

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: **06/01/2020**

Time of Inspection: **9:27 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

Corrections To Be Made:

The activity plans need to be completed and posted.

*****The activity plans are completed and posted.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

Actual
Completion
Date:

06/08/2020

07/15/2020

Status: **Corrected**

E. Nutrition, Snack and Meal Planning

26. If the center prepares meals, are weekly menus posted? 67:42:14:21

Corrections To Be Made:

The menu, which includes all meals and snacks served, needs to be posted.

*****The menu is posted.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

Actual
Completion
Date:

06/08/2020

07/15/2020

Status: **Corrected**

G. Record Keeping, Posting Information, Fire/Tornado Drills

33. Does the program have documentation 4 fire drills and 1 tornado drill were conducted in the past year?
67:42:14:28

Corrections To Be Made:	Agency Action:	
Documentation is needed for the annual fire and tornado drills for 2019.	Compliance Plan	
***The dates of the fire and tornado drills were received by Child Care Services.	Suggested Completion Date:	Actual Completion Date:
	07/01/2020	07/01/2020
	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:	
HB - Criminal Record Check EC - C A/N Report Statement, Timely Orientation, CPR MH - Criminal Record Check, Timely Orientation, CPR RH - Timely Orientation, CPR RJ - Training DM - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation BO - Timely Orientation MP - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation RP - Criminal Record Check TP - Sex Offender Registry Check, Criminal Record Check, Training AS - Central Registry Check ST - Criminal Record Check, Timely Orientation, CPR, Training	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	07/01/2020	08/10/2020
	Status: Corrected	

I. Written Procedures

42. 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 and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Corrections To Be Made:

The written emergency preparedness plan is needed for the new location.

*****The updated written emergency preparedness plan was completed for the new location.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

Actual
Completion
Date:

07/01/2020

07/01/2020

Status: **Corrected**

Sheryl Ledeboer

Provider Signature

06/01/2020

Date

Shannon Terhark

Inspector Signature

06/01/2020

Date