

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **SWO Early Head Start East**

City: **Agency Village**

Provider Number: **011102376**

Inspector: **Julie Hermansen**

Date of Inspection: **10/30/2019**

Time of Inspection: **12:57 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 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 - Timely Orientation
MA - Three References
JB - Three References, Timely Orientation
LC - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation
MD - Timely Orientation, Training
DH - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation
KL - Timely Orientation
FO - Timely Orientation
JO - Criminal Record Check, Timely Orientation, Training
JR - Three References, Timely Orientation
AR - Three References
DS - Timely Orientation
LS - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation
JW - Training
GW - Timely Orientation

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
11/30/2019	12/20/2019

Status: **Corrected**

J. Written Program Policies

56. Policies related to requirement for center's position on meals, snacks, or formula brought from home?
67:42:10:10

Corrections To Be Made:

The updated 2019 policies handbook didn't include a policy related to the center's position on meals, snacks, or formula brought from home.

The Provider completed the policy requirement.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/30/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

57. Policies related to requirement for prevention and response to emergencies due to food and allergic reactions? 67:42:10:10

Corrections To Be Made:

The program needs a policy related to prevention and response to emergencies due to food and allergic reactions.

The Provider completed the policy requirement.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/30/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

58. Policies related to requirement for feeding of infants? 67:42:10:10

Corrections To Be Made:

The updated 2019 policies handbook didn't include a policy related to the feeding of infants.

The Provider completed the policy requirement.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/30/2019

Actual
Completion
Date:

12/20/2019

Status: **Corrected**

59. Policies related to requirement for prevention of shaken baby syndrome and abusive head trauma? 67:42:10:10

Corrections To Be Made:

The program needs a policy related to prevention of shaken baby syndrome and abusive head trauma.

The Provider completed the policy requirement.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/30/2019

Actual
Completion
Date:

12/19/2019

Status: **Corrected**

62. Policies related to requirement for handling and storage of hazardous material and the disposal of bio contaminants? 67:42:10:10

Corrections To Be Made:

The updated 2019 policies handbook didn't include the handling and storage of hazardous material and the disposal of bio contaminants.

The Provider completed the policy requirement.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/30/2019

Actual
Completion
Date:

12/19/2019

Status: **Corrected**

Jennifer Bissonette

Provider Signature

10/30/2019

Date

Julie Hermansen

Inspector Signature

10/30/2019

Date