

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **Hand In Hand Community Daycare**

City: **Miller**

Provider Number: **000097047**

Inspector: **Julie Hermansen**

Date of Inspection: **11/07/2018**

Time of Inspection: **11:21 AM**

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

G. Record Keeping, Posting Information and Fire & Tornado Drills

40. Are staff records complete? 67:42:10:09 Note: Staff records are to be maintained at the facility for 6 months following the end of employment.

Corrections To Be Made:	Agency Action:
BC - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, Training	Compliance Plan
MD - Criminal Record Check	Suggested Completion Date:
CF - Three References, C A/N Report Statement, Timely Orientation, Training	Actual Completion Date:
ML - Three References, Timely Orientation, CPR	12/07/2018
MP - Criminal Record Check, Timely Orientation	01/07/2019
HS - Criminal Record Check, C A/N Report Statement, Timely Orientation	Status: Corrected
JS - Criminal Record Check	

41. Are children's records complete? 67:42:16:13 Note: Children's records are to be maintained at the facility for 6 months following the date care ceases.

Corrections To Be Made:	Agency Action:
KN - Immunization Records	Compliance Plan
	Suggested Completion Date:
	Actual Completion Date:
	12/07/2018
	12/11/2018
	Status: Corrected

I. Written Procedures

44. 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 & reunification with families; continuity of operations; accommodation of infants & toddlers; children with disabilities & children with chronic medical conditions? 67:42:10:10

Corrections To Be Made:	Agency Action:	
The program couldn't locate the emergency preparedness and response plan at the time of the inspection. An emergency preparedness and response plan was completed.	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	11/20/2018	12/11/2018
	Status: Corrected	

Lori Peteka

Provider Signature

11/07/2018

Date

Julie Hermansen

Inspector Signature

11/07/2018

Date