STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: YWCA of Bergen County After School Program- Brookside School	**Center ID#:** 02YWC0027	**County:** Bergen

Address: 20 Lake Drive	**City:** Westwood	**Phone:** 201-664-7147	**Fax:** (201) 444-8775	**Email:** ebixby@ywcabergencounty.or

Initial Inspection: 12/18/2013	**License Status:** R4/27/2015

Due Date(s):*	1/1/2014	3/20/2014	4/22/2014	7/6/2014		
Date(s) Reinspection:	3/6/2014	4/8/2014	6/6/2014	8/6/2014		
Due Date(s):*						
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Center is in compliance with requirements as of: 8/6/2014 **Reinspection occurs on or soon after due date*

3/6/14 - email, 4/8/14 - email; 6/6/14 - email

Renewal ☐ **Initial** ☐ **Monitor** ☒ **Increase** ☐ **Age Change** ☐ **Relocation** ☐ **New Sponsor** ☐ **Space Evaluation** ☐ **Complaint #**

Date Cited M/D/Year	**Date Abated M/D/Year**	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
		Supervision, Staff/Child Ratios & Space
		☐ 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		☐ 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.
Notes:		
		☐ 3. Develop and implement a method to keep track of all children, including at off-site locations.
		☐ 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.
Notes:		
		☐ 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		☐ 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		☐ 7. Post the center's license in a prominent location in each building.
		☐ 8. Operate within the center's licensed capacity and within each room's capacity.

***Note:** If number is checked, see attachment page(s) for clarification.*

Notes:		
		☐ 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		☐ 10. Ensure the children's health, safety and well-being.
Notes:		
		Activities & Discipline
		☐ 11. Provide a sufficient variety of age-appropriate activities.
		☐ 12. Provide age-appropriate time frames for each activity.
		☐ 13. Provide enough supplies, furniture and equipment for the required activities.
		☐ 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		☐ 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		☐ 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		☐ 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		☐ 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		☐ 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		Nutrition & Rest
		☐ 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm)
		☐ 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		☐ 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		☐ 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
		Administration & Parent Involvement
		☐ 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		Program Records
12/18/2013	8/6/2014	☐ 25. Complete and maintain at the center the staff records checklist.
Notes:		
12/18/2013	8/6/2014	☐ 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
12/18/2013	4/8/2014	☐ 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
		☐ 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes:		
		☐ 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		☐ 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		☐ 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
		☐ 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		☐ 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prerel/prerel.html

***Note:** If number is checked, see attachment page(s) for clarification.*

		Sanitation & Diapering
12/18/2013	6/6/2014	☒ 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		☐ 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		☐ 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		Bathroom & Kitchen Facilities
		☐ 37. Ensure all toxic substances and medications are inaccessible to children.
Notes:		
		Health & Fire Safety
		☐ 38. Obtain and maintain on file a current health certificate.
		☐ 39. Obtain and maintain on file a current fire certificate.
		☐ 40. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		☐ 41. Ensure the center's fire protective systems are operative at all times.
		☐ 42. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		☐ 43. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
Notes:		
		☐ 44. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		☐ 45. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		☐ 46. Remove excess storage and/or combustibles from the furnace room.
		Building Maintenance
		☐ 47. Keep all surfaces clean and in good repair.
Notes:		
		☐ 48. Provide 1 of the 4 monitoring options listed in the manual.
		☐ 49. Repair and/or paint surfaces in specified areas:
Notes:		
		☐ 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		
		Outdoor Play Area, Equipment and Maintenance
		☐ 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		☐ 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		☐ 53. Take necessary action to remove outdoor hazards.
Notes:		

Note: ***If number is checked, see attachment page(s) for clarification.***

***ALERT*:** Effective 8/6/14, stackable cribs are prohibited.

☐ **See attached Transportation Inspection/Violation page.**

Inspector(s) Name(s)

Patti Lijoi 12/18/2013

***Note:* If number is checked, see attachment page(s) for clarification.**

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
34	12/18/2013	6/6/2014	Ensure staff use 2 step process to wash and disinfect surfaces	Delete

Note: ***If number is checked, see attachment page(s) for clarification.***