

INITIAL UNANNOUNCED FULL PARTIAL FOLLOW UP LOCATION CHANGE OTHER

Program Name: <u>West Hartford Extended Experience</u> <u>Charter Oak School</u>	License Number: <u>12969</u>	Date of Inspection: <u>9/8/12</u>	Time of Arrival: <u>4:30</u>
Address: <u>425 Oakwood Avenue</u>	Expiration Date: <u>10/31/12</u>	Licensed Capacity: <u>59</u>	
Town: <u>West Hartford</u>	Telephone: <u>(800) 929-5573</u>	# of children present: <u>22</u>	# of staff present: <u>5</u>
Operator: <u>WHEE Inc.</u>	Director: <u>Carol Poirot</u>	Head Teacher: <u>Amanda Vellettri</u>	
Email: <u>Wheeco425@gmail.com</u>	Summer Care: <u>closed</u>	Instruction Codes: √ = Compliance/No violation found O = Non-compliance/Violation found N/A = Not applicable at this time	
Hours of Operation: <u>Mon-Fri 7:30-8:30 am / 3-6pm / Wed 2-6pm</u>	Ages Served: <u>5-12 years</u>		

Licensure Procedures 19a-79-2a

1. Local Health Inspection Date: 9/17/12

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: 2/17/12
- 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: _____
- 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
- 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	<u>N/A</u>	<u>N/A</u>

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

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: N/A
- 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: <u>Erin Wraight</u>	Written Corrective Action Plan Due to OEC by: <u>9/22/12</u>	Signature of Person in Charge: <u>AMANDA VELETTI</u>
Print Name: <u>Erin Wraight</u>		Print Name: <u>Amanda Vellettri</u>

SCHOOL AGE ONLY INSPECTION FORM

Program Name: WHEE - Charter Oak School

License Number: 12969

Date of Inspection: 9/8/22

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) (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) (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 No children 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

Erin Waight

Written Corrective Action Plan
Due to OEC by:

9/22/22

Signature of Person in Charge

Anande Velcheti

Print Name: Erin Waight

Print Name: Anande Velcheti

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: WHEE-Charter Oak School License # 12969 Date: 9/8/22

Observations/Corrections needed:

- 16. observed 2 staff with expired physicals
- 26. observed expired consultant contracts
- 27. observed education consultant Loy not current
- 38. observed 2 care plans not signed by parent
- 102. observed albuterol authorization missing parent signature/authorization
albuterol authorization missing start/end date, epi pen/Benadryl
authorization on incomplete school personnel form, and epi pen/benadryl
authorization missing parent signature
- 103. observed 2 unlabeled Benadryl and Advil without prescription
Label

Discussed: post developmental milestones, 1 staff missing
annual policy review, 1 child without behavior sign off

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: Elin Mairist
(OEC Representative)

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 9/22/22

Signature: Amanda Venetrai
(Person in Charge)