

# Program Inspection Before & After School Center Compliance Plan

Provider's Name: **EmBe--Longfellow Afterschool**      City: **Mitchell**

Provider Number: **014512426**

Inspector: **Deb Bigge**      Date of Inspection: **09/25/2018**

Time of Inspection: **3:40 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

<p>Corrections To Be Made:</p> <p><b>Daily schedule needs to be posted in visible location.</b></p> <p><b>*A daily schedule was re-posted on the information board.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></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;"><b>10/05/2018</b></td> <td style="text-align: center;"><b>10/05/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>10/05/2018</b>	<b>10/05/2018</b>
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<b>10/05/2018</b>	<b>10/05/2018</b>				

## C. Staff-Child Ratio

22. Are all staff, under 18 years of age, provided with direct & constant supervision from the director or program planner and never left alone with children? 67:42:14:08

<p>Corrections To Be Made:</p> <p><b>Staff under age 18 need to be supervised by staff over age 18 at all times.</b> <b>Staff under age 18 are never to be left alone with children.</b></p> <p><b>*The situation was addressed with the staff at the site and all staff were re-trained on the issue during a staff meeeting.</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></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;"><b>09/26/2018</b></td> <td style="text-align: center;"><b>09/26/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>09/26/2018</b>	<b>09/26/2018</b>
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## 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>Documentation of 4 fire drills and one tornado drill completed within the past year is needed.</b></p> <p><b>*Verification of drills for summer program was located. Program will assure that four fire drills and one tornado drill are completed both during the summer program and for the school year programs.</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>10/05/2018</b></td> <td><b>10/19/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>10/05/2018</b>	<b>10/19/2018</b>
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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><b>MA - Emergency Permission</b> <b>JK - Emergency Permission</b> <b>AK - 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>10/10/2018</b></td> <td><b>10/19/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>10/10/2018</b>	<b>10/19/2018</b>
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Lindsay Newkirk  
Provider Signature

10/01/2018  
Date

Deb Bigge  
Inspector Signature

10/01/2018  
Date