

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

<b>Center Name:</b> Boys & Girls Clubs of Union County at Polk School	<b>Center ID#:</b> 20BOY0001	<b>County:</b> Union
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<b>Address:</b> 1100 Warren Street	<b>City:</b> Roselle	<b>Zip Code:</b> 07203	<b>Email:</b>
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<b>Phone:</b> 908-298-2061	<b>Fax:</b> 9083513788	<b>Initial Inspection:</b> 12/15/2014	<b>License Status:</b> R 7/16/2016
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<b>Due Date(s):*</b>	12/30/2014	4/13/2015	4/13/2015	4/27/2015		
<b>Date(s) Reinspection:</b>	3/13/2015	3/16/2015	3/27/2015	9/1/2015		
<b>Due Date(s):*</b>						
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**Center is in compliance with requirements as of:** 9/1/2015 *\*Reinspection occurs on or soon after due date*

Phone call - 3/13/2015, 3/16/2015, 3/27/2015

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

Date Cited M/D/Year	Date Abated M/D/Year	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):
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**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 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 supervised by a staff member at all times, including at off-site locations.  |

Notes:

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|  |  | <input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.         |
|  |  | <input type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime. |

Notes:

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|            |          | <input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age |
|            |          | <input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.   |
| 12/15/2014 | 9/1/2015 | <input type="checkbox"/> 7. Post the center's license in a prominent location in each building.   |
|            |          | <input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.                                  |

Notes:

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|  |  | <input type="checkbox"/> 9. 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"/> 10. Ensure the children's health, safety and well-being.  |

Notes:

**Activities & Discipline**

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|  |  | <input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities. |
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*Note: If number is checked, see attachment page(s) for clarification.*

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. 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.
12/15/2014	9/1/2015	<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. 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"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
Notes:		
		<input type="checkbox"/> 19. 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.
<b>Nutrition &amp; Rest</b>		
		<input type="checkbox"/> 20. 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/cnd/care/childcare.htm">www.fus.usda.gov/cnd/care/childcare.htm</a> ))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. 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.
<b>Administration &amp; Parent Involvement</b>		
		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
<b>Program Records</b>		
12/15/2014	9/1/2015	<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
Notes:		
12/15/2014	9/1/2015	<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
12/15/2014	9/1/2015	<input type="checkbox"/> 27. 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"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.
Notes:		
12/15/2014	9/1/2015	<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
12/15/2014	9/1/2015	<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
12/15/2014	9/1/2015	<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
12/15/2014	9/1/2015	<input type="checkbox"/> 32. 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"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website <a href="http://www.cpsc.gov/cpscpub/prereel/prereel.html">www.cpsc.gov/cpscpub/prereel/prereel.html</a>
<b>Sanitation &amp; Diapering</b>		
		<input type="checkbox"/> 34. 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"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
		<input type="checkbox"/> 36. 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.

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

**Health & Fire Safety**

- |  |                          |   |
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|  | <input type="checkbox"/> | 37. Obtain and maintain on file a current health certificate.   |
|  | <input type="checkbox"/> | 38. Obtain and maintain on file a current fire certificate.   |
|  | <input type="checkbox"/> | 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.     |
|  | <input type="checkbox"/> | 40. Ensure the center's fire protective systems are operative at all times.   |
|  | <input type="checkbox"/> | 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures. |
|  | <input type="checkbox"/> | 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.  |

Notes:

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|  | <input type="checkbox"/> | 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.         |
|  | <input type="checkbox"/> | 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary. |
|  | <input type="checkbox"/> | 45. Remove excess storage and/or combustibles from the furnace room.                             |

**Bathroom & Kitchen Facilities**

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|  | <input type="checkbox"/> | 46. Ensure all toxic substances and medications are inaccessible to children. |
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Notes:

**Building Maintenance**

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|  | <input type="checkbox"/> | 47. Keep all surfaces clean and in good repair. |
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Notes:

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|  | <input type="checkbox"/> | 48. Provide 1 of the 4 monitoring options listed in the manual. |
|  | <input type="checkbox"/> | 49. Repair and/or paint surfaces in specified areas:            |

Notes:

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|  | <input type="checkbox"/> | 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards. |
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Notes:

**Outdoor Play Area, Equipment and Maintenance**

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|  | <input type="checkbox"/> | 51. 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"/> | 52. 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"/> | 53. Take necessary action to remove outdoor hazards.  |

Notes:

**ALERT:** Effective 8/6/14, stackable cribs are prohibited.

See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Terry A. Brookshaw; CCQA Inspector  
June Piperata, 9/1/2015

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
500	12/15/2014	9/1/2015	Post center discipline policy in prominent location in center.	Delete
501	12/15/2014	9/1/2015	Ensure liability insurance in current at all times.	Delete