

Program Inspection Licensed Day Care Programs Compliance Plan

Provider's Name: **SWST Head Start Center West** City: **Agency Village** Provider Number: **017508141**
 Inspector: **Julie Hermansen** Date of Inspection: **10/30/2019** Time of Inspection: **11:34 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 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:	Agency Action:	
AA - CPR	Compliance Plan	
RB - Three References, Central Registry Check, Timely Orientation, Training	Suggested Completion Date:	Actual Completion Date:
KC - Timely Orientation, CPR	11/30/2019	12/20/2019
SC - Timely Orientation, Training	Status: Corrected	
AD - Three References		
PE - Three References		
BF - Training		
SF - Three References		
JH - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation		
LL - Timely Orientation		
KL - Three References		
SM - Timely Orientation, Training		
JN - Central Registry Check, Timely Orientation		
JR - Three References, Timely Orientation		
CR - Three References, Criminal Record Check		
LR - Timely Orientation		
KR - Sex Offender Registry Check, Criminal Record Check, Timely Orientation		
TW - Timely Orientation, Training		
MW - Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation		

41. Are children's records complete? 67:42:16:13 Note: Children's records are to be maintained at the facility for 6 months following the date care ceases.

Corrections To Be Made:

KM - Immunization Records

Agency Action:

Compliance Plan

Suggested
Completion
Date:

11/30/2019

Actual
Completion
Date:

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 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**

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**

Angel Rouillard

Provider Signature

10/30/2019

Date

Julie Hermansen

Inspector Signature

10/30/2019

Date