

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Boys & Girls Club of Grand River**

City: **McLaughlin**

Provider Number: **010608470**

Inspector: **McKenzie Hyronimus**

Date of Inspection: **02/19/2020**

Time of Inspection: **3:46 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

Corrections To Be Made:

Activity plans needed to be in writing and posted in the facility.

CORRECTION: Provider submitted verification of activity plans.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

03/19/2020

Actual
Completion
Date:

03/19/2020

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:	
There were 2 fire drills and 1 tornado drill conducted in the past year. Four fire drills need to be completed each year. The provider is aware of this requirement.	Compliance Plan	
CORRECTION: Provider is aware of this requirement.	Suggested Completion Date:	Actual Completion Date:
	02/19/2020	02/19/2020
	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:	
SB - Timely Orientation, Training TE - C A/N Report Statement, Timely Orientation NO - Address & Phone Number, Three References, Criminal Record Check, C A/N Report Statement CS - Three References, Timely Orientation, CPR, Training TW - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation, CPR, Training	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	03/19/2020	07/13/2020
	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:	
AD - Emergency Contact VF - Emergency Contact	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	02/26/2020	03/19/2020
	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:	Agency Action:	
A written emergency preparedness and response plan needs to be created.	Compliance Plan	
CORRECTION: Provider submitted verification of a written emergency preparedness and response plan.	Suggested Completion Date:	Actual Completion Date:
	03/04/2020	03/19/2020
	Status: Corrected	

J. Written Program Policies

56. Is there written policies related to an emergency preparedness and response plan? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written emergency preparedness and response plan policy needs to be added to the handbook.	Compliance Plan	
CORRECTION: Provider submitted verification of a written emergency preparedness and response plan policy.	Suggested Completion Date:	Actual Completion Date:
	03/19/2020	03/19/2020
	Status: Corrected Immediately	

58. Is there written policies related to handling and storage of hazardous materials and the disposal of bio contaminants? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written policy for hazardous material and bio contaminants needs to be added to the handbook.	Compliance Plan	
CORRECTION: Provider submitted verification of a written policy for hazardous material and bio contaminants.	Suggested Completion Date:	Actual Completion Date:
	03/19/2020	03/19/2020
	Status: Corrected	

61. Is there written policies related to notification to the Department of Health if a child contracts a communicable disease? Note: The program shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease.

Corrections To Be Made:	Agency Action:	
A wirrtten policy to report to the Department of Health needs to be created.	Compliance Plan	
CORRECTION: Provider submitted verification of a written policy to report to the Department of Health.	Suggested Completion Date:	Actual Completion Date:
	03/19/2020	03/19/2020
	Status: Corrected	

Marcella Yellow Hammer

 Provider Signature

02/19/2020

 Date

McKenzie Hyronimus

 Inspector Signature

02/19/2020

 Date