

CHILD CARE CENTER/GROUP INSPECTION FORM

INITIAL  UNANNOUNCED  FULL/PARTIAL  FOLLOW UP  LOCATION CHANGE  OTHER

Program Name: <b>Branford Early Learning Center</b>	License Number: <b>13902</b>	Date of Inspection: <b>8/17/22</b>	Time of Arrival: <b>11:45am</b>
Address: <b>16 Birch Rd</b>	Expiration: <b>9/30/26</b>	Licensed Capacity: <b>70</b>	Under 3 Capacity: <b>16</b>
Town: <b>Branford 06405</b>	Telephone: <b>203-489-4512</b>	# of children present:	# of staff present:
Operator: <b>Branford Early Learning Center</b>	Director: <b>Diane Papacoda</b>	Head Teacher: <b>Ketty (M) Diane Papacoda</b>	Summer Care: <b>Open</b>
Email: <b>diane.papacoda@yahoo.com</b>	Instruction Codes: N/A = Not applicable at this time √ = Compliance/No violation found O = Non-compliance/Violation found		
Hours of Operation: <b>7:30am - 5:00pm</b>	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)		
Ages Served: <b>6wks - 4yrs old</b>			

Licensure Procedures 19a-79-2a

1. Local Health Date: **5/20/21**

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: **9/29/21**
- 10. OEC Complaint Procedure
- 11. Food Service Certificate Date: **exp. 4/1/23**
- 12. Menus
- 13. Emergency Plans
- 14. No Smoking Signs
- 15. Radon Test (Y/N) Date: **3/3/00** Results: **.6**
- 15a. Developmental Milestones

Staffing 19a-79-4a

- 16. Staff Health Records/TB Tests
- 17. Professional Development
- 18. Disciplinary Actions
- 18b. Background Checks
- 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

Swimming cont.

- 29. Staff/Child Ratios
- 30. CPR Certified Staff (20 years of age)
- 31. Lifeguard 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 Date: **7/22/22**  
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

Signature of OEC Representative:

**Fil Montagne**

Written Corrective Action Plan Due to OEC by: **8/31/22**

Signature of Person in Charge:

**Diane H. Papacoda**

Print name: **Fil Montagne**

Print name: **Diane Papacoda**

## CHILD CARE CENTER/GROUP INSPECTION FORM

<b>Program Name:</b> <span style="font-size: 1.2em; font-family: cursive;">Brunford Early Learning Center</span>	<b>License Number:</b> <span style="font-size: 1.2em;">13900</span>	<b>Date of Inspection:</b> <span style="font-size: 1.2em;">8/17/22</span>
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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) (X) (FM)
- 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

<b>Signature of OEC Representative</b> <span style="font-size: 1.2em; font-family: cursive;">Fil Montanye</span>	<b>Written Corrective Action Plan</b> Due to OEC by: <span style="font-size: 1.2em;">8/21/22</span>	<b>Signature of Person in Charge</b> <span style="font-size: 1.2em; font-family: cursive;">Diane M Pappasoda</span>
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Print Name: Fil Montanye Print Name: Diane Pappasoda

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: Branford Early Learning Center License # 13900 Date: 8/17/22

Observations/Corrections needed:

- #4 - Observed 2 out of 8 children's files without documentation of behavior management tech. discussed with parent
- #16 - observed 1 out of 6 staff without documentation of TB results
- #18b - observed 2 staff on BCIS roster with staff not current working with children. Immediate correction made at time of inspection.
- #21 - current agreement for dietitian not observed
- #33 - ~~pm~~
- #38 - observed 4 care plans not signed by parents
- #45 - observed basket ball hoop in indoor gym not secured
  - observed plastic climber slide in indoor gym without impact absorbing material
  - observed protruding screw on curtain rod in back by sink in ABC room (at children's level)
- #69 - observed walls around soap dispenser in bathrooms between ladybugs and lollipops to be porous
  - observed bubbling substance that is peeling on the walls by toilets + sinks in bathrooms between lollipop + ladybugs
- #82 - observed rust on bottom of stalls in boys bathrooms (bubbling and chipping)

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: Fil Montanye  
(OEC Representative)  
Print Name: Fil Montanye

CORRECTIVE PLAN SHALL BE RETURNED TO

Signature: Diane M Pappacoda  
(Person in Charge)  
Print Name: Diane Pappacoda

OEC BY: 8/31/22

## SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: Branford Early Learning Center License # 13900 Date: 8/17/22

## Observations/Corrections needed:

- #99 - observed 3 diaper antment permission forms to be incomplete missing end date, start + end date + where to apply
- observed 1 diaper antment without specific name of antment
- #102 - observed 2 expired medication orders
- observed 2 medication orders incomplete, 1 missing prescribers printed name, number + address and 1 missing side effects along with prescribers information
- #104 - observed 1 expired medication not disposed (program has current medication as well)

Discussion

- obtained written statement for immediate correction on staff without current background check.
- observed Jeep climber and large airplane seesaw without 8" of impact absorbing material per staff not in use unless brought on to turf
- ~~documentation of turf meeting impact absorbing material needed per all fall zones with equipment~~ (FM)
- observed 2 staff's own school age children on site upon arrival not enrolled
- observed Pack + Play outside not clean

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Signature: Fil MontanyePrint Name: Fil Montanye  
(OEC Representative)Signature: Diane M PappacodaPrint Name: Diane Pappacoda  
(Person in Charge)

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 8/31/22