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

SCHOOL AGE ONLY INSPECTION FORM

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

Program Name: SONCCA Center School	License Number: 10582	Date of Inspection: 3/16/22	Time of Arrival: 12:30
Address: 50 Great Oak Rd	Expiration Date: 10/31/24	Licensed Capacity: 60	
Town: Oxford	Telephone: (203)893-5250	# of children present:	# of staff present:
Operator: SONCCA Inc	Director: Kelsey Arsenault		
Email: soncca@yahoo.com	Head Teacher: Rob Kelsey Arsenault		
Hours of Operation: 7-9 3-6pm	Summer Care: Closed		
Ages Served: 5 to 12	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: 8/18/20

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/Sta

Items Posted: Conspicuous/Accessible
- ☑ 8. License
- ☑ 9. Current Fire Marshal Certificate Date: 4/13/21
- ☑ 10. OEC Complaint Procedure
- ☑ 11. Food Service Certificate Date: n/a
- ☑ 12. Menus
- ☑ 13. Emergency Plans
- ☑ 14. No Smoking Signs
- ☑ 15. Radon Test (Y/N) Date: n/a 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	X	X
Health	X	X
Social Service	X	X
Dental	X	X
Dietitian	n/a	n/a

- ☐ 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
- ☐ 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 (Y/N) Date: n/a
  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
- ☑ 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
- ☑ 69. Building/Equipment: Sanitary/Hazard Free
- ☑ 71. Hot Water/Steam Pipes Protected
- ☑ 72. Working Phone on Each Level

Signature of OEC Representative:	Written Corrective Action Plan Due to OEC by:	Signature of Person in Charge:
Jaime Fortin	3/30/22	
Print name: Jaime Fortin		Print name: Kelsey Arsenault

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License Number: 70582

Date of Inspection: 3/16/22

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

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 n/a

- ☑ 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
Jaime Fortin	3/30/22	
Print Name: Jaime Fortin		Print Name: Kelsey Arsenault

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: SONCCA Center School License # 70582 Date: 3/16/22

Observations/Corrections needed:

Care4Kids! Not in compliance for emergency preparedness policies - dockdown/manmade disaster.

(3) No documentation of 3 staff's annual training
(7) Staff daily attendance not observed
(16) 1 staff health record not observed; 1 not current
(17) No documentation of staff professional development
(26) Consultant Agreements not current
(27) Logs of annual policy review not observed
(40) Menus do not reflect 2 food groups daily
(43) Hand Washing before snack - not observed
(44) 1st Aid Manuel and 2 icepacks not observed (current).
(76) Chemicals unlocked throughout Cafeteria
(80) CO Detector not observed

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: Jaime Fortin
(OEC Representative)
Print Name: Jaime Fortin

CORRECTIVE PLAN SHALL BE RETURNED TO OEC BY: 3/30/22

Signature: CEA
(Person in Charge)
Print Name: Kelsey Arsenault