facility under the provisions of 409.176, Florida Statutes; and,
 - j. The address and telephone number of FACCCA.
- 11) The original written agreement shall be kept in the child's file and a copy of such shall be furnished to FACCCA within ten (10) days of placement.
- 12) Each child's needs and trauma history shall be considered when making roommate assignments.
- 13) The child-caring agency shall develop a written service plan within 30 days of placement for each child admitted into care.
- 14) The service plan shall include the following:
 - a. An assessment of the child's and family's needs, strengths, weaknesses, and problems;
 - b. An assessment of the child's life skills; educational, vocational, recreational and physical and behavioral health needs; and a plan for meeting the child's needs;
 - c. Arrangements for individual or group counseling, as needed; and,
 - d. A projection in regard to the child's length of stay and an initial plan for discharge.

- 15) The child-caring agency shall review each child's service plan at least every twelve (12) months.
- 16) At the time of the review, the service plan shall be revised to include the following:
 - a. Progress made toward achieving the goals established in the previous service plan;
 - b. Any changes in the service plan; and,
 - c. A projected date for the child's release from care.
- 17) Each child in residence shall attend school in accordance with Florida law. The child-caring agency shall plan with school personnel to place children in appropriate grades and classes and to help them make an adjustment to their school.
- 18) If an on-campus educational program is provided to resident children, the program shall be designed to meet the educational needs of each child.
- 19) The residential child-caring agency shall encourage and assist children, as age-appropriate, to explore opportunities for higher education.
- 20) The residential child-caring agency shall provide education and instruction in life skills which shall include the following:
 - a. Vocational exploration opportunities;
 - b. Problem solving and decision making;
 - c. Independent living skills;
 - d. Social skills;
 - e. Internet safety; and,
 - f. In maternity homes, parenting skills and family planning.

Section 14 Family Foster Homes

- ~~1) General Information. Family Foster Homes may be approved by member agencies as provided in F.S. 409.176(1) (a) and under the following guidelines. Member agencies may temporarily place a child in an approved family foster home of the member agency. A family foster home may be sponsored by or approved by the member agency, under the following terms and conditions:~~
- ~~2) The family foster parents and all covered children living within the home shall meet the requirements Section 12(3) of these Minimum Standards.~~
- ~~3) The home and its physical condition shall meet and be approved by agency staff as meeting the required standards, and where required, have met local health and fire inspection standards.~~
- ~~4) The family foster parents shall have adequate resources to provide for said child or children and/or the agency using the approved family foster home agrees to provide a per diem or share in the cost of care; such cost share to include adequate medical and dental expenses under the direction of the member agency.~~
- ~~5) The member agency shall have contractual or provisional permission from the parents, legal guardians, or placing court, to place said child in an approved family foster home of the agency. There shall be an approved contract between foster parents and the sponsoring agency prior to placing a child with the foster parents.~~
- ~~6) No more than five (5) children shall be placed in any approved foster home. Where possible, no more than two (2) children under the age of five (5) should be placed in any approved foster home, unless multiple siblings need to be placed together or unless the foster parents have adequate volunteers or support staff that enable necessary individualized care needed for younger children.~~
- ~~7) A member agency serving as an adoption entity that receives a minor child for adoption may place the child in an approved family foster home on a temporary basis, if necessary. An adoptive family may also be approved as a family foster home provided a home study and all conditions for a family foster home have been met prior to placing the child in accordance with F.S. 63.~~

Section 1514 Discharge Procedures.

- 1) The residential child-caring agency shall have a written policy on discharge procedures.
- 2) A child may only be discharged to the parent or guardian, unless the child-caring agency is otherwise directed by the court.

Section 1615 Denial, Revocation, and Suspension of Registration.

- 1) General Information. FACCCA is the authority in the state of Florida for registering Christian child-caring agencies and has final authority for approval, denial or suspension of any registration.
 - a. The denial, revocation, or suspension of a registration shall be as a result of non-compliance with FACCCA's Minimum Standards and operating procedures and will be recorded in FACCCA's records.
 - b. FACCCA is required to report all revocations of registrations to the Department of Children and Families.
- ~~2) To remain a member in good standing and eligible for annual registration by FACCCA, member executives and/or their designated staff members shall attend no less than 50% of FACCCA meetings annually and shall attend no less than 50% of FACCCA sponsored training workshops annually.~~

Section 16 Disclosure.

The agency shall notify FACCCA in writing within seven (7) calendar days if:

1. Any civil or criminal action is commenced in any jurisdiction against the agency, any director, officer, employee or agent of the agency, where the civil or criminal action relates to or affects the registered child-caring activity of the agency, or
- 2)2. Any action is commenced in any jurisdiction to revoke or suspend a registration, accreditation, or license held by the agency from any organization.



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