Connecticut Office of Early Childhood
450 Columbus Boulevard, Suite 302, Hartford, CT 06103
Phone 800-282-6063 Fax 860-326-0552

SCHOOL AGE ONLY INSPECTION FORM

☐ INITIAL ☑ UNANNOUNCED FULL/~~PARTIAL~~ ☐ FOLLOW UP ☐ LOCATION CHANGE ☐ OTHER

Program Name: EdAdvance Basics - Mitchell	License Number: 15622	Date of Inspection: 10/19/21 Time of Arrival: 4:00
Address: 14 School St. Woodbury	Expiration Date: 3/31/25	Licensed Capacity: 50
Town: Woodbury, CT 06798	Telephone: 203-263-8087	# of children present: 13 # of staff present: 2
Operator: EdAdvance	Director: Sarah Moran	
Email: MOrans@edadvance.org	Head Teacher: Jan Garre	
Hours of Operation: M-F 3-6pm	Summer Care: Closed	
Ages Served: 5-12 y.o.	Instruction Codes: √ = Compliance/No violation found O = Non-compliance/Violation found N/A = Not applicable at this time	

Licensure Procedures 19a-79-2a
- ☐ 1. Local Health Inspection Date: _____

Administration 19a-79-3a
- ☑ 2. New Staff-Employee Orientation
- ☑ 3. Annual Staff Policy Training
- ☐ 4. Documentation of Behavior M. Tech Discussed w/Parents
- ☑ 5. Notification of Change
- ☑ 6. Policies: Discipline/Supervision/Child Protection/General Operating Policies/Personnel Policies/Closing Time Policy
- ☑ 7. Daily Attendance Records: Children/Staff

Items Posted: Conspicuous/Accessible
- ☑ 8. License
- ☑ 9. Current Fire Marshal Certificate Date: 9/14/21
- ☑ 10. OEC Complaint Procedure
- ☑ 11. Food Service Certificate Date: —
- ☑ 12. Menus
- ☑ 13. Emergency Plans
- ☑ 14. No Smoking Signs
- ☐ 15. Radon Test (Y/N) Date: _____ Results: _____

Staffing 19a-79-4a
- ☑ 16. Staff Health Records/TB Tests
- ☑ 17. Professional Development
- ☑ 18. Disciplinary Actions
- ☑ 19. Designated Head Teacher/60%
- ☑ 20. Two Staff Present
- ☑ 23. Designated Director/Training
- ☑ 24. CPR Certified Staff
- ☑ 25. First Aid Trained Staff

Consultants
- ☑ 26. Agreements/Contracts (Complete/Signed Annually)

	Contracts	Logs
Education	✓	✓
Health	✓	✓
Social Service	✓	✓
Dental	✓	✓
Dietitian	—	—

- ☑ 27. Logs/Visits Documented

Swimming: (Y/N)
- ☑ 28. Non-Swimmers Identified
- ☑ 29. Staff/Child Ratios
- ☑ 30. CPR Certified Staff (20 years of age)
- ☑ 31. Lifegaurd Certified/Supervision

Record Keeping 19a-79-5a
- ☑ 32. Enrollment Information
- ☑ 33. Emergency Medical Permission
- ☑ 34. Authorized Released Permission
- ☑ 35. Field Trip Permission
- ☑ 36. Transportation Permission
- ☐ 37. Child Health Records/Immunizations/TB
- ☐ 38. Individual Care Plan (Signed by Parent/Staff)
- ☑ 39. Injury/Illness/Accident Reports

Health and Safety 19a-79-6a
- ☑ 40. Nutritious Snacks/Meals (Required Food Groups)
- ☑ 41. Proper Refrigeration
- ☑ 42. Kitchen Separated (Y/N)
- ☑ 43. Hand Washing Before Eating/Food Handling
- ☑ 44. First Aid Kit(s): Indoor/Outdoor/Field Trip/Inventory

Physical Plant 19a-79-7a
- ☑ 45. License Premise: Clean/Good Repair/Hazard Free
  Peeling Paint (Y/N) Sample Taken (Y/N)
  Building Pre-78 (Y/N) Lead Test (Y/N)
  Results: _____
- ☑ 47. Lead Management Plan (Y/N) _____
- ☑ 48. Sanitary Drinking Fountains/Disposable Cups
  Water Supply: Public/Well
- ☐ 49. Lead Water Test (Y/N) Date: _____
  Bacterial/Chemical Test (Y/N) Date: _____
- ☑ 50. Walkways Maintained
- ☑ 51. Designated Staff Toilet/Sink
- ☑ 53. Windows Protected to Prevent Falls
- ☑ 55. Overhead Doors Locking Devices/ Spring Protectors (Y/N)
- ☑ 56. Exits/Hallways and Stairs Unobstructed
- ☑ 58. Smoking Prohibited
- ☑ 59. Matches/Lighters Inaccessible
- ☑ 61. Toileting Needs Met
- ☑ 62. Required Toilets/Sinks/Supplies
- ☑ 64. Hand Washing After Toileting: Staff/Children
- ☑ 65. Ventilation in Toilet Room
- ☑ 66. Air Temperature Comfortable
- ☑ 68. Portable Space Heaters (Y/N)
- ☑ 69. Building/Equipment: Sanitary/Hazard Free
- ☑ 71. Hot Water/Steam Pipes Protected
- ☑ 72. Working Phone on Each Level

Signature of OEC Representative: Kristi Morgan	Written Corrective Action Plan Due to OEC by: 11/1/21	Signature of Person in Charge: Jan Garre'
Print name: Kristi Morgan		Print name: Jan Garre'

SCHOOL AGE ONLY INSPECTION FORM

Program Name:	License Number:	Date of Inspection:
EdAdvance Bases - Mitchell	15622	10/18/21

Physical Plant continued:

- ☑ 73. Emergency Numbers Posted
- ☑ 75. Light Fixtures Shielded/Shatter Proof
- ☑ 76. Potentially Hazardous Substances Locked
- ☑ 77. Garbage/Rubbish Disposed Daily
- ☑ 78. Stairs Protected/Good Repair/Handrails
- ☑ 79. Pets: Maintained/Care Plan (Y/N)
- ☑ 80. Operable CO Detector on Each Level (Y/N)
- ☑ 81. Program Space/Adequate Sq. Ft. Per Child
- ☑ 84. Developmentally Appropriate Equipment/Materials
- ☑ 85. Hot Tubs/Spas/Saunas: Locked/Inaccessible (Y/N)
- ☑ 86. No Weapons/No Facsimile of a Firearm on Premise

Outdoor Space

- ☑ 87. Outdoor Space Adequate Sq. Ft. Per Child
- ☑ 88. Impact Absorbing Material under Equipment
- ☑ 89. Playground Free of Hazards
- ☑ 92. Equipment Anchored/Safely Arranged
- ☑ 93. Outdoor Playground Protected
- ☑ 94. Drinking Water Available/Accessible

Educational Requirements 19a-79-8a

- ☑ 95. Written Plan for Daily Program Available to Parents/Staff
- ☑ 96. Activity Choices: Developmentally Appropriate/ Flexible/Meets Individual Needs
  Program Includes: Indoor/Outdoor, Gross/Fine Motor Skills, Snacks/Meals, Rest/Sleep/Quiet Time, Toileting and Clean Up

Administration of Medications 19a-79-9a

- ☑ 97. Written Policies/Procedures
- ☑ 98. Training Outline on file

Nonprescription Topical Medications

- ☑ 99. Administration/Parent Permission/MAR
- ☑ 100. Labeling/Storage

Oral/Topical/Inhalant/Injectable Medications

- ☑ 101. Med Trained Staff/Certificates
- ☐ 102. Authorized Prescriber/Parent Permission/MAR
- ☑ 103. Labeling/Storage
- ☑ 104. Unused/Expired Meds Returned/Disposed

Self-Administration

- ☑ 105. Authorized Prescriber/Parent Permission/MAR
- ☑ 106. Labeling/Storage

- ☑ 107. Approved Petition For Special Med Authorization

Emergency Distribution of Potassium Iodide

- ☐ 108. KI Pill Parent Permission/Storage N/A

School Age Children Endorsement 19a-79-11

- ☑ 143. Approved Endorsement
- ☑ 144. Activity choices appropriate
- ☑ 145. Ratio: 1 Staff to 10 Children
- ☑ 146. Group Size: Max. 20 Children
- ☑ 147. Education Consultant Appropriate

Monitoring of Diabetes 19a-79-13 no child enrolled

- ☑ 154. Written Policies/Procedures
- ☑ 155. On Site Staff Trained in First Aid/Glucose Testing
- ☑ 156. Training Current/Documented
- ☑ 157. Supervision of Self Administration
- ☑ 158. Equipment/Supplies: Labeled/Inaccessible
- ☑ 159. Signed Agreement w/Parent Regarding Equipment
- ☑ 160. Materials Discarded Appropriately
- ☑ 161. Authorized Prescriber/Parent Permission
- ☑ 162. Documentation of Test Results/Actions Taken
- ☑ 163. Daily Written Parent Notifications

Signature of OEC Representative	Written Corrective Action Plan Due to OEC by:	Signature of Person in Charge
	11/1/21	

Print Name: Kristi Morgan

Print Name: Jan Garre

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: Ed Advance Basics - Mitchell License # 15422 Date: 10/18/21

Observations/Corrections needed:

1- local health inspection not observed.

4- 2 children's file - no documentation of discipline policy discussed.

38- 1 individual care plan not signed by parent; 1 not signed by staff.

37- 2 children's physicals missing immunizations.

102- 3 medication authorization forms on school form; ~~not on site~~ OK ☺

19a-79-3a(a) - vaccination/testing documentation not on site.

Discussed:

- nurses agreement incomplete
- microwave uncleaned

S = Substantiated **NS = Not Substantiated** **P = Pending (if applicable)**

Operators/providers are required by regulations and statutes to be in compliance at all times.

Signature: _____ *(OEC Representative)*

Print Name: Kristi Morgan

CORRECTIVE PLAN SHALL BE RETURNED TO OEC BY: 11/1/21

Signature: _____ *(Person in Charge)*

Print Name: JANCOARRE