

Old City Academy

142 Masters Dr
Saint Augustine, FL

3 Inspection Visits Since 2023 · 13 Findings

Most recent inspection: Oct 27, 2023

● 13 Important

Across 3 inspections since 2023, the issues cited most often were The Facility Did Not Have Documented Proof That All Child Care Personnel Were Trained and Knowledgeable Within 30 Days of Date of Hire in [the Use of Fire Extinguishers]. CCF Handbook, Section 4.2.3 and 4.2.5

One Employee Did Have Documentation of Training in the Use of a Fire Extinguisher. Director Stated Staff Will Have Completed This Training by November 2, 2023. The Child Care Facility Handbook States: 4.2.5 Fire Extinguisher Training All Childcare Personnel Shall Be Trained in the Use and Operation of a Fire Extinguisher, at Each Facility They Are Employed, Within 30 Days of Date of Hire. The Facility Must Maintain Documentation That All Childcare Personnel Have Completed Training. (1), Child Care Personnel Did Not Have an Employment Application on File. CCF Handbook, Section 7.4, A (Section 19.4, Number 1) Record Keeping [SR]

One Employee Did Not Have an Employment Application in Her Personnel Record. Director Stated She Would Produce the Application by November 2, 2023. The Child Care Facility Handbook States: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Childcare 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: A. A Complete Employment Application with the Required Statement Pursuant to Section 402.3055(1)(b), F.S. (1), and The Child Care Personnel Record Did Not Include a Signed Statement Regarding Any Work in a Center That Had Been Subject to Negative Licensing Action or the Subject of Disciplinary Action While Employed. s.402.3055(1)(b), F.S. and Section 7.4, A (Section 19.4, Number 1) Record Keeping [SR]

One Employee Did Not Have a Signed Statement Regarding Any Work in a Center That Had Been Subject to Negative Licensing Action or the Subject of Disciplinary Action While Employed in Their Personnel Record. Director Stated She Would Produce This Document by November 2, 2023. The Child Care Facility Handbook States: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Childcare 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: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Childcare 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: A. A Complete Employment Application with the Required Statement Pursuant to Section 402.3055(1)(b), F.S. Section 402.302(3), F.S. States: 402.3055 Child Care Personnel Requirements. (1) REQUIREMENTS FOR CHILD CARE PERSONNEL. (B) The Childcare Facility Employer Shall Require That the Application for a Childcare Personnel Position Contain a Question That Specifically Asks the Applicant if He or She Has Ever Worked in a Facility That Has Had a License Denied, Revoked, or Suspended in Any State or Jurisdiction or Has Been the Subject of a Disciplinary Action or Been

About this report

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Fined While Employed in a Childcare Facility. The Applicant Shall Attest to the Accuracy of the Information Requested Under Penalty of Perjury. If The... (1). None of the 13 findings were critical.

Inspection Visits

Oct 27, 2023 6 Findings ● 6 Important

- **The Facility Did Not Have Documented Proof That All Child Care Personnel Were Trained and Knowledgeable Within 30 Days of Date of Hire in [the Use of Fire Extinguishers]. CCF Handbook, Section 4.2.3 and 4.2.5**

One Employee Did Have Documentation of Training in the Use of a Fire Extinguisher. Director Stated Staff Will Have Completed This Training by November 2, 2023. The Child Care Facility Handbook States: 4.2.5 Fire Extinguisher Training All Childcare Personnel Shall Be Trained in the Use and Operation of a Fire Extinguisher, at Each Facility They Are Employed, Within 30 Days of Date of Hire. The Facility Must Maintain Documentation That All Childcare Personnel Have Completed Training.

33-09 - Training Requirements CCF Handbook, Section 4 CCF Handbook, Section 4 (Form OEL-SR-6202,

- **Child Care Personnel Did Not Have an Employment Application on File. CCF Handbook, Section 7.4, A (Section 19.4, Number 1) Record Keeping [SR]**

One Employee Did Not Have an Employment Application in Her Personnel Record. Director Stated She Would Produce the Application by November 2, 2023. The Child Care Facility Handbook States: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Childcare 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: A. A Complete Employment Application with the Required Statement Pursuant to Section 402.3055(1)(b), F.S.

44-02 - Personnel Records CCF Handbook, Section 7.4 CCF Handbook, Section 7.4 (Form OEL-SR-6202,

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- **The Child Care Personnel Record Did Not Include a Signed Statement Regarding Any Work in a Center That Had Been Subject to Negative Licensing Action or the Subject of Disciplinary Action While Employed. s.402.3055(1)(b), F.S. and Section 7.4, A (Section 19.4, Number 1) Record Keeping [SR]**

One Employee Did Not Have a Signed Statement Regarding Any Work in a Center That Had Been Subject to Negative Licensing Action or the Subject of Disciplinary Action While Employed in Their Personnel Record. Director Stated She Would Produce This Document by November 2, 2023. The Child Care Facility Handbook States: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Childcare 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: 7.4 Personnel Records Records Must Be Maintained and Kept Current on All Childcare 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: A. A Complete Employment Application with the Required Statement Pursuant to Section 402.3055(1)(b), F.S. Section 402.302(3), F.S. States: 402.3055 Child Care Personnel Requirements. (1) REQUIREMENTS FOR CHILD CARE PERSONNEL. (B) The Childcare Facility Employer Shall Require That the Application for a Childcare Personnel Position Contain a Question That Specifically Asks the Applicant if He or She Has Ever Worked in a Facility That Has Had a License Denied, Revoked, or Suspended in Any State or Jurisdiction or Has Been the Subject of a Disciplinary Action or Been Fined While Employed in a Childcare Facility. The Applicant Shall Attest to the Accuracy of the Information Requested Under Penalty of Perjury. If The...

44-03 - Personnel Records CCF Handbook, Section 7.4 CCF Handbook, Section 7.4 (Form OEL-SR-6202,

- **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]**

One Employee Did Not Have a Complete Form 5131 in Their Personnel Record. Director Stated She Would Produce This Document by November 2, 2023. 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. 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

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● **An Employment History Verification Was Not Documented and on File. CCF Handbook, Section 5.1, D**

One Employee Did Not Have a Completed Employment History Verification Form in Their Personnel Record. Director Stated She Would Produce This Document by November 2, 2023. The Child Care Facility Handbook States: 5.1 Initial Screening A Screening Must Be Conducted as a Condition of Employment. The Employer/owner/operator Must Review Each Employment Application to Assess the Relevancy of Any Issue Uncovered by the Complete Background Screening, Including Any Arrest, Pending Criminal Charge, or Conviction, and Must Use This Information in Employment Decisions in Accordance with State Laws. D. The Employer/owner/operator Must Conduct Employment History Checks, Including Documented Attempts to Contact Each Employer That Employed the Individual Within the Preceding Five Years, and Documentation of the Findings. Documentation Must Include the Applicants Job Title and Description of His/her Regular Duties, Confirmation of Employment Dates, and Level of Job Performance. The Employer/owner/operator Must Make at Least Three Attempts to Obtain Employment History Information. Failed Attempts to Obtain Employment History Must Be Documented in the Personnel File and Include Date, Time, and the Reason the Information Was Not Obtained.

45-04 - Background Screening Documents CCF Handbook, Section 7.4.1 CCF Handbook, Section 7.4.1

● **The Child Care Attestation of Good Moral Character Was Not Completed at the Time of Initial Screening or Upon Change in Employers. CCF Handbook, Section 7.4.1, B**

One Employee Did Not Have a Completed Attestation of Good Moral Character Form in Their Personnel Record. Director Stated She Would Produce This Document by November 2, 2023. The Child Care Facility Handbook States: 7.4.1 Background Screening Documents Background Screening Documentation Must Be Maintained for All Childcare 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. 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 Childcare 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.

45-06 - Background Screening Documents CCF Handbook, Section 7.4.1 CCF Handbook, Section 7.4.1

Jul 5, 2023 5 Findings ● 5 Important

● **The Facilities Outdoor Play Area Contained Litter, Nails, Glass or Other Hazards That Posed a Low Potential for Harm to Children. CCF Handbook, Section 3.5, A Physical Environment [SR]**

There Were Ants on the Playground and Litter. The Litter Was Picked Up by the Manager Who Stated That the Ants Would Be Corrected by July 14, 2023. The Child Care Facility Handbook States: 3.5 Outdoor Play Area A. The Outdoor Play Area Must Be Clean and Free From Litter, Nails, Glass and Other Hazards.

17-01 - Outdoor Play Area/Fencing CCF Handbook, Section 3.5

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- **Diaper Changing Occurred on a Surface That Was Not Impermeable. CCF Handbook, Section 3.10.2, E Sanitation and Equipment [SR]**

The Diaper Surface Was Not Impermeable in That There Were Tears in the Fabric. Manager Stated That a New One Would Be Obtained This Week. The Child Care Facility Handbook States: 3.10.2 Diapering Requirements E. When Children in Diapers Are in Care, There Must Be a Diaper Changing Area with an Impermeable Surface That Is Cleaned and Sanitized or Disinfected After Each Use.

30-06 - Diapering CCF Handbook, Section 3.10

- **Child(ren) Did Not Have a Florida Certification of Immunization (DH Form 680) or a Religious Exemption From Immunization (DH Form 681), on File Within 30 Days of Enrollment. CCF Handbook, Section 7.1, B Record Keeping [SR]**

One Child, Enrolled in March 2023, Did Not Have a DH Form 680 in Her Record. Manager Stated They Would Have One by July 14, 2023. 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. B. If the Custodial Parents or Legal Guardians Fail to Provide the Documentation Required Above Within 30 Days of Enrollment, the Facility Shall Not Allow the Child to Remain in the Program. The Parent/guardian of a Child Who Has Not Received the Age-appropriate Immunizations Prior to Enrollment and Who Does Not Have Documented Medical or Religious Exemptions From Routine Childhood Immunizations Must Provide Documentation of a Scheduled Appointment or Arrangement to Receive Immunizations. Providers Must Include a General Statement in Parent Handbook/polic...

41-01 - Immunization Records CCF Handbook, Section 7.1

- **Child(ren) Did Not Have a Student Health Examination/DH (Form 3040), or an Equivalent Health Statement on File Within 30 Days of Enrollment. CCF Handbook, Section 7.2, C Record Keeping [SR]**

One Child, Enrolled in March 2023, Did Not Have a DH Form 3040 in Her Record. Manager Stated They Would Have One by July 14, 2023. The Child Care Facility Handbook States: 7.2 Student Health Records The Child Care Facility Is Responsible for Obtaining for Each Child in Care a Current, Complete and Properly Executed Student Health Examination Form DH 3040, Which Is Incorporated by Reference in 65C-22.001(7)(q), F.A.C. and May Be Obtained From the Local County Health Department, the Parent or Legal Guardian, or a Signed Statement by Authorized Professionals That Indicate the Results of the Components of the Student Health Examination Form Are Included in the Health Examination. C. If the Custodial Parents or Legal Guardians Fail to Provide the Documentation Required Above Within 30 Days of Enrollment, the Facility Shall Not Allow the Child to Remain in the Program.

42-01 - Student Health and Records CCF Handbook, Section 7.2

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- **The Facility Failed to Maintain a Current Employee/Contractor Roster for All Child Care Personnel in the Clearinghouse. CCF Handbook, Section 5.1, K**

The Background Screening Roster Contained a Person That Is No Longer an Employee of This Facility. Manager Stated That the Roster Will Be Corrected This Week. The Child Care Facility Handbook States: 5.1 Initial Screening A Screening Must Be Conducted as a Condition of Employment. The Employer/owner/operator Must Review Each Employment Application to Assess the Relevancy of Any Issue Uncovered by the Complete Background Screening, Including Any Arrest, Pending Criminal Charge, or Conviction, and Must Use This Information in Employment Decisions in Accordance with State Laws. K. The Employer/owner/operator Must Add Child Care Personnel to Their Employee/Contractor Roster in the Clearinghouse Within 10 Days of When the Individual Has Received a Child Care Eligible Result and Has Been Hired at the Facility. Employer/owner/operator Must Add an End Date for Individuals on the Employee/Contractor Roster in the Clearinghouse Within 10 Days of the Employment Termination.

45-09 - Background Screening Documents CCF Handbook, Section 7.4.1

Mar 15, 2023 2 Findings ● 2 Important

- **Bottles And/or Sippy Cups Brought From Home Were Not Labeled with Childs First and Last Name. CCF Handbook, Section 3.9.5, B Food and Nutrition [SR]**

Bottles Were Not Labeled with Children's First and Last Names. Staff Labeled the Bottles During This Monitoring. The Child Care Facility Handbook States: 3.9.5 Food Handling B. Bottles and Sippy Cups Brought From Home Shall Be Individually Labeled with the Childs First and Last Name and Shall Be Returned to the Custodial Parent or Legal Guardian Daily.

28-02 - Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9

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- **The Play Equipment Was Not Maintained in a Safe or Sanitary Condition for the Children to Use in That [Rusty Swing Sets with Peeling Paint, Jungle Dome with Rust and Peeling Paint; And Monkey Bars with Rust and Peeling Paint. A Train with an Old Wooden Seat That Is Falling Apart and Rusting and Peeling Paint. An Old Beam That Is Deteriorating with an Exposed Railroad Nail and a Beam with a Chunk of Missing Wood, Leaving Sharp Edges]. CCF Handbook, Section 3.12, B and F Sanitation and Equipment [SR]**

The Playground Has Rusty Swing Sets with Peeling Paint, a Jungle Dome with Rust and Peeling Paint, and Monkey Bars with Rust and Peeling Paint. A Train with an Old Wooden Seat That Is Falling Apart and Rusting and Peeling Paint. An Old Beam That Is Deteriorating with an Exposed Railroad Nail and a Beam with a Chunk of Missing Wood, Leaving Sharp Edges. The Two Sandboxes Do Not Have Covering of Any Kind. Director Stated They Would Remove Some Pieces and Replace or Repair Others. The Child Care Facility Handbook States: 3.12 Outdoor Equipment A. A Childcare Facility Must Provide and Maintain Enough Usable Equipment Suitable to Each Child's Age and Development and of a Quantity for Each to Be Involved in Activities. B. All Playground Equipment Must Be Securely Anchored, Unless Portable or Stationary by Design, in Good Repair, Maintained in Safe and Sanitary Condition, and Placed to Ensure Safe Use by the Children. Maintenance Must Include Inspections Conducted Every Month of All Supports Above and Below the Ground and of All Connectors and Moving Parts. Documentation of Maintenance Inspections Must Be Maintained for 12 Months. C. All Equipment, Fences, and Objects on the Facility's Premises Shall Be Free From Sharp, Broken and Jagged Edges, and Properly Placed to Prevent Overcrowding or Safety Hazards in Any One Area. D. Permanent or Stationary Playground Equipment Must Have a Fall/use Zone That Extends a Minimum of 6 Feet in All Directions From the Perimeter of the Equipment. Al...

32-03 - Outdoor Equipment CCF Handbook, Section 3.12

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