

# Program Inspection Before & After School Center Compliance Plan

Provider's Name: **EmBe--Gertie Belle Rogers  
Afterschool**

City: **Mitchell**

Provider Number: **014512427**

Inspector: **Deb Bigge**

Date of Inspection: **09/26/2018**

Time of Inspection: **3:41 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

<p>Corrections To Be Made:</p> <p><b>Daily schedule and monthly activity plans need to be posted in location visible to parents.</b></p> <p><b>*Plans are on the information board. Staff will assure the board is displayed daily.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;"><b>10/05/2018</b></td> <td style="text-align: right;"><b>10/05/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>10/05/2018</b>	<b>10/05/2018</b>
Suggested Completion Date:	Actual Completion Date:				
<b>10/05/2018</b>	<b>10/05/2018</b>				

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

31. Is the program Certificate of License posted in a visible location? 26-6-13

<p>Corrections To Be Made:</p> <p><b>License certificate needs to be posted in visible location.</b></p> <p><b>*Copy of license is on the information board. Staff will assure the board is displayed daily.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td style="text-align: right;">Suggested Completion Date:</td> <td style="text-align: right;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: right;"><b>10/05/2018</b></td> <td style="text-align: right;"><b>10/05/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>10/05/2018</b>	<b>10/05/2018</b>
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<b>10/05/2018</b>	<b>10/05/2018</b>				

32. Does the facility have posted in a visible location a copy of the facility's latest Program \ul and\ulnone Facility Safety inspection? And if on a CAP, does facility have a copy of the plan available upon request? 67:42:16:17

Corrections To Be Made:	Agency Action:	
<b>Current inspections need to be posted in a visible location.</b>	<b>Compliance Plan</b>	
<b>*Inspections are on the information board. Staff will assure the board is displayed daily.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>10/05/2018</b>	<b>10/05/2018</b>
	Status: <b>Corrected</b>	

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:	
<b>Documentation of 4 fire drills and one tornado drill completed within the past year is needed.</b>	<b>Compliance Plan</b>	
<b>*Verification of drills for summer program was located. Program will assure that four fire drills and one tornado drill are completed both during the summer program and for the school year programs.</b>	Suggested Completion Date:	Actual Completion Date:
	<b>10/05/2018</b>	<b>10/19/2018</b>
	Status: <b>Corrected</b>	

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:	
<b>HV - Criminal Record Check</b>	<b>Compliance Plan</b>	
	Suggested Completion Date:	Actual Completion Date:
	<b>10/10/2018</b>	<b>10/17/2018</b>
	Status: <b>Corrected</b>	

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:	
<b>CL - Emergency Permission</b> <b>CL - Emergency Permission</b> <b>CS - Emergency Permission</b> <b>RW - Emergency Contact, Emergency Permission</b>	<b>Compliance Plan</b>	
	Suggested Completion Date:	Actual Completion Date:
	<b>10/10/2018</b>	<b>10/19/2018</b>
	Status: <b>Corrected</b>	

**Lindsay Newkirk**  
\_\_\_\_\_  
Provider Signature

**10/01/2018**  
\_\_\_\_\_  
Date

**Deb Bigge**  
\_\_\_\_\_  
Inspector Signature

**10/01/2018**  
\_\_\_\_\_  
Date