

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Madison After School Program** City: **Madison**

Provider Number: **018042168**

Inspector: **Stacie Ugofsky** Date of Inspection: **06/24/2019**

Time of Inspection: **8:38 AM**

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

B. Program Practices

13. When administering medications, does the staff document dose, time and date medication is administered and sign off on that administration? 67:42:14:24

<p>Corrections To Be Made:</p> <p>The medication consent form is not being used. The staff need to document the date, time, and dose after administering any medication.</p> <p>Correction: Staff have a clear understanding of the medication administration requirement.</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;">06/25/2019</td> <td style="text-align: center;">07/25/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	06/25/2019	07/25/2019
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06/25/2019	07/25/2019				

14. Does the program obtain written parental consent to administer medication that contains specific dates the medication is to be administered (view info. to verify)? 67:42:14:24

<p>Corrections To Be Made:</p> <p>There are two children that need medication administered daily. The medication consent form is not completed by parents. The written consent needs to include the child's name, the name of the medication, and the time and dose to be given. A new consent form needs to be completed each month.</p> <p>Correction: Staff have a clear understanding of the medication administration requirement. The children who required medication are no longer enrolled.</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;">06/25/2019</td> <td style="text-align: center;">07/25/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	06/25/2019	07/25/2019
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15. Is parental written consent for medication administration and staff documentation of administering the medication kept for six months (view info. to verify)? 67:42:14:24

<p>Corrections To Be Made:</p> <p>The medication consent forms need to be kept on file for six months following the administration of medication.</p> <p>Correction: Staff have a clear understanding of the medication administration requirement.</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>06/25/2019</td> <td>07/25/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	06/25/2019	07/25/2019
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19. Is program aware of their responsibility to report to Child Care Services within 24 hours of an unusual circumstance such as a fire, death of a child, etc.? 67:42:16:09

<p>Corrections To Be Made:</p> <p>The program is not aware of their responsibility to report injuries to Child Care Services, A child was injured recently while on a field trip. All injuries which require medical attention need to be reported to Child Care Services within 24 hours</p> <p>Correction: Staff have a clear understanding of the requirement to report unusual circumstances. The program will send a copy of the injury report to Child Care Services.</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>06/25/2019</td> <td>07/25/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	06/25/2019	07/25/2019
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E. Nutrition, Snack and Meal Planning

25. If center is operating four or more hours per day, is a nutritious meal or snack served? 67:42:14:21
 NOTE: If child is in care during any normal meal time, the child must be offered a meal appropriate for that time of day.

Corrections To Be Made:	Agency Action:	
An afternoon snack should be provided to children in care since there is at least four hours between lunch and the time they potentially go home.	Compliance Plan	
Correction: A morning snack schedule has been posted. Children will bring their own afternoon snack. If a child does not have a snack, the program has snacks available.	Suggested Completion Date:	Actual Completion Date:
	07/01/2019	07/12/2019
	Status: Corrected	

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

Corrections To Be Made:	Agency Action:	
A weekly menu needs to be posted.	Compliance Plan	
Correction: The weekly menu has been posted.	Suggested Completion Date:	Actual Completion Date:
	07/02/2019	07/12/2019
	Status: Corrected	

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

Corrections To Be Made:	Agency Action:	
The dates of the fire and tornado drills for 2018 were not available during the inspection.	Compliance Plan	
Correction: No fire drills were completed in 2018 due to a new director being hired. The program has completed and documented the required drills for 2019	Suggested Completion Date:	Actual Completion Date:
	07/01/2019	07/25/2019
	Status: Corrected	

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>DB - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, CPR AB - Timely Orientation, Training RD - Central Registry Check, Sex Offender Registry Check, Criminal Record Check MF - Three References, Central Registry Check, Criminal Record Check, CPR MG - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, Timely Orientation, CPR VH - Timely Orientation, Training CH - Central Registry Check, Sex Offender Registry Check, Criminal Record Check KJ - Central Registry Check, Sex Offender Registry Check, Criminal Record Check CO - Central Registry Check, Sex Offender Registry Check, Criminal Record Check RO - Central Registry Check, Sex Offender Registry Check, Criminal Record Check</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="1"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>07/24/2019</td> <td>08/02/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	07/24/2019	08/02/2019
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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>CP - Emergency Permission GW - Emergency Contact</p>	<p>Agency Action:</p> <p>Compliance Plan</p> <table border="1"> <tr> <td>Suggested Completion Date:</td> <td>Actual Completion Date:</td> </tr> <tr> <td>07/24/2019</td> <td>07/25/2019</td> </tr> </table> <p>Status: Corrected</p>	Suggested Completion Date:	Actual Completion Date:	07/24/2019	07/25/2019
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H. Insurance

39. Does the facility have documentation the program has current liability insurance coverage?
67:42:16:16

Corrections To Be Made:	Agency Action:	
The current liability insurance is needed.	Compliance Plan	
Correction: Child Care Services has received documentation of current liability insurance.	Suggested Completion Date:	Actual Completion Date:
	07/24/2019	07/12/2019
	Status: Corrected	

J. Written Program Policies

46. Is there written policies related to termination of services? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written policy is needed for termination of services.	Compliance Plan	
Correction: The written policy has been updated to include the required information as outlined in the regulation.	Suggested Completion Date:	Actual Completion Date:
	07/24/2019	07/25/2019
	Status: Corrected	

50. Is there written policies related to reporting suspected child abuse or neglect, including procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written policy is needed for reporting suspected child abuse or neglect, including procedures for ensuring that the alleged incident will not reoccur while waiting for the official investigation and for evaluating continued employment of any staff member determined to be involved in an incident of child abuse.	Compliance Plan	
Correction: The written policies have been updated to include the required information as outlined in the regulation.	Suggested Completion Date:	Actual Completion Date:
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	Status: Corrected	

56. Is there written policies related to an emergency preparedness and response plan? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written policy is needed relating to the emergency preparedness and response plan is completed and available upon request.	Compliance Plan	
Correction: The written policy has been updated to include the required information as outlined in the regulation.	Suggested Completion Date: 07/24/2019	Actual Completion Date: 07/18/2019
	Status: Corrected	

58. Is there written policies related to handling and storage of hazardous materials and the disposal of bio contaminants? 67:42:14:16

Corrections To Be Made:	Agency Action:	
A written plan is needed related to handling and storage of hazardous materials and the disposal of bio contaminants.	Compliance Plan	
Correction: The written policy has been updated to include the required information as outlined in the regulation.	Suggested Completion Date: 07/24/2019	Actual Completion Date: 07/18/2019
	Status: Corrected	

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

Corrections To Be Made:	Agency Action:	
The written policy needs to include that ill children will be separated from others until parents arrive.	Compliance Plan	
Correction: The written policy has been updated to include the required information as outlined in the regulation.	Suggested Completion Date: 07/24/2019	Actual Completion Date: 07/18/2019
	Status: Corrected	

Mallory Gum

Provider Signature

06/24/2019

Date

Stacie Ugofsky

Inspector Signature

06/24/2019

Date