

SCHOOL AGE ONLY INSPECTION FORM

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

Program Name: <u>Extras</u>	License Number: <u>12304</u>	Date of Inspection: <u>10/1/23</u> Time of Arrival: <u>1:00</u>
Address: <u>45 Lincoln City Rd</u>	Expiration Date: <u>3/31/25</u>	Licensed Capacity: <u>60</u>
Town: <u>Salisbury</u>	Telephone: <u>860-435-9924</u>	# of children present: <u>17</u> # of staff present: <u>4</u>
Operator: <u>Town of Salisbury</u>	Director: <u>David Hill</u>	
Email: <u>extrasprogram@gmail.com</u>	Head Teacher: <u>Juliana Kretz</u>	
Hours of Operation: <u>M-F 7:20-8:20 3-6:00</u>	Summer Care: <u>Open</u>	
Ages Served: <u>5 to 12</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: 10/27/23

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: 8/21/22
- ☒ 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: 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: _____
- ☒ 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:

Print Name: Jaimie Fortin

Written Corrective Action Plan

Due to OEC by:

10/25/23

Signature of Person in Charge:

Print Name: David Hill

SCHOOL AGE ONLY INSPECTION FORM

Program Name: <u>Extras</u>		License Number: <u>12304</u>	Date of Inspection: <u>10/11/23</u>
<u>Physical Plant continued:</u> ☒ 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) ☒ 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) ☒ 86. No Weapons/No Facsimile of a Firearm on Premise <u>Outdoor Space</u> ☒ 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 <u>Educational Requirements 19a-79-8a</u> ☒ 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 <u>Administration of Medications 19a-79-9a</u> ☒ 97. Written Policies/Procedures ☒ 98. Training Outline on file <u>Nonprescription Topical Medications</u> ☒ 99. Administration/Parent Permission/MAR ☒ 100. Labeling/Storage <u>Oral/Topical/Inhalant/Injectable Medications</u> ☒ 101. Med Trained Staff/Certificates ☒ 102. Authorized Prescriber/Parent Permission/MAR ☒ 103. Labeling/Storage ☒ 104. Unused/Expired Meds Returned/Disposed <u>Self-Administration</u> ☒ 105. Authorized Prescriber/Parent Permission/MAR ☒ 106. Labeling/Storage ☒ 107. Approved Petition For Special Med Authorization		<u>School Age Children Endorsement 19a-79-11</u> ☒ 143. Approved Endorsement ☒ 144. Activity choices appropriate ☒ 145. Ratio: 1 Staff to 10 Children ☒ 146. Group Size: Max. 20 Children ☒ 147. Education Consultant Appropriate <u>Monitoring of Diabetes 19a-79-13</u> <u>n/a</u> ☒ 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>Jame Fortin</u>		Written Corrective Action Plan Due to OEC by: <u>10/25/23</u>	
Print Name: <u>Jame Fortin</u>		Signature of Person in Charge <u>Alexander Baker</u> Print Name: <u>Alexander Baker</u>	

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: ExtrasLicense # 123041Date: 10/11/23

Observations/Corrections needed:

- ③ No documentation of annual staff training
- ①7 No documentation of 1 staff professional development; 1 not required hours
- ①9 Head teacher on maternity; no documentation of interim plan including updated ed consultants weekly role. Program operating without head teacher since beginning of school (Sept)
- ②6 Consultant Agreements not current
- ②7 Consultants Logs of annual review not current; nurse quarterly visits not logged
- ③7 1 out of 3 childrens physicals not observed
- ③8 1 care plan not signed by parent + all staff responsible for care of Child
- ⑧0 CO Detector not observed
- ①02 Medication form for emergency medication not current and not signed by child's parent.

Discussed: new director enrolled in class

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: Jaime Fortin

(OEC Representative)

CORRECTIVE PLAN SHALL BE RETURNED TO

Signature: ASJ

(Person in Charge)

OEC BY: 10/25/23