

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Baltic Y-Club**

City: **Baltic**

Provider Number: **018042979**

Inspector: **Denise Ferguson**

Date of Inspection: **08/20/2019**

Time of Inspection: **4:00 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>Activity plans to be posted in the facility.</p> <p>*Activity Plans are posted.</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">09/20/2019</td> <td style="text-align: center;">09/19/2019</td> </tr> <tr> <td colspan="2" style="text-align: center;">Status: Corrected</td> </tr> </table>	Suggested Completion Date:	Actual Completion Date:	09/20/2019	09/19/2019	Status: Corrected	
Suggested Completion Date:	Actual Completion Date:						
09/20/2019	09/19/2019						
Status: Corrected							

G. Record Keeping, Posting Information, Fire/Tornado Drills

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>ED - Address & Phone Number</p> <p>SD - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</p> <p>SK - Timely Orientation</p> <p>ML - Central Registry Check, Sex Offender Registry Check, Criminal Record Check, C A/N Report Statement</p> <p>KS - Three References</p>	<p>Agency Action:</p> <p>Compliance Plan</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;">09/20/2019</td> <td style="text-align: center;">10/24/2019</td> </tr> <tr> <td colspan="2" style="text-align: center;">Status: Corrected</td> </tr> </table>	Suggested Completion Date:	Actual Completion Date:	09/20/2019	10/24/2019	Status: Corrected	
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Status: Corrected							

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.

Corrections To Be Made:	Agency Action:
Child records were unavailable at the time of the inspection. Child records are to be kept on site at all times.	Compliance Plan
*Child records contain all required information.	Suggested Completion Date: 09/20/2019
	Actual Completion Date: 10/21/2019
	Status: Corrected

38. If records are kept at an alternative site other than where care is provided, does the facility where care is provided have at minimum a record with child's name, date of birth, allergy information, original emergency medical treatment authorization, name, address, and phone number for child's parents and emergency contact information? 67:42:14:23

Corrections To Be Made:	Agency Action:
Child records were unavailable at the time of the inspection. Child records are to be kept on site at all times.	Compliance Plan
*Child records contain all required information.	Suggested Completion Date: 09/20/2019
	Actual Completion Date: 10/21/2019
	Status: Corrected

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:	
Current liability insurance needed for facility.	Compliance Plan	
*Liability insurance received.	Suggested Completion Date:	Actual Completion Date:
	09/20/2019	08/23/2019
	Status: Corrected	

I. Written Procedures

42. Does the program have a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication and reunification with families; continuity of operations, children with disabilities and children with chronic medical conditions? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Written Emergency Preparedness & Response Plan needed. Use template provided.	Compliance Plan	
*Written Emergency Preparedness & Response Plan has been completed and approved.	Suggested Completion Date:	Actual Completion Date:
	09/20/2019	10/21/2019
	Status: Corrected	

J. Written Program Policies

44. Is there written policies related to discipline used for children that includes positive guidance, redirection and offer clear-cut limits; prohibits peers from administering discipline; prohibits use of humiliating and frightening punishment? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
	09/20/2019	11/05/2019
	Status: Corrected	

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

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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	Status: Corrected	

47. Is there written policies related to handling and documenting injuries and illnesses? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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	Status: Corrected	

48. Is there written policies related to dispensing medications? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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	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:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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	Status: Corrected	

51. Is there written policies related to notification to a parent when a significant change happens with center services or policies? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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52. Is there written policies related to sharing information with parents concerning their child's health, development, behavior? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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53. Is there written policies related to steps to be followed if a child fails to arrive at the center?
67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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54. Is there written policies related to opportunities for parental involvement in program development and center operation? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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55. Is there written policies related to confidentiality of records and information relating to children in care and their families? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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56. Is there written policies related to an emergency preparedness and response plan? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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57. Is there written policies related to prevention and response to an emergency due to a food or allergic reaction? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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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:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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59. Is there written polices related to proof that immunization levels of all children are current? 67:42:14:16

Corrections To Be Made:	Agency Action:	
Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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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.

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Additional information needed in written program policies.	Compliance Plan	
*Policy information added to handbook.	Suggested Completion Date:	Actual Completion Date:
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Ellie Dickes

 Provider Signature

10/18/2019

 Date

Denise Ferguson

 Inspector Signature

09/18/2019

 Date