



Application Information			
Application Name	Sheila J Harley		
Facility Name	Sheila J. Harley		
License Number	CDH-909767	Inspector Assigned	kanell.johnson@dc.gov
Point of Contact	Sheila Harley		
Phone	(202) 581-0853	Fax	
Address	3926 Burns CT, SE, Washington, District of Columbia 20019	Authorized Capacity	6
Supervisory Validation		Language Spoken in Facility	English
OST Provided	No	Non-Traditional	No
Fire Inspection Approval Date	6/7/2019	Application Received Date	11/15/2017

Monday	Tuesday	Wednesday	Thursday	Friday	Start Time	End Time	Other Hours
					06:30 AM	05:30 AM	

Ages Served			
Inspection Type	Annual	Inspection Workflow	Approved
Inspection Status	Full Compliance	Substantial Compliance Action	
Initial Inspection Date	5/21/2019	Follow up Inspection Date	6/5/2019
Re-inspection Date		Insurance Coverage Expiration Date	7/24/2020
Insurance Policy Company	Allstate		
Infants/Toddler under 2yrs	1	Preschool	2
		School Age	3

Inspection Summary

A statement of Deficiency (SOD) and a Plan of Correction (POC) was issued to the Facility at the completion of the inspection. The SOD documented identified deficiencies in the following regulation categories:

- Administrative records
- Recordkeeping for children
- Recordkeeping for staff
- Health and safety

There were no deficiencies cited during this inspection that presented imminent danger to the health, safety and welfare of children, adults, or the general public.

Consistent with the plan of correction, the facility corrected all areas of non-compliance by 8.20.19.

118 REQUIREMENTS FOR ALL LICENSED CHILD

118.1 Licensee operates in accordance with the license capacity, age range limitations, hours of operation and other specific service requirements or restrictions designated on its license. Met

120.2 Licensee has a written staffing plan to ensure the required supervision of all enrolled children at all times. Met



120.4 Children are not left alone in any room, outdoors, or in vehicles, even momentarily, without staff present.	Met
120.5 A staff member is assigned to supervise specific children whose names and whereabouts the staff member knows and with whom the staff member is physically present. Staff is able to state how many children are in their care at all times.	Met
121.2 Adult-to-child ratios and group sizes are established to ensure the health and safety of all children. Minimum adult-to-child ratios are met at all times, including non-peak hours, during nap or rest periods, and in vehicles during transport.	Met
121.3 Licensee maintains the adult-to-child ratios and group sizes as specified herein (a - c)	Met

122 HEALTH & SAFETY:GENERAL REQUIREMENTS

122.2 Licensee maintains, at all times, adequate indoor space for the daily program measured on the inside wall-to-wall dimensions, as follows: A minimum of forty-five square feet (45 ft ²) of program space per infant; A minimum of thirty-five square feet (35 ft ²) of unencumbered program space per toddler and child; or A minimum of forty-five square feet (45 ft ²) of encumbered program space per child.	Met
122.3 (a) Licensee ensures that exits are clearly identified.	Met
122.3 (b) Licensee ensures that exits are free of all obstructions	Met
122.3 (c) Licensee ensures that exits are arranged or marked so the path to exit the building is visible and clear.	Met
122.10 Licensee ensures that the licensed Facility is accessible for children and adults with disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Accessibility includes access to buildings, toilets, sinks, drinking fountains, outdoor play areas, meal and snack areas, and all classroom and therapy areas.	Met
122.11 Licensee ensures that the program space that children use is heated, cooled, and ventilated to maintain the required temperatures, and air exchange to avoid accumulation of odors and fumes	Met
122.12 (a) Licensee ensures that all access points to stairs are restricted by gates.	Met
122.12 (b) Licensee ensures that all doors or windows are protected with guards that prevent exit by a child.	Met
122.12 (c) Licensee ensures that all blinds have child protective coverings ensuring cords are not accessible to children.	Met
122.13 Licensee ensures that the Facility is free of moisture, mold, and mildew, including but not limited to, moisture resulting from water leakage or seepage.	Met
122.14 Licensee ensures that waste receptacles have a hands-free opening mechanism, are kept clean, lined with plastic bags, in good repair, and emptied at least daily.	Met
122.15 Program space is ventilated by mechanical ventilation, such as fans, air conditioning, or at least one (1) operable window.	Met
122.16 Licensee does not use space heaters unless it has received express approval, in writing, from an official of FEMS.	Met
122.17 Licensee ensures that fireplaces and fireplace inserts are inaccessible to children at all times.	Met
122.18 Licensee maintains hot and cold running water under pressure. Hot running water shall be maintained at one hundred degrees Fahrenheit (100°F).	Met
122.19 Licensee ensures that the Facility s premises remain clear of insects, rodents, and other pests and excrement of insects, rodents, and other pests.	Met



122.20 Licensee maintains preventative measures to control insects, rodents, and other pests to comport with best practices and to prevent and eliminate harborage, breeding, and infestation at the Facility's premises.	Met
122.21 Licensee maintains at the Facility a log documenting the use of extermination services, which shall be provided only by a licensed pest control professional. Children shall not be present while pesticides are being applied or within twenty-four (24) hours of application.	Met
122.22 Licensee has installed and maintains working carbon monoxide detectors if there is any gas service in the building and the carbon monoxide detectors are tested every six (6) months with a written log of testing records maintained at the Child Development Facility.	Met
122.23 Licensee has installed and maintains an appropriate number of working smoke detectors located in locations consistent with District code requirements and shall ensure they are in working order at all times. Smoke detectors are tested quarterly with a written log of testing records maintained at the Child Development Facility.	Met
122.24 Licensee performs fire drills, at least monthly, with a written log of the fire drills maintained at the Child Development Facility.	Met
122.25 Licensee maintains adequate storage space for play and teaching equipment, supplies, records, and children's possessions and clothing.	Met

123 HEALTH & SAFETY: LAVATORY SPACE & EQUIP

123.1 Licensee caring for preschoolers provides at least one (1) flush toilet and one (1) sink for every ten (10) children, based on the license capacity of the Facility.	Met
123.2 If facility is a center, it provides bathroom facilities for use by adults separate from those used by children.	Met
123.3 Licensee provides a block or step for a child's use for each toilet and sink at a Facility that is too high to be used by one (1) or more enrolled children without assistance.	Met
123.5 Licensee provides toilet paper, soap and single-use paper towels at each bathroom in a manner accessible for independent use by children.	Met
123.6 Licensee caring for infants, toddlers, or preschoolers provides at least one (1) changing table for every ten (10) children that are not independently using toilet facilities, based on the license capacity of the Facility.	Met

124 HEALTH & SAFETY: INDOOR ENVIRONMENT

124.1 Licensee ensures that interior space designated for the use of children is available to children when the center is in operation and is arranged to allow each child adequate space for free movement and active play.	Met
124.2 Licensee ensures that the temperature within each room of program space is maintained at between sixty-eight degrees Fahrenheit (68°F) and seventy-five degrees Fahrenheit (75°F) from October through March, and between sixty-eight degrees Fahrenheit (68°F) and eighty-two degrees Fahrenheit (82°F) from April through September.	Met
124.4 Licensee ensures that carpeting in the facility is nonflammable, nontoxic, and maintained by the Licensee in clean condition and good repair.	Met
124.5 Licensee maintains floors that are free from bare concrete, dampness, splinters, and sliding rugs.	Met
124.6 Licensee ensures that all floors, walls, and ceilings are in good repair and easy to clean when soiled.	Met
124.8 Licensee has installed finger-pinch protection devices on doors, cupboards, cabinets, and gates that are accessible to children, except on doors, cupboards, cabinets, and gates that are fully closed and locked.	Met
124.9 Licensee ensures that strings and cords long enough to encircle a child's neck are not accessible to children.	Met



124.10 Licensee ensures that electrical outlets that are not in use and are accessible to children are fitted with appropriate child-proof protective outlet covers. Met

125 HEALTH & SAFETY: OUTDOOR ENVIRONMENT

125.1 Licensee maintains outdoor play space free of standing water, litter, broken glass, wooden splinters, weeds, high grass, and conditions that are, or might be, hazardous to the health, safety, or welfare of children enrolled. Met

125.3 Licensee ensures that outdoor play space is supervised by adult staff in sufficient quantity and with appropriate placement to ensure that all children are within sight and hearing of at least one staff member at all times. Met

125.6 Licensee s outdoor play space at the Facility premises is enclosed with a fence or natural barrier that shall be at least four (4) feet high, with a space no larger than three and one-half (3-1/2) inches between its bottom edge and the ground, and designed to prevent climbing. Met

125.7 Licensee provides at least two (2) exits from each outdoor play space. At least one of these exits is remote from the Facility building(s). Met

125.8 Licensee ensures that all outdoor gates have positive self-latching closure mechanisms that are at least four (4) feet off the ground or constructed in a manner so that they cannot be opened by a preschool-age child. Met

125.10 The Center Director, Caregiver, or designated Facility staff conducts a daily inspection of each outdoor play space. The daily inspection shall be documented and maintained in a Facility log. Met

125.13 Licensee ensures that all surface areas beneath, and in the fall zones of, climbing equipment, slides, swings, and similar equipment are covered in resilient material that diminishes the impact of falls. Met

125.14 Licensee ensures that all outdoor equipment is securely anchored and installed properly to prevent tipping or collapsing. Met

125.15 Licensee ensures that all outdoor play equipment is free of pinch, crush or shear points on all surfaces that are or may be accessible to children. Met

125.18 Licensee maintains all outdoor sandboxes and play areas containing sand in a safe and sanitary condition, including being completely covered when not in use and free of debris. Met

125.19 Licensee shall that no lawn mowers, hedge clippers, shears or other similar items are used or stored unlocked in any outdoor play space when children are present. Met

126 HEALTH & SAFETY: EQUIPMENT & MATERIAL

126.1 Licensee provides a variety and sufficient quantities of materials, equipment, and supplies for indoor and outdoor activities, consistent with the numbers, ages, and needs of the infants, toddlers, preschool, or school-age enrolled children. Met

126.2 Licensee ensures materials, equipment, and supplies accessible to children are age appropriate, safe, in good repair, clean, and non-toxic, and shall be accessible to and appropriate for children with special needs, if the Facility provides care to such children. Met

126.9 Licensee removes and repairs, or discards all furniture, equipment, and materials that are not usable because they are broken or hazardous. Met

126.11 If the Licensee provides helmets for use while riding wheeled equipment, the helmets meet the requirements in Subsection 126.22. If a Facility provides helmets for shared use of children while riding wheeled equipment, the Licensee wipes down each helmet with wet wash cloth after each use. Met

126.12 Licensee has available a sufficient number of strollers or carriages with appropriate restraints for infants and non-ambulatory enrolled children. Met



126.14 Licensee provides each enrolled child in a full-day program with an individual crib, cot, or bed, as developmentally appropriate. Met

126.22 Licensee ensures that all children one (1) year of age and over wear helmets that are properly fitted and approved by the U.S. Consumer Product Safety Commission while riding, wheeled equipment such as tricycles, bicycles, scooters, roller skates, rollerblades, or skateboards, regardless of whether the equipment is being ridden indoors or outdoors. Met

127 PARENT COMMUNICATION

127.3 Licensee has established and implemented written policies and procedures which are current and made available to the parent(s) and guardian(s) and used to govern the operations of the Facility. Met

127.5 Licensee maintains written documentation that the Facility has provided the parent(s) with a copy of the Facility's current policies and procedures. Met

129 RECORDKEEPING: FACILITY OPERATIONS

129.2 (a-b) All required permits, fire, health and safety inspections and approved variances and a copy of the approved license and Certificate of Occupancy or Home Occupancy Permit are maintained and displayed within one central area of the facility. Met

129.3 Records of investigations, inspections, civil infraction citations, and unusual incidents reported in accordance with this chapter, inspection of playground equipment, maintenance of carbon monoxide detectors, and all fire prevention mechanisms and emergency evacuation drills are immediately accessible and available for inspection. Met

129.4 Licensee maintains a current liability insurance information and documentation for the Facility and, if the Facility provides transportation services, information and documentation of vehicle safety and insurance, including liability insurance. Met

129.5 Licensee maintains records documenting any adverse or negative action the Facility takes against an employee, volunteer, or household member related to any substantiated crimes against a child. The adverse action was reported as an unusual incident in accordance with this chapter and related documentation are provided to OSSE upon request. Met

129.6 Licensee maintains a maintenance log and retains copies of service and repair records, in a single location at the Facility, for all motor vehicles that are owned or leased or otherwise used for purposes of transporting enrolled children. A Licensee maintains each record for at least twelve (12) months after the date of the inspection or repair and provides the record to OSSE upon request. Met

129.7 (e) Plumbing, gas, and electrical inspection reports Met

129.7 (h) Any documentation that any deficiencies have been corrected Met

129.7 (k) Playground inspection report, equipment inspection/maintenance records and reports Met

129.7 (f) Evacuation and shelter-in-place drill records Met

129.7 (g) Any accreditation correspondence, including any adverse action taken against the Facility, and/or quality rating score, if applicable Met

129.7 (j) If there has been a determination within the previous 12 months that the Facility has mold, a certificate of air quality Met

129.7 (l) Reports of the inspection and maintenance of fire extinguishers, smoke detectors, carbon monoxide detectors, or other fire prevention mechanisms regarding their compliance with all applicable federal and local laws and regulations regarding fire safety. Met

129.7 Licensee provides reports and documents to OSSE upon request and maintains items (d)-(l) following available for inspection by OSSE:
(d) Fire inspection reports Met



129.7 (i) Results of lead tests Met

130 RECORDKEEPING: CHILDREN

130.2 Licensee maintains and provides to OSSE upon request, the following information for each currently enrolled child including all required information in (a – q) Met

130.4 Licensee maintains and provide to OSSE upon request, for each enrolled child, the initial and annual health record documentation and information, including information in (a – o). Met

130.6 A Travel and Activity Authorization Form, with all required information, is on file for each child. Met

130.7 Licensee maintains and provides to OSSE upon request, for each enrolled child, a record of any suspensions or expulsions. Met

130.8 (a) Licensee maintains and upon request provides to OSSE current records and information related to enrolled children including; A roster of enrolled children by age group; Met

130.8 (c) Daily schedule of activities Met

130.8 (b) Daily sign-in and sign out attendance records by names of children, including first name, last name, and middle initial of each child Met

130.8 (d) Daily menu plan for feeding children, which identifies foods actually served if the facility provides any meals or snacks to children Met

130.10 Licensee informs the parent(s) or guardian(s) of all enrolled children, in writing, of the Facility s policy regarding disclosure of information. Met

131 RECORDKEEPING: STAFF

131.1 Licensee maintains in the form provided by or approved by OSSE, at the Facility premises, and provides to OSSE upon request, the following information for each employee as outlined in (a – h). Met

131.2 If an employee withdraws or is terminated by the Licensee, the Licensee includes the date and reasons for the employee s withdrawal or termination in the employee s record. Follow-up Met

131.3 The Licensee maintains in the form provided by or approved by OSSE, at the Facility premises, and provide to OSSE upon request, the following information as outlined in (a – c) for each volunteer whose activities involve the care or supervision of children at a Facility or unsupervised access to children who are cared for or supervised at a Facility. Met

131.4 Licensee maintain in the form provided by or approved by OSSE, and provides to OSSE upon request, a record for each staff member, including paid employees and volunteers whose activities involve the care or supervision of children at a Facility or unsupervised access to children who are cared for or supervised at a Facility, which shall include the following: Met

131.5 (c) Written and signed documentation from the examining licensed health care practitioner, at the time of his or her examination, that the staff member or volunteer was free from tuberculosis and apparent communicable diseases as defined in 22-B DCMR § 201. Met

131.5 (e) Current health insurance information. Met

131.5 (d) Written and signed documentation from the examining licensed health care practitioner that the staff member or volunteer, if noted to have an identified medical problem is capable of fulfilling the essential functions of caring for children in a licensed Child Development Facility. Met

131.5 (a) Documentation of a pre-employment physical examination by a licensed health care practitioner, conducted not more than twelve (12) months prior to the start of employment or volunteer work. Met

131.5 (b) Documentation of an annual physical examination by a licensed health care practitioner. Met



131.5 (f) The names and phone numbers of the staff member's primary licensed health care practitioner and of an emergency contact person. Met

132 - 136 SUITABILITY FOR EMPLOYMENT

132.2 (d) The suitability of a current or prospective staff member of a Licensee shall be assessed through completion of a traffic records check through the District of Columbia Department of Motor Vehicles, if a current or prospective staff member will also be required to drive a motor vehicle to transport children in the course of performing his or her duties. Met

132.2 (b) The suitability of a current or prospective staff member of a Licensee shall be assessed through completion of a drug and alcohol testing program consistent with this chapter and Section 2032(a) of CYSHA (D.C. Law 15-353; D.C. Official Code § 1-620.32(a)) Met

132.2 (a) The suitability of a current or prospective staff member of a Licensee shall be assessed through completion of a Criminal background check. Met

133.8 OSSE reviewed the results of the criminal background and child protection register checks and determined the suitability of the individual. Met

139 STAFF PROFESSIONAL DEVELOPMENT

139.1 Licensee maintains documentation that each paid employee of a Licensee serving infants, toddlers, and/or preschoolers whose duties or responsibilities include the care of enrolled children shall participate in ongoing professional development, which shall include (a) - (e). Met

139.2 Licensee maintains documentation that within thirty (30) calendar days of date of hire, each staff member shall receive pre-service training in the health and safety standards of licensed Child Development Facilities in the District of Columbia that, at a minimum, shall include (a) – (d). Met

139.3 Licensee maintains documentation that within ninety (90) calendar days of date of hire, each staff member shall receive orientation training in the additional health and safety standards of licensed Child Development Facilities in the District of Columbia that, at a minimum, shall include (a) – (f). Met

139.4 Licensee maintains documentation that the following critical health and safety training (a) – (e) have been completed before staff members are allowed to care for children unsupervised. Met

139.5 Licensee ensures that all staff members responsible for transporting children shall receive additional orientation training (a) – (e) in the following areas prior to assuming their transportation duties. Met

139.6 Licensee ensures that each paid employee of a Facility serving infants, toddlers, and/or preschoolers whose duties or responsibilities include the care of enrolled children shall participate in annual professional development, including annual training that maintains and updates the health and safety standards, in (a) – (c). Met

139.9 Licensee ensures that each staff member may receive the required pre-service training, orientation training, and professional development in a variety of settings, including but not limited to seminars, in person or online courses, workshops, conferences, or association meetings Met

139.10 Licensee maintains, and make available for inspection by OSSE upon request, adequate documentation of each staff member's completion of the required pre-service training, orientation training, and professional development. Acceptable documentation shall include one (1) or more of the following Met

140 GENERAL PROGRAM ACTIVITIES

140.3 Licensee developed a written activity plan for each group of children that implements the scheduled program of activities Met



140.4 A copy of the written activity plan for each age group shall be furnished by the Facility to OSSE upon request. Met

142 HEALTH & SAFETY: GENERAL REQUIREMENTS

142.3 Licensee ensures that all tobacco products that may be present at the Facility remain out of the reach of enrolled children at all times. Met

142.4 Licensee ensures that no person, including staff, residents, and visitors to the Facility, smokes or uses tobacco products at the Facility when enrolled children are present. Met

142.7 Licensee ensures that no firearms or other weapons are on the Facility's premises, with the exception of those licensed and appropriately in the possession and control of armed security guards authorized to protect the Facility premises. Met

142.8 Licensee ensures that all appliances, sharp utensils, and other dangerous devices are kept inaccessible to children at all times. Met

144 HEALTH & SAFETY: HAND HYGIENE

144.1 Hand Washing Observation(s) Comply with Best Practices in Applicable Area(s) Met

144.1 Number of Staff Observed 1

144.2 Licensee posted in all food preparation, diapering, toileting areas, and other designated hand washing areas the circumstances when children and staff shall perform hand hygiene. Met

144.3 Licensee ensures that all staff and volunteers wash their hands in; at least, the following circumstances (a - c). Met

144.4 Licensee ensures that all children wash their hands in, at least, the following circumstances (a - c). Met

144.5 Licensee ensures that designated hand washing areas are equipped with sinks with running water, soap, single-use paper towels or an air hand dryer, and are restricted from use for washing utensils and bottles. Met

145 HEALTH & SAFETY: DIAPERING

145.1 Licensee maintains diaper-changing areas within close proximity of a properly maintained source of potable, running hot and cold water and soap, and that is not in or near the Facility's kitchen or eating areas. Met

145.1 Diaper Changing Observation(s) Comply with Best Practices in Applicable Area(s) Met

145.1 Hot Water Temperature in Fahrenheit

145.1 Number of Staff Observed 1

145.2 Licensee stores soiled diapers and training pants in designated and labeled containers separate from all other waste, including soiled clothes and linens. Licensee provides a washable, plastic lined, tightly covered receptacle that can be operated by a hands-free opening mechanism, within arm reach of each diaper changing table, for the disposal of soiled diapers or training pants. Met

145.3 Licensee provides an area for the storage of clean diapers and training pants that is clean and designated exclusively for that exclusive use, with the exception that the clean diaper and training pants storage area and the storage area for enrolled children's clean clothes may be combined. Met

145.6 Licensee provides one (1) or more diaper-changing areas that have surfaces made of non-porous material. Met



145.10 Licensee ensures that the bleach solution or other germicide used for cleaning and sanitizing the diaper changing surface is kept in a secure area, inaccessible to children at all times. Met

146 HEALTH & SAFETY: SAFE SLEEP & REST

146.1 Licensee that provides care for one (1) or more infants complies with the latest recommendations of the American Academy of Pediatrics (“AAP”) with regard to safe sleep practices and reducing the risk of Sudden Infant Death Syndrome including any recommendation made by the AAP after the effective date of these regulations. Met

146.2 (a) Licensee that provides care for one (1) or more infants complies with the following requirements with regard to infant sleep and play position. Each Infant is placed to sleep on their back unless otherwise ordered by a physician. Met

146.2 (b) Each infant is placed on his or her stomach for some part of the day that he or she is awake and under staff supervision. Met

146.2 (c) A positioning device is not be used to restrict the movement of an infant unless such device is ordered by a physician or other qualified health care practitioner. Met

146.2 (d) Soft materials or objects, such as pillows, quilts, comforters, sheepskins, blankets, and stuffed toys, are not be permitted in an infant's sleep environment. Met

146.2 (g) An infant is removed from his or her crib for all feedings, and shall not be fed by means of a propped bottle. Met

146.2 (f) An infant is not put to sleep on a sofa, soft mattress, waterbed, chair, cushion, or other soft surface. Met

146.2 (e) Bumper pads are not be used in an infant's crib. Met

147 HEALTH&SAFETY:CHILD ABUSE PREVENTION

147.1 Licensed Child Development Facility (“Licensee”), including any staff, substitutes, volunteers, individual residing on the premises of the Facility, or any other individual connected with the Facility shall not subject a child to abuse, neglect, mental injury, or injurious treatment. Met

147.2 (a) Licensee provides training to all staff upon initial hire and annually thereafter regarding the Facility's policies and procedures relating to child abuse, neglect, and risk to a child's health, safety or welfare, including to whom and how to report suspected abuse, neglect, or risk to a child's health, safety, or welfare. Met

148 HEALTH&SAFETY:EMERGENCY PREPAREDNESS

148.1 Licensee conducts practice emergency evacuation and disaster drills, in accordance with requirements set forth by FEMS. The drills includes all groups of children and all staff, and is conducted at least twice a year, at varying times during the program day. Licensee documents the date, time, and duration of each such evacuation drill, the number of children and staff participating, and the weather conditions. Met

148.2 Licensee maintains a complete log of all documented practice evacuation drills for at least five (5) years. Met

148.3 Licensee develops and implements specific procedures for the safe and prompt evacuation of infants, toddlers, and non-ambulatory children. Met

148.4 Licensee develops and maintains an emergency and disaster plan with established procedures: (a - j). Follow-up Met

148.5 Licensee reviews and updates the emergency and disaster plan annually. Met

148.6 Licensee provides training to all staff annually on the emergency and disaster plan. Met



148.8 Licensee provides at least one working, non-pay, stationary telephone accessible to staff at each Facility building. Met

148.10 Licensee maintains a three (3) day supply of water, staple food, and supplies for each enrolled child and staff member. Met

148.11 When non-ambulatory children are enrolled in a Facility at street level, a Licensee shall be equipped with a ratio of one (1) evacuation crib for every four (4) non-ambulatory children to be used during emergency evacuations. Met

148.12 When non-ambulatory children are enrolled in a Facility that has approval to operate above or below street level, a Licensee shall be equipped with a ratio of one (1) evacuation crib for every two (2) non-ambulatory children to be used during emergency evacuations. Met

149 HEALTH & SAFETY: HAZARDOUS MATERIALS

149.1 Licensee ensures that all cleaning and sanitizing supplies, toxic substances, paint, poisons, aerosol containers, and other items bearing warning labels are safely stored and are kept in a secure area, inaccessible to the children at all times. Met

149.2 Licensee ensures that the telephone number for the local Poison Control Center is posted in a location where it is readily available in an emergency situation. Met

150 HEALTH & SAFETY: FIRST AID AND CPR

150.1 Licensee ensures that all staff members possess current and valid certification appropriate to the age of children served by the Facility in first aid and CPR. Met

150.2 Licensee has at all times at least two (2) staff members at the premises and readily available to administer first aid and CPR for children, unless a caregiver in a child development home is serving no more than six (6) children with only two children being under the age of two. Met

150.3 Licensee maintains at the Facility premises a quantity of first aid supplies sufficient to meet the Facility's reasonably expected needs, based on the size of the Facility, the ages and developmental abilities of the enrolled children, and the Facility's program of activities. A Licensee maintains these supplies in a designated location that is readily available to staff and inaccessible to children. Met

150.6 Licensee maintains one (1) transportable first aid kit, in addition to the complete first aid kit, which shall include first aid items in (a – s). Follow-up Met

152 HEALTH & SAFETY: HEALTH EXAMINATIONS

152.1 A complete, up to date, physical exam and immunization record is on file for each child prior to enrollment. (OSSE Approved Form) Met

152.1 (a) A complete, up to date, oral exam is on file for each child 3 years of age and older prior to enrollment. (OSSE Approved Form) Met

152.2 Licensee provides a sixty (60) day grace period from the first day of service to submit documentation required in Subsection 152.1 for a child experiencing homelessness or a child who is a ward of the District in foster care. Met

152.5 Blood tests for lead poisoning are conducted, and results are disseminated and maintained, in accordance with the Childhood Lead Poisoning Screening and Reporting Act of 2002, effective October 1, 2002 (D.C. Law 14-190; D.C. Official Code §§ 7-871.01 et seq.). Met

152.6 Licensee maintains documentation at the Facility at all times evidencing that enrolled children have received all required immunizations, health and oral examinations, or evidence that a child is exempted from a requirement, pursuant to Subsection 152.10. Met



152.8 An enrolled child's compliance with the requirement to be immunized, shall include a ten (10) day grace period from the child's birthday or date of required annual immunization for all required immunizations. Met

155 HEALTH & SAFETY: FOOD SERVICE

Lunch chicken, green beans, apples, milk

Dinner

Morning Snack

Afternoon Snack crackers, cream cheese, milk

Types of Menu and/or meal and snacks observed: waffles, pears, milk
Breakfast

155.1 Licensee that stores, prepares, handles, and serves food shall comply with, or ensure that any entity providing food complies with, the requirements consistent with the District of Columbia Food Code, Title 25-A DCMR, and obtains and maintains all certifications or licenses required under the applicable laws and regulations of the District of Columbia. Met

155.2 Licensee ensures that planned daily menus, and the foods that are actually served by the Facility, are varied, suitable to the ages and developmental levels of the children, and consistent with the meal pattern requirements and nutrition standards specified by the Child and Adult Care Food Program. Met

155.3 Licensee plans and publicly posts menus for all foods served, including snacks, and modifies the menus as necessary to reflect foods actually served. Licensee maintains the menus at the Facility's premises for at least three (3) years. Met

155.4 Licensee has at least one (1) staff member present at all times when meals are being prepared or served who is certified as a Food Protection Manager in accordance with the District of Columbia Food Code, 25-A DCMR. The staff member shall have a valid and current certification. Met

156 HEALTH & SAFETY: INFANT FEEDING

156.2 Licensee complies with the following requirements concerning infant formula and feeding (a) – (r) Met

156.3 Licensee complies with the following requirements concerning infant solid food (a) – (d). Met

157 SWIMMING AND WATER PLAY REQUIREMENTS

157.3 Licensee ensures the inaccessibility of pools, including swimming pools, fixed-in-place wading pools, hot tubs, spas, fish ponds, or similar bodies of water by using a pool cover or by surrounding the pool with a fence. If a Facility premises contains a swimming pool or other body of water without a cover, the Licensee must enclose the pool or body of water behind a secure fence that is at least four feet (4 ft.) in height. Licensee ensures that the pool or body of water is inaccessible to children at all times, unless qualified adults are present and supervising the children. Not Applicable

157.4 Exit and entrance points to pools or bodies of water have self-closing, positive latching gates with locking devices a minimum of fifty-five (55) inches from the ground. Not Applicable

157.7 Licensee ensures that children are swimming or playing in water, including baby pools, wading pools, and full-depth pools are supervised by at least one (1) adult, who is currently certified as a Lifeguard or Water Safety Instructor by the American Red Cross or by an equivalent water safety instruction and testing program, for every six (6) children. Not Applicable



157.8 Licensee ensures that when children are swimming or playing in water, including baby pools, wading pools, and full-depth pools, the Licensee maintains the required adult-to-child ratios, in addition to complying with the water safety requirements as provided in this chapter.	Not Applicable
157.9 Licensee ensures that the requirements in (a – h) are met when communal water tables are used (a) – (h).	Not Applicable

158 TRANSPORTING CHILDREN REQUIREMENTS

158.3 Licensee establishes and implements policies and procedures intended to ensure the safe transportation of children, including background checks, and policies and procedures for the training and monitoring of any person responsible for the transportation of enrolled children.	Not Applicable
158.5 Licensee obtains signed permission from the child's parent(s) or guardian(s) before any child may be transported while under the care of a Facility.	Not Applicable
158.6 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children labels the exterior of each such vehicle, with the Facility's licensed name and phone number.	Not Applicable
158.7 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children maintains proof of current motor vehicle insurance coverage for each such vehicle, both at the Facility premises and inside the vehicle.	Not Applicable
158.8 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children ensures that only licensed drivers who are covered by the Facility's insurance policy operate any such vehicle when transporting enrolled children.	Not Applicable
158.11 Licensee that rents, owns, operates, or maintains one or more motor vehicles used for transporting children maintains an inspection log and service and repair records for each such vehicle on file for at least twelve (12) months from the date of each inspection, service visit, or repair. A person or parent entity that operates multiple licensed Facilities may maintain all such records at a single administrative office, provided that the records are made available to OSSE upon request.	Not Applicable
158.21 Licensee ensures that the following items are present in each vehicle when transporting children on field trips or other routine trips (a – i).	Not Applicable

159 CHILDREN WITH SPECIAL NEEDS CARE

159.2 If a Licensee is provided with a copy of the IFSP as a member of the IFSP team or if the child's parent has provided the IFSP or provided written consent to release the IFSP to the Licensee, the Licensee shall maintain a copy of the child's current IFSP on file at all times during the student's enrollment at the facility.	Not Applicable
159.4 If the child's IFSP is implemented while in the care of the Licensee, the Licensee shall work with the child's IFSP service coordinator or service provider to develop a plan for incorporating the IFSP goals and strategies into the child's daily routine at the Facility.	Not Applicable
159.6 Licensee makes reasonable efforts to determine if any child under its care is a child with any disability and be aware of the Licensee's obligations to provide any accommodations required by law.	Not Applicable

160 OPERATING NON-TRADITIONAL HOURS

160.2 Licensee that offers care during non-traditional hours or twenty-four (24) hour care ensures that each activity is appropriate both for the time of the day or night and for the age of each enrolled child.	Not Applicable
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160.3 Licensee that offers care during non-traditional hours or twenty-four (24) hour care obtains written consent from a child's parent(s) or guardian(s) before staff bathe or shower that child, with the exception that in emergency situations or where necessary to protect a child's hygiene, such as after regurgitation or bedwetting, staff may take appropriate measures to clean an affected child.	Not Applicable
160.4 Licensee that offers care during non-traditional hours or twenty-four (24) hour care meets the following requirements for rest and sleep (a – m)	Not Applicable
160.5 (a) Licensee that offers care during non-traditional hours or twenty-four (24) hour care establishes a homework routine for each school-age child, in consultation with the parent(s) or guardian(s) of that child, on the first day of enrollment, and documents the routine in that child's record.	Not Applicable
160.5 (b) Licensee that offers care during non-traditional hours or twenty-four (24) hour care ensures that each school-age child is afforded quiet time and is provided with a quiet area for doing homework, as needed.	Not Applicable
160.5 (d) Licensee that offers care during non-traditional hours or twenty-four (24) hour care ensures that If an enrolled child is to leave for school directly from the Facility, the Licensee shall, on or before the first day of enrollment, enter into a written agreement with that child's parent(s) or guardian(s) that specifies the means by which the child shall get to school and the person(s) responsible for accompanying the child to school and the Licensee maintains a copy of this countersigned agreement in the child's record.	Not Applicable
160.6 (b) Licensee provides or serves dinner and a snack to each child scheduled to remain in care overnight, unless the Facility and the child's parent(s) or guardian(s) enter into a written agreement specifying that the child will eat dinner before arriving at the Facility.	Not Applicable
160.6 (a) Licensee provides breakfast to each child who has been in care overnight at the Facility and is leaving for school directly from the Facility, unless the Facility and the child's parent(s) or guardian(s) enter into a written agreement specifying that the child will eat breakfast prior to arrival or while at school.	Not Applicable
160.7 Licensee providing non-traditional hours or twenty-four (24) hour care complies at all times with the adult-to-child ratio and staff qualifications requirements provided for in this chapter.	Not Applicable
160.8 Licensee ensures that staff members are available at all times to attend to the needs of the children, and that at least one (1) adult staff member per every ten (10) children is awake and within sight and sound of the children at all times.	Not Applicable
160.9 Licensee establishes and implements emergency contingency plans to address both medical and non-medical emergencies at all hours of the day or night during which care may be provided, including during natural and man-made emergencies that require evacuation from the Facility, temporary displacement from the Facility, or confinement to the Facility.	Not Applicable

161 REQUIREMENTS FOR FACILITY WITH PETS

161.1 If a Facility permits pets or animals at the Facility's premises, it complies with the following requirements (a - j)	Not Applicable
161.3 Licensee ensures that pet and animal food supplies are kept out of reach of children.	Not Applicable
161.4 Licensee ensures that pet and animal litter boxes are not located in areas accessible to children.	Not Applicable

164 CDC: DIRECTOR QUALIFICATIONS

164.1 The Center Director is qualified by meeting one of the requirements as outlined in (a-d)	Not Applicable
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164.6 The Center Director, prior to, or within one (1) year of employment as a Center Director, and annually thereafter, a Center Director successfully completes, a total of no less than twelve (12) hours of professional development, from a source approved by OSSE, in the following core knowledge areas with regard to program management, operations, and evaluation (a – e). Not Applicable

165 CDC: TEACHER QUALIFICATIONS

165.1 The teachers are at least eighteen (18) years of age and are qualified by meeting one of the requirements as outlined in (a-e). Not Applicable

165.5 The duties of a teacher in a Child Development Center includes, but not be limited to, the following outlined in (a-i) Not Applicable

166 CDC: ASSISTANT TEACHER QUALIFICATIONS

166.1 The assistant teachers are at least eighteen (18) years of age and are qualified by meeting one of the requirements as outlined in (a-e). Not Applicable

166.2 The duties of an assistant teacher in a Child Development Center shall include, but not be limited to, the following outlined in (a - d) Not Applicable

167 CDH: RESPONSIBILITIES OF TEACHERS

167.3 Licensee lives on the premises and works at the Facility located in the home Met

167.5 A Child Development Home is licensed to provide care for up to six (6) children. The total number of six (6) children in the care of a Child Development Home does not include those of the caregiver who are six (6) years or older; provided, that the total number of children of the caregiver between the ages of six (6) and fifteen (15) years does not exceed three (3), and of those three (3) children, no more than two (2) are age ten (10) years or younger. The restrictions on the number of children that may be cared for in a child development home also include care given to a child by a caregiver related to the child. For the purpose of this paragraph, the term "related" means any of the following relationships by marriage, blood, or adoption: Grandparent, parent, brother, sister, step-sister, step-brother, uncle, or aunt. Met

167.6 Licensee who stores, prepares, handles and serves food is responsible for following the requirements consistent with the District of Columbia Municipal Regulations, including obtaining all requisite certifications or licenses as required under the applicable laws and regulations of the District of Columbia. Met

167.7 Notwithstanding Subsection 142.7, Licensee ensures that licensed firearm, shotguns, rifles or other licensed weapons and ammunition are inaccessible to children served in a Child Development Home or Expanded Home, unloaded, secured with an appropriate trigger locking device, and stored in a safe storage depository which, when locked, is incapable of being opened without the key, combination or other unlocking mechanism and is capable of preventing an unauthorized person from obtaining access to and possession of the weapon or ammunition contained therein. Ammunition is also stored in a safe storage depository. Met

167.8 Licensee ensures that parent(s) or guardian(s) of children served in a Child Development Home or Expanded Home with licensed firearm, shotguns, rifles or other licensed weapons and ammunition are provided notice that a licensed firearm, shotguns, rifles or other licensed weapons and ammunition are on the premises of the Child Development Home or Expanded Home. Met

167.10 Licensed Child Development Home obtains, maintains, and provides to OSSE upon request, documentation establishing that each person living at the home that houses the Facility has, within the preceding twelve (12) months, been examined by a licensed health care professional and certified by that professional to be free of communicable diseases. Met



167.12 Licensed Child Development Home obtains, maintains, and provides to OSSE upon request, documentation establishing that each person living at the home that houses the Facility has, within the preceding twelve (12) months, been examined by a licensed health care professional and certified by that professional to be free of communicable diseases.	Met
167.14 Child Development Home and Expanded Home provide a sufficient amount, as determined by OSSE, of developmentally appropriate toys, games, equipment, books, and other materials to meet the needs of enrolled children at the Facility.	Met
167.15 Child Development Home and Expanded Home serving infants, toddlers, or preschoolers provide suitable age-appropriate outdoor place space as outlined in (a-c).	Met

168 CDH: CAREGIVER QUALIFICATIONS

168.1 The Child Development Home Caregiver is at least eighteen years of age and is qualified by meeting one of the requirements as outlined in (a - c)	Not Applicable
168.2 The duties of a Child Development Home Caregiver shall include, but shall not be limited to, the following (a – K)	Not Applicable
168.3 Child Development Home Caregivers is physically present at the Facility during the Facility's hours of operation and maintain, on the premises, a record of days and actual hours at work at the Facility	Not Applicable
168.4 When the Child Development Home Caregiver is not physically present at the Facility due to Caregiver's attendance at a professional development event or performance of other Caregiver related responsibilities, the Child Development Home Caregiver shall designate a qualified back-up Caregiver, who meets the requirements and qualifications of a Caregiver as set forth in Section 168.1(a) and (c) and criminal background checks as set forth in Section 133, , to assume full responsibility for the Facility's operations in the absence of the Child Development Home Caregiver.	Not Applicable
168.6 Child Development Home Caregivers ensures that the written contingency plan is applicable for all hours of the day, days of the week, and weeks of the year for which the Child Development Home is normally operating. If the written contingency plan utilizes a location that is not available for all days or hours for which the Child Development Home is normally operating, the written contingency plan identifies a secondary emergency location that is available.	Not Applicable

169 , 170 CDX: CAREGIVER QUALIFICATIONS

169.2 Expanded Home provides care for more than two (2) children who are non-ambulatory or under two (2) years of age, provided that the number of such children does not exceed the following:	Not Applicable
169.2 (a) Four (4) children, if there are two (2) or more Caregivers present	Not Applicable
169.2 (b) Six (6) children, if there are three (3) or more Caregivers present.	Not Applicable
169.3 (b) Expanded Home provides a minimum of thirty-five square feet (35 ft ²) of unencumbered program space per child.	Not Applicable
169.3 Expanded Home complies with all of the requirements of this chapter pertaining to Child Development Facilities and Child Development Homes, with the following additional requirements	Not Applicable
169.3 (a) Expanded Home has at least two (2) Caregivers, in compliance with adult-to-child care ratios	Not Applicable
169.4 Expanded Home Caregiver is at least eighteen (18) years of age and is qualified by meeting the requirements in (a – b)	Not Applicable
170.1 Primary Caregiver reside in the dwelling where the licensed Expanded Home is located	Not Applicable
171.1 Associate Caregiver in an Expanded Home is at least eighteen (18) years of age and meets the requirement in (a - b)	Not Applicable



172 OST: ADDITIONAL REQUIREMENTS

172.2 A licensed out-of-school-time program is exempt from the specific indoor space requirements set forth in Section 122.1 and maintains a minimum of twenty-five (25) square feet of program space per child five (5) years old or older.	Not Applicable
172.3 Child Development Facilities providing out-of-school-time care to school-age children provides at least one (1) flush toilet and one (1) sink for every twenty (20) children, based on the licensing capacity of the Facility.	Not Applicable
172.4 Except as provided in Subsection 172.5, if a Facility provides out-of-school-time care to school-age children, the Licensee shall develop a program of supervised activities that is designed for school-age children that includes for each child (a-f)	Not Applicable
172.5 If a Licensee provides out-of-school-time care, the Licensee need not comply with the requirements of Subsection 172.4, provided that the Licensee satisfies the specific program requirements in Section 140 (General Daily Program Activities and Curriculum).	Not Applicable
172.6 In out-of-school time programs, each group containing one (1) or more children eleven (11) years of age or younger shall be supervised by, at a minimum, a Group Leader and an Assistant Group Leader. A group containing children all of whom are twelve (12) years of age or older may be occasionally supervised by a volunteer, in addition to the Group Leader, provided that the volunteer is at least two (2) years older than the oldest child in the group.	Not Applicable

173 OST: CENTER DIRECTOR QUALIFICATIONS

173.3 The Center Director is qualified and meets one of the requirements as outlined in (a-d)	Not Applicable
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174 OST: GROUP LEADER QUALIFICATIONS

174.2 Group Leader, whose sole responsibility is to supervise an out-of-school-time program group, is at least eighteen (18) years of age and is qualified by meeting requirements in (a - c)	Not Applicable
174.4 The duties and responsibilities of a Group Leader shall include, but not be limited to, the following (a-d)	Not Applicable

175 OST: ASSISTANT GROUP LEADER QUALS

175.2 Assistant Group Leader in a Child Development Center that provides out-of-school-time care only is at least eighteen (18) years of age and have earned at least a high school diploma or its equivalent, and have at least six (6) months of supervised occupational experience working with school-age children of under the age of fifteen (15) years at a duly authorized school or camp, licensed Child Development Center, or an equivalent entity.	Not Applicable
175.4 Each Assistant Group Leader works under the direct supervision of a Group Leader.	Not Applicable
175.5 The duties and responsibilities of an Assistant Group Leader are to aid the Group Leader in guiding the activities of the children.	Not Applicable

176 OST: PROFESSIONAL DEVELOPMENT

176.1 Each paid employee at a Child Development Facility serving infants, toddlers, or preschoolers whose duties or responsibilities include the care of enrolled children has received pre-service training in the health and safety standards of licensed Child Development Facilities in the District of Columbia that, which at a minimum, includes (a - j)	Not Applicable
176.2 Each paid employee at a licensed Child Development Facility providing out-of-school-time care whose duties or responsibilities include solely the care of school-aged children participates in at least ten (10) hours of professional development annually, including annual training that maintains and updates the employee's knowledge of health and safety standards.	Not Applicable



Deficiencies

Deficiency Date	Deficiency Code	Deficiency Type	Status	Corrective Action Taken	Correction Date
5/21/2019	148.4	Failure to develop and maintain an emergency and disaster plan with established procedures:	Corrected	Facility submitted required missing documents	8/8/2019
5/21/2019	150.6	Failure to maintain one (1) transportable first aid kit.	Corrected	Facility submitted proof of supplies materials equipment obtained to correct deficiencies	5/30/2019
5/21/2019	131.1	Failure to maintain information for each employee.	Corrected	Facility submitted required missing documents	5/30/2019
5/21/2019	122.6	Failure to undergo a fire safety inspection.	Corrected	Facility submitted required missing documents	6/7/2019
5/21/2019	122.20	Failure to maintain preventative measures to control insects, rodents, and other pests.	Corrected	Facility submitted required missing documents	8/20/2019