



Application Information			
Application Name	UPO @ Ketcham Elementary School		
Facility Name	UPO @ Ketcham Elementary School		
License Number	CDC-102701	Inspector Assigned	Qianna.Nelson@dc.gov
Point of Contact	Janet Smith-Coles		
Phone	(202) 227-9760	Fax	
Address	1919 15th ST, SE, Washington, District of Columbia 20020	Authorized Capacity	32
Authorized Capacity		Language Spoken in Facility	English
OST Provided	No	Non-Traditional	No
Montessori Program	No		
Fire Inspection Approval Date	2/27/2020	Application Received Date	1/29/2019

Monday	Tuesday	Wednesday	Thursday	Friday	Start Time	End Time	Other Hours
					07:00 AM	06:00 PM	

Inspection Details					
Inspection Type	Monitoring				
Inspection Date	6/19/2019	Start Time	02:00 PM	End Time	04:15 PM
Insurance Policy Company	Great American Alliance Insurance Company				
Insurance Coverage Expiration Date	12/1/2019				

Enrollment Info			
Total Enrollment	0	Infants/Toddler under 2yrs	0
Preschool	0	School Age	Special Needs

Inspection Summary
 There were no deficiencies cited during this inspection.

118 REQUIREMENTS FOR ALL LICENSED CHILD DEVELOPMENT FACILITIES (Sections 118 - 161)

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
118.1 (a) 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
118.4 (a) Licensee excludes any employee with a communicable disease from the workplace, to the same extent and in the same manner as school employees are excluded and readmitted pursuant to 5-E DCMR §§ 1023.1, 1023.5, and 1023.9.	Met
118.5 (a) Licensee protects the safety, health, and welfare of all children within their care.	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

122 HEALTH & SAFETY:GENERAL REQUIREMENTS

122.3 (a) Licensee ensures that exits are clearly identified. Met

122.3 (c) Licensee ensures that exits are arranged or marked so the path to exit the building is visible and clear. Met

122.3 (b) Licensee ensures that exits are free of all obstructions 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

122.21 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



123 HEALTH & SAFETY: LAVATORY SPACE & EQUIP

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

124 HEALTH & SAFETY: INDOOR ENVIRONMENT

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

125.8 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

125.13 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

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

129 RECORDKEEPING: FACILITY OPERATIONS

129.2 129.7 (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

130 RECORDKEEPING: CHILDREN

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

131 RECORDKEEPING: STAFF

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

132 - 136 SUITABILITY FOR EMPLOYMENT

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

139.2 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

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

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) Not Observed

144.1 Number of Staff Observed 0

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

146 HEALTH & SAFETY: SAFE SLEEP & REST

146.2 (e) Bumper pads are not be used in an infant's crib. 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 (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 (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 (a) Licensee that provides care for one (1) or more infants complies with the following requirements with regard to infant sleep and play position. Met
Each Infant is placed to sleep on their back unless otherwise ordered by a physician.

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

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

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

150.6 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). Met

152 HEALTH & SAFETY: HEALTH EXAMINATIONS

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

155 HEALTH & SAFETY: FOOD SERVICE

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

156 HEALTH & SAFETY: INFANT FEEDING

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



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

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

161 REQUIREMENTS FOR FACILITY WITH PETS

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) Met

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). Met

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). Met

167 CDH: RESPONSIBILITIES OF TEACHERS

167.3 Licensee lives on the premises and works at the Facility located in the home Not Applicable

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). Not Applicable

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

168.3 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

169 , 170 CDX: CAREGIVER QUALIFICATIONS

169.3 (a) Expanded Home has at least two (2) Caregivers, in compliance with adult-to-child care ratios	
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

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
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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
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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
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