

**COMPLAINT INVESTIGATION SUMMARY REPORT**

Center ID: 08HOL0001

Complaint Number: 1127

Name of Center Holding Hands Family Child Care and Play Center	
Street 138 Tomlin Station Road	
City, State, Zip Mullica Hill, NJ 08062	
Director/Sponsor Stephanie Wallen-Fort	
County Gloucester	Telephone (856) 467-6811

Name of Sponsor/Board President Susan Holding-Smith	
Street	
City, State, Zip	
Approval: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary Valid Until: 8/26/17	
Date Allegation Received 11/18/16	Date Investigation Conducted 11/22/16

ALLEGATIONS	FINDINGS	RESULTS	
		Complaint Substantiated	Complaint Unsubstantiated
1. Inadequate procedures for incidents: For three weeks the center did not provide a named parent with an incident report when requested.	1. Interviews with the director and staff and a review of documentation revealed that although the center documented the incident and immediately notified the parent of an injury to the child, the center did not provide the parents with an incident report within the required timeframe. The center needs to ensure that upon request of the child's parent, a written description of an injury to the child is provided by the end of the next operating day.	X	

Observation at the center revealed that the center:

Is free of imminent hazards/risk of harm  yes \_\_\_ no      Has adequate supervision  yes \_\_\_ no  
 Meets staff/child ratio requirements  yes \_\_\_ no      Is operating within licensed capacity  yes \_\_\_ no

As a result of this inspection, 2 violations applicable to the allegations were cited, and 0 additional violations were cited.

Kelisa M. Felice, Child Care Quality Assurance Inspector 1