

Post for 30
Operating
Days

Connecticut Office of Early Childhood
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CHILD CARE CENTER/GROUP INSPECTION FORM

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

Program Name: <u>SurreyBrook</u>	License Number: <u>16559</u>	Date of Inspection: <u>3/9/23</u>	Time of Arrival: <u>10:40</u>
Address: <u>234 Amity Rd.</u>	Expiration Date: <u>11/30/24</u>	Licensed Capacity: <u>92</u>	Under 3 Capacity: <u>48</u>
Town: <u>Bethany</u>	Telephone: <u>203 815-2567</u>	# of children present: <u>80</u>	# of staff present: <u>15</u>
Operator: <u>SurreyBrook LLC</u>	Director: <u>Cheryl Kane</u>		
Email: <u>Cheryl@surreybrook.com</u>	Head Teacher: <u>Megan Kane</u>		
Hours of Operation: <u>7-4:00</u>	Summer Care: <u>Open</u>		
Ages Served: <u>6wks to 12</u>	Instruction Codes: N/A = Not applicable at this time ✓ = Compliance/No violation found O = Non-compliance/Violation found		
Endorsements: ☒ Under Three (6wks - 36m) ☒ Preschool (3y - 5y) ☒ School Age (5y & up) ☐ Night Care (6wks & up)			

Licensure Procedures 19a-79-2a

✓ 1. Local Health Date: 3/18/21

Administration 19a-79-3a

- ✓ ☒ 2. New Staff-Employee Orientation
✓ ☒ 3. Annual Staff Policy Training JF
✓ ☒ 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: 5/19/22
✓ ☒ 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: 3/31/08 Results: 7
✓ ☒ 15a. Developmental Milestones

Staffing 19a-79-4a

- ✓ ☒ 16. Staff Health Records/TB Tests
✓ ☒ 17. Professional Development JF
✓ ☒ 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	n/a	n/a

✓ ☒ 27. Logs/Visits Documented

Swimming: ☒ (X/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: 7/19/22
Bacterial/Chemical Test (Y/N) Date: 10/27/22
✓ ☒ 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:

Jaime Fortin
Print name: Jaime Fortin

Written Corrective Action Plan Due
to OEC by: 3/23/23

Signature of Person in Charge:

Cheryl Kane
Print name: Cheryl Kane

CHILD CARE CENTER/GROUP INSPECTION FORM

Program Name: <u>Surreybrook</u>		License Number: <u>16559</u>	Date of Inspection: <u>3/9/23</u>
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) ☒ 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	
Signature of OEC Representative <u>Jayne Fortin</u>		Written Corrective Action Plan Due to OEC by: <u>3/23/23</u>	Signature of Person in Charge <u>Cheryl Kane</u>
Print Name: <u>Jayne Fortin</u>		Print Name: <u>Cheryl Kane</u>	

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: Surreybrook License # 16559 Date: 3/9/23

Observations/Corrections needed:

Discussed: items to be posted in Conspicuous Accessible location.
 Enrollment dates should be date child 1st started-not date new forms filled
 out yearly. Slide in woods used as car ramp-not slide.

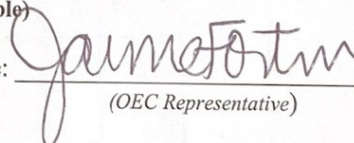
- (3) ~~2 staff annual staff training not observed~~ located okay ✓
 (17) ~~2 staff professional development documentation not observed~~ new staff ✓
 (18b) 1 staff background check not conducted and staff working in
 classroom with children
 (70) Rugs not secured in Bumblebee room
 (11) observed 12:3 ratio on playground of under 3^{rs} classes combined

*1 staff can not work with children until staff is listed as
 work supervised or current in BCIS system.

S = Substantiated NS = Not Substantiated P = Pending (if applicable)

Operators/providers are required by regulations and statutes to be in compliance at all times.

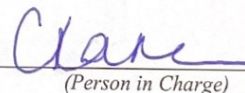
Signature:



(OEC Representative)

CORRECTIVE PLAN SHALL BE RETURNED TO

Signature:



(Person in Charge)

OEC BY:

3/23/23