

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

|   |  |                                 |  |                                       |                                     |
|---|--|---------------------------------|--|---------------------------------------|-------------------------------------|
| <b>Center Name:</b><br>TUTOR TIME CHILDCARE LEARNING CENTER |  | <b>License ID:</b><br>02TUT0003 |  | <b>County:</b><br>Bergen              |                                     |
| <b>Address:</b><br>368 N. MIDLAND AVENUE                    |  | <b>City:</b><br>SADDLE BROOK    |  | <b>Zip Code:</b><br>07633             | <b>Email:</b><br>6683@tutortime.com |
| <b>Phone:</b><br>201.398.9611                               |  | <b>Fax:</b>                     |  | <b>License Status:</b><br>R: 8.7.2019 |                                     |

**Initial Inspection:** 7/13/2017  
**Center is in compliance with requirements as of:** 7/13/2018

|                               |             |               |            |            |              |              |
|-------------------------------|-------------|---------------|------------|------------|--------------|--------------|
| <b>Due Date(s):*</b>          | 8/14/2017   | 10/2/2017     | 10/25/2017 | 12/22/2017 | 2/26/2018    | 4/2/2018     |
| <b>Date(s) Re-inspection:</b> | 9/1/2017    | 10/10/2017 PC | 11/22/2017 | 1/25/2018  | 3/2/2018 FAX | 4/25/2018 PC |
| <b>Due Date(s):*</b>          | 5/25/2018   | 7/2/2018      |            |            |              |              |
| <b>Date(s) Re-inspection:</b> | 6/1/2018 PC | 7/13/2018     |            |            |              |              |

*\*Re-inspection occurs on or soon after due date.*

PHONE CALL 10.10.2017; PHONE CALL 1.25.2018; FAX 3.2.2018; PHONE CALL 4.25 2018; PHONE CALL & EMAIL 6.1.2018

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

| Date Cited | Date Abated | Based on an inspection(s) conducted by the Office of Licensing (OOL) on 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. 3A:52): |
|------------|-------------|---|
|------------|-------------|---|

***Supervision, Staff/Child Ratios & Space***

|  |  |   |
|--|--|---|
|  |  | <input type="checkbox"/> 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. |
|  |  | <input type="checkbox"/> 2. Ensure that children are directly supervised by a staff member at all times, including during outdoor activities, rest and sleep, and walking through hallways.   |
|  |  | <input type="checkbox"/> 3. Develop and implement a method to keep track of all children and ensure that staff knows the number of children in their care at all times, including at off-site locations.  |
|  |  | <input type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during nap time.   |
|  |  | <input type="checkbox"/> 5. Ensure that staff meet minimum age requirements and staff below 18 years old are directly supervised by a staff member who is 18 years of age or older.   |
|  |  | <input type="checkbox"/> 6. Ensure staff have completed orientation training and have received CARI and CHRI clearances before being left alone to supervise a child or group of children.  |
|  |  | <input type="checkbox"/> 7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age.  |
|  |  | <input type="checkbox"/> 8. Cease caring for children below 2 ½ years of age.   |
|  |  | <input type="checkbox"/> 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.   |
|  |  | <input type="checkbox"/> 10. Assign a primary caregiver for groups of 4 infants and 6 toddlers.   |
|  |  | <input type="checkbox"/> 11. Post the center's license in a prominent location in each building.  |
|  |  | <input type="checkbox"/> 12. Operate within the center's licensed capacity and within each room's capacity. Comply with written conditions on the license.  |
|  |  | <input type="checkbox"/> 13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.   |
|  |  | <input type="checkbox"/> 14. Ensure requirements for centers co-located in multi-use buildings are met as required in the manual.   |
|  |  | <input type="checkbox"/> 15. Ensure the children's health, safety and well-being.   |

***Activities & Discipline***

See last page of report for additional comments pertaining to cited violations as indicated by:

|                             |                          |   |
|-----------------------------|--------------------------|---|
|                             | <input type="checkbox"/> | 16. 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.   |
|                             | <input type="checkbox"/> | 17. Provide a sufficient variety of age-appropriate activities.   |
|                             | <input type="checkbox"/> | 18. Provide age-appropriate time frames for each activity.  |
|                             | <input type="checkbox"/> | 19. Provide enough supplies, furniture and equipment for the required activities.   |
|                             | <input type="checkbox"/> | 20. Ensure materials are accessible to children at all times.   |
|                             | <input type="checkbox"/> | 21. Plan and implement opportunities for school-age children's involvement in activity planning.  |
|                             | <input type="checkbox"/> | 22. Take children outdoors daily.   |
|                             | <input type="checkbox"/> | 23. 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.   |
|                             | <input type="checkbox"/> | 24. Provide infants with age-appropriate, supervised tummy time at least twice per day.   |
|                             | <input type="checkbox"/> | 25. Limit use of infant equipment including, but not limited to swings, exersaucers, and bouncers to 30 minutes at a time.  |
|                             | <input type="checkbox"/> | 26. Develop policies/plans for use of TV/computer/video by children: over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.  |
|                             | <input type="checkbox"/> | 27. 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.   |
|                             | <input type="checkbox"/> | 28. Cease the use of TV/computer/video for children under the age of 2.   |
|                             | <input type="checkbox"/> | 29. Prepare and post a discipline policy including acceptable actions that staff members may take; maintain staff signatures on file.   |
|                             | <input type="checkbox"/> | 30. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.  |
|                             | <input type="checkbox"/> | 31. 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.  |
|                             | <input type="checkbox"/> | 32. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.  |
| <b>Nutrition &amp; Rest</b> |                          |   |
|                             | <input type="checkbox"/> | 33. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner.   |
|                             | <input type="checkbox"/> | 34. Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.  |
|                             | <input type="checkbox"/> | 35. 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.  |
|                             | <input type="checkbox"/> | 36. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:  |
|                             | <input type="checkbox"/> | 37. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.   |
|                             | <input type="checkbox"/> | 38. 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 ( <a href="http://www.fus.usda.gov/cacfp/child-day-care-centers">www.fus.usda.gov/cacfp/child-day-care-centers</a> )). |
|                             | <input type="checkbox"/> | 39. Provide age-appropriate seating for children who no longer need to be held for feeding.   |
|                             | <input type="checkbox"/> | 40. Ensure that each child's bottle is labeled with their name, the date, and not propped when feeding.   |
|                             | <input type="checkbox"/> | 41. Label sippy cups with the child's name.   |
|                             | <input type="checkbox"/> | 42. Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.   |
|                             | <input type="checkbox"/> | 43. Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.   |
|                             | <input type="checkbox"/> | 44. Ensure feeding plans for child less than 18 months old to include breastfeeding arrangements/accommodations when applicable and a re maintained in writing for children less than 12 months old.  |
|                             | <input type="checkbox"/> | 45. Remove bottles and cups when children have fallen asleep.   |
|                             | <input type="checkbox"/> | 46. Remove bottles, cups, and pacifiers when children are crawling or walking.  |

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|--|--------------------------|--|
|  | <input type="checkbox"/> | 47. Cease the use of pacifier straps or attachment devices.  |
|  | <input type="checkbox"/> | 48. Provide daily rest/sleep for each child over the age of 18 months and under the age of 4 years who attends the center for 4 or more consecutive hours and as needed for each child under 18 months.            |
|  | <input type="checkbox"/> | 49. Cease the use of blankets for children under 12 months.  |
|  | <input type="checkbox"/> | 50. Provide alternative activities for children who rest for 30 minutes and do not need more rest.   |
|  | <input type="checkbox"/> | 51. Provide the following sleeping equipment and bedding: cots; 1" mats; cribs; playpens; sheets; blankets (for children over 12 months only).   |
|  | <input type="checkbox"/> | 52. Ensure that sleeping equipment is free of pillows, soft bedding, bumpers, and other hazards when occupied by a sleeping child under 12 months of age; and ensure that bedding does not cover the child's face. |
|  | <input type="checkbox"/> | 53. Identify and store individually each child's sleeping equipment and bedding.   |
|  | <input type="checkbox"/> | 54. Provide enough light in rooms where children are napping to allow staff to see them.   |
|  | <input type="checkbox"/> | 55. Repair and/or replace sleeping equipment that is in disrepair.   |
|  | <input type="checkbox"/> | 56. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.  |
|  | <input type="checkbox"/> | 57. Provide cribs that meet CPSC standards and maintain documentation on file.   |
|  | <input type="checkbox"/> | 58. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.   |
|  | <input type="checkbox"/> | 59. 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.   |
|  | <input type="checkbox"/> | 60. Discontinue swaddling children.  |

### ***Illnesses & Accidents***

|  |                          |  |
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|  | <input type="checkbox"/> | 61. Designate an area where sick children can be separated from well children and provide rest equipment.  |
|  | <input type="checkbox"/> | 62. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.   |
|  | <input type="checkbox"/> | 63. Notify parents immediately of: head/facial injury, including when a child bumps his or her head; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.  |
|  | <input type="checkbox"/> | 64. Maintain an accident log or reports that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; type of notification; time of notification to parent.  |
|  | <input type="checkbox"/> | 65. Develop a written policy for parental notification if a method other than telephone call is used for parental notification; maintain on file a record of parental and staff member receipt of the policy.  |
|  | <input type="checkbox"/> | 66. Notify the OOL by the next working day when an injury or illness occurs while under the center's supervision that results in: a child visiting the emergency room or being admitted to the hospital; a call to 911; on-site medical care or transported emergency care or urgent care; or the death of a child. Provide documentation within one week. |

### ***Sanitation & Diapering***

|  |                          |  |
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|  | <input type="checkbox"/> | 67. 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. |
|  | <input type="checkbox"/> | 68. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.  |
|  | <input type="checkbox"/> | 69. Ensure that children wash their hands with soap and running water: immediately before intake of food; after using the toilet; after having a diaper change; immediately after outdoor play; and as needed.   |
|  | <input type="checkbox"/> | 70. 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.   |
|  | <input type="checkbox"/> | 71. Provide disposable rubber gloves for contact with blood or vomit.  |
|  | <input type="checkbox"/> | 72. Change each child's diaper when wet or soiled.   |
|  | <input type="checkbox"/> | 73. Provide a diapering area within 15 feet of a sink not used for food preparation.   |
|  | <input type="checkbox"/> | 74. Provide at least one sink for hand washing in each classroom that serves children under 2 1/2 years of age for new centers, expansions, and relocations.   |

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|  |              | <input type="checkbox"/> 75. Ensure that diapering does not take place in an area or on a surface used for food preparation.   |
|  |              | <input type="checkbox"/> 76. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.  |
|  |              | <input type="checkbox"/> 77. Place soiled disposable diapers in a closed container with a leak-proof lining.   |
| <b>Administration &amp; Parent Involvement</b> |              |  |
|  |              | <input type="checkbox"/> 78. Cooperate with DCF inspections and investigations and allow prompt access to center records as required.  |
|  |              | <input type="checkbox"/> 79. Provide parents of all enrolled children with the center's telephone number in writing or by email and ensure this onsite telephone number provides parents with direct on-site contact during the center's operating hours.  |
| 7/13/2017                                      | 9/1/2017     | <input checked="" type="checkbox"/> 80. Develop a table of organization indicating lines of authority, responsibility and job descriptions.  |
|  |              | <input type="checkbox"/> 81. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.   |
|  |              | <input type="checkbox"/> 82. Designate someone in the center to carry out the director's responsibilities when the director is absent, and ensure the director designee is on site at all times and does not have full time classroom responsibilities when the director is not present.   |
|  |              | <input type="checkbox"/> 83. 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.   |
|  |              | <input type="checkbox"/> 84. Ensure that the head teacher/group teacher schedule time in other classrooms.   |
|  |              | <input type="checkbox"/> 85. Establish and maintain a staff substitute system.   |
|  |              | <input type="checkbox"/> 86. Hold parent/staff conferences semi-annually and upon request.   |
|  |              | <input type="checkbox"/> 87. 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.   |
| <b>Program Records</b>                         |              |  |
| 7/13/2017                                      | 9/1/2017     | <input type="checkbox"/> 88. Complete and maintain at the center the staff records checklist.  |
| 7/13/2017                                      | 11/22/2017   | <input checked="" type="checkbox"/> 89. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff within two weeks of hire.  |
|  |              | <input type="checkbox"/> 90. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff for the center's license renewal.   |
| 7/13/2017                                      | 11/22/2017   | <input checked="" type="checkbox"/> 91. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/ sponsor representative and all regularly scheduled staff.   |
|  |              | <input type="checkbox"/> 92. Ensure that CARI and CHRI background check clearances are maintained on file at the center.   |
| 7/13/2017                                      | 9/1/2017     | <input checked="" type="checkbox"/> 93. Provide education/training experience for the director, head teacher, group teacher or program supervisor.   |
|  |              | <input type="checkbox"/> 94. Hire and submit the required documentation for: director; head teacher; group teacher; program supervisor.  |
| 7/13/2017                                      | 3/2/2018 FAX | <input type="checkbox"/> 95. Provide orientation training to all newly hired staff within two weeks of hire and to current staff annually, and secure and maintain on file, each staff member's signature attesting to the review of the orientation training. Topics <b>MUST</b> include the following: <ol style="list-style-type: none"> <li>1. Supervision and tracking all children;</li> <li>2. Understanding center operations, policies, and procedures;</li> <li>3. Implementing group size limits and primary caregiver responsibilities (as applicable);</li> <li>4. Recognizing and reporting child abuse or neglect;</li> <li>5. Evacuating the center and using the fire alarms;</li> <li>6. Implementing the center's release policy;</li> <li>7. Implementing the center's discipline policy;</li> <li>8. Implementing health practices, including medication administration and responding to symptoms of illness;</li> <li>9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome;</li> <li>10. Preventing Shaken Baby Syndrome and Abusive Head Trauma;</li> <li>11. Recognizing and responding to injuries and emergencies, including the prevention of and response to emergencies due to food-related allergies and other allergic reactions;</li> <li>12. Including children with special needs in the center's program.</li> </ol> |
| 7/13/2017                                      | 11/22/2017   | <input type="checkbox"/> 96. Ensure new directors and director's designee complete staff development in Understanding Licensing Regulations within 90 days of hire.  |

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|---------------------------------|--------------|--|--|
| 7/13/2017                       | 3/2/2018 FAX | <input checked="" type="checkbox"/> 97.  | Ensure that the director, head teacher, group teacher, program supervisor, and director designee complete 20 hours of annual training and all other staff working at the center complete 12 hours of annual training. Orientation training may be included for up to six of the required annual staff development hours.   |
|                                 |              | <input type="checkbox"/> 98.             | Ensure all staff working with children under 2 ½ years of age have training specific to this age group initiated within 90 days of hire and completed within one year.   |
|                                 |              | <input type="checkbox"/> 99.             | Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.  |
|                                 |              | <input type="checkbox"/> 100.            | 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.  |
|                                 |              | <input type="checkbox"/> 101.            | Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.   |
|                                 |              | <input type="checkbox"/> 102.            | Maintain a written outline of daily activities.  |
| 7/13/2017                       | 11/22/2017   | <input type="checkbox"/> 103.            | Complete and maintain at the center the children's records checklist.  |
|                                 |              | <input type="checkbox"/> 104.            | Ensure that the Universal Health Record is updated annually and received upon admission to the center unless a 30 day grace period is permitted.   |
|                                 |              | <input type="checkbox"/> 105.            | 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.  |
| 7/13/2017                       | 9/1/2017     | <input checked="" type="checkbox"/> 106. | Maintain medication records that include the following: child's name; parental authorization; name of medication; illness being treated; dosage, frequency and other instructions; time and by whom medication was administered; any adverse effects.  |
| 7/13/2017                       | 9/1/2017     | <input checked="" type="checkbox"/> 107. | Ensure epi-pens are: stored in their original boxes with the child's name and prescription; accompanied by a special care plan or other equivalent documentation from a health care provider; both present when two are required.  |
|                                 |              | <input type="checkbox"/> 108.            | Maintain documentation for pets at the center, including applicable vaccinations and parent notification.  |
|                                 |              | <input type="checkbox"/> 109.            | Maintain at the center and distribute to the parent(s) of every enrolled child and to every staff member, the Information to Parents document designated by the OOL; maintain on file a record of parental and staff member receipt of the policy.   |
| 7/13/2017                       | 11/22/2017   | <input checked="" type="checkbox"/> 110. | Maintain at the center and distribute to parents a written policy on communicable disease management; maintain on file a record of parental receipt of the policy.   |
| 7/13/2017                       | 11/22/2017   | <input checked="" type="checkbox"/> 111. | Maintain at the center and distribute a written policy on the release of children; maintain on file a record of parental and staff member receipt of the policy.   |
| 7/13/2017                       | 11/22/2017   | <input checked="" type="checkbox"/> 112. | Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; maintain on file a record of parental receipt of the policy.  |
| 7/13/2017                       | 3/2/18 FAX   | <input checked="" type="checkbox"/> 113. | Develop a social media policy which includes: the use of social networking sites and other websites; the use of e-mail, text messages, and other electronic means of communication with staff and parents; the type of social media that the center uses; the methods and devices the staff use to communicate with the parent; and the guidelines for appropriate conduct by staff members and parents; maintain on file a record of parental and staff member receipt of the policy. |
|                                 |              | <input type="checkbox"/> 114.            | Maintain on file permission slips from parents for walks and field trips which include information on type of vehicle used, designated drivers, and the name and telephone number of the bus company providing transportation.   |
| 7/13/2017                       | 9/1/2017     | <input checked="" type="checkbox"/> 115. | Maintain at the center documentation of a current comprehensive general liability insurance policy.  |
| <b>Health &amp; Fire Safety</b> |              |  |  |
|                                 |              | <input type="checkbox"/> 116.            | Provide and make accessible to staff: a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.  |
|                                 |              | <input type="checkbox"/> 117.            | Post a sign in a prominent location to prohibit smoking when the center is operating.  |
|                                 |              | <input type="checkbox"/> 118.            | Take necessary action to free the center of infestation by rodents and insects, provide documentation.   |
| 7/13/2017                       | 9/1/2017     | <input checked="" type="checkbox"/> 119. | Obtain and maintain on file a current health certificate.  |
|                                 |              | <input type="checkbox"/> 120.            | Obtain and maintain on file a current fire certificate.  |

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|  |              | <input type="checkbox"/> 121. Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.   |
| 7/13/2017                                | 9/1/2017     | <input checked="" type="checkbox"/> 122. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.   |
|  |              | <input type="checkbox"/> 123. Conduct and document two lockdown drills annually.   |
| 7/13/2017                                | 3/2/2018 FAX | <input type="checkbox"/> 124. Provide documentation that staff have been trained if locking devices are used during lockdown procedures and ensure devices do not pose a risk of harm to children.   |
|  |              | <input type="checkbox"/> 125. Ensure the center's fire protective systems are operative at all times.  |
|  |              | <input type="checkbox"/> 126. Maintain emergency plan in a readily accessible location that includes evacuation, disaster, and lockdown procedures.  |
| 7/13/2017                                | 9/1/2017     | <input type="checkbox"/> 127. Ensure evacuation procedures include an alternate indoor location for evacuation that operates during the same operating hours as the center, and is within a safe walking distance or includes a written procedure for obtaining transportation to that location. |
| 7/13/2017                                | 11/22/2017   | <input type="checkbox"/> 128. Post a diagram depicting how the center is to be evacuated during emergencies from each classroom and the outdoor play area.   |
|  |              | <input type="checkbox"/> 129. Post a diagram depicting approved areas and room identifications.  |
|  |              | <input type="checkbox"/> 130. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.   |
|  |              | <input type="checkbox"/> 131. Ensure that illuminated exit signs and emergency lighting are operable at all times.   |
|  |              | <input type="checkbox"/> 132. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.   |
|  |              | <input type="checkbox"/> 133. Remove excess storage and/or combustibles from the furnace room.   |
|  |              | <input type="checkbox"/> 134. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.  |
|  |              | <input type="checkbox"/> 135. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.  |
|  |              | <input type="checkbox"/> 136. Provide and maintain in good condition handrails on all stairs with 3 or more risers.  |
|  |              | <input type="checkbox"/> 137. Ensure all guardrails accessible to children are no more than 4 inches apart or are protected to prevent head entrapment.  |
|  |              | <input type="checkbox"/> 138. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.  |
|  |              | <input type="checkbox"/> 139. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code.  |
|  |              | <input type="checkbox"/> 140. 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.   |
|  |              | <input type="checkbox"/> 141. 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.  |
| <b>Bathroom &amp; Kitchen Facilities</b> |              |  |
|  |              | <input type="checkbox"/> 142. Ensure all toxic substances and medications are inaccessible to children.  |
|  |              | <input type="checkbox"/> 143. Ensure that children cannot lock themselves in bathrooms.  |
|  |              | <input type="checkbox"/> 144. Provide bathroom supplies: soap; toilet paper; individual/disposable towels; platforms.  |
|  |              | <input type="checkbox"/> 145. Securely fasten the bathroom equipment.  |
|  |              | <input type="checkbox"/> 146. Sand and paint rusted bathroom stall dividers.   |
|  |              | <input type="checkbox"/> 147. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.   |
|  |              | <input type="checkbox"/> 148. Designate and visibly identify the staff/adult toilet facility.  |
|  |              | <input type="checkbox"/> 149. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children (SA).   |
|  |              | <input type="checkbox"/> 150. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit (SA).   |
|  |              | <input type="checkbox"/> 151. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.  |
|  |              | <input type="checkbox"/> 152. Provide a barrier to the kitchen area to prevent accidental access by children.  |
|  |              | <input type="checkbox"/> 153. Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.  |
|  |              | <input type="checkbox"/> 154. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.   |
|  |              | <input type="checkbox"/> 155. Ensure that food waste receptacles are lined and maintained in a sanitary condition.   |
| <b>Building Maintenance</b>              |              |  |

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| 7/13/2017   | 9/1/2017   | <input checked="" type="checkbox"/> 156. Keep all surfaces clean and in good repair.   |
|   |            | <input type="checkbox"/> 157. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.   |
| 7/13/2017   | 9/1/2017   | <input checked="" type="checkbox"/> 158. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.  |
|   |            | <input type="checkbox"/> 159. Eliminate moisture resulting from leaks or seepage.  |
|   |            | <input type="checkbox"/> 160. Maintain the building structure to prevent drafts, leaks and infestation.  |
|   |            | <input type="checkbox"/> 161. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.  |
|   |            | <input type="checkbox"/> 162. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.   |
|   |            | <input type="checkbox"/> 163. Ensure window blinds are in good repair and blind cords are inaccessible to children.  |
|   |            | <input type="checkbox"/> 164. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.  |
|   |            | <input type="checkbox"/> 165. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.   |
|   |            | <input type="checkbox"/> 166. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.   |
|   |            | <input type="checkbox"/> 167. Maintain a minimum of 68 degrees Fahrenheit in all areas used by children.   |
|   |            | <input type="checkbox"/> 168. Increase light in specific areas:  |
|   |            | <input type="checkbox"/> 169. Provide 1 of the 4 monitoring options listed in the manual.  |
| 7/13/2017   | 9/1/2017   | <input checked="" type="checkbox"/> 170. Ensure that doors in all interior rooms designated for use by children remain unlocked.   |
| 7/13/2017   | 9/1/2017   | <input checked="" type="checkbox"/> 171. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.   |
|   |            | <input type="checkbox"/> 172. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).  |
|   |            | <input type="checkbox"/> 173. Ensure that stairways are free of tripping hazards.  |
|   |            | <input type="checkbox"/> 174. Provide a barrier extending at least 5 feet above floor level.   |
| 7/13/2017   | 11/22/2017 | <input checked="" type="checkbox"/> 175. Repair and/or paint surfaces in specified areas:  |
|   |            | <input type="checkbox"/> 176. Maintain indoor/outdoor garbage receptacles as follows: covered; emptied as needed; leak-proof; clean.   |
| 7/13/2017   | 11/22/2017 | <input checked="" type="checkbox"/> 177. Ensure that indoor and outdoor equipment is sturdy, safe, free of hazards, and used in accordance with manufacturer's instructions.                         |
| <b>Outdoor Play Area, Equipment and Maintenance</b> |            |  |
|   |            | <input type="checkbox"/> 178. Provide and maintain in good condition a fence for the outdoor play area.  |
|   |            | <input type="checkbox"/> 179. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.  |
|   |            | <input type="checkbox"/> 180. Grade or provide drains for the outside play area.   |
|   |            | <input type="checkbox"/> 181. Ensure that outdoor areas and play equipment are free from stagnant water.   |
| 7/13/2017   | 7/13/2018  | <input checked="" type="checkbox"/> 182. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). |
|   |            | <input type="checkbox"/> 183. Ensure play equipment is specifically age-appropriate for the ages served.   |
|   |            | <input type="checkbox"/> 184. Repair or remove broken/rusted toys in the outdoor play area.  |
| 7/13/2017   | 11/22/2017 | <input checked="" type="checkbox"/> 185. 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.    |
|   |            | <input type="checkbox"/> 186. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.                              |
|   |            | <input type="checkbox"/> 187. Ensure the safety of the children on route to the outdoor play area.   |
|   |            | <input type="checkbox"/> 188. Remove debris and overgrown vegetation in the outdoor play area.   |
|   |            | <input type="checkbox"/> 189. Ensure that hazardous plants are not kept in the center or near outside areas used by children.  |
| 7/13/2017   | 11/22/2017 | <input checked="" type="checkbox"/> 190. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.   |
|   |            | <input type="checkbox"/> 191. 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.         |
|   |            | <input type="checkbox"/> 192. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.   |
|   |            | <input type="checkbox"/> 193. Limit the number of children using the outdoor play area to the maximum capacity.  |

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|                             | <input type="checkbox"/> 194. Cease the use of wading pools.   |
|                             | <input type="checkbox"/> 195. 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.  |
|                             | <input type="checkbox"/> 196. 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.  |
|                             | <input type="checkbox"/> 197. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.  |
|                             | <input type="checkbox"/> 198. Take necessary action to remove outdoor hazards.   |
| <b>Environmental Safety</b> |  |
|                             | <input type="checkbox"/> 199. Complete and submit a DCF Renewal Attestation Form and all required documents.   |
|                             | <input type="checkbox"/> 200. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from 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.   |
|                             | <input type="checkbox"/> 201. 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.  |
|                             | <input type="checkbox"/> 202. Complete and submit DCF Drinking Water Testing Statement of Assurance. If the results reveal elevated levels of lead and copper as defined by NJDEP, Bureau of Safe Drinking Water, which pose a risk of harm to children, the center shall immediately discontinue use of all drinking water; provide bottled water for drinking; provide bottle water for food preparation with approval from the local health official; and notify parents of the children in attendance at the center.   |
|                             | <input type="checkbox"/> 203. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system, and post results. [Note: Check the DEP, BSDW website at <a href="http://www.state.nj.us/dep/dccrequest/safedrnk.htm">www.state.nj.us/dep/dccrequest/safedrnk.htm</a> or call (609) 292-5550 for more information.]  |
|                             | <input type="checkbox"/> 204. Submit a letter of prior use 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.)  |
|                             | <input type="checkbox"/> 205. 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.<br>Note: <b>Contact DOH prior to taking action</b> to confirm what is needed for your center. Call DOH at (609) 826-4923 or email using the link at <a href="http://www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu">www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu</a><br>SAFE BUILDING INTERIOR CERTIFICATION EXPIRATION DATE: N/A |
|                             | <input type="checkbox"/> 206. 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.   |
|                             | <input type="checkbox"/> 207. 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.   |
|                             | <input type="checkbox"/> 208. 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.   |

**ALERT:** By 3/6/2018, all centers providing care for non-ambulatory infants and toddlers shall have one evacuation crib for every four non-ambulatory children.

Inspector Name(s): LIZETTE VAZQUEZ 7.13.2017



| #   | Date Cited | Date Abated | Comments Pertaining to Cited Violations as Indicated by: ☒   |
|-----|------------|-------------|--|
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| 80  | 7/13/2017  | 9/1/2017    | UPDATE CURRENT TABLE OF ORGANIZATION ON FILE   |
| 93  | 7/13/2017  | 9/1/2017    | PROVIDE EDUCATION/EXPERIENCE DOCUMENTATION FOR: AN ADDITIONAL GROUP TEACHER  |
| 93  | 7/13/2017  | 9/1/2017    | PROVIDE EDUCATION/EXPERIENCE DOCUMENTATION FOR: 2 PROGRAM SUPERVISORS  |
| 106 | 7/13/2017  | 9/1/2017    | MAINTAIN ON FILE SPECIAL NEEDS HEALTH CARE PLANS FOR CHILDREN WITH: ASTHMA   |
| 107 | 7/13/2017  | 9/1/2017    | ENSURE EPI PENS ARE: MAINTAINED & SUPPLIED AS PER THE SPECIAL NEEDS HEALTH CARE PLANS ON FILE  |
| 107 | 7/13/2017  | 9/1/2017    | ENSURE EPI PENS ARE: REMOVED/DISCARDED WHEN EXPIRED<br>EXPIRED EPI PENS REMOVED AND MADE INACCESSIBLE TO THE STAFF DURING THIS INSPECTION                          |
| 110 | 7/13/2017  | 11/22/2017  | UPDATE CURRENT COMMUNICABLE DISEASE POLICY ON FILE & DISTRIBUTE TO ALL THE PARENTS   |
| 111 | 7/13/2017  | 11/22/2017  | UPDATE CURRENT RELEASE POLICY ON FILE & DISTRIBUTE TO ALL THE PARENTS  |
| 112 | 7/13/2017  | 11/22/2017  | UPDATE CURRENT EXPULSION POLICY ON FILE & DISTRIBUTE TO ALL THE PARENTS  |
| 119 | 7/13/2017  | 9/1/2017    | MAINTAIN ON FILE A CURRENT HEALTH CERTIFICATE ON FILE FOR THE: CATERING COMPANY  |
| 89  | 7/13/2017  | 11/22/2017  | MAINTAIN ON FILE CURRENT CARI BACKGROUND CLEARANCES FOR: 3 STAFF<br>NOTE: 9.1.2017<br>1 STAFF  |
| 91  | 7/13/2017  | 11/22/2017  | MAINTAIN ON FILE CURRENT CHRI BACKGROUND CLEARANCES FOR: 2 STAFF<br>NOTE: 9.1.2017<br>1 STAFF  |
| 115 | 7/13/2017  | 9/1/2017    | UPDATE CURRENT INSURANCE POLICY DECLARATIONS PAGE TO INCLUDE SITE LOCATION IN THE DESCRIPTION OF COVERAGE.   |
| 122 | 7/13/2017  | 9/1/2017    | ENSURE CENTER IS EVACUATED IN 3 MINUTES OR LESS DURING EMERGENCY EVACUATION DRILLS.  |
| 156 | 7/13/2017  | 9/1/2017    | KEEP SPECIFIED SURFACES CLEAN: TOUCH UP/CLEAN AREAS AROUND LIGHT SWITCHES & DOORS; THROUGHOUT  |
| 156 | 7/13/2017  | 9/1/2017    | KEEP SPECIFIED SURFACES IN GOOD REPAIR: REPAIR/REPLACE REAR EXIT DOOR IN ROOM 4 TO ENSURE IT OPENS AND CLOSES EASILY   |
| 156 | 7/13/2017  | 9/1/2017    | KEEP SPECIFIED SURFACES IN GOOD REPAIR: REPAIR/REPLACE REAR EXIT DOOR IN ROOM 8 TO ENSURE IT OPENS AND CLOSES EASILY   |
| 158 | 7/13/2017  | 9/1/2017    | REPLACE STAINED CEILING TILES: HALLWAY   |
| 170 | 7/13/2017  | 9/1/2017    | ENSURE ALL INTERIOR DOORS DESIGNED FOR USE BY THE CHILDREN REMAIN UNLOCKED: REMOVE EXTERIOR LOCKS ON DOORS THROUGHOUT ON TOILETING FACILITIES USED BY THE CHILDREN |
| 171 | 7/13/2017  | 9/1/2017    | ENSURE SHELVING IS SECURE: TALL CABINETS IN ROOMS 2, 4, 5 & 11   |
| 175 | 7/13/2017  | 9/1/2017    | ENSURE SHELVING IS SECURE: WHITE CABINET IN THE BATHROOM IN ROOM 5   |

| #   | Date Cited | Date Abated  | Comments Pertaining to Cited Violations as Indicated by: ☒   |
|-----|------------|--------------|--|
| 171 | 7/13/2017  | 9/1/2017     | ENSURE THE TV IS SECURED TO A STABLE SURFACE<br>NOTE: 9.1.2017<br>TV REMOVED   |
| 175 | 7/13/2017  | 11/22/2017   | REPAIR/REPAINT SPECIFIED AREAS: FILL IN CRACKED CEMENT AT BASE OF HANDRAILS<br>IN EGRESS STAIRS FROM REAR EGRESSSES IN ROOMS 5 & 11<br>NOTE: 9.1.2017<br>ROOM 5 ABATED |
| 177 | 7/13/2017  | 11/22/2017   | ENSURE INDOOR EQUIPMENT IS SAFE: REPLACE MISSING STRAPS ON BUCKET SEATS IN<br>ROOM 6   |
| 182 | 7/13/2017  | 7/13/2018    | PROVIDE DOCUMENTATION FOR THE OUTDOOR PLAY AREA CLIMBING EQUIPMENT   |
| 185 | 7/13/2017  | 11/22/2017   | PROVIDE DOCUMENTAION FOR THE OUTDOOR PLAY AREA RESILIENT SURFACE   |
| 97  | 7/13/2017  | 3/2/2018 FAX | NOTE: 11.22.2017<br>STAFF ABATED<br>CREDENTIALLED STAFF 2017 TRAINING HOURS INCOMPLETE   |
| 113 | 7/13/2017  | 3/2/2018 FAX | NOTE: 11.22.2017<br>STAFF ABATED   |
| 190 | 7/13/2017  | 11/22/2017   | SAND BOX REMOVED   |