

# 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: **08/31/2020**

Time of Inspection: **3:30 PM**

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

## A. Program Activities, Schedule, Equipment and Supplies

2. Are activity plans in writing and posted in the facility? 67:42:14:15

Corrections To Be Made:

**The activity plans needs to be completed and posted.**

**\*\*\*The activity plans are completed and posted.**

Agency Action:

### Compliance Plan

Suggested  
Completion  
Date:

**09/07/2020**

Status: **Corrected**

Actual  
Completion  
Date:

**10/01/2020**

## E. Nutrition, Snack and Meal Planning

26. If the center prepares meals, are weekly menus posted? 67:42:14:21

Corrections To Be Made:

**The snack menu needs to be completed and posted.**

**\*\*\*The snack menu is completed and posted.**

Agency Action:

### Compliance Plan

Suggested  
Completion  
Date:

**09/07/2020**

Status: **Corrected**

Actual  
Completion  
Date:

**10/01/2020**

## 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>The dates of last years fire and tornado drill could not be located. The program will complete one fire and one tornado drill by 9/7/2020.</b></p> <p><b>***The dates for the fire and tornado drills completed in the 2019-2020 school year were received from the program.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>09/07/2020</b></td> <td><b>09/06/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/07/2020</b>	<b>09/06/2020</b>
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<b>09/07/2020</b>	<b>09/06/2020</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>DM - Timely Orientation, CPR AV - Address &amp; Phone Number, Three References, Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>09/30/2020</b></td> <td><b>11/12/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/30/2020</b>	<b>11/12/2020</b>
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<b>09/30/2020</b>	<b>11/12/2020</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.

<p>Corrections To Be Made:</p> <p><b>ML - Emergency Permission</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td><b>09/07/2020</b></td> <td><b>10/01/2020</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/07/2020</b>	<b>10/01/2020</b>
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**Daniel Matzner**

Provider Signature

**08/31/2020**

Date

**Shannon Terhark**

Inspector Signature

**08/31/2020**

Date