

# Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Madison Community Center  
OST**

City: **Madison**

Provider Number: **018042122**

Inspector: **Rachel Holm**

Date of Inspection: **10/10/2018**

Time of Inspection: **1:02 PM**

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, 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>Dates of four fire drills and one tornado drill completed within the past year are needed.</b></p> <p><b>**The program did not complete/document sufficient drills in the past year. The program will assure that four fire drills and one tornado drill are completed and documented yearly going forward.**</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>10/15/2018</b></td> <td style="text-align: center;"><b>11/16/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>10/15/2018</b>	<b>11/16/2018</b>
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<b>10/15/2018</b>	<b>11/16/2018</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>KD - Criminal Record Check</b>  <b>NF - Address &amp; Phone Number, Three References, Criminal Record Check</b>  <b>BG - Criminal Record Check</b>  <b>MG - Criminal Record Check, CPR</b>  <b>KJ - CPR, Training</b>  <b>AJ - Criminal Record Check</b>  <b>KM - Criminal Record Check</b>  <b>RO - Criminal Record Check, Timely Orientation, CPR, Training</b>  <b>CP - Criminal Record Check</b>  <b>HS - Criminal Record Check, Timely Orientation, CPR, Training</b>  <b>GW - Three References, Sex Offender Registry Check, Criminal Record Check</b></p>	<p>Agency Action:</p> <p><b>Compliance Plan</b></p> <table border="0"> <tr> <td style="text-align: center;">Suggested Completion Date:</td> <td style="text-align: center;">Actual Completion Date:</td> </tr> <tr> <td style="text-align: center;"><b>11/10/2018</b></td> <td style="text-align: center;"><b>11/16/2018</b></td> </tr> </table> <p>Status: <b>Corrected</b></p>	Suggested Completion Date:	Actual Completion Date:	<b>11/10/2018</b>	<b>11/16/2018</b>
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**Mallory Gum**

Provider Signature

**10/10/2018**

Date

**Rachel Holm**

Inspector Signature

**10/10/2018**

Date