

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **SWST Head Start East**

City: **Agency Village**

Provider Number: **011102376**

Inspector: **Julie Hermansen**

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

Time of Inspection: **11:56 AM**

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 and Fire & Tornado Drills

40. Are staff records complete? 67:42:10:09 Note: Staff records are to be maintained at the facility for 6 months following the end of employment.

Corrections To Be Made:

IA - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, CPR
 RB - Three References, Central Registry Check, Timely Orientation, CPR
 BC - Criminal Record Check, Timely Orientation
 KC - Timely Orientation
 SC - Three References, Timely Orientation
 MD - Criminal Record Check
 LH - CPR, Training
 DH - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation
 AJ - Criminal Record Check, CPR
 AJ - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement
 KL - Sex Offender Registry Check, Criminal Record Check, CPR
 FO - Criminal Record Check
 JW - Criminal Record Check
 GW - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR
 MW - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation

Agency Action:

Compliance Plan

Suggested
Completion
Date:

07/12/2018

Actual
Completion
Date:

07/13/2018

Status: **Corrected**

41. Are children's records complete? 67:42:16:13 Note: Children's records are to be maintained at the facility for 6 months following the date care ceases.

Corrections To Be Made:

JA - Immunization Records
SA - Immunization Records
JB - Immunization Records
KC - Immunization Records
BC - Immunization Records
CE - Immunization Records
ME - Immunization Records
AH - Immunization Records
KHE - Emergency Permission, Immunization Records
AJ - Immunization Records
KK - Emergency Permission, Immunization Records
JL - Immunization Records
KR - Immunization Records
TR - Emergency Permission
JR - Immunization Records
JS - Immunization Records
TS - Immunization Records

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
----------------------------------	-------------------------------

06/30/2018	07/13/2018
-------------------	-------------------

Status: **Corrected**

Jennifer Bissonette

Provider Signature

05/30/2018

Date

Julie Hermansen

Inspector Signature

05/30/2018

Date