

# Program Inspection Before & After School Center Compliance Plan

Provider's Name: **EmBe Harrisburg Freedom OST** City: **Harrisburg**

Provider Number: **018042556**

Inspector: **Rita Trager**

Date of Inspection: **09/19/2019**

Time of Inspection: **7:00 AM**

The items listed below are those that the provider was not in compliance with at the time of the inspection.

## A. Program Activities, Schedule, Equipment and Supplies

2. Are activity plans in writing and posted in the facility? 67:42:14:15

<p>Corrections To Be Made:</p> <p><b>Plan to be posted</b> <b>*Plan posted as of 09/20/19</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>09/26/2019</b></td> <td style="text-align: center;"><b>09/20/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/26/2019</b>	<b>09/20/2019</b>
Suggested Completion Date:	Actual Completion Date:				
<b>09/26/2019</b>	<b>09/20/2019</b>				

## C. Staff-Child Ratio

20. Is the ratio of 1 staff to every 15 school-age children maintained at all times (only exception is transportation to and from school)? 67:42:14:17

<p>Corrections To Be Made:</p> <p><b>Staff/child ratio not maintained. There 45 children and two staff. The correct ratio is 1:15; therefore three staff would have been required for 45 children in care.</b> <b>*CCS required an approved written plan for changes moving forward. The plan was received and shows how compliance is being achieved and maintained. CCS is monitoring compliance for 60 days.</b></p>	<p>Agency Action:</p> <p><b>Letter of Notification</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>09/20/2019</b></td> <td style="text-align: center;"><b>09/20/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/20/2019</b>	<b>09/20/2019</b>
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<b>09/20/2019</b>	<b>09/20/2019</b>				

## G. Record Keeping, Posting Information, Fire/Tornado Drills

31. Is the program Certificate of License posted in a visible location? 26-6-13

Corrections To Be Made:	Agency Action:
<b>License not posted when inspector arrived. *Corrected at the time of the inspection</b>	<b>Compliance Plan</b>
	Suggested Completion Date:
	Actual Completion Date:
	<b>09/19/2019</b>
	<b>09/19/2019</b>
	Status: <b>Corrected Immediately</b>

32. Does the facility have posted in a visible location a copy of the facility's latest Program \ul and\ulnone Facility Safety inspection? And if on a CAP, does facility have a copy of the plan available upon request? 67:42:16:17

Corrections To Be Made:	Agency Action:
<b>Not posted when inspector arrived. *Corrected at the time of the inspection</b>	<b>Compliance Plan</b>
	Suggested Completion Date:
	Actual Completion Date:
	<b>09/19/2019</b>
	<b>09/19/2019</b>
	Status: <b>Corrected Immediately</b>

33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year? 67:42:14:28

Corrections To Be Made:	Agency Action:
<b>No documentation of drills since 2018. Complete one fire drill by 09/30/19 *Drill completed on 09/20/19</b>	<b>Compliance Plan</b>
	Suggested Completion Date:
	Actual Completion Date:
	<b>09/30/2019</b>
	<b>09/20/2019</b>
	Status: <b>Corrected</b>

34. Do staff records contain all required information? 67:42:14:23 Note: staff records are to be maintained for 6 months following the end of employment.

Corrections To Be Made:  <b>VD - Training</b> <b>SV - Timely Orientation, CPR, Training</b>	Agency Action:  <b>Compliance Plan</b>  Suggested Completion Date: <b>09/30/2019</b>  Status: <b>Corrected</b>	Actual Completion Date:  <b>10/01/2019</b>
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37. Do child records contain all required information? 67:42:16:13 Note: child records are to be retained for 6 months after the care of the child ceases.

Corrections To Be Made:  <b>EJ - Information Sheet, Emergency Contact, Emergency Permission, Immunization Records</b> <b>LJ - Information Sheet, Emergency Contact, Emergency Permission, Immunization Records</b> <b>LK - Information Sheet, Emergency Contact, Emergency Permission, Immunization Records</b>	Agency Action:  <b>Compliance Plan</b>  Suggested Completion Date: <b>09/30/2019</b>  Status: <b>Corrected</b>	Actual Completion Date:  <b>09/20/2019</b>
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## I. Written Procedures

42. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Corrections To Be Made:

**Staff at the site unaware of where to locate EPP for the site.  
\*Information reviewed with staff on 09/20/2019**

Agency Action:

**Compliance Plan**

Suggested  
Completion  
Date:

Actual  
Completion  
Date:

**09/26/2019**

**09/20/2019**

Status: **Corrected**

**Nancy Fallon**

Provider Signature

**09/19/2019**

Date

**Rita Trager**

Inspector Signature

**09/19/2019**

Date