

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: **02/21/2019**

Time of Inspection: **3:53 PM**

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

C. Staff-Child Ratio

20. Is the ratio of 1 staff to every 15 school-age children maintained at all times (only exception is transportation to and from school)? 67:42:14:17

<p>Corrections To Be Made:</p> <p>The program is over ratio every day for 20-30 minutes after school dismisses until the second staff person arrives. There were 17 children with one staff person for a half an hour during the inspection.</p> <p>***If Totally Kids has more than 15 children present before the second staff person arrives, the extra children will go to the library where they are supervised by school personnel until the Totally Kids staff arrive.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td>02/22/2019</td> <td>03/22/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	02/22/2019	03/22/2019
Suggested Completion Date:	Actual Completion Date:				
02/22/2019	03/22/2019				

21. Are only those staff, who are over the age of 16, counted in the ratio? 67:42:14:17

<p>Corrections To Be Made:</p> <p>Staff need to be at least 16 years old to be included in the staff-child ratio. The second staff person during the inspection is less than 16 years old and was included in the staff-child ratio.</p> <p>***The program employs and has hired additional staff who are at least 16 years of age who be included in the staff-child ratio.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Suggested Completion Date:</td> <td style="width: 50%;">Actual Completion Date:</td> </tr> <tr> <td>03/04/2018</td> <td>03/22/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/04/2018	03/22/2019
Suggested Completion Date:	Actual Completion Date:				
03/04/2018	03/22/2019				

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

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

<p>Corrections To Be Made:</p> <p>The 2018 Program Inspection is not posted.</p> <p>***The 2018 Program Inspection is posted in the program.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 02/28/2019</p> <p>Actual Completion Date: 02/28/2019</p> <p>Status: Corrected</p>
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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>There is not documentation for four fire drills and one tornado drill. Two fire drills were completed in 2018.</p> <p>***The program will complete two fire drills each spring and two fire drills in the fall. The Totally Kids Program will conduct the fire and tornado drills on the same dates that they are completed by the school.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 03/01/2019</p> <p>Actual Completion Date: 03/22/2019</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>YG - Criminal Record Check, Timely Orientation</p> <p>SL - Training</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <p>Suggested Completion Date: 03/28/2019</p> <p>Actual Completion Date: 04/17/2019</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>W - Emergency Contact KB - Enrollment Date, Emergency Contact KG - Emergency Contact BH - Enrollment Date BH - Emergency Permission JJ - Enrollment Date AP - Enrollment Date, Emergency Permission NP - Emergency Permission TP - Emergency Permission</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>03/28/2019</td> <td>03/07/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	03/28/2019	03/07/2019
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Miscellaneous Rule Violations

67:42:11:07 - Cleaning and sanitizing of equipment.

<p>Corrections To Be Made:</p> <p>Clorox wipes are being used to wash the tables before and after snacks. Bleach water needs to be used.</p> <p>***The required bleach water is being used to sanitize the tables before and after snacks.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>02/22/2019</td> <td>02/28/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	02/22/2019	02/28/2019
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02/22/2019	02/28/2019				

G Gerdes

 Provider Signature

02/21/2019

 Date

Shannon Terhark

 Inspector Signature

02/21/2019

 Date