



FLORIDA DEPARTMENT OF CHILDREN & FAMILIES



CHILD CARE SERVICES STUDY GUIDE FOR

Child Care Facility Rules and Regulations

Child Care Facility Rules and Regulations
Study Guide

Revised: June, 2014

The Department of Children and Families (DCF) would like to extend congratulations on your recent completion of its course, Facility Rules and Regulations. It is hoped that you enjoyed the experience and are ready to apply your new skills in the workforce.

Now that you have completed Facility Rules and Regulations, please consider registering for other DCF courses.

For more information on training and licensing requirements, please visit the Department of Children and Families' Web site at www.myflorida.com/childcare/.

How to use this study guide

This study guide will assist you in preparing for DCF's Facility Rules and Regulations competency exam. Please be aware that this study guide does not replace the participant's guide you used during the course. You are encouraged to use your participant's guide to study for the exam. This study guide will help you focus your studies. However, it does not contain the specific questions and answers you will see on the exam. Use this study guide, and the key points, and objectives in your participant's guide to prepare for your exam.

5 Tips to Help You Get the Most from Your Study Time

#1 Budget your time.

Make sure you have time to study and review your work both during the course and before the exam.

#2 Set aside time immediately after class to start your review.

This is the best time to review your notes and identify if you have any questions concerning the material presented in the course. The night before the exam would be too late for this step.

#3 Review all material again before the exam.

Organize all of your class notes and other material you may have received during the course sessions. Pay specific attention to your participant's guide.

#4 Create your own study guide.

Organize your notes into key ideas and other information you want to remember on one sheet of paper. If you need more than one sheet, that's all right, but try to keep the ideas organized, brief, and to the point.

#5 Space out your studying.

You will learn more if you study a little each day rather than trying to "cram" all the information into your head the night before the exam. Studying a little each day will help the material stay in your long-term memory.

10 Tips for Success on Your Competency Exam

#1 Take care of your personal needs.

Make sure you rest well the night before the exam. Eat before taking your exam; do not take the exam hungry. Leave enough time to take care of all your personal needs before the exam so that you can concentrate during the exam.

#2 Be well-prepared.

Being well-prepared, and arriving early will reduce anxiety. Bring at least two #2 pencils, a photo ID and the confirmation letter you received after you registered.

#3 Listen carefully, read the instructions and ask questions if you don't understand.

It is important to listen carefully to the directions you are given. Read the instructions carefully, and ask questions if you do not understand them.

#4 Read through the entire exam.

Read through the entire exam first to get a feel for the exam. Pay attention to how it is structured and how the questions are written.

#5 Tips for multiple choice questions.

Read the question first. Eliminate answers you know are not correct. If you do not know an answer, try to guess.

#6 Do the easy questions first.

Do the easy questions first and then go on to harder questions or questions that require additional thought. This strategy will help ensure that you answer all the questions you know before you go on to the challenging questions. This strategy also helps build your confidence.

#7 Have a problem with a question? Skip it!

If you have a problem with a question, skip it and come back to it later. Just as you worked on the “easy” questions first, it is important that you not get “stuck” on one question and that you use your time answering questions you can.

#8 Read all options.

Be sure that you read all of your choices before selecting an answer.

#9 Stay focused.

Don't let your mind wander or worry about other students who may be completing an exam before you do. Stay focused and work on one question at a time.

#10 Before you turn in your exam, check your work.

Make sure you have answered all the questions. Double check!

This is an example of the Scantron sheet you will use when taking the exam for this course.

State of Florida
 Department of Children and Families
 Child Care Program Office
 Child Care Competency Examinations

Student Identification Code:

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Name: _____
 (Please print your full name)

Date: _____

Marking Instructions:

- Use a No. 2 pencil or blue or black ink pen only.
- Do not use pens with ink that soaks through the paper.
- Make solid marks that fill the circle completely.
- Make no stray marks on this form.
- Do not fold, tear, or mutilate this form.


 CORRECT MARK


 INCORRECT MARKS

Test Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Booklet Number: _____

Example: 4

4

1. (A) (B) (C) (D)	11. (A) (B) (C) (D)	21. (A) (B) (C) (D)	31. (A) (B) (C) (D)
2. (A) (B) (C) (D)	12. (A) (B) (C) (D)	22. (A) (B) (C) (D)	32. (A) (B) (C) (D)
3. (A) (B) (C) (D)	13. (A) (B) (C) (D)	23. (A) (B) (C) (D)	33. (A) (B) (C) (D)
4. (A) (B) (C) (D)	14. (A) (B) (C) (D)	24. (A) (B) (C) (D)	34. (A) (B) (C) (D)
5. (A) (B) (C) (D)	15. (A) (B) (C) (D)	25. (A) (B) (C) (D)	35. (A) (B) (C) (D)
6. (A) (B) (C) (D)	16. (A) (B) (C) (D)	26. (A) (B) (C) (D)	36. (A) (B) (C) (D)
7. (A) (B) (C) (D)	17. (A) (B) (C) (D)	27. (A) (B) (C) (D)	37. (A) (B) (C) (D)
8. (A) (B) (C) (D)	18. (A) (B) (C) (D)	28. (A) (B) (C) (D)	38. (A) (B) (C) (D)
9. (A) (B) (C) (D)	19. (A) (B) (C) (D)	29. (A) (B) (C) (D)	39. (A) (B) (C) (D)
10. (A) (B) (C) (D)	20. (A) (B) (C) (D)	30. (A) (B) (C) (D)	40. (A) (B) (C) (D)

Module 1: The Regulation of Child Care Facilities

1. What is the main purpose for regulatory agencies in child care? How do they influence the care each child receives?

2. Identify three agencies that play a role in regulating child care in Florida and explain each agency's role.

3. Match the following:

- A. Americans with Disabilities Act
- B. Florida Administrative Code
- C. Florida State Statutes

- _____ 1. Made up by the individual laws which were passed by the Legislature
- _____ 2. Made up of the rules that are created by the Department of Children and Families and enforced by the DCF and many other state and local agencies
- _____ 3. Prohibits discrimination of people who are handicapped or disabled

Module 2: The Florida Statutes

NOTE: You are not responsible for knowing the specific statute numbers, but you will be asked about legislation. You do not have to memorize the law word-for-word but you should be able to summarize legislation and understand the intent.

4. What does the Legislature recognize about child care in Florida?

5. What is child care? What is a child care facility?

6. Describe the fire and emergency preparedness requirements.

7. What must the Department of Children and Families do in regards to licensing?

8. Where can you obtain information regarding current rules, regulations, and requirements about child care in Florida?

9. How many credentialed staff must a program have if they have 38 children?

10. Why are there minimum standards regarding buildings, health, safety, and nutrition?

11. What do the Florida Statutes outline regarding discipline of children?

12. In regards to child care facilities, what does the law require regarding licensing and disciplinary actions?

13. What are the penalties for lying in regards to a child care facility?
