See last page of report for additional comments pertaining to cited violations as indicated by: ☑
17. Ensure materials are accessible to children at all times.

18. Plan and implement opportunities for school-age children’s involvement in activity planning.


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.

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.

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.

23. Prepare and post a discipline policy including acceptable actions that staff members may take; maintain staff signatures on file.

24. Use positive methods of guidance and discipline consistent with children’s age and developmental needs: prohibit corporal and/or emotional punishment.

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.

26. Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.

Nutrition & Rest

27. Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner.

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.

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.

30. Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:

31. Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.

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.fns.usda.gov/cacfp/child-day-care-centers].)

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.

34. Provide alternative activities for children who rest for 30 minutes and do not need more rest.

35. Provide the following sleeping equipment and bedding: cots; 1" mats; cribs; playpens; sheets; blankets (for children over 12 months only).

36. Identify and store individually each child’s sleeping equipment and bedding.

37. Provide enough light in rooms where children are napping to allow staff to see them.

38. Repair and/or replace sleeping equipment that is in disrepair.

39. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.

Illnesses & Accidents

40. Designate an area where sick children can be separated from well children and provide rest equipment.

41. Maintain illness log including: child’s name; date; symptoms of illness observed; center’s actions, and date child returned to the center.

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.

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.

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.
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

46. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toysmouthed 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.

47. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/6/2018</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

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.

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.

50. Provide disposable rubber gloves for contact with blood or vomit.

### Administration & Parent Involvement

51. Cooperate with DCF inspections and investigations and allow prompt access to center records as required.

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.

53. Develop a table of organization indicating lines of authority, responsibility and job descriptions.

54. Ensure that the director is scheduled to work 50% of the center’s daily operating hours.

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.

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.

57. Ensure that the head teacher/group teacher schedule time in other classrooms.

58. Establish and maintain a staff substitute system.

### Program Records

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/19/2018</td>
<td>transfer</td>
<td></td>
</tr>
<tr>
<td>11/19/2018</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>1/8/2019</td>
<td>em</td>
<td></td>
</tr>
</tbody>
</table>

59. Complete and maintain at the center the staff records checklist.

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.

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.

62. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.

63. Ensure that CARI and CHRI background check clearances are maintained on file at the center.

64. Provide education/training experience for the director, head teacher, group teacher or program supervisor.

65. Hire and submit the required documentation for: director; head teacher; group teacher; program supervisor.

66. Ensure new directors and director’s designee complete staff development in Understanding Licensing Regulations within 90 days of hire.

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.

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.

See last page of report for additional comments pertaining to cited violations as indicated by: ✓
|   |   | 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:
|   |   | 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.
|   |   | Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
|   |   | Maintain a written outline of daily activities.
|   |   | Complete and maintain at the center the children's records checklist.
|   |   | 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.
|   |   | 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.
|   |   | 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.
|   |   | Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
|   |   | 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.
|   |   | 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.
|   |   | 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.
|   |   | 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.
|   |   | 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.
|   |   | 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.
|   |   | Maintain at the center documentation of a current comprehensive general liability insurance policy.

**Health & Safety**

|   |   | Provide and make accessible to staff: a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
|   |   | Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.

See last page of report for additional comments pertaining to cited violations as indicated by: ☒
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>86.</td>
<td>Conduct and document two lockdown drills annually.</td>
</tr>
<tr>
<td>87.</td>
<td>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.</td>
</tr>
<tr>
<td>88.</td>
<td>Maintain emergency plan in a readily accessible location that includes evacuation, disaster, and lockdown procedures.</td>
</tr>
<tr>
<td>89.</td>
<td>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.</td>
</tr>
<tr>
<td>90.</td>
<td>Post a diagram depicting how the center is to be evacuated during emergencies from each classroom and the outdoor play area.</td>
</tr>
<tr>
<td>91.</td>
<td>Post a diagram depicting approved areas and room identifications.</td>
</tr>
<tr>
<td>92.</td>
<td>Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.</td>
</tr>
<tr>
<td>93.</td>
<td>Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.</td>
</tr>
<tr>
<td>94.</td>
<td>Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.</td>
</tr>
<tr>
<td>95.</td>
<td>Ensure play equipment is specifically age-appropriate for the ages served.</td>
</tr>
<tr>
<td>96.</td>
<td>Take necessary action to remove indoor and outdoor hazards.</td>
</tr>
<tr>
<td>97.</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Environmental Safety**

INSPECTOR NAME(S): M. Morales

See last page of report for additional comments pertaining to cited violations as indicated by: ☒
<table>
<thead>
<tr>
<th>#</th>
<th>Date Cited</th>
<th>Date Abated</th>
<th>Comments Pertaining to Cited Violations as Indicated by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>11/19/2018</td>
<td>12/6/2018</td>
<td>Ensure that children are supervised in the hallway when walking to the bathroom.</td>
</tr>
<tr>
<td>4</td>
<td>11/19/2018</td>
<td>12/6/2018</td>
<td>Maintain required staff to meet ratios at all times. At the time of inspection, there were 17 children with 1 staff.</td>
</tr>
<tr>
<td>27</td>
<td>11/19/2018</td>
<td>12/6/2018</td>
<td>Upon inspection, children were observed eating snack on the floor.</td>
</tr>
<tr>
<td>48</td>
<td>11/19/2018</td>
<td>12/6/2018</td>
<td>Ensure that children wash their hands with soap and running water immediately before the intake of food.</td>
</tr>
<tr>
<td>60</td>
<td>11/19/2018</td>
<td>1/8/2019</td>
<td>Provide 4 missing CARI check.</td>
</tr>
<tr>
<td>62</td>
<td>11/19/2018</td>
<td>transfer</td>
<td>Provide 2 missing CHRI checks. 1/8/19 - Provide 1 missing CHRI check.</td>
</tr>
</tbody>
</table>