

Program Inspection Before & After School Center Compliance Plan

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

City: **Lennox**

Provider Number: **010605571**

Inspector: **Shannon Terhark**

Date of Inspection: **02/28/2019**

Time of Inspection: **3:35 PM**

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>Monthly activity plans need to be completed and posted.</p> <p>***The monthly activity plans are completed and posted.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;">03/15/2019</td> <td style="text-align: right;">03/22/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/15/2019	03/22/2019
Suggested Completion Date:	Actual Completion Date:				
03/15/2019	03/22/2019				

C. Staff-Child Ratio

21. Are only those staff, who are over the age of 16, counted in the ratio? 67:42:14:17

<p>Corrections To Be Made:</p> <p>Staff under the age of 16 years old cannot be included in the staff-child ratio. The program has four staff who are under 16 years old that are included in the staff-child ratio.</p> <p>***The program employs and has hired additional staff who are at least 16 years of age who be included in the staff-child ratio.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;">03/04/2019</td> <td style="text-align: right;">03/22/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/04/2019	03/22/2019
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03/04/2019	03/22/2019				

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 2018 Program Inspection was not posted.	Compliance Plan
***The 2018 Program Inspection was located and immediately posted.	Suggested Completion Date:
	Actual Completion Date:
	02/28/2019 02/28/2019
	Status: Corrected Immediately

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:
IC - Criminal Record Check, Timely Orientation, CPR	Compliance Plan
JH - Criminal Record Check, Timely Orientation, CPR, Training	Suggested Completion Date:
KH - Training	Actual Completion Date:
SL - Training	03/28/2019 05/03/2019
AM - Training	Status: Corrected
MS - Criminal Record Check, Timely Orientation, CPR	
KS - Criminal Record Check, Timely Orientation, CPR	
ST - Criminal Record Check, Timely Orientation, CPR, Training	
WW - Criminal Record Check, Timely Orientation, CPR, Training	

Sheryl Ledeboer

Provider Signature

02/28/2019

Date

Shannon Terhark

Inspector Signature

02/28/2019

Date