

INITIAL     UNANNOUNCED FULL/PARTIAL     FOLLOW UP     LOCATION CHANGE     OTHER

Program Name: <u>West Bristol Clubhouse</u>	License Number: <u>pending</u>	Date of Inspection: <u>9/14/22</u>	Time of Arrival: <u>2:45</u>
Address: <u>500 Clark Ave</u>	Expiration Date: <u>n/a</u>	Licensed Capacity: <u>112</u>	
Town: <u>Bristol 06010</u>	Telephone: <u>860-584-7815</u>	# of children present: <u>0</u>	# of staff present: <u>2</u>
Operator: <u>Bristol Boys and Girls Club Association</u>	Director: <u>Barbara Holtz</u>		
Email: <u>barbara@bbgc.org</u>	Head Teacher: <u>Barbara Holtz</u>		
Hours of Operation: <u>M-F 6:30am - 8:00am 2:30 - 6:00pm</u>	Summer Care: <u>closed</u>		
Ages Served: <u>5-12 years</u>	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: 8/3/22

**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: 8/4/22
- 10. OEC Complaint Procedure
- 11. Food Service Certificate Date: n/a
- 12. Menus
- 13. Emergency Plans
- 14. No Smoking Signs

n/a  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	<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
- n/a  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
- 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:

Betty Mayer

Written Corrective Action Plan

Due to OEC by: n/a

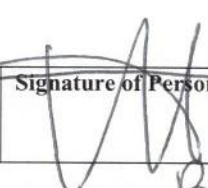
Signature of Person in Charge:

Barbara Holtz

Print name: Betty Mayer

Print name: Barbara Holtz

SCHOOL AGE ONLY INSPECTION FORM

<p>Program Name: <u>West Bristol Club House</u></p>	<p>License Number: <u>Pending</u></p>	<p>Date of Inspection: <u>9/14/22</u></p>
<p><u>Physical Plant continued:</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 73. Emergency Numbers Posted</li> <li><input checked="" type="checkbox"/> 75. Light Fixtures Shielded/Shatter Proof</li> <li><input checked="" type="checkbox"/> 76. Potentially Hazardous Substances Locked</li> <li><input checked="" type="checkbox"/> 77. Garbage/Rubbish Disposed Daily</li> <li><input checked="" type="checkbox"/> 78. Stairs Protected/Good Repair/Handrails</li> <li><input checked="" type="checkbox"/> 79. Pets: Maintained/Care Plan (Y/N) <u>(N)</u></li> <li><input checked="" type="checkbox"/> 80. Operable CO Detector on Each Level <u>(Y/N)</u></li> <li><input checked="" type="checkbox"/> 81. Program Space/Adequate Sq. Ft. Per Child</li> <li><input checked="" type="checkbox"/> 84. Developmentally Appropriate Equipment/Materials</li> <li><input checked="" type="checkbox"/> 85. Hot Tubs/Spas/Saunas: Locked/Inaccessible (Y/N) <u>(N)</u></li> <li><input checked="" type="checkbox"/> 86. No Weapons/No Facsimile of a Firearm on Premise</li> </ul> <p><u>Outdoor Space</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 87. Outdoor Space Adequate Sq. Ft. Per Child</li> <li><input checked="" type="checkbox"/> 88. Impact Absorbing Material under Equipment</li> <li><input checked="" type="checkbox"/> 89. Playground Free of Hazards</li> <li><input checked="" type="checkbox"/> 92. Equipment Anchored/Safely Arranged</li> <li><input checked="" type="checkbox"/> 93. Outdoor Playground Protected</li> <li><input checked="" type="checkbox"/> 94. Drinking Water Available/Accessible</li> </ul> <p><u>Educational Requirements 19a-79-8a</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 95. Written Plan for Daily Program Available to Parents/Staff</li> <li><input checked="" type="checkbox"/> 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</li> </ul> <p><u>Administration of Medications 19a-79-9a</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 97. Written Policies/Procedures</li> <li><input checked="" type="checkbox"/> 98. Training Outline on file</li> </ul> <p><u>Nonprescription Topical Medications</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 99. Administration/Parent Permission/MAR</li> <li><input checked="" type="checkbox"/> 100. Labeling/Storage</li> </ul> <p><u>Oral/Topical/Inhalant/Injectable Medications</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 101. Med Trained Staff/Certificates</li> <li><input checked="" type="checkbox"/> 102. Authorized Prescriber/Parent Permission/MAR</li> <li><input checked="" type="checkbox"/> 103. Labeling/Storage</li> <li><input checked="" type="checkbox"/> 104. Unused/Expired Meds Returned/Disposed</li> </ul> <p><u>Self-Administration</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 105. Authorized Prescriber/Parent Permission/MAR</li> <li><input checked="" type="checkbox"/> 106. Labeling/Storage</li> </ul> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 107. Approved Petition For Special Med Authorization</li> </ul> <p><u>Emergency Distribution of Potassium Iodide</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 108. KI Pill Parent Permission/Storage</li> </ul>	<p><u>School Age Children Endorsement 19a-79-11</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 143. Approved Endorsement</li> <li><input checked="" type="checkbox"/> 144. Activity choices appropriate</li> <li><input checked="" type="checkbox"/> 145. Ratio: 1 Staff to 10 Children</li> <li><input checked="" type="checkbox"/> 146. Group Size: Max. 20 Children</li> <li><input checked="" type="checkbox"/> 147. Education Consultant Appropriate</li> </ul> <p><u>Monitoring of Diabetes 19a-79-13</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 154. Written Policies/Procedures</li> <li><input checked="" type="checkbox"/> 155. On Site Staff Trained in First Aid/Glucose Testing</li> <li><input checked="" type="checkbox"/> 156. Training Current/Documented</li> <li><input checked="" type="checkbox"/> 157. Supervision of Self Administration</li> <li><input checked="" type="checkbox"/> 158. Equipment/Supplies: Labeled/Inaccessible</li> <li><input checked="" type="checkbox"/> 159. Signed Agreement w/Parent Regarding Equipment</li> <li><input checked="" type="checkbox"/> 160. Materials Discarded Appropriately</li> <li><input checked="" type="checkbox"/> 161. Authorized Prescriber/Parent Permission</li> <li><input checked="" type="checkbox"/> 162. Documentation of Test Results/Actions Taken</li> <li><input checked="" type="checkbox"/> 163. Daily Written Parent Notifications</li> </ul>	
<p>Signature of OEC Representative <u>Betty Mayer</u></p>	<p>Written Corrective Action Plan Due to OEC by: <u>n/a</u></p>	<p>Signature of Person in Charge </p>

Print Name: Betty Mayer

Print Name: Barbara Holtz

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: West Bristol Clubhouse License # pending Date: 9/14/22

Observations/Corrections needed:

Discussed: stove/oven to be separated / protected in teacher's lounge.

Measurements:	Toilets:	Sinks
<u>Teachers Lounge:</u>		
$27.3 \times 13.2 = 360.36 / 35 = 10.29$ (OK 10)	44 111	44 1

\* Cafeteria

$90 \times 43.7 = 3,933 / 35 = 112.37$  (OK 112) \* counts for licensed capacity

Large Gym:

$90.5 \times 60.3 = 5,458.15 / 35 = 155.94$  (OK 155)

Small Gym:

$33.7 \times 28.7 = 967.19 / 35 = 27.63$  (OK 27)

Music Room:

$30.2 \times 24.7 = 745.94 / 35 = 21.31$  (OK 21)

Licensed Capacity 112

Media Center:

$42.8 \times 60.2 = 2,576.56 / 35 = 73.61$  (OK 73)

Large Playscape:

$86.4 \times 89.6 = 7,741.44 / 75 = 103.21$  (OK 103)

Small Playground:

$150 \times 100 = 15,000 / 75 = 200$  (OK 200)

Softball field:

$100 \times 100 = 10,000 / 75 = 133.33$  (OK 133)

Baseball field:

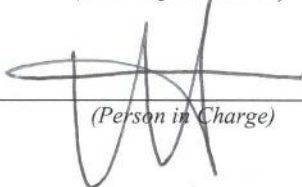
$200 \times 200 = 40,000 / 75 = 533.33$  (OK 533)

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: Betty Mayer  
(OEC Representative)

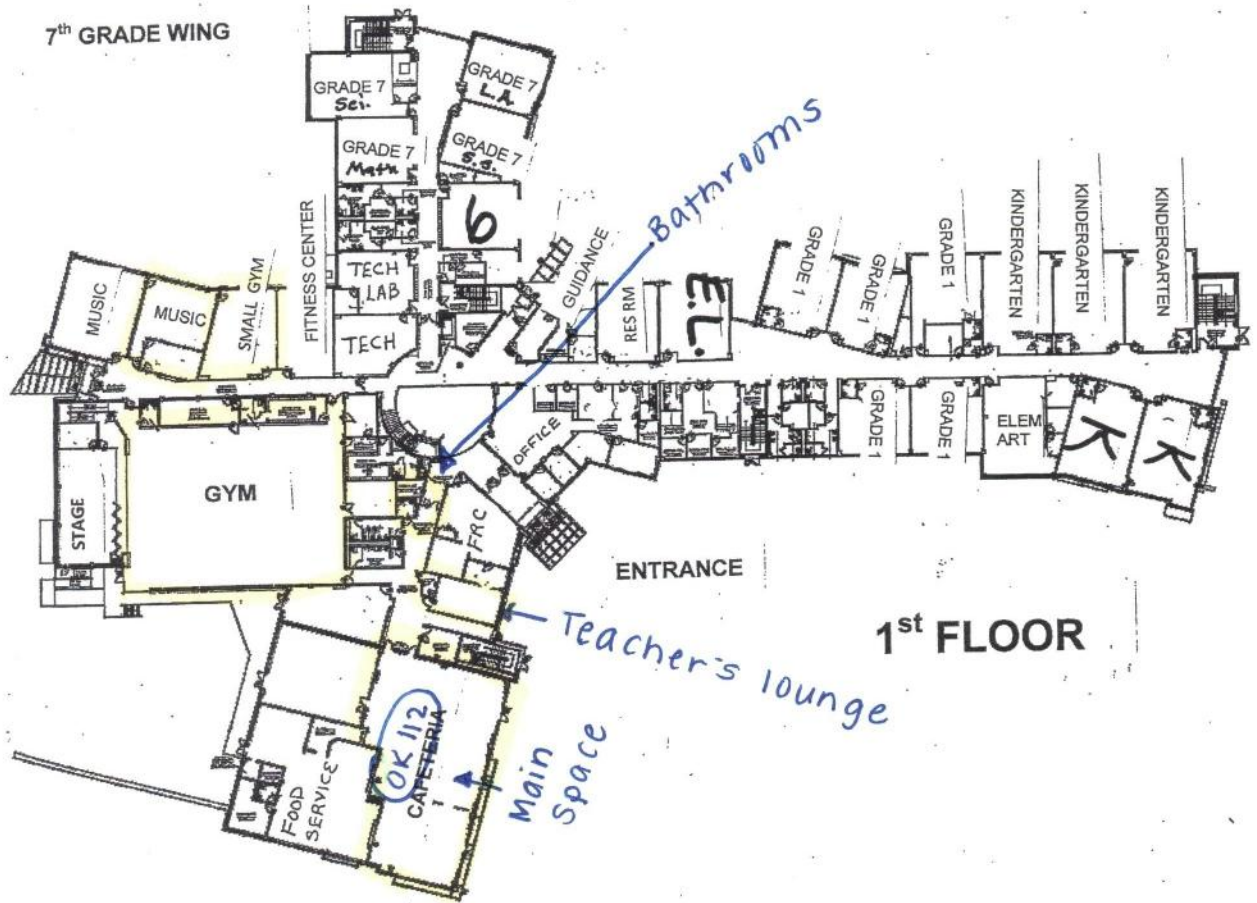
CORRECTIVE PLAN SHALL BE RETURNED TO

Signature:   
(Person in Charge)

OEC BY: n/a

# Floor Plan

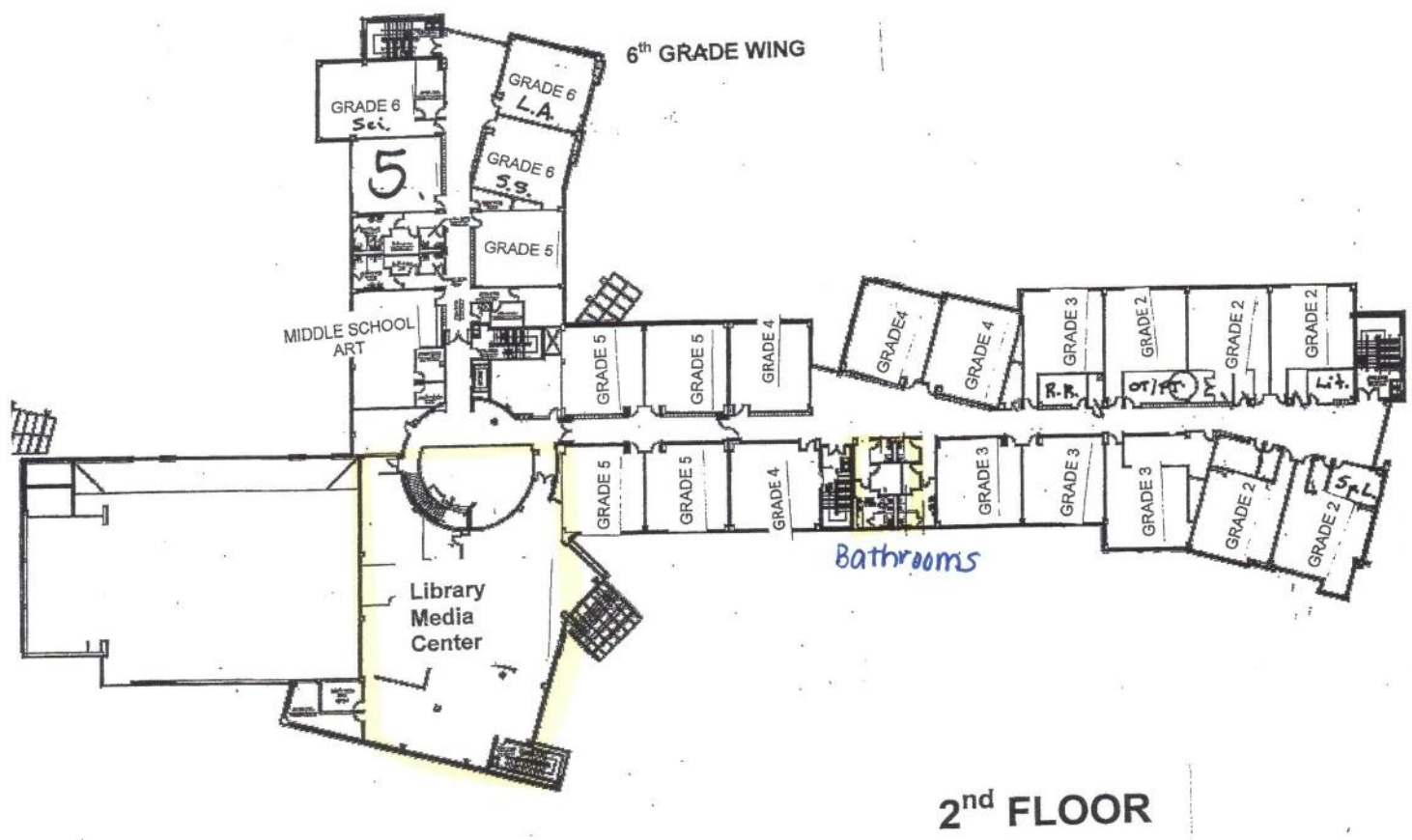
(Attachment 11a)



licensed space

9.14.22

Floor Plan  
(Attachment 11a)



 licensed space

9.14.22

Sketch - Outdoor Space  
(Attachment 12a)

Small Playground

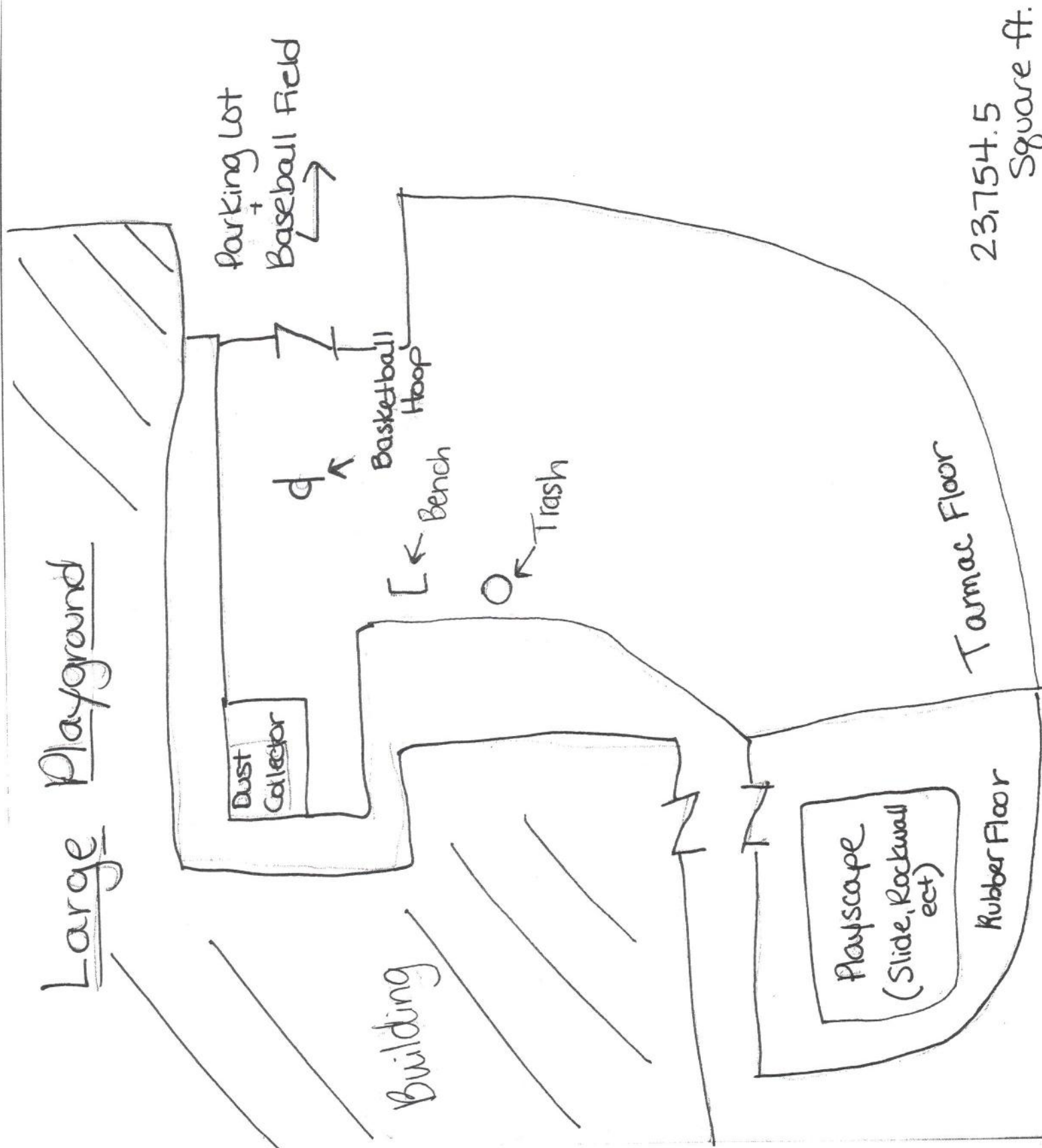
Front of building  
↘

Main Entrance  
↙



8,303.8  
Square ft.

Sketch - Outdoor Space  
(Attachment 12a)



Large Playground

Parking Lot  
Baseball Field

Dust Collector

Basketball Hoop

Bench

Trash

Tarmac Floor

Playscape  
(Slide, Rockwall  
ect)

Rubber Floor

Building