

Post for 30  
Operating  
Days

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

**CHILD CARE CENTER/GROUP INSPECTION FORM**

INITIAL  UNANNOUNCED  FULL PARTIAL  FOLLOW UP  LOCATION CHANGE  OTHER

Program Name: <b>YWCA Growing Tree Early Learning Center</b>	License Number: <b>15312</b>	Date of Inspection: <b>10/20/21</b>	Time of Arrival: <b>8:15</b>
Address: <b>195-205 Garden Street</b>	Expiration Date: <b>4/30/25</b>	Licensed Capacity: <b>78</b>	Under 3 Capacity: <b>30</b>
Town: <b>Hartford, Ct 06105</b>	Telephone: <b>860-548-2003</b>	# of children present: <b>12</b>	# of staff present: <b>6</b>
Operator: <b>YWCA Hartford Region Inc</b>	Director: <b>Rhonda Knight</b>	Head Teacher: <b>Judith Ortiz</b>	
Email: <b>rhondak@ywc Hartford.org</b>	Summer Care: <b>Open</b>	Hours of Operation: <b>7:00am - 5:30pm</b>	
Ages Served: <b>6 weeks - 12 years</b>	Instruction Codes: √ = Compliance/No violation found O = Non-compliance/Violation found N/A = Not applicable at this time		
Endorsements: <input checked="" type="checkbox"/> Under Three (6wks - 36m) <input checked="" type="checkbox"/> Preschool (3y - 5y) <input checked="" type="checkbox"/> School Age (5y & up) <input type="checkbox"/> Night Care (6wks & up)			

**Licensure Procedures 19a-79-2a**

- 1. Local Health Date: **1/26/18**
- 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: **11/19/19**
- 10. OEC Complaint Procedure
- 11. Food Service Certificate Date: **7/1/19**
- 12. Menus
- 13. Emergency Plans
- 14. No Smoking Signs
- 15. Radon Test (Y/N) Date: **4/30/19** Results: **<0.3pCi/L**

**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
- 21. Ratio: 1 Staff to 10 Children
- 22. Group Size: Maximum 20 Children
- 23. Designated Director/Training
- 24. CPR Certified Staff
- 25. First Aid Trained Staff

**Consultants**

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

	Contracts	Logs
Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dental	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Dietitian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 27. Logs/Visits Documented

**Swimming: (Y/N)**

- 28. Non-Swimmers Identified
- 29. Staff/Child Ratios
- 30. CPR Certified Staff (20 years of age)
- 31. Lifeguard Certified/Supervision

Signature of OEC Representative: *[Signature]*

Written Corrective Action Plan Due to OEC by: **11/11/21**

Signature of Person in Charge: *[Signature]*

Print name: **Johanne Dalo**

Print name: **Genevieve Campbell**

**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
- 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
- 48. Sanitary Drinking Fountains/Disposable Cups
- Water Supply: **Public Well**
- 49. Lead Water Test Date: **11/6/19**
- Bacterial/Chemical Test (Y/N) Date: **-**
- 50. Walkways Maintained
- 51. Designated Staff Toilet/Sink
- 52. All Openings for Ventilation Screened
- 53. Windows Protected to Prevent Falls
- 54. Glass Protected to 36"
- 55. Overhead Doors Locking Devices/Spring Protectors
- 56. Exits/Hallways and Stairs Unobstructed
- 57. Individual Storage of Clothing/Bedding
- 58. Smoking Prohibited
- 59. Matches/Lighters Inaccessible
- 60. Electrical Safety: Outlets/Cords
- 61. Toileting Needs Met
- 62. Required Toilets/Sinks/Supplies
- 63. Potty Chairs: Nonporous/Emptied/Disinfected
- 64. Hand Washing After Toileting: Staff/Children
- 65. Ventilation in Toilet Room
- 66. Air Temp 65°, Thermometer Affixed

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## CHILD CARE CENTER/GROUP INSPECTION FORM

Program Name: <b>YWCA Growing Thru Early Learning Center</b>	License Number: <b>15312</b>	Date of Inspection: <b>10/28/21</b>
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- Physical Plant continued:**
- 67. Water Temperature 60°-115°
  - 68. Portable Space Heaters
  - 69. Walls/Ceilings/Floors/Rugs: Clean/Good Repair
  - 70. Rugs Secure
  - 71. Hot Water/Steam Pipes Protected
  - 72. Working Phone on Each Level
  - 73. Emergency Numbers Posted
  - 74. Adequate Lighting: 50/30 Candle Feet
  - 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
  - 82. Equipment: Good Repair/Safe/Non-toxic
  - 83. Cots Stored/Maintained/Adequate Number
  - 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 from Hazards
  - 90. Peeling Paint (Y/N) Sample Taken (Y/N)
  - 92. Equipment Anchored/Safely Arranged
  - 93. Outdoor Play Area Protected/Fenced
  - 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

- Under Three Endorsement 19a-79-10**
- 109. Approved Endorsement
  - 110. Ratio: 1 Staff to 4 Children
  - 111. Group Size no Larger than 8
  - 112. Physical Barriers/Groups of 8 (Indoors/Outdoors)
  - 113. Adequate Sinks in Program Space
  - 114. Free Standing/Well-Constructed/Safe Cribs
  - 115. Washable Cots
  - 116. Chairs for Feeding/Stable/Safety Straps/Locking Tray
  - 117. Dev. Appropriate Tables/Chairs/Equipment
  - 118. Refrigerators and Food Prep Facilities
  - 119. Sturdy/Safety Rail/Nonporous/Exclusive Use
  - 120. Washed/Disinfected
  - 121. Disposable Paper Sheets
  - 122. Covered Waste Receptacle
  - 123. Diaper Changing Policy Posted
  - 124. Hand Washing Policy Posted
  - 125. Individual Storage of Personal Items
  - 126. Cribs/Cots Washed/Disinfected
  - 127. Under 12 Months Placed on Back for Sleeping
  - 128. Alternate Sleep Position/Equip-Medical Document (Y/N)
  - 129. Crib/Bed Used for Infant Sleeping
  - 130. Crib/Bed Free from Observable Hazards
  - 131. Infant Toys Separate/Washed/Disinfected Daily
  - 132. No Toys/Objects Less than 1 1/4" Diameter
  - 133. Plastic Bags/Balloons/Styrofoam Objects Inaccessible
  - 134. Health Consultant/Documentation of Visits
  - 135. Infants Held for Bottles/Individual Attn/Tummy Time
  - 136. Written Statement/Feeding Schedule from Parent
  - 137. Unused Portions of Liquids Discarded
  - 138. Clean Bottles/Disp. Bottles/Approved Bottle Washing
  - 139. Food Served from Dish or Whole Jar Served
  - 140. Bottles Individually Identified w/Child's Name
- Outdoor Play Space-Under Three:**
- 141. Play Space Fenced
  - 142. Outdoor Equipment: Dev. Appropriate
- 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
- Night Care Endorsement 19a-79-12 (10pm-5am)**
- 148. Approved Endorsement
  - 149. Written Program Plan/Supervision
  - 150. Staff Awake/Available
  - 151. Cot/Crib/Bedding/Toiletries/Sleep Apparel
  - 152. Individual Storage of Personal Items
  - 153. Bedding/Sleeping Apparel Laundered Weekly
- Monitoring of Diabetes 19a-79-13**
- 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: <b>11/11/21</b>	Signature of Person in Charge 
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Print Name: **Johanne Dalo** Print Name: **Genevieve Campbell**

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: YWCA Growing Tree Early Learning Center License # 15312 Date: 10/28/21

Observations/Corrections needed:

- #1 Expired Local Health Inspection
- #4 Observed ~~2~~ children without documentation of behavior management discussed with parent
- #7 Observed 7 staff in attendance and 5 staff with arrival time.
- #9 Expired Fire Marshal Certificate
- #11 Expired Food Service Certificate
- #16 Observed ~~2~~ expired staff health records and a staff without health records and TB screening. <sup>JD</sup>
- #26 Observed 3 consultant agreements not current (Ed, Social Service, dental)
- #27 No annual review of policies and educational program by all consultants.
- #38 Observed ~~2~~ care plans not signed by parents and staff caring for child, and observed 2 care plans not signed by staff caring for child. <sup>JD</sup>
- #45 Observed upper ~~door~~ cabinet door hinge loose, hole in half door, wall next to half door showing porous surface, ripped couches and a chair, 7 shelves not secured, dirty vents in hallway bathrooms, and rust at bottom of bathroom stalls.
- #66 No affixed thermometer in preschool 2
- #74 Observed lighting less than 50 c/f in writing and reading area and less than 30 c/f other area.
- #77 Outdoor garbage not disposed daily.
- #102 Observed incomplete form on school personnel form

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: [Signature]  
(OEC Representative)  
Print Name: Johanne Dato

CORRECTIVE PLAN SHALL BE RETURNED TO

Signature: [Signature]  
(Person in Charge)  
Print Name: Genevieve Campbell

OEC BY: 11/11/21

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: YNCA Growing Tree Early Learning Center License # 15312 Date: 10/28/21

Observations/Corrections needed:

- #103 Observed no label on all but one
- #118 Observed dirty diaper changing table (contact strip) and porous surface on another changing table.

Discussing

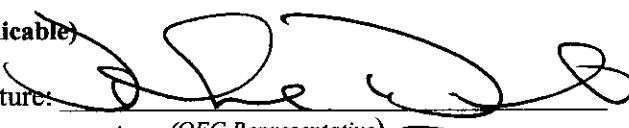
→ <sup>so</sup> ~~1 staff~~ without annual staff policy training. not available for 1 staff

"CHK provider-emergency plan does not meet all federal requirements. Provider will develop/review its emergency plan to meet all requirements."

BCIS and background check requirements were discussed.

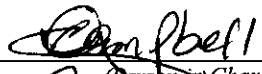
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