

SUNCOAST Community School

201 W Moody Blvd
Bunnell, FL

1 Inspection Visit Since 2024 · 3 Findings

Most recent inspection: Jan 12, 2024

● 3 Important

Across 1 inspection since 2024, the issues cited most often were A Complete CF-FSP Form 5131, Background Screening and Personnel File Requirements, Was Not on File for All Employees. CCF Handbook, Section 7.4.1, A (Section 19.5, Number 2) Record Keeping [SR]

In Reviewing Staff Files Counselor Found That There Were 5 New Staff Members Who Were Previously Employed by This Provider Who Did Not Have Current Information Updated on the 5131 Form. This Will Need to Be Updated with Corresponding Documentation by 1/19/2024. 7.4.1 Background Screening Documents Background Screening Documentation Must Be Maintained for All Child Care Personnel as Defined by Section 402.302(3), F.S., Which Includes Household Members if the Facility Is Located in or Adjacent to the Home of the Operator. Background Screening Documentation Must Be On-site and Available for the Licensing Authority to Review. A. Each Personnel Record Must Have a Completed CF-FSP Form 5131, Background Screening and Personnel File Requirements, Which Is Incorporated by Reference in Paragraph 65C-22.001(7)(b), F.A.C. (1), Documentation of Level 2 Clearinghouse Screening Clearance Was Missing for Child Care Personnel. CCF Handbook, Section 7.4.1,C (Section 19.5, Number 1) Record Keeping [SR]

In Reviewing Staff Files Counselor Found That There Was One New Employee Whose Entire File Including Level 2 Clearing House Screening Was Not Available for This Counselor to Review at Time of Inspection. The Staff File Needs to Be Produced by 1/19/2024. 7.4.1 Background Screening Documents Background Screening Documentation Must Be Maintained for All Child Care Personnel as Defined by Section 402.302(3), F.S., Which Includes Household Members if the Facility Is Located in or Adjacent to the Home of the Operator. Background Screening Documentation Must Be On-site and Available for the Licensing Authority to Review. A. Each Personnel Record Must Have a Completed CF-FSP Form 5131, Background Screening and Personnel File Requirements, Which Is Incorporated by Reference in Paragraph 65C-22.001(7)(b), F.A.C. B. CF Form 1649A, Child Care Attestation of Good Moral Character, Which Is Incorporated by Reference in 65C-22.001(7)(a), F.A.C., Must Be Completed for All Child Care Personnel at the Time of Initial Screening or Upon Change in Employers. CF Form 1649A May Be Obtained From the Departments Website at www.myflfamilies.com/childcare. C. A Copy of the Eligible Results, for the Level 2 Screening, Generated From the Clearinghouse Must Be on Record for Each Personnel. If Awaiting Out-of-State Criminal History Results, a Copy of the DCF Email Informing of the Individuals Eligibility for a Provisional Hire Status Must Be in the Personnel File. D. A Copy of the DCF Letter/email Informin... (1), and Child Care Personnel Failed to Ensure Arrival and Departure Times Were Complete and Accurate at the Time of Arrival or Departure. CCF Handbook, Section 7.5, B

During Inspection Counselor Observed in 4 of 6 Rooms Did Not Have Complete Attendance Rosters. Staff Updated at Time of Inspection. 7.5 Daily Attendance Daily Attendance of Children Must Be Taken and Recorded Accurately by the Child Care Personnel. Documenting the Time When Each Child Enters and Departs the Program. A. Attendance

About this report

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Devices Used for the Purposes of Tracking Attendance May Be Used, but Personnel Must Ensure the Accuracy of the Documented Attendance. Each Classroom Must Have an Attendance Sheet/class Roster for the Group of Children Occupying That Space. Attendance Sheet/class Roster Must Accompany the Child Care Personnel and the Group of Children Throughout the Day Should They Leave the Classroom. (1). None of the 3 findings were critical.

Inspection Visits

Jan 12, 2024 3 Findings ● 3 Important

- **A Complete CF-FSP Form 5131, Background Screening and Personnel File Requirements, Was Not on File for All Employees. CCF Handbook, Section 7.4.1, A (Section 19.5, Number 2) Record Keeping [SR]**

In Reviewing Staff Files Counselor Found That There Were 5 New Staff Members Who Were Previously Employed by This Provider Who Did Not Have Current Information Updated on the 5131 Form. This Will Need to Be Updated with Corresponding Documentation by 1/19/2024. 7.4.1 Background Screening Documents Background Screening Documentation Must Be Maintained for All Child Care Personnel as Defined by Section 402.302(3), F.S., Which Includes Household Members if the Facility Is Located in or Adjacent to the Home of the Operator. Background Screening Documentation Must Be On-site and Available for the Licensing Authority to Review. A. Each Personnel Record Must Have a Completed CF-FSP Form 5131, Background Screening and Personnel File Requirements, Which Is Incorporated by Reference in Paragraph 65C-22.001(7)(b), F.A.C.

45-01 - Background Screening Documents CCF Handbook, Section 7.4.1 CCF Handbook, Section 7.4.1

- **Documentation of Level 2 Clearinghouse Screening Clearance Was Missing for Child Care Personnel. CCF Handbook, Section 7.4.1,C (Section 19.5, Number 1) Record Keeping [SR]**

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45-02 - Background Screening Documents CCF Handbook, Section 7.4.1 CCF Handbook, Section 7.4.1

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- **Child Care Personnel Failed to Ensure Arrival and Departure Times Were Complete and Accurate at the Time of Arrival or Departure. CCF Handbook, Section 7.5, B**

During Inspection Counselor Observed in 4 of 6 Rooms Did Not Have Complete Attendance Rosters. Staff Updated at Time of Inspection. 7.5 Daily Attendance Daily Attendance of Children Must Be Taken and Recorded Accurately by the Child Care Personnel, Documenting the Time When Each Child Enters and Departs the Program. A. Attendance Devices Used for the Purposes of Tracking Attendance May Be Used, but Personnel Must Ensure the Accuracy of the Documented Attendance. Each Classroom Must Have an Attendance Sheet/class Roster for the Group of Children Occupying That Space. Attendance Sheet/class Roster Must Accompany the Child Care Personnel and the Group of Children Throughout the Day Should They Leave the Classroom.

46-03 - Daily Attendance CCF Handbook, Section 7.5 CCF Handbook, Section 7.5 (Form OEL-SR-6202,

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