

Trinity Episcopal Learning Center

6350 County Road 16A
St Augustine, FL

4 Inspection Visits Since 2025 · 5 Findings

Most recent inspection: Mar 11, 2026

● 5 Important

Across 4 inspections since 2025, the issues cited most often were Documentation of Level 2 Clearinghouse Screening Clearance Was Missing for Child Care Personnel. CCF Handbook, Section 7.4.1,C

The Licensing Specialist Reviewed All 13 Staff Files. The Licensing Specialist Found That Staff Member DN Required an Agency Review on Her Background Screening. The Director Was Informed and Submitted an Agency Review Immediately. The Teacher Will Not Be in Care of Children Until Her Background Screening Clears. To Come Back Into Compliance the Director Must Provide an Eligible Background Screening for the Staff Member by 03/18/26. The Child Care Facility Handbook States: 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. 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. Due Date 3/18/2026 (1), Supervision of Children in the [Three Year Old] Group Was Inadequate in That [Two Children Were Left in a Classroom Bathroom During Transition and Were Found on the Playground Unattended Some Minutes Later.]. CCF Handbook, Section 2.4

Two Children Were Left in the Classroom Bathroom When the Rest of the Class Went to Chapel. The Children Walked Down the Hallway and Out Into the Playground Where They Were Found Some Minutes Later by a Speech Therapist. The Teacher's Were Given Written Warnings in Their Files and Will Be Required to Complete the Course "Safety In Child Care Programs (SCCP)" Found Under In-service on the DCF Training Website. The Child Care Facility Handbook States on Page 12: B. Child Care Personnel Must Be Assigned to Provide Direct Supervision to a Specific Group of Children and Be with That Group of Children at All Times. Children Must Never Be Left Without Child Care Personnel Supervision Inside or Outside the Facility, in a Vehicle, or at a Field Trip Location. Due Date 1/9/2026 (1), and Child Care Personnel Failed to Share the Accident/incident Form with the Custodial Parent/ Legal Guardian or the Individual Authorized to Pick Up Child on the Day That the Incident Occurred. CCF Handbook, Section 6.4, B & D

The Facility Did Not Provide the Parents with a Written Accident/incident Form on the Day of the Occurrence. The Facility Will Provide the Form to the Parents and Acquire Signatures. The Child Care Facility Handbook States on Page 55: A. All Accidents and Incidents or Unusual Occurrences That Are Threatening to the Health, Safety, or Welfare of a Child That Occur While the Child Is in Care Must Be Documented on the Same Day They Occur. B. This Documentation Must Be Shared with the Custodial Parent or Legal Guardian on the Date of Occurrence. C. Documentation Must Include the Name of the Affected Party. Date and Time of the Occurrence. Description of the Occurrence. Actions Taken and

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by Whom, and Appropriate Signatures of Program Child Care Personnel and the Custodial Parent or Legal Guardian. Program Child Care Personnel Signatures May Include the Director/child Care Personnel That Witnessed the Incident, Who Were Involved in the Incident, And/or Responded to the Childs Needs. Due Date 1/9/2026 (1). None of the 5 findings were critical.

Inspection Visits

Mar 11, 2026 1 Finding ● 1 Important

- **Documentation of Level 2 Clearinghouse Screening Clearance Was Missing for Child Care Personnel. CCF Handbook, Section 7.4.1,C**

The Licensing Specialist Reviewed All 13 Staff Files. The Licensing Specialist Found That Staff Member DN Required an Agency Review on Her Background Screening. The Director Was Informed and Submitted an Agency Review Immediately. The Teacher Will Not Be in Care of Children Until Her Background Screening Clears. To Come Back Into Compliance the Director Must Provide an Eligible Background Screening for the Staff Member by 03/18/26. The Child Care Facility Handbook States: 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. 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. Due Date 3/18/2026

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

Dec 16, 2025 2 Findings ● 2 Important

- **Supervision of Children in the [Three Year Old] Group Was Inadequate in That [Two Children Were Left in a Classroom Bathroom During Transition and Were Found on the Playground Unattended Some Minutes Later.]. CCF Handbook, Section 2.4**

Two Children Were Left in the Classroom Bathroom When the Rest of the Class Went to Chapel. The Children Walked Down the Hallway and Out Into the Playground Where They Were Found Some Minutes Later by a Speech Therapist. The Teacher's Were Given Written Warnings in Their Files and Will Be Required to Complete the Course "Safety In Child Care Programs (SCCP)" Found Under In-service on the DCF Training Website. The Child Care Facility Handbook States on Page 12: B. Child Care Personnel Must Be Assigned to Provide Direct Supervision to a Specific Group of Children and Be with That Group of Children at All Times. Children Must Never Be Left Without Child Care Personnel Supervision Inside or Outside the Facility, in a Vehicle, or at a Field Trip Location. Due Date 1/9/2026

04-01 - Supervision CCF Handbook, Section 2.4

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- **Child Care Personnel Failed to Share the Accident/incident Form with the Custodial Parent/ Legal Guardian or the Individual Authorized to Pick Up Child on the Day That the Incident Occurred. CCF Handbook, Section 6.4, B & D**

The Facility Did Not Provide the Parents with a Written Accident/incident Form on the Day of the Occurrence. The Facility Will Provide the Form to the Parents and Acquire Signatures. The Child Care Facility Handbook States on Page 55: A. All Accidents and Incidents or Unusual Occurrences That Are Threatening to the Health, Safety, or Welfare of a Child That Occur While the Child Is in Care Must Be Documented on the Same Day They Occur. B. This Documentation Must Be Shared with the Custodial Parent or Legal Guardian on the Date of Occurrence. C. Documentation Must Include the Name of the Affected Party, Date and Time of the Occurrence, Description of the Occurrence, Actions Taken and by Whom, and Appropriate Signatures of Program Child Care Personnel and the Custodial Parent or Legal Guardian. Program Child Care Personnel Signatures May Include the Director/child Care Personnel That Witnessed the Incident, Who Were Involved in the Incident, And/or Responded to the Childs Needs. Due Date 1/9/2026

39-04 - Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4

Jul 1, 2025 1 Finding ● 1 Important

- **The Personnel/ Volunteer (Ten Hours or More per Month) Record Did Not Include a CF-FSP 5337 Child Abuse and Neglect Reporting Requirements Form Signed Annually. CCF Handbook, Section 7.4, C**

The Licensing Specialist Discovered That an Employee Had an Expired Child Abuse and Neglect Reporting Requirements Form, However, She Was Able to Sign an Updated Document While Onsite. The Child Care Facility Handbook States: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Child Care Personnel, as Defined by Section 402.302(3), F.S. These Records Shall Be On-site, Available for Review by the Licensing Authority and Must Include: C. CF-FSP Form 5337, Child Abuse & Neglect Reporting Requirements, Which Is Incorporated by Reference in 65C-22.001(7)(I), F.A.C., Must Be Signed on or Before Hire Date and Annually Thereafter by All Child Care Personnel. Due Date Completed at Time of Inspection

44-04 - Personnel Records CCF Handbook, Section 7.4

Mar 12, 2025 1 Finding ● 1 Important

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- **The Florida Certificate of Immunization Was Not Acceptable in That: [The Form Was Not Current (Expired)]. CCF Handbook, Section 7.1**

The Licensing Specialist Reviewed 8 Newly Enrolled Children's Files. Child AB Had an Immunization Form That Expired 03/01/2025. The Director Stated the Child Is Out of Town and Will Not Return Unless She Is Provided with an Up-to-date Immunization Form. The Director Will Provide the Licensing Specialist with the Updated Immunization Form. Because the Child Was Not There and Will Not Return, This Violation Was Resolved. The Child Care Facility Handbook States: 7.1 Immunization Records The Child Care Facility Is Responsible for Obtaining for Each Child in Care a Current, Complete and Properly Executed Florida Certification of Immunization Form Part A-1, B, or C, DH 680, Which Is Incorporated by Reference in 65C-22.001(7)(o), F.A.C., or the Religious Exemption From Immunization Form, DH 681, Which Is Incorporated by Reference in 65C- 22.001(7)(p), F.A.C., From the Custodial Parent or Legal Guardian. DH Form 680 and DH Form 681 May Be Obtained From the Local County Health Department. Specific Immunization Requirements Are Included and Detailed in the Most Current Edition of the Immunization Guidelines-Florida Schools, Child Care Facilities and Family Day Care Homes as Promulgated by the Florida Department of Health.

41-02 - Immunization Records CCF Handbook, Section 7.1

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