

# Program Inspection Before & After School Center Compliance Plan

Provider's Name: **EmBe--LB Williams Afterschool** City: **Mitchell**

Provider Number: **014512428**

Inspector: **Deb Bigge**

Date of Inspection: **06/14/2019**

Time of Inspection: **9:00 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, 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

<p>Corrections To Be Made:</p> <p><b>Documentation of four fire drills and one tornado drill completed within the past year is needed.</b></p> <p><b>*Documentation of drills was viewed on 07/10/2019.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>07/14/2019</b></td> <td style="text-align: center;"><b>07/10/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>07/14/2019</b>	<b>07/10/2019</b>
Suggested Completion Date:	Actual Completion Date:				
<b>07/14/2019</b>	<b>07/10/2019</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.

<p>Corrections To Be Made:</p> <p><b>VB - Timely Orientation, Training</b>  <b>JD - Training</b>  <b>NF - Training</b>  <b>GG - Training</b>  <b>JK - Timely Orientation, Training</b>  <b>BK - Training</b>  <b>RK - Training</b>  <b>LM - Training</b>  <b>SS - Training</b>  <b>LT - Training</b>  <b>KW - Training</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>06/28/2019</b></td> <td style="text-align: center;"><b>07/22/2019</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>06/28/2019</b>	<b>07/22/2019</b>
Suggested Completion Date:	Actual Completion Date:				
<b>06/28/2019</b>	<b>07/22/2019</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:  <b>MA - Emergency Permission</b> <b>RB - Emergency Permission</b> <b>RB - Emergency Permission</b> <b>RJ - Emergency Permission</b> <b>BM - Emergency Permission</b> <b>NM - Emergency Permission</b> <b>CM - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission</b> <b>VS - Emergency Contact</b>	Agency Action:  <b>Compliance Plan</b>  Suggested Completion Date: <b>06/28/2019</b>  Status: <b>Corrected</b>	Actual Completion Date:  <b>07/10/2019</b>
---	---	--

Lindsay Newkirk  
 Provider Signature

06/24/2019  
 Date

Deb Bigge  
 Inspector Signature

06/24/2019  
 Date