

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: <u>First Congregational Preschool</u>	License Number: <u>16764</u>	Date of Inspection: <u>12-7-21</u>	Time of Arrival: <u>9:07</u>
Address: <u>62 Colony St</u>	Expiration Date: <u>1-31-26</u>	Licensed Capacity: <u>64</u>	Under 3 Capacity: <u>0</u>
Town: <u>Mereden</u>	Telephone: <u>203-634-8886</u>	# of children present: <u>31</u>	# of staff present: <u>10</u>
Operator: <u>First Congregational Preschool Inc.</u>	Director: <u>Susan Jenkins</u>	Head Teacher: <u>Sybil DiMella</u>	
Email: <u>sujenkins@sbcglobal.net</u>	Summer Care: <u>Closed</u>		
Hours of Operation: <u>M-F 9:30-2:25</u>	Instruction Codes: N/A = Not applicable at this time √ = Compliance/No violation found O = Non-compliance/Violation found		
Ages Served: <u>3-5 years</u>	Endorsements: <input type="checkbox"/> Under Three (6wks - 36m) <input checked="" type="checkbox"/> Preschool (3y - 5y) <input type="checkbox"/> School Age (5y & up) <input type="checkbox"/> Night Care (6wks & up)		

- Licensure Procedures 19a-79-2a**
 1. Local Health Date: 9-17-21
- 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: _____
 - 10. OEC Complaint Procedure
 - 11. Food Service Certificate Date: _____
 - 12. Menus
 - 13. Emergency Plans
 - 14. No Smoking Signs
 - 15. Radon Test (Y/N) Date: _____ 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
 - 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 | ✓ | ✓ |
| Health | ✓ | ✓ |
| Social Service | ✓ | ✓ |
| Dental | ✓ | ✓ |
| Dietitian | na | na |
- 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: _____
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: <u>Jennifer Serra</u> Print name: <u>Jen Serra</u>	Written Corrective Action Plan Due to OEC by: <u>12-21-22</u>	Signature of Person in Charge: <u>Susan Jenkins</u> Print name: <u>Susan Jenkins</u>
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CHILD CARE CENTER/GROUP INSPECTION FORM

<p>Program Name: <i>Hot Congregational Preschool</i></p> <p><u>Physical Plant continued:</u></p> <p><input type="checkbox"/> 67. Water Temperature 60°-115°</p> <p><input type="checkbox"/> 68. Portable Space Heaters</p> <p><input type="checkbox"/> 69. Walls/Ceilings/Floors/Rugs: Clean/Good Repair</p> <p><input type="checkbox"/> 70. Rugs Secure</p> <p><input type="checkbox"/> 71. Hot Water/Steam Pipes Protected</p> <p><input type="checkbox"/> 72. Working Phone on Each Level</p> <p><input type="checkbox"/> 73. Emergency Numbers Posted</p> <p><input type="checkbox"/> 74. Adequate Lighting: 50/30 Candle Feet</p> <p><input type="checkbox"/> 75. Light Fixtures Shielded/Shatter Proof</p> <p><input type="checkbox"/> 76. Potentially Hazardous Substances Locked</p> <p><input type="checkbox"/> 77. Garbage/Rubbish Disposed Daily</p> <p><input type="checkbox"/> 78. Stairs Protected/Good Repair/Handrails</p> <p><input type="checkbox"/> 79. Pets: Maintained/Care Plan (Y/N)</p> <p><input type="checkbox"/> 80. Operable CO Detector on Each Level (Y/N)</p> <p><input type="checkbox"/> 81. Program Space/Adequate Sq. Ft. Per Child</p> <p><input type="checkbox"/> 82. Equipment: Good Repair/Safe/Non-toxic</p> <p><input type="checkbox"/> 83. Cots Stored/Maintained/Adequate Number</p> <p><input type="checkbox"/> 84. Developmentally Appropriate Equipment/Materials</p> <p><input type="checkbox"/> 85. Hot Tubs/Spas/Saunas: Locked/Inaccessible (Y/N)</p> <p><input type="checkbox"/> 86. No Weapons/No Facsimile of a Firearm on Premise</p> <p><u>Outdoor Space</u></p> <p><input type="checkbox"/> 87. Outdoor Space Adequate Sq. Ft. Per Child</p> <p><input type="checkbox"/> 88. Impact Absorbing Material under Equipment</p> <p><input type="checkbox"/> 89. Playground Free from Hazards</p> <p><input type="checkbox"/> 90. Peeling Paint (Y/N) Sample Taken (Y/N)</p> <p><input type="checkbox"/> 91. Lead Management Plan (Y/N)</p> <p><input type="checkbox"/> 92. Equipment Anchored/Safely Arranged</p> <p><input type="checkbox"/> 93. Outdoor Play Area Protected/Fenced</p> <p><input type="checkbox"/> 94. Drinking Water Available/Accessible</p> <p><u>Educational Requirements 19a-79-8a</u></p> <p><input type="checkbox"/> 95. Written Plan for Daily Program Available to Parents/Staff</p> <p><input type="checkbox"/> 96. Activity Choices: Developmentally Appropriate/ Flexible/Meets Individual Needs</p> <p style="padding-left: 20px;">Program Includes: Indoor/Outdoor, Gross/Fine Motor Skills, Snacks/Meals, Rest/Sleep/Quiet Time, Toileting and Clean Up</p> <p><u>Administration of Medications 19a-79-9a</u></p> <p><input checked="" type="checkbox"/> 97. Written Policies/Procedures</p> <p><input checked="" type="checkbox"/> 98. Training Outline on file</p> <p><u>Nonprescription Topical Medications</u></p> <p><input type="checkbox"/> 99. Administration/Parent Permission/MAR</p> <p><input type="checkbox"/> 100. Labeling/Storage</p> <p><u>Oral/Topical/Inhalant/Injectable Medications</u></p> <p><input type="checkbox"/> 101. Med Trained Staff/Certificates</p> <p><input type="checkbox"/> 102. Authorized Prescriber/Parent Permission/MAR</p> <p><input type="checkbox"/> 103. Labeling/Storage</p> <p><input type="checkbox"/> 104. Unused/Expired Meds Returned/Disposed</p> <p><u>Self-Administration</u></p> <p><input type="checkbox"/> 105. Authorized Prescriber/Parent Permission/MAR</p> <p><input type="checkbox"/> 106. Labeling/Storage</p> <p><input type="checkbox"/> 107. Approved Petition For Special Med Authorization</p> <p><u>Emergency Distribution of Potassium Iodide</u></p> <p><input type="checkbox"/> 108. KI Pills Parent Permission/Storage</p>	<p>License Number: <i>16764</i></p> <p>Date of Inspection: <i>12.7.22</i></p> <p><u>Under Three Endorsement 19a-79-10</u></p> <p><input type="checkbox"/> 109. Approved Endorsement</p> <p><input type="checkbox"/> 110. Ratio: 1 Staff to 4 Children</p> <p><input type="checkbox"/> 111. Group Size no Larger than 8</p> <p><input type="checkbox"/> 112. Physical Barriers/Groups of 8 (Indoors/Outdoors)</p> <p><input type="checkbox"/> 113. Adequate Sinks in Program Space</p> <p><input type="checkbox"/> 114. Free Standing/Well-Constructed/Safe Cribs</p> <p><input type="checkbox"/> 115. Washable Cots</p> <p><input type="checkbox"/> 116. Chairs for Feeding/Stable/Safety Straps/Locking Tray</p> <p><input type="checkbox"/> 117. Dev. Appropriate Tables/Chairs/Equipment</p> <p><input type="checkbox"/> 118. Refrigerators and Food Prep Facilities</p> <p><input type="checkbox"/> 119. Sturdy/Safety Rail/Nonporous/Exclusive Use</p> <p><input type="checkbox"/> 120. Washed/Disinfected</p> <p><input type="checkbox"/> 121. Disposable Paper Sheets</p> <p><input type="checkbox"/> 122. Covered Waste Receptacle</p> <p><input type="checkbox"/> 123. Diaper Changing Policy Posted</p> <p><input type="checkbox"/> 124. Hand Washing Policy Posted</p> <p><input type="checkbox"/> 125. Individual Storage of Personal Items</p> <p><input type="checkbox"/> 126. Cribs/Cots Washed/Disinfected</p> <p><input type="checkbox"/> 127. Under 12 Months Placed on Back for Sleeping</p> <p><input type="checkbox"/> 128. Alternate Sleep Position/Equip-Medical Document Y/N</p> <p><input type="checkbox"/> 129. Crib/Bed Used for Infant Sleeping</p> <p><input type="checkbox"/> 130. Crib/Bed Free from Observable Hazards</p> <p><input type="checkbox"/> 131. Infant Toys Separate/Washed/Disinfected Daily</p> <p><input type="checkbox"/> 132. No Toys/Objects Less than 1 1/4" Diameter</p> <p><input type="checkbox"/> 133. Plastic Bags/Balloons/Styrofoam Objects Inaccessible</p> <p><input type="checkbox"/> 134. Health Consultant/Documentation of Visits</p> <p><input type="checkbox"/> 135. Infants Held for Bottles/Individual Attn/Tummy Time</p> <p><input type="checkbox"/> 136. Written Statement/Feeding Schedule from Parent</p> <p><input type="checkbox"/> 137. Unused Portions of Liquids Discarded</p> <p><input type="checkbox"/> 138. Clean Bottles/Disp. Bottles/Approved Bottle Washing</p> <p><input type="checkbox"/> 139. Food Served from Dish or Whole Jar Served</p> <p><input type="checkbox"/> 140. Bottles Individually Identified w/Child's Name</p> <p><u>Outdoor Play Space-Under Three:</u></p> <p><input type="checkbox"/> 141. Play Space Fenced</p> <p><input type="checkbox"/> 142. Outdoor Equipment: Dev. Appropriate</p> <p><u>School Age Children Endorsement 19a-79-11</u></p> <p><input type="checkbox"/> 143. Approved Endorsement</p> <p><input type="checkbox"/> 144. Activity choices appropriate</p> <p><input type="checkbox"/> 145. Ratio: 1 Staff to 10 Children</p> <p><input type="checkbox"/> 146. Group Size: Max. 20 Children</p> <p><input type="checkbox"/> 147. Education Consultant Appropriate</p> <p><u>Night Care Endorsement 19a-79-12 (10pm-5am)</u></p> <p><input type="checkbox"/> 148. Approved Endorsement</p> <p><input type="checkbox"/> 149. Written Program Plan/Supervision</p> <p><input type="checkbox"/> 150. Staff Awake/Available</p> <p><input type="checkbox"/> 151. Cot/Crib/Bedding/Toiletries/Sleep Apparel</p> <p><input type="checkbox"/> 152. Individual Storage of Personal Items</p> <p><input type="checkbox"/> 153. Bedding/Sleeping Apparel Laundered Weekly</p> <p><u>Monitoring of Diabetes 19a-79-13</u></p> <p><input type="checkbox"/> 154. Written Policies/Procedures</p> <p><input type="checkbox"/> 155. On Site Staff Trained in First Aid/Glucose Testing</p> <p><input type="checkbox"/> 156. Training Current/Documented</p> <p><input type="checkbox"/> 157. Supervision of Self Administration</p> <p><input type="checkbox"/> 158. Equipment/Supplies: Labeled/Inaccessible</p> <p><input type="checkbox"/> 159. Signed Agreement w/Parent Regarding Equipment</p> <p><input type="checkbox"/> 160. Materials Discarded Appropriately</p> <p><input type="checkbox"/> 161. Authorized Prescriber/Parent Permission</p> <p><input type="checkbox"/> 162. Documentation of Test Results/Actions Taken</p> <p><input type="checkbox"/> 163. Daily Written Parent Notifications</p>	
<p>Signature of OEC Representative <i>Jennifer Serra</i></p> <p>Print Name: <u>Jen Serra</u></p>	<p>Written Corrective Action Plan Due to OEC by: <i>12-21-22</i></p>	<p>Signature of Person in Charge <i>Susan Jenkin</i></p> <p>Print Name: <u>Susan Jenkin</u></p>

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: First Congregational Preschool License # 16764 Date: 12.7.21

Observations/Corrections needed:

33 observed 6 out of 6 student files to be missing emergency permission

Discuss

1 staff file missing documentation of new hire orientation

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: Jennifer Serra
(OEC Representative)
Print Name: Jen Serra

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 12.21.22

Signature: Susan Jenkins
(Person in Charge)
Print Name: Susan Jenkins