



Child Care Facility Information

Name: Roma Court Academy
ID Number: C07FL0065
Address: 515 Palm Coast Pkwy SW, Palm Coast FL 32137-4739
Phone Number: (386) 445-0834 **Capacity:** 446
Owner/Director/Staff Responsible: Yaritza Perez

DCF Standards
 DCF & SR Standards
 SR Standards

Inspection Information

Type: Renewal **Date:** 06/28/2019 **Arrival/Departure Time:** 09:30 AM to 02:30 PM
Staff Present: 13 **Children Present:** 63 **Onsite Visit:** Yes
 [School Readiness Inspection]

INSPECTION CHECKLIST

GENERAL REQUIREMENTS

01. License Displayed/Citation Posted/Advertising s.402.3125(1)(a), F.S.	Compliance
<u>Compliance Comments</u> License is posted on parent bulletin board.	
02. Minimum Age Requirements CCF Handbook, Section 2.2 (Form OEL-SR-6202, Section 2 Minimum Age Requirements, Page 13)	Compliance
03. Ratio Sufficient CCF Handbook, Section 2.3 (Form OEL-SR-6202, Section 3 Ratios, Page 13)	Compliance
<u>Compliance Comments</u> This facility has 104 children enrolled. At time of inspection there were 13 staff members and 63 children present. Infant- 6:2 One's- 3:1 One's- 6:1 Two's- 6:1 Two's- 6:1 Three's- 12:1 Four's- 12:1 School Age Children- 12:1	
04. Supervision CCF Handbook, Section 2.4 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17)	Compliance
05. Transportation CCF Handbook, Section 2.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Compliance
<u>Compliance Comments</u> This facility does transport children.	
06. Driver's License, Physician Certification & First Aid/CPR Training CCF Handbook, Section 2.5 and CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Compliance
<u>Compliance Comments</u> This facility does transport children. There are two staff members who transport children for the facility. Counselor did review driver's license, physical, and CPR/First Aid for two staff members. The information is current to date.	
07. Vehicle Insurance and Inspection CCF Handbook, Section 2.5.4 (Form OEL-SR-6202, Section 6 Transportation, Page 17-19)	Compliance
<u>Compliance Comments</u> The vehicle insurance and inspection is current to date.	
08. Seat Belts/Child Restraints CCF Handbook, Section 2.5.4 and CCF Handbook, Section 2.5.5 (Form OEL-SR-6202, Section 6 Transportation, Pages 17-19)	Compliance
<u>Compliance Comments</u> This facility has one bus and only transports school age children. Counselor did inspect bus and all seat belts are in working condition.	
09. Planned Activities CCF Handbook, Section 2.6 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20)	Compliance



10. Field Trip Permission CCF Handbook, Section 2.7 (Form OEL-SR-6202, Section 8 Field Trip Activity, Pages 20-21)	Compliance
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Compliance Comments

Counselor did review field trip permission forms.

11. Child Discipline CCF Handbook, Section 2.8 (Form OEL-SR-6202, Section 9 Child Discipline, Pages 21-22)	Compliance
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PHYSICAL ENVIRONMENT

12. Facility Environment CCF Handbook, Section 3.1 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23)	Compliance
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13. Toxic Substances, Hazardous Materials and Weapons CCF Handbook, Section 3.2 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 22-23)	Compliance
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14. Lighting, Temperature, and Ventilation CCF Handbook, Section 3.3 (Form OEL-SR-6202, Section 10 Physical Environment, Pages 23-24)	Compliance
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15. Licensed Capacity CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10)	Compliance
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16. Indoor Floor Space CCF Handbook, Section 3.4 (Form OEL-SR-6202, Section 1 - Capacity, Page 10),(Form OEL-SR-6202, Section 1.1 Indoor Floor Space, Pages 11-12)	Compliance
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17. Outdoor Play Area/Fencing CCF Handbook, Section 3.5 (Form OEL-SR-6202, Section 7 Planned Activities, Pages 19-20),(Form OEL-SR-6202, Section 10.7 Outdoor Play Area and Section 10.8 Fencing, Pages 25-26)	Compliance
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18. Bedding and Linens CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Compliance
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19. Nap/Sleep Space Requirements CCF Handbook, Section 3.6.2 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Not Monitored
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Not Monitored Comments

At time of inspection Counselor did not observe children sleeping.

20. Crib Requirements CCF Handbook, Section 3.6 (Form OEL-SR-6202, Section 12.4 Bedding and Linens, Page 29),(Form OEL-SR-6202, Section 10.4 Nap and Sleep Space(s)/Safe Sleep Practices, Page 24)	Compliance
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21. Restrooms and Bath Facilities CCF Handbook, Section 3.7 (Form OEL-SR-6202, Section 10.6 Bathrooms and Sinks, Page 25)	Compliance
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22. Operable Phone CCF Handbook, Section 3.8.1 (Form OEL-SR-6202, Section 14.2 Fire Safety, Page 33)	Compliance
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23. Fire Drills & Emergency Preparedness CCF Handbook, Section 3.8 (Form OEL-SR-6202, Section 14 Fire Safety and Emergency Preparedness and Response, Pages 32-34)	Not Monitored
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Not Monitored Comments

Counselor did not monitor fire drill log. This standard will be monitored separately for a complaint Counselor received on 6/26/2019.



FOOD AND NUTRITION

24. Food Preparation Area CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38)	Compliance
25. Meals and Snacks CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 17.1 Food Preparation Area and Section 17.2 Food Storage, Pages 37-38),(Form OEL-SR-6202, Section 17 Food and Nutrition Services, Pages 36-42)	Compliance
26. Meal and Snack Menus CCF Handbook, Section 3.9.3 & Section 7	Compliance
27. Catered Food and Food Provided by Outside Sources CCF Handbook, Section 7 & Section 3.9.3	Compliance
28. Bottles, Breastmilk, Formula and Infant Food CCF Handbook, Section 3.9 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 17.4 Breastmilk, Infant Formula and Food, Pages 40-41)	Compliance

SANITATION AND EQUIPMENT

29. Health and Sanitation CCF Handbook, Section 3.6, 3.9, and 3.10 (Form OEL-SR-6202, Section 12 Health and Sanitation, Page 28)	Compliance
30. Diapering CCF Handbook, Section 3.10 (Form OEL-SR-6202, Section 5 Supervision, Pages 16-17),(Form OEL-SR-6202, Section 12.3 Diapering, Pages	Compliance
31. Indoor Equipment CCF Handbook, Section 3.11 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27)	Compliance
32. Outdoor Equipment CCF Handbook, Section 3.12 (Form OEL-SR-6202, Section 11 Equipment and Furnishings, Pages 26-27)	Compliance

TRAINING

33. Training Requirements CCF Handbook, Section 4 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27)	Compliance
34. Credentialed Staff CCF Handbook, Section 4.6 & 4.7	Compliance

HEALTH REQUIREMENTS

35. Communicable Disease Control CCF Handbook, Section 6.1 (Form OEL-SR-6202, Section 13 Health-Related Requirements, Pages 30-31)	Compliance
36. CPR Requirements CCF Handbook, Section 4.2.4 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32)	Compliance
37. First Aid Requirements CCF Handbook, Section 4.2.4 and 6.2 (Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32)	Compliance
38. Emergency Telephone Numbers CCF Handbook, Section 6.3 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Pages 34-35)	Compliance



39. Accident/ Incident Notification and Documentation CCF Handbook, Section 6.3 & 6.4 (Form OEL-SR-6202, Section 15 Emergency Procedures and Notification, Page 35)	Compliance
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Compliance Comments

Counselor did review accident/incident reports.

40. Medication CCF Handbook, Section 6.5 (Form OEL-SR-6202, Section 16 Medication, Pages 35-36)	Not Monitored
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Not Monitored Comments

This facility does administer medication. Currently no children are taking medication.

RECORD KEEPING

41. Immunization Records CCF Handbook, Section 7.1 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Compliance
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Compliance Comments

Counselor reviewed all children's files (104). All current to date.

42. Student Health and Records CCF Handbook, Section 7.2 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47),(Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 46),Enrollment Information (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Compliance
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Compliance Comments

Counselor reviewed all children's files (104). All current to date.

43. Enrollment Information CCF Handbook, Section 7.3 & s. 402.3054(2), F.S. (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Compliance
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Compliance Comments

Counselor reviewed all children's files (104). All current to date.

44. Personnel Records CCF Handbook, Section 7.4 (Form OEL-SR-6202, Section 19.2 Record Keeping/Childrens Files, Page 47)	Compliance
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Compliance Comments

Counselor reviewed all employee files (16). All current to date. Two new employee's since last routine inspection 2/21/2019.

45. Background Screening Documents CCF Handbook, Section 7.4.1 (Form OEL-SR-6202, Section 18 Training Requirements, Pages 26-27),(Form OEL-SR-6202, Section 13.4 First Aid and Cardiopulmonary Resuscitation Pages 31-32),(Form OEL-SR-6202, Section 19.4 Record Keeping/Personnel Records, Page 48),(Form OEL-SR-6202, Section 19.5 Record Keeping/Background Screening, Page 49)	Compliance
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46. Daily Attendance CCF Handbook, Section 7.5 (Form OEL-SR-6202, Section 19.3 Record Keeping/Attendance, Page 48)	Compliance
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Compliance Comments

Counselor reviewed all daily attendance in each classroom.

ENFORCEMENT

47. Access/Child Safety CCF Handbook, Section 8 (Form OEL-SR-6202, Section 20 Access and Section 21 Child Safety, Page 50)	Compliance
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SCHOOL READINESS

48. Group Size (Form OEL-SR-6202, Section 4 Group Size, Pages 14-15)	Compliance
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Name: Roma Court Academy **License #:** C07FL0065

Address: 515 Palm Coast Pkwy SW, Palm Coast FL 32137-4739

Type: Renewal **Date:** 06/28/2019

Counselor Comments

This Counselor provided Technical Assistance to this provider, through an email dated July 5, 2018 and again today by distributing the HB 1435 Rilya Wilson Act requirements flyer and HB1079 the Distracted Adult flyer.

The Background Screening Clearinghouse will generate E-mails and send you, the provider reminders at 60, 30, and 21 days prior to the retention date expiration.

Please note: you will only receive that notification for the staff that are on your facility/home roster. Please keep your rosters current in the Clearinghouse to avoid confusion on expiration dates, or unwanted notifications.

As a reminder to all School Readiness program providers, the active credential requirements related to group size will go into effect October 25, 2018.

This facility is in compliance.

Received by: Yaritza Perez

Date: 06/28/2019

Inspected by: Rebecca Chandler

Date: 06/28/2019