

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Totally Kids Before & After School Program**

City: **Lennox**

Provider Number: **010605571**

Inspector: **Shannon Terhark**

Date of Inspection: **05/30/2018**

Time of Inspection: **9:00 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>The activity plans are needed for the older classroom.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">06/17/2018</td> <td style="text-align: center;">07/11/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	06/17/2018	07/11/2018
Suggested Completion Date:	Actual Completion Date:				
06/17/2018	07/11/2018				

B. Program Practices

16. Are staff and director aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, the State's Attorney or to the Department? 67:42:14:14

<p>Corrections To Be Made:</p> <p>All staff are not aware of the mandatory reporting requirements. Staff should not rely on the director to report concerns of child abuse/neglect.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">05/30/2018</td> <td style="text-align: center;">07/11/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	05/30/2018	07/11/2018
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G. Record Keeping, Posting Information, Fire/Tornado Drills

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:	
The 2017 Facility Safety Inspection is not posted.	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	06/18/2018	07/11/2018
	Status: Corrected	

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:	Agency Action:	
RJ - Criminal Record Check, CPR SL - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR RP - CPR ER - Criminal Record Check, CPR TS - Criminal Record Check, CPR AS - Criminal Record Check, CPR JS - CPR	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	06/18/2018	07/11/2018
	Status: Corrected	

36. Is the Director at least 18 years of age and CPR certified? 67:42:14:03

Corrections To Be Made:	Agency Action:	
The director does not have current CPR certification.	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	06/18/2018	06/14/2018
	Status: Corrected	

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:	Agency Action:	
BH - Emergency Permission CM - Emergency Permission EM - Emergency Permission MS - Emergency Permission SS - Emergency Permission	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	06/18/2018	07/11/2018
	Status: Corrected	

Sheryl Ledeboer

 Provider Signature

05/30/2018

 Date

Shannon Terhark

 Inspector Signature

05/30/2018

 Date