

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Club E3-Gregory Afterschool Program**

City: **Gregory**

Provider Number: **014510767**

Inspector: **Deb Bigge**

Date of Inspection: **11/06/2019**

Time of Inspection: **3:52 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 need to be posted.

***Monthly activity plan/schedule is posted.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/20/2019

Actual
Completion
Date:

11/20/2019

Status: **Corrected**

C. Staff-Child Ratio

20. Is the ratio of 1 staff to every 15 school-age children maintained at all times (only exception is transportation to and from school)? 67:42:14:17

Corrections To Be Made:

The correct staff to child ratio needs to be maintained at all times. The children were divided between two areas during the inspection and the ratio was not maintained for children playing in the gym.

***Provider will assure that correct ratio is maintained going forward.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/06/2019

Actual
Completion
Date:

11/06/2019

Status: **Corrected**

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

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:	
BC - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR, Training	Corrective Action Plan	
AL - Training	Suggested Completion Date:	Actual Completion Date:
JO - CPR, Training	12/06/2019	01/31/2020
KR - CPR, Training	Status: Corrected	
HW - C A/N Report Statement, Training		

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:	
SE - Emergency Permission	Compliance Plan	
TE - Emergency Permission	Suggested Completion Date:	Actual Completion Date:
WS - Emergency Permission	11/20/2019	11/20/2019
	Status: Corrected	

H. Insurance

39. Does the facility have documentation the program has current liability insurance coverage?
67:42:16:16

Corrections To Be Made:

Verification of current insurance coverage is needed.

***A Corrective Action Plan was implemented on 01/07/20 to assist the Provider with achieving compliance with this issue. A certificate of liability insurance was received on 01/27/20.**

Agency Action:

Corrective Action Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

01/27/2020

Status: **Corrected**

J. Written Program Policies

43. Is there written policies related to services offered, fees charged, and payment policies? 67:42:14:16

Corrections To Be Made:

Policy is needed regarding fees charged and payment requirements.

***Information was added to program policies.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

12/16/2019

Status: **Corrected**

47. Is there written policies related to handling and documenting injuries and illnesses? 67:42:14:16

Corrections To Be Made:

Policy is needed regarding documentation fo injuries.

***Information was added to program policies.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

12/16/2019

Status: **Corrected**

48. Is there written policies related to dispensing medications? 67:42:14:16

Corrections To Be Made:

Policy is needed regarding dispensing medications.

***Information was added to program policies.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

12/16/2019

Status: **Corrected**

50. Is there written policies related to reporting suspected child abuse or neglect, including procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse? 67:42:14:16

Corrections To Be Made:

Policy is needed regarding mandatory reporting requirements and procedures for handling abuse/neglect allegations with a staff member.

***Information was added to program policies.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

12/16/2019

Status: **Corrected**

53. Is there written policies related to steps to be followed if a child fails to arrive at the center? 67:42:14:16

Corrections To Be Made:

Policy needed for regarding procedure to locate a child who fails to arrive at the program.

***Information was added to program policies.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

12/16/2019

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:

Policy needed regarding notification of communicable diseases to the Dept. of Health.

***Information was added to program policies.**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

12/06/2019

Actual
Completion
Date:

12/16/2019

Status: **Corrected**

Kristie Roeder

Provider Signature

11/06/2019

Date

Deb Bigge

Inspector Signature

11/06/2019

Date