STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: Alan B. Shephard Elementary School Before and After Care	**Center ID#:** 12ALL0003	**County:** Middlesex

Address: 33 Bushnell Road	**City:** Old Bridge	**Zip Code:** 08857	**Email:**

Phone: 7329477189	**Fax:**	**Initial Inspection:** 6/22/2015	**License Status:** R12/1/17

Due Date(s):*	9/3/2015	9/3/2015				
Date(s) Reinspection:	7/27/2015mtg	8/17/2015email				
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Center is in compliance with requirements as of: 8/17/2015 **Reinspection occurs on or soon after due date*

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. Provide immediate access to 1 additional adult for the school-age program when it is permitted to operate with only 1 staff member present.
		☐ 3. Ensure that children are supervised by a staff member at all times.
Notes:		
		☐ 4. Develop and implement a method to keep track of all the children, including at off-site locations.
		☐ 5. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.
Notes:		
		☐ 6. Ensure that staff meet minimum age requirements and those below 18 years old and new staff who have not completed orientation are directly supervised by staff at least 18 years old.
		☐ 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
		☐ 8. Cease caring for children below 2 ½ years of age.
		☐ 9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		☐ 10. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		☐ 11. Post the center's license in a prominent location in each building.
		☐ 12. 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:		
		☐ 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		☐ 14. Ensure the children's health, safety and well-being.
Notes:		
		Activities & Discipline
		☐ 15. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		☐ 16. Provide a sufficient variety of age-appropriate activities.
		☐ 17. Provide age-appropriate time frames for each activity.
		☐ 18. Provide enough supplies, furniture and equipment for the required activities.
		☐ 19. Plan and implement opportunities for school-age children's involvement in activity planning.
		☐ 20. Take children outdoors daily.
		☐ 21. 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.
		☐ 22. 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.
		☐ 23. 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.
		☐ 24. Significantly limit the use of TV/computer/video for children under the age of 2.
		☐ 25. Prepare and post a written discipline policy including acceptable actions that staff members may take.
		☐ 26. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		☐ 27. 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.
		☐ 28. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
		Nutrition & Rest
		☐ 29. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner..
Notes:		
		☐ 30. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		☐ 31. Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		☐ 32. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
Notes:		
		☐ 33. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		☐ 34. 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/cacfp/child-day-care-centers)
		☐ 35. Provide age-appropriate seating for children who no longer need to be held for feeding.
		☐ 36. Ensure feeding plans for children less than 18 months old include breastfeeding arrangements/ accommodations when applicable and are maintained in writing for children less than 12 months old.
		☐ 37. Label each child's bottle with the child's name and date.
		☐ 38. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		☐ 39. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		☐ 40. Ensure that bottles are not propped when children are feeding.
		☐ 41. Remove bottles and cups when children have fallen asleep and when crawling or walking.
		☐ 42. Provide daily rest period for each child aged 18 months to 5 years who attends the center for 4 or more consecutive hours and as needed for each child below 18 months.

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

		☐ 43. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		☐ 44. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets.
Notes:		
		☐ 45. Ensure that sleeping equipment is free of pillows, soft bedding and other hazards when occupied by a sleeping child, and that bedding does not cover the child's face.
		☐ 46. Identify and store individually each child's sleeping equipment and bedding.
		☐ 47. Provide enough light in rooms where children are napping to allow staff to see them.
		☐ 48. Repair and/or replace sleeping equipment that is in disrepair.
		☐ 49. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		☐ 50. Provide cribs that meet CPSC standards and maintain documentation on file.
		☐ 51. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		☐ 52. 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.
		Illnesses & Accidents
		☐ 53. Designate an area where sick children can be separated from well children and provide rest equipment.
		☐ 54. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		☐ 55. Notify parents immediately of: head/facial injury; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		☐ 56. Maintain an accident log that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; time of notification to parent.
		Administration & Parent Involvement
		☐ 57. Provide the center's telephone number in writing or by e-mail to parents of all enrolled children.
		☐ 58. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		☐ 59. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		☐ 60. Designate someone in the center to carry out the director's responsibilities when the director is absent.
		☐ 61. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		☐ 62. Ensure that the head teacher/group teacher schedule time in other classrooms.
		☐ 63. Establish and maintain a staff substitute system.
		☐ 64. Hold parent/staff conferences semi-annually and upon request.
		☐ 65. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.

		Program Records
6/22/2015	8/17/2015	☐ 66. Complete and maintain at the center the staff records checklist.
Notes:	background checks only	
		☐ 67. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
6/22/2015	8/17/2015	☐ 68. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/ sponsor representative and all regularly scheduled staff.
		☐ 69. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience.
Notes:		
		☐ 70. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes:		
		☐ 71. Provide and document the orientation training provided within two weeks of hire to all staff members in: center operations; policies and procedures; supervision; tracking; group size limits; primary caregiver responsibilities; release policy; discipline policy; health practices; evacuating the center; using fire alarms; recognizing and reporting child abuse/neglect.
Notes:		
		☐ 72. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		☐ 73. Ensure new directors complete staff development in Understanding Licensing Regulations within 90 days of hire.
		☐ 74. 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.

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		☐ 75. 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.
		☐ 76. Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
		☐ 77. 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.
		☐ 78. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		☐ 79. Maintain a written outline of daily activities.
		☐ 80. Complete and maintain at the center the children's records checklist.
Notes:		
		☐ 81. 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/Recalls
		☐ 82. Ensure that the Universal Health Record is updated annually and received upon admission to the center unless records are coming from another state or country, where a 30 day grace period is permitted.
		☐ 83. Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		☐ 84. Maintain medication records that include the following: child's name and parental authorization; name of the medication; illness being treated; dosage, frequency and other instructions; time and by whom the medication was administered; any adverse effects.
		☐ 85. Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		☐ 86. Maintain at the center and distribute to parents a written policy on communicable disease management.
		☐ 87. Maintain on file and follow the written policy on the release of children.
		☐ 88. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		☐ 89. Obtain from parents and maintain at the center: blanket permission slips for walks; individual permission slips for field trips, including information on type of vehicle used and designated drivers.
		☐ 90. Maintain at the center documentation of a current comprehensive general liability insurance policy.

Sanitation & Diapering

		☐ 91. 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.
		☐ 92. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
		☐ 93. 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.
		☐ 94. 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.
		☐ 95. Provide disposable rubber gloves for contact with blood or vomit.
		☐ 96. Change each child's diaper when wet or soiled.
		☐ 97. Provide a diapering area within 15 feet of a sink not used for food preparation.
		☐ 98 Ensure that diapering does not take place in an area or on a surface used for food preparation.
		☐ 99. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.
		☐ 100. Place soiled disposable diapers in a closed container with a leakproof lining.

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

Bathroom & Kitchen Facilities		
		☐ 101. Ensure all toxic substances and medications are inaccessible to children.
Notes:		
		☐ 102. Ensure that children cannot lock themselves in bathrooms.
		☐ 103. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
		☐ 104. Securely fasten the bathroom equipment.
		☐ 105. Sand and paint rusted bathroom stall dividers.
		☐ 106. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
		☐ 107. Designate and visibly identify the staff/adult toilet facility.
		☐ 108. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
		☐ 109. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
		☐ 110. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
		☐ 111. Provide a barrier to the kitchen area to prevent accidental access by children.
		☐ 112. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
		☐ 113. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
		☐ 114. Ensure that food waste receptacles are lined and maintained in a sanitary condition.
Health & Fire Safety		
		☐ 115. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		☐ 116. Post a sign in a prominent location to prohibit smoking when the center is operating.
		☐ 117. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		☐ 118. Obtain and maintain on file a current health certificate.
		☐ 119. Obtain and maintain on file a current fire certificate.
		☐ 120. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
		☐ 121. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		☐ 122. Ensure the center's fire protective systems are operative at all times.
		☐ 123. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
		☐ 124. Post a diagram depicting: approved areas; evacuation routes; room identifications.
		☐ 125. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
Notes:		
		☐ 126. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		☐ 127. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		☐ 128. Remove excess storage and/or combustibles from the furnace room.
		☐ 129. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		☐ 130. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		☐ 131. Provide and maintain in good condition: handrails on all stairs with 3 or more risers; guardrails on all open sides of landing with intermediate guards spaced no more that 4 inches apart.
		☐ 132. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
		☐ 133. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
		☐ 134. Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
		☐ 135. Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.
Environmental Safety		
		☐ 136. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.

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

		☐ 137. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from the Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site on which the center is located. [Note: Check the DEP website at www.state.nj.us/dep/dccrequest for the most current information.]
		☐ 138. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		☐ 139. Submit current documentation from the DEP, Bureau of Water System Engineering (BSDW), for centers not on a public community water system. [Note: Check the DEP, BWSE website at www.state.nj.us/dep/dccrequest/safedrink.html or call (609) 292-5550 for more information.]
		☐ 140. Ensure water tests are posted in each building.
		☐ 141. Submit a letter of prior uses from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA, 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
		☐ 142. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. [Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email DOH using the link at www.state.nj.us/health/eoh/tsrp/iep/ccc_ieha.shtml]
Notes:		
		☐ 143. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		☐ 144. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
Notes:		
		☐ 145. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
		Building Maintenance
		☐ 146. Keep all surfaces clean and in good repair.
Notes:		
		☐ 147. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
Notes:		
		☐ 148. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
Notes:		
		☐ 149. Eliminate moisture resulting from leaks or seepage.
		☐ 150. Maintain the building structure to prevent drafts, leaks and infestation.
		☐ 151. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		☐ 152. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		☐ 153. Ensure window blinds are in good repair and blind cords are inaccessible to children.
		☐ 154. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		☐ 155. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
		☐ 156. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
Notes:		
		☐ 157. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
		☐ 158. Increase light in specific areas:
Notes:		
		☐ 159. Provide 1 of the 4 monitoring options listed in the manual.
		☐ 160. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		☐ 161. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		☐ 162. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		☐ 163. Ensure that stairways are free of tripping hazards.
		☐ 164. Provide a barrier extending at least 5 feet above floor level.

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

		☐ 165. Repair and/or paint surfaces in specified areas:
Notes:		
		☐ 166. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
		☐ 167. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		
Outdoor Play Area, Equipment and Maintenance		
		☐ 168. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
		☐ 169. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		☐ 170. Grade or provide drains for the outside play area.
		☐ 171. Ensure that outdoor areas and play equipment are free from stagnant water.
		☐ 172. 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)
		☐ 173. Ensure play equipment is specifically age-appropriate for the ages served.
		☐ 174. Repair or remove broken/rusted toys in the outdoor play area.
		☐ 175. 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.
		☐ 176. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		☐ 177. Ensure the safety of the children on route to the outdoor play area.
Notes:		
		☐ 178. Remove debris and overgrown vegetation in the outdoor play area.
		☐ 179. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		☐ 180. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		☐ 181. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		☐ 182. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		☐ 183. Limit the number of children using the outdoor play area to the maximum capacity.
		☐ 184. Cease using dump and fill wading pools.
		☐ 185. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.
		☐ 186. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		☐ 187. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
		☐ 188. Take necessary action to remove outdoor hazards.
Notes:		

ALERT*:** Effective 8/6/14, stackable cribs are prohibited. For more information on crib safety and safe sleep environments for infants, refer to CPSC's crib information center at ***www.cpsc.gov/info/cribs/index.html.

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

Inspector(s) Name(s)

M.Sanfilippo

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	