

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Oldham/Ramona Elementary
OST**

City: **Ramona**

Provider Number: **010605648**

Inspector: **Rachel Holm**

Date of Inspection: **10/23/2018**

Time of Inspection: **2:10 PM**

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, 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

<p>Corrections To Be Made:</p> <p>Staff did not have access to 2017 drill dates.</p> <p>**Drill dates were scanned and emailed to Child Care Services.**</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">11/02/2018</td> <td style="text-align: center;">10/31/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/02/2018	10/31/2018
Suggested Completion Date:	Actual Completion Date:				
11/02/2018	10/31/2018				

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.

<p>Corrections To Be Made:</p> <p>Staff did not have access to files at time of inspection.</p> <p>**Staff files were obtained and placed in a readily available location for staff members.**</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;">11/23/2018</td> <td style="text-align: center;">11/26/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/23/2018	11/26/2018
Suggested Completion Date:	Actual Completion Date:				
11/23/2018	11/26/2018				

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:	
Staff did not have access to records at the time of inspection.	Compliance Plan	
Children records were obtained and placed in a readily available location for staff memebers.	Suggested Completion Date:	Actual Completion Date:
	11/23/2018	11/26/2018
	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:	Agency Action:	
Staff did not have access to file during time of inspection.	Compliance Plan	
Emergency preparedness and response plan was obtained and placed in a readily available location for staff memebers.	Suggested Completion Date:	Actual Completion Date:
	11/02/2018	11/26/2018
	Status: Corrected	

Nikki Pooler

 Provider Signature

10/25/2018

 Date

Rachel Holm

 Inspector Signature

10/25/2018

 Date