

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

Center Name: Tutor Time Child Care Language Center **Center ID#:** 02TUT0003 **County:** Bergen

Address: 368 Midland Avenue **City:** Saddle Brook **Phone:** (201) 398-9611 **Fax:** (201) 398-9618

License Status: R 8/7/2013, T 2/7/2014

Initial Inspection: 3/22/2013	Due Date(s):*	4/25/2013	7/5/2013	7/1/2013	10/24/2013	
	Date(s) Reinspection:	4/26/2013	6/14/2013 pc	10/8/2013	10/24/2013	
Due Date(s):*						
Date(s) Reinspection:						

Center is in compliance with requirements as of: 10/24/2013 **Reinspection occurs on or soon after due date*

This is a revised report from 3/22/2013

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

Date Cited **Date Abated** 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

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| | <input type="checkbox"/> 1. | Provide 2 staff to work with the children: when 6 or more children are present; on trips; or with more than 12 school-age children on walks. |
| | <input type="checkbox"/> 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. |
| | <input type="checkbox"/> 3. | Ensure that children are supervised by a staff member at all times. |

Notes:

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| | <input type="checkbox"/> 4. | Develop and implement a method to keep track of all the children. |
| | <input type="checkbox"/> 5. | Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime. |

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| | <input type="checkbox"/> 6. | Ensure that staff meet minimum age requirements and those below 18 years old are directly supervised staff at least 18 years old. |
| | <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 group of 4 infants and 6 toddlers. |
| | <input type="checkbox"/> 11. | Post the center's license in a prominent location. |
| | <input type="checkbox"/> 12. | Operate within the center's licensed capacity and within each room's capacity. |

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| | <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 the children's health, safety and well-being. |

Notes:

Activities & Discipline

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| | <input type="checkbox"/> 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. |
| | <input type="checkbox"/> 16. | Provide a sufficient variety of age-appropriate activities. |
| | <input type="checkbox"/> 17. | Provide age-appropriate time frames for each activity. |
| | <input type="checkbox"/> 18. | Provide enough supplies, furniture and equipment for the required activities. |
| | <input type="checkbox"/> 19. | Plan and implement opportunities for school-age children's involvement in activity planning. |
| | <input type="checkbox"/> 20. | Take children outdoors daily. |
| | <input type="checkbox"/> 21. | Prepare and post a written discipline policy including acceptable actions that staff members may take. |

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

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| | <input type="checkbox"/> | 22. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment. |
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| | <input type="checkbox"/> | 23. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules. |
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Nutrition & Rest

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| | <input type="checkbox"/> | 24. Ensure that food provided by the center is stored, prepared and served in a sanitary manner. |
| | <input type="checkbox"/> | 25. 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"/> | 26. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack: |

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| | <input type="checkbox"/> | 27. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school. |
| | <input type="checkbox"/> | 28. Provide age-appropriate seating for children who no longer need to be held for feeding. |
| | <input type="checkbox"/> | 29. Provide a written feeding plan for children less than 12 months of age. |
| | <input type="checkbox"/> | 30. Label each child's bottle with the child's name. |
| | <input type="checkbox"/> | 31. Ensure that bottles are not propped when children are feeding. |
| | <input type="checkbox"/> | 32. Remove bottles when children have fallen asleep. |
| | <input type="checkbox"/> | 33. 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. |
| | <input type="checkbox"/> | 34. Provide alternative activities for children who rest for 30 minutes and do not need more rest. |
| | <input type="checkbox"/> | 35. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets. |
| | <input type="checkbox"/> | 36. Ensure that sleeping equipment is free of pillows and soft bedding when occupied by a sleeping child. |
| | <input type="checkbox"/> | 37. Identify and store individually each child's sleeping equipment and bedding. |
| | <input type="checkbox"/> | 38. Provide enough light in rooms where children are napping to allow staff to see them. |
| | <input type="checkbox"/> | 39. Repair and/or replace sleeping equipment that is in disrepair. |
| | <input type="checkbox"/> | 40. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean. |
| | <input type="checkbox"/> | 41. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play. |
| | <input type="checkbox"/> | 42. Place children 18 months and younger in a face-up sleeping position unless indicated in writing by child's health care provider. |

Illnesses & Accidents

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| | <input type="checkbox"/> | 43. Designate an area where sick children can be separated from well children and provide rest equipment. |
| | <input type="checkbox"/> | 44. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions. |
| | <input type="checkbox"/> | 45. Notify parents immediately of the following: head injury; 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"/> | 46. 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 a doctor. |
| | <input type="checkbox"/> | 47. For sick care programs: provide separate rooms/area and toilet facilities for sick and well children; install partitions/room dividers to separate children with different illnesses; provide liquid soap. |
| | <input type="checkbox"/> | 48. Provide for children with chicken pox: isolation room; floor to ceiling barriers; separate toilet facilities. |

Administration & Parent Involvement

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| | <input type="checkbox"/> | 49. Provide access to a phone, and ensure someone receives and transmits messages to the center. |
| | <input type="checkbox"/> | 50. Develop a table of organization indicating lines of authority, responsibility and job descriptions. |
| | <input type="checkbox"/> | 51. Ensure that the director is scheduled to work 50 % of the center's daily operating hours. |
| | <input type="checkbox"/> | 52. Designate someone in the center to carry out the director's responsibilities when the director is absent. |
| | <input type="checkbox"/> | 53. Ensure that the head teacher, group teacher and program supervisor are scheduled to work for the required amount of time. |
| | <input type="checkbox"/> | 54. Ensure that the head teacher/group teacher schedule time in other classrooms. |
| | <input type="checkbox"/> | 55. Establish and maintain a staff substitute system. |
| | <input type="checkbox"/> | 56. Hold parent/staff conferences semi-annually and upon request. |
| | <input type="checkbox"/> | 57. 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

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| | <input type="checkbox"/> | 58. Complete and maintain at the center the staff records checklist. |
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Confidential Notes:

3/22/2013	10/24/2013	<input type="checkbox"/> 59. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor and all regularly scheduled staff.
Confidential Notes:		
3/22/2013	10/24/2013	<input type="checkbox"/> 60. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor and all regularly scheduled staff.
Confidential Notes:		
		<input type="checkbox"/> 61. Provide the following records for the director, head teacher, group teacher or program supervisor: education / training experience
		<input type="checkbox"/> 62. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
		<input type="checkbox"/> 63. Provide the required documentation for the director hired before March 21, 2005 who does not meet the qualification requirements specified in 10:122-4.6(b)1-3 demonstrating completion of: a) the Director's Academy; b) the National Administrator Credential; or c) 45 clock hours of staff development that includes all the subject areas as indicated in 10:122-4.6(b)4iii.
		<input type="checkbox"/> 64. Provide complete orientation 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.
		<input type="checkbox"/> 65. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures.
		<input type="checkbox"/> 66. Ensure that new directors complete staff development in Understanding Licensing Regulations and Child Behavior Management within one year of hire.
		<input type="checkbox"/> 67. Ensure that all full-time staff complete 8 hours annual training in the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 68. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours or annual training in 1 or more of the following: Director's Academy; National Administrator ; Credential; equivalent staff development in nine specific management areas.
		<input type="checkbox"/> 69. Maintain a record of the date and purpose of the consulting head teacher's 2 monthly on-site visits.
		<input type="checkbox"/> 70. Ensure that a staff member(s) who has current certified basic knowledge of first aid principles and CPR is at the center at all times when enrolled children are present.
		<input type="checkbox"/> 71. Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 72. Maintain a written outline of daily activities.
		<input type="checkbox"/> 73. Complete and maintain at the center the children's records checklist.
Confidential Notes:		
		<input type="checkbox"/> 74. Submit the required OOL form certifying the center has reviewed the Department of Law and Public Safety (DLPS), Division of Consumer Affairs' (DCA), list of unsafe children's products and that there are no unsafe products in the center.
		<input type="checkbox"/> 75. Maintain at the center the DLPS, DCA, list of unsafe children's products and make available to center staff and parents of enrolled children.
		<input type="checkbox"/> 76. Ensure that the Universal Health Record is updated annually.
		<input type="checkbox"/> 77. Obtain written approval from the child's parent before administering medication to a child.
		<input type="checkbox"/> 78. 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.
		<input type="checkbox"/> 79. Maintain at the center and distribute to parents a written policy on communicable disease management.
		<input type="checkbox"/> 80. Maintain on file and follow the written policy on the release of children.
		<input type="checkbox"/> 81. Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; parental receipt of the policy.
		<input type="checkbox"/> 82. 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 whether staff or parent will drive.
		<input type="checkbox"/> 83. Maintain at the center documentation of a current comprehensive general liability insurance policy.
Sanitation & Diapering		
		<input type="checkbox"/> 84. Wash and disinfect the following: toilet training chairs 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"/> 85. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
		<input type="checkbox"/> 86. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change.
		<input type="checkbox"/> 87. 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.
		<input type="checkbox"/> 88. Provide disposable rubber gloves for contact with blood or vomit.
		<input type="checkbox"/> 89. Change each child's diaper when wet or soiled.
		<input type="checkbox"/> 90. Provide a diapering area within 15 feet of a sink not used for food preparation.
		<input type="checkbox"/> 91. Ensure that diapering does not take place in an area or on a surface used for food preparation.
		<input type="checkbox"/> 92. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.

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

93. Place soiled disposable diapers in a closed container with a leakproof lining.

Bathroom & Kitchen Facilities

94. Ensure all toxic substances and medications are inaccessible to children.

Notes:

95. Ensure that children cannot lock themselves in bathrooms.
96. Provide bathroom supplies as follows: soap; toilet paper; individual/disposable towels; platforms.
97. Securely fasten the bathroom equipment.
98. Sand and paint rusted bathroom stall dividers.
99. Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
100. Designate and visibly identify the staff/adult toilet facility.
101. Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children.(SA)
102. Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit. (SA)
103. Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
104. Provide a barrier to the kitchen area to prevent accidental access by children.
105. Ensure microwave ovens are: out of children's reach; secured; not in use when children are in the area.
106. Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
107. Ensure that food waste receptacles are lined and maintained in a sanitary condition.

Health & Fire Safety

108. Provide and make accessible to staff; a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
109. Post a sign in a prominent location to prohibit smoking when the center is operating.
110. Prohibit smoking in all areas of the center when the center is operating; provide separate ventilation for areas where smoking is permitted when the center is not operating.
111. Take necessary action to free the center of infestation by rodents and insects, provide documentation.
112. Obtain and maintain on file a current health certificate.
113. Obtain and maintain on file a current fire certificate.
114. Conduct and document monthly fire drills during each session provided at the center.
115. Ensure the center's fire protective systems are operative at all times.
116. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
117. Post a diagram depicting: approved areas; evacuation routes; room identifications.
118. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

119. Ensure that illuminated exit signs and emergency lighting are operable at all times.
120. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
121. Remove excess storage and/or combustibles from the furnace room.
122. Remove portable liquid fuel-burning or wood-burning heating appliances.
123. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
124. 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 than 4 inches apart.
125. Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
126. Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code:
127. 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.
128. 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

129. Complete and submit a DCF Renewal Attestation Form with the center's previous DEP approval letter attached and any other environmental documents if applicable.
130. 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.]

	<input type="checkbox"/>	131. 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"/>	132. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system. [Note: Check the DEP, BSDW website at www.state.nj.us/dep/dccrequest/safedrnk.htm or call (609) 292-5550 for more information.]
	<input type="checkbox"/>	133. 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.)
	<input type="checkbox"/>	134. Submit a current letter or other approval from the DHSS, Indoor Environments Program, 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 DHSS prior to taking action to confirm what is needed for your center. Call DHSS at (609) 826-4923 or email DHSS using the link at www.state.nj.us/health/coh/tsrp/iep/ccc_ieha.shtml]
	<input type="checkbox"/>	135. Test for the presence of radon gas and post the test results in a prominent location.
	<input type="checkbox"/>	136. 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"/>	137. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard.

Building Maintenance

	<input type="checkbox"/>	138. Keep all surfaces clean and in good repair.
Notes:		
	<input type="checkbox"/>	139. Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
	<input type="checkbox"/>	140. Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
	<input type="checkbox"/>	141. Eliminate moisture resulting from leaks or seepage.
	<input type="checkbox"/>	142. Maintain the building structure to prevent drafts, leaks and infestation.
	<input type="checkbox"/>	143. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
	<input type="checkbox"/>	144. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
	<input type="checkbox"/>	145. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
	<input type="checkbox"/>	146. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
	<input type="checkbox"/>	147. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
	<input type="checkbox"/>	148. Raise temperature to a minimum of 68 degrees Fahrenheit in all rooms used by children.
	<input type="checkbox"/>	149. Increase light in specific areas:
	<input type="checkbox"/>	150. Provide 1 of the 4 monitoring options listed in the manual.
	<input type="checkbox"/>	151. Ensure that doors in all interior rooms designated for use by children remain unlocked.
	<input type="checkbox"/>	152. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
	<input type="checkbox"/>	153. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
	<input type="checkbox"/>	154. Ensure that stairways are free of tripping hazards.
	<input type="checkbox"/>	155. Provide a barrier extending at least 5 feet above floor level.
	<input type="checkbox"/>	156. Repair and/or paint surfaces in specified areas:
	<input type="checkbox"/>	157. Maintain indoor/outdoor garbage receptacles as follow: covered; emptied as needed; leakproof; clean.
	<input type="checkbox"/>	158. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
Notes:		

Outdoor Play Area, Equipment and Maintenance

	<input type="checkbox"/>	159. Provide and maintain in good condition a fence, enclosure or other barrier for the outside play area.
	<input type="checkbox"/>	160. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
	<input type="checkbox"/>	161. Grade or provide drains for the outside play area.
	<input type="checkbox"/>	162. Ensure that outdoor areas and play equipment are free from stagnant water.
	<input type="checkbox"/>	163. 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)
	<input type="checkbox"/>	164. Ensure play equipment is specifically age-appropriate for the ages served.
	<input type="checkbox"/>	165. Repair or remove broken/rusted toys in the outdoor play area.
	<input type="checkbox"/>	166. 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"/>	167. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.

	<input type="checkbox"/> 168. Select an area for children's outdoor play that is adjacent to or within close proximity of the center.
	<input type="checkbox"/> 169. Ensure the safety of the children on route to the outdoor play area.
	<input type="checkbox"/> 170. Remove debris and overgrown vegetation in the outdoor play area.
	<input type="checkbox"/> 171. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
	<input type="checkbox"/> 172. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
	<input type="checkbox"/> 173. Provide 150 square feet of outdoor space for 5 children and 30 square feet for each additional child.
	<input type="checkbox"/> 174. Limit the number of children using the outdoor play area to the maximum capacity.
	<input type="checkbox"/> 175. Cease using dump and fill wading pools.
	<input type="checkbox"/> 176. 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"/> 177. 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"/> 178. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
	<input type="checkbox"/> 179. Take necessary action to remove outdoor hazards.

ALERT: Effective 6/28/11, cribs manufactured, sold, or leased in the United States must comply with new federal standards. Effective 12/28/12, child care centers must have compliant cribs in their facilities. 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.

- Director/Designee confirmed center does not provide or arrange for the provision of transportation of children.
 For centers providing transportation, see attached Transportation Inspection/Violation page.

		Date
Inspector Signature	Director/Designee Signature	
Elissa Lombardo/Michele Leaman		

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
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