

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING
INSPECTION VIOLATION REPORT
FOR PROGRAMS IN OPERATING PUBLIC SCHOOLS

Center Name: Collins School Extended Day Program		License ID: 07COL0002		County: Essex	
Address: 67 Martin Road		City: Livingston		Zip Code: 07039	Email: jbrowne@metroymcas.org
Phone: 973-992-5969		Fax:		License Status: R 5/4/19	

Initial Inspection: 10/2/2017	Center is in compliance with requirements as of: 6/5/2018
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Due Date(s):*	11/2/2017	1/8/2018	2/16/2018	5/24/2018	6/29/2018	
Date(s) Re-inspection:	12/6/2017	1/16/2018	4/24/2018e/m	5/29/2018		

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

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):
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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 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.	Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 9.	Operate within the center's licensed capacity and within each room's capacity. Comply with written conditions on the license.
10/2/2017	1/16/2018	<input checked="" type="checkbox"/> 10.	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"/> 11.	Ensure requirements for centers co-located in multi-use buildings are met as required in the manual.
		<input type="checkbox"/> 12.	Ensure the children's health, safety and well-being.

Activities & Discipline

		<input type="checkbox"/> 13.	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"/> 14.	Provide a sufficient variety of age-appropriate activities.
		<input type="checkbox"/> 15.	Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 16.	Provide enough supplies, furniture and equipment for the required activities.

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

		<input type="checkbox"/> 17. Ensure materials are accessible to children at all times.
		<input type="checkbox"/> 18. Plan and implement opportunities for school-age children's involvement in activity planning.
		<input type="checkbox"/> 19. Take children outdoors daily.
		<input type="checkbox"/> 20. 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"/> 21. 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"/> 22. 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"/> 23. Prepare and post a discipline policy including acceptable actions that staff members may take; maintain staff signatures on file.
		<input type="checkbox"/> 24. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
		<input type="checkbox"/> 25. 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"/> 26. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
Nutrition & Rest		
		<input type="checkbox"/> 27. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner.
		<input type="checkbox"/> 28. 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"/> 29. 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"/> 30. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
		<input type="checkbox"/> 31. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
10/2/2017	12/6/2017	<input type="checkbox"/> 32. 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)).
		<input type="checkbox"/> 33. 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"/> 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 (for children over 12 months only).
		<input type="checkbox"/> 36. Identify and store individually each child's sleeping equipment and bedding.
		<input type="checkbox"/> 37. Provide enough light in rooms where children are napping to allow staff to see them.
		<input type="checkbox"/> 38. Repair and/or replace sleeping equipment that is in disrepair.
		<input type="checkbox"/> 39. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
Illnesses & Accidents		
		<input type="checkbox"/> 40. Designate an area where sick children can be separated from well children and provide rest equipment.
10/2/2017	12/6/2017	<input type="checkbox"/> 41. 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"/> 42. 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"/> 43. 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"/> 44. 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"/> 45.	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			
10/2/2017	12/6/2017	<input checked="" type="checkbox"/> 46.	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"/> 47.	Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
		<input type="checkbox"/> 48.	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"/> 49.	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"/> 50.	Provide disposable rubber gloves for contact with blood or vomit.
Administration & Parent Involvement			
		<input type="checkbox"/> 51.	Cooperate with DCF inspections and investigations and allow prompt access to center records as required.
		<input type="checkbox"/> 52.	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.
		<input type="checkbox"/> 53.	Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		<input type="checkbox"/> 54.	Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		<input type="checkbox"/> 55.	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"/> 56.	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"/> 57.	Ensure that the head teacher/group teacher schedule time in other classrooms.
		<input type="checkbox"/> 58.	Establish and maintain a staff substitute system.
Program Records			
10/2/2017	12/15/2017em	<input type="checkbox"/> 59.	Complete and maintain at the center the staff records checklist.
10/2/2017	12/15/2017em	<input type="checkbox"/> 60.	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"/> 61.	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.
		<input type="checkbox"/> 62.	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"/> 63.	Ensure that CARI and CHRI background check clearances are maintained on file at the center.
		<input type="checkbox"/> 64.	Provide education/training experience for the director, head teacher, group teacher or program supervisor.
		<input type="checkbox"/> 65.	Hire and submit the required documentation for: director; head teacher; group teacher; program supervisor.
10/2/2017	12/6/2017	<input type="checkbox"/> 66.	Ensure new directors and director's designee complete staff development in Understanding Licensing Regulations within 90 days of hire.
		<input type="checkbox"/> 67.	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"/> 68.	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.

10/2/2017	12/15/2017em	<input type="checkbox"/> 69.	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 MUST include the following: <ol style="list-style-type: none"> 1. Supervision and tracking all children; 2. Understanding center operations, policies, and procedures; 3. Implementing group size limits and primary caregiver responsibilities (as applicable); 4. Recognizing and reporting child abuse or neglect; 5. Evacuating the center and using the fire alarms; 6. Implementing the center's release policy; 7. Implementing the center's discipline policy; 8. Implementing health practices, including medication administration and responding to symptoms of illness; 9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome; 10. Preventing Shaken Baby Syndrome and Abusive Head Trauma; 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; 12. Including children with special needs in the center's program.
		<input type="checkbox"/> 70.	Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		<input type="checkbox"/> 71.	Maintain a written outline of daily activities.
10/2/2017	12/6/2017	<input type="checkbox"/> 72.	Complete and maintain at the center the children's records checklist.
		<input type="checkbox"/> 73.	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.
		<input type="checkbox"/> 74.	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.
10/2/2017	6/5/18e/m	<input type="checkbox"/> 75.	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"/> 76.	Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		<input type="checkbox"/> 77.	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.
		<input type="checkbox"/> 78.	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.
		<input type="checkbox"/> 79.	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.
		<input type="checkbox"/> 80.	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.
		<input type="checkbox"/> 81.	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"/> 82.	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.
		<input type="checkbox"/> 83.	Maintain at the center documentation of a current comprehensive general liability insurance policy.
Health & Safety			
10/2/2017	12/6/2017	<input checked="" type="checkbox"/> 84.	Provide and make accessible to staff: a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
10/2/2017	12/6/2017	<input type="checkbox"/> 85.	Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.

		<input type="checkbox"/> 86. Conduct and document two lockdown drills annually.
		<input type="checkbox"/> 87. If permissible by public school, 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.
10/2/2017	12/15/2017em	<input type="checkbox"/> 88. Maintain emergency plan in a readily accessible location that includes evacuation, disaster, and lockdown procedures.
10/2/2017	12/15/2017em	<input type="checkbox"/> 89. 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.
		<input type="checkbox"/> 90. Post a diagram depicting how the center is to be evacuated during emergencies from each classroom and the outdoor play area.
		<input type="checkbox"/> 91. Post a diagram depicting approved areas and room identifications.
		<input type="checkbox"/> 92. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
		<input type="checkbox"/> 93. Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
		<input type="checkbox"/> 94. Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
		<input type="checkbox"/> 95. Ensure play equipment is specifically age-appropriate for the ages served.
		<input type="checkbox"/> 96. Take necessary action to remove indoor and outdoor hazards.
<i>Environmental Safety</i>		
		<input type="checkbox"/> 97. Submit documentation from the public school's drinking water test for non-profit and for-profit centers operating in a public school concurrently used as a public school.

INSPECTOR NAME(S): C. Frommelt CCQAI-1

#	Date Cited	Date Abated	Comments Pertaining to Cited Violations as Indicated by: ☒
10	10/2/2017	1/16/2018	Ensure children do not use rooms that have not been approved by the Office of Licensing. Request in writing to the Office of Licensing to add on the homework room. As of 1/16/18 children are not using the homework room.
46	10/2/2017	12/6/2017	Ensure staff clean and disinfect the tables before serving snack.
84	10/2/2017	12/6/2017	Provide a First Aide Manual.