

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Totally Kids - Worthing**

City: **Worthing**

Provider Number: **010605570**

Inspector: **Shannon Terhark**

Date of Inspection: **05/03/2018**

Time of Inspection: **4:00 PM**

The items listed below are those that the provider was not in compliance with at the time of the inspection.

B. Program Practices

16. Are staff and director aware of their responsibility to report suspected child abuse and neglect directly to Law Enforcement, the State's Attorney or to the Department? 67:42:14:14

<p>Corrections To Be Made:</p> <p>The staff need to immediately report any suspicions of child abuse or neglect to Child Protection Services.</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">05/03/2018</td> <td style="text-align: center;">05/04/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	05/03/2018	05/04/2018
Suggested Completion Date:	Actual Completion Date:				
05/03/2018	05/04/2018				

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>The day care license needs to be posted.</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">05/11/2018</td> <td style="text-align: center;">05/04/2018</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	05/11/2018	05/04/2018
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05/11/2018	05/04/2018				

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>Four fire drills and one tornado drill were not completed in the last year. This issue has been cited during the last three program inspections. A written plan is needed from the director describing how the program will address the issue.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 05/31/2018</p> <p>Actual Completion Date: 05/18/2018</p> <p>Status: Corrected</p>
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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>SL - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR CL - Central Registry Check, Criminal Record Check, Timely Orientation</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 06/03/2018</p> <p>Actual Completion Date: 06/07/2018</p> <p>Status: Corrected</p>
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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>EM - Enrollment Date</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 05/11/2018</p> <p>Actual Completion Date: 05/04/2018</p> <p>Status: Corrected</p>
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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:	
An emergency preparedness plan is on file with Child Care Services, however a copy of the plan is not present at the site. The staff are not fully aware of the emergency preparedness plan requirements.	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	05/11/2018	06/07/2018
	Status: Corrected	

Sheryl Ledeboer

Provider Signature

05/18/2018

Date

Shannon Terhark

Inspector Signature

05/18/2018

Date