

Program Inspection Before & After School Center Compliance Plan

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

City: **Madison**

Provider Number: **018042122**

Inspector: **Ambuer Jaacks**

Date of Inspection: **08/10/2020**

Time of Inspection: **12:55 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

31. Is the program Certificate of License posted in a visible location? 26-6-13

<p>Corrections To Be Made:</p> <p>Program director posted license at time of inspection.</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;">08/10/2020</td> <td style="text-align: center;">08/10/2020</td> </tr> </table> <p>Status: Corrected Immediately</p>	Suggested Completion Date:	Actual Completion Date:	08/10/2020	08/10/2020
Suggested Completion Date:	Actual Completion Date:				
08/10/2020	08/10/2020				

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>Director will post program and facility safety inspections. Inspections have been 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;">08/20/2020</td> <td style="text-align: center;">09/11/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	08/20/2020	09/11/2020
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08/20/2020	09/11/2020				

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>Program completed 1 fire drill and 1 tornado drill in 2019. Program director is aware of policy in completing 4 fire drills. Program will complete 1 fire drill by 08/14/2020 and will complete 4 fire drills in 2020 to be in compliance for next inspection.</p> <p>.....</p> <p>Email received from program director that 1 fire drill was completed on 08/07/2020</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>08/14/2020</td> <td>08/07/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	08/14/2020	08/07/2020
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08/14/2020	08/07/2020				

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>AA - Timely Orientation AB - Timely Orientation, Training NF - Timely Orientation, CPR LK - Timely Orientation MM - Timely Orientation CO - Training BS - Timely Orientation</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>10/05/2020</td> <td>10/05/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	10/05/2020	10/05/2020
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10/05/2020	10/05/2020				

I. Written Procedures

41. Does program have a written plan for training staff? 67:42:14:13

<p>Corrections To Be Made:</p> <p>Program director will complete a staff training plan.</p> <p>.....</p> <p>Email received from director with appropriate staff training plan.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>08/31/2020</td> <td>08/25/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	08/31/2020	08/25/2020
Suggested Completion Date:	Actual Completion Date:				
08/31/2020	08/25/2020				

J. Written Program Policies

55. Is there written policies related to confidentiality of records and information relating to children in care and their families? 67:42:14:16

<p>Corrections To Be Made:</p> <p>Policy will be added to program handbook </p> <p>Policy added to program's standard operational manual.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>09/08/2020</td> <td>09/22/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	09/08/2020	09/22/2020
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09/08/2020	09/22/2020				

59. Is there written polices related to proof that immunization levels of all children are current? 67:42:14:16

<p>Corrections To Be Made:</p> <p>Policy will be added to program handbook. </p> <p>Policy added to program's standard operational manual.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>09/08/2020</td> <td>09/22/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	09/08/2020	09/22/2020
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60. Is there written policies related to seperation of children and notification of the child's parents if a child suffers an illness during the day? 67:42:14:16

<p>Corrections To Be Made:</p> <p>Policy will be added to program handbook. </p> <p>Policy added to program's standard operational manual.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="0"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>09/08/2020</td> <td>09/22/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	09/08/2020	09/22/2020
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61. Is there written policies related to notification to the Department of Health if a child contracts a communicable disease? Note: The program shall follow the Department of Health's recommendations for addressing a situation involving a communicable disease.

<p>Corrections To Be Made:</p> <p>Policy will be added to program handbook. </p> <p>Policy added to program's standard operational manual.</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>09/08/2020</td> <td>09/22/2020</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	09/08/2020	09/22/2020
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Kaylee Winrow

 Provider Signature

08/10/2020

 Date

Ambuer Jaacks

 Inspector Signature

08/10/2020

 Date