

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Canistota B4 & After School Program**

City: **Canistota**

Provider Number: **014512523**

Inspector: **Deb Bigge**

Date of Inspection: **10/28/2019**

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.

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.

<p>Corrections To Be Made:</p> <p>AO - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement, Timely Orientation</p> <p>AT - Address & Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">11/11/2019</td> <td style="text-align: right;">12/05/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/11/2019	12/05/2019
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11/11/2019	12/05/2019				

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.

<p>Corrections To Be Made:</p> <p>GP - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission, Immunization Records</p> <p>HP - Enrollment Date, Information Sheet, Emergency Contact, Emergency Permission, Immunization Records</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">11/11/2019</td> <td style="text-align: right;">12/05/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/11/2019	12/05/2019
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H. Insurance

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

Corrections To Be Made:	Agency Action:	
Verification of current liability insurance coverage is needed.	Compliance Plan	
*Verification was received.	Suggested Completion Date:	Actual Completion Date:
	11/11/2019	12/16/2019
	Status: Corrected	

I. Written Procedures

42. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written emergency preparedness plan is needed for the program.	Compliance Plan	
*Program has an emergency preparedness plan.	Suggested Completion Date:	Actual Completion Date:
	11/28/2019	12/18/2019
	Status: Corrected	

J. Written Program Policies

44. Is there written policies related to discipline used for children that includes positive guidance, redirection and offer clear-cut limits; prohibits peers from administering discipline; prohibits use of humiliating and frightening punishment? 67:42:14:16

<p>Corrections To Be Made:</p> <p>Written policy needed for information noted above.</p> <p>*Policy is included in program handbook.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>11/28/2019</td> <td>12/09/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/28/2019	12/09/2019
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46. Is there written policies related to termination of services? 67:42:14:16

<p>Corrections To Be Made:</p> <p>Written policy needed for information noted above.</p> <p>*Policy is included in program handbook.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>11/28/2019</td> <td>12/09/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/28/2019	12/09/2019
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47. Is there written policies related to handling and documenting injuries and illnesses? 67:42:14:16

<p>Corrections To Be Made:</p> <p>Written policy needed for information noted above.</p> <p>*Policy is included in program handbook.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>11/28/2019</td> <td>12/09/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	11/28/2019	12/09/2019
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49. Is there written policies related to nutritional guidelines and requirements for snack & meals?
67:42:14:16

Corrections To Be Made:	Agency Action:	
Written policy needed for information noted above.	Compliance Plan	
*Policy is included in program handbook.	Suggested Completion Date:	Actual Completion Date:
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	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:	Agency Action:	
Written policy needed for information noted above.	Compliance Plan	
*Policy is included in program handbook.	Suggested Completion Date:	Actual Completion Date:
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51. Is there written policies related to notification to a parent when a significant change happens with center services or policies? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Written policy needed for information noted above.	Compliance Plan	
*Policy is included in program handbook.	Suggested Completion Date:	Actual Completion Date:
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52. Is there written policies related to sharing information with parents concerning their child's health, development, behavior? 67:42:14:16

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Written policy needed for information noted above.	Compliance Plan	
*Policy is included in program handbook.	Suggested Completion Date:	Actual Completion Date:
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54. Is there written policies related to opportunities for parental involvement in program development and center operation? 67:42:14:16

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Written policy needed for information noted above.	Compliance Plan	
*Policy is included in program handbook.	Suggested Completion Date:	Actual Completion Date:
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55. Is there written policies related to confidentiality of records and information relating to children in care and their families? 67:42:14:16

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Written policy needed for information noted above.	Compliance Plan	
*Policy is included in program handbook.	Suggested Completion Date:	Actual Completion Date:
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58. Is there written policies related to handling and storage of hazardous materials and the disposal of bio contaminants? 67:42:14:16

Corrections To Be Made:

Written policy needed for information noted above.

***Policy is included in program handbook.**

Agency Action:

Compliance Plan

Suggested
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Actual
Completion
Date:

12/09/2019

Status: **Corrected**

Abbi Klyaic

Provider Signature

10/28/2019

Date

Deb Bigge

Inspector Signature

10/28/2019

Date