

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **The Academy of Boys and Girls Club** City: **Yankton**

Provider Number: **019525289**

Inspector: **Stacie Ugofsky**

Date of Inspection: **04/17/2019**

Time of Inspection: **3:15 PM**

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

C. Staff-Child Ratio

20. Is the ratio of 1 staff to every 15 school-age children maintained at all times (only exception is transportation to and from school)? 67:42:14:17

Corrections To Be Made:

There were 52 children present with three staff present until 4:00pm. The staff-child ratio was not maintained from 3:25-4:00pm.

Correction: A written plan was developed by program administration to ensure staff-child ratio is always maintained. Program administration also signed a statement of understanding outlining their understanding of this regulation and the expectation moving forward.

Agency Action:

Statement of Understanding

Suggested
Completion
Date:

Actual
Completion
Date:

04/17/2019

04/17/2019

Status: **Corrected Immediately**

E. Nutrition, Snack and Meal Planning

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

Corrections To Be Made:

The weekly menu was not posted at the time of the inspection.

Menus must be posted for non-school days, so parents know the meals their children are served.

Correction: The menus were posted, and the site coordinator will ensure that the menu is posted weekly.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

Actual
Completion
Date:

04/18/2019

04/18/2019

Status: **Corrected**

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

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

Corrections To Be Made:	Agency Action:	
The program and facility safety inspections and the program inspection information were not posted at the time of the inspection.	Compliance Plan	
The most current program and facility safety inspections and the program inspection information poster must be posted.	Suggested Completion Date:	Actual Completion Date:
Correction: The current program and facility safety and program inspection information poster has been posted.	05/01/2019	04/18/2019
	Status: Corrected	

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:	
Documentation for the fire and tornado drills conducted in 2018 was not available during the inspection.	Compliance Plan	
Documentation for 4 fire and 1 tornado drills must be maintained annually.	Suggested Completion Date:	Actual Completion Date:
Correction: Fire and tornado drill documentation will be maintained annually by the site coordinator.	05/01/2019	05/20/2019
	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.

Corrections To Be Made:

MG - Timely Orientation
SS - Criminal Record Check, Timely Orientation, CPR, Training
MT - Timely Orientation, CPR
EW - Criminal Record Check

Agency Action:

Compliance Plan

Suggested
Completion
Date:

05/01/2019

Actual
Completion
Date:

05/20/2019

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:

Written emergency medical treatment authorization for each child was not onsite at the time of the inspection.

Written emergency medical treatment authorization for each child must be kept onsite.

Correction: Written emergency medical treatment authorization for each child enrolled is now kept onsite.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

05/01/2019

Actual
Completion
Date:

05/20/2019

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:

Several staff members were not aware of the written emergency preparedness plan.

All staff must be aware of the written emergency preparedness and response plan.

Correction: All staff have been trained on the written emergency preparedness and response plan.

Agency Action:

Compliance Plan

Suggested
Completion
Date:

05/01/2019

Actual
Completion
Date:

05/20/2019

Status: **Corrected**

Savannah Sullivan

Provider Signature

04/17/2019

Date

Stacie Ugofsky

Inspector Signature

04/17/2019

Date