



DIVISION OF LICENSING

450 Columbus Boulevard, Suite 302, Hartford, Connecticut 06103
 Phone (800)282-6063 or (860)500-4450 Fax (860)326-0552
 Email: oc.licensing@ct.gov Website: www.ctoec.org

CHILD CARE CENTER/GROUP CHILD CARE HOME INSPECTION

Program Name	MANCHESTER EARLY LEARNING CENTER @ VERPLANK				License Number	DCCC.16800	Date of Inspection	02/21/2024		
					Expiration Date	6/30/2026	Time of Inspection	07:08 AM		
Address	126 OLCOTT ST MANCHESTER CT 06040-2632				Telephone	(860) 647-9659	Licensed Capacity	150		
					Hours of Operation	MONDAY-FRIDAY 7:00AM-9:00AM 3:40PM-6:00PM	Infant/Toddler Capacity	0		
Is this a Change of Address?	Yes?		No?	X			Summer Care	Closed		
New Address					Minimum Age Served	5 years	Maximum Age Served	14 years	Water Supply	Public Water
					Program's Email	John@melearning.org				
Operator	MANCHESTER EARLY LEARNING CENTER INC				Name of Inspector	Dianna Wassenhove				
Director	JENNIFER WAGNER				Inspector's Email	dianna.wassenhove@ct.gov				
Key: Compliant = X Non-Compliant = O	# of Infants - Toddlers Present	0	# of Total Children Present	10	# of Staff Present	4	Type of Inspection	UNANNOUNCED INSPECTION - FULL		

LICENSURE PROCEDURES 19a-79-2a

X	1. Local Health Inspection	
	Date: 07/06/2023	
X	1a. False or Misleading Statements	

ADMINISTRATION 19a-79-3a

X	1b. Administration	
X	1bb. Capacity	
X	2. New Staff – Employee Orientation	
X	3. Annual Staff Policy Training	
X	3b. Managing child behavior	
X	4. Documentation of Behavior M. Tech Discussed w/parents	
X	4b. Failure to report	

X	5. Notification of Change	
X	6. Program policies	Including discipline, supervision, child protection, general operating, personnel, closing time
O	7. Daily Attendance Records- staff and children	Failed to record daily attendance for staff when observed last sign in for staff to be in 2023.
ITEMS POSTED – ACCESSIBLE		
X	8. License	
O	9. Fire Marshal certificate	Failed to post fire marshal inspection in a conspicuous location
	Date	11/28/2023
X	10. OEC Complaint procedure	
	11. Food Service Certificate	N/A?
	Date	X
O	12. Menus	Failed to prepare and post menus at least 1 week in advance when menu was from 2021-2022
X	13. Emergency plans	
X	14. No Smoking Signs	
	15. Radon Test	N/A?
	Date	Results
		X
X	15a. Developmental Milestones	
X	15b. Access	
X	15bb. Endorsements	
STAFFING 19a-79-4a		
X	15c. Staffing	
X	16. Staff Health records – TB tests	
X	17. Professional development	
X	18. Disciplinary actions	
X	18b. Background checks	

X	19. Designated Head Teacher																						
X	20. Two Staff present																						
X	20a. Staff Qualities																						
	21. Ratio: 1 staff to 10 children																						
O	21b. Supervision	Failed to ensure the supervision of children at all times while indoors when observed children walking from gym to cafeteria and vice versa as well as running in the hallways with no staff present.																					
	22. Group Size – maximum 20 children																						
X	23. Designated director - Training																						
X	24. CPR Certified Staff (Group Home N/A)																						
X	25. First Aid Trained Staff																						
O	26. Consultants- Agreements and Contracts	Failed to maintain current consultant agreements when there is no current educational consultant contract on site																					
O	27. Logs – Visits documented	Failed to document annual review of policies, plans, procedures and education programs by the educational consultant																					
	Not in Compliance?	<table border="1"> <thead> <tr> <th>Education</th> <th>Health</th> <th>Social Service</th> <th>Dental</th> <th>Dietician</th> <th>N/A?</th> <th>X</th> </tr> </thead> <tbody> <tr> <td>O</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>O</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Education	Health	Social Service	Dental	Dietician	N/A?	X	O							O						
Education	Health	Social Service	Dental	Dietician	N/A?	X																	
O																							
O																							
	Contracts																						
	Logs																						
Do they take children swimming? N SWIMMING																							
X	28. Non-swimmers identified																						
X	29. Staff/Child Ratios																						
X	30. CPR certified staff (20 years of age)																						
X	31. Lifeguard certified - supervision																						
RECORD KEEPING 19a-79-5a																							
O	32. Enrollment information	Failed to maintain complete enrollment information for each child when observed six child files with no parent work information.																					
X	33. Emergency medical permission																						
X	34. Authorized release permission																						
X	35. Field trip permission																						
X	36. Transportation permission																						

<input type="radio"/>	37. Child health records and immunizations	Failed to maintain immunization records for children for one child file that had none.	
<input checked="" type="checkbox"/>	38. Individual care plan (signed by parents and staff)		
<input checked="" type="checkbox"/>	39. Injury, Illness, Accident reports		
HEALTH AND SAFETY 19a-79-6a			
<input type="radio"/>	40. Nutritious snacks and meals (required food groups)	Failed to provide nutritionally adequate snacks when menus not posted.	
<input checked="" type="checkbox"/>	41. Proper refrigeration (max 45°)		
<input checked="" type="checkbox"/>	42. Kitchen separated	N/A?	
<input checked="" type="checkbox"/>	43. Hand washing – before eating or food handling		
<input checked="" type="checkbox"/>	44. First Aid Kit(s) – Indoor, Outdoor, Field Trips, Inventory		
PHYSICAL PLANT 19a-79-7a			
<input checked="" type="checkbox"/>	45. License premises – clean, good repair, hazard free		
<input checked="" type="checkbox"/>	47b. Plans for new construction, expansion, renovation or conversion		
<input checked="" type="checkbox"/>	48. Sanitary drinking fountains – disposable cups		
	49. Lead Water Test (N/A?) <input checked="" type="checkbox"/>	Bacterial/Chemical Test (N/A?) <input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	50. Walkways maintained		
<input checked="" type="checkbox"/>	51. Designated staff toilet/sink		
	52. All openings for ventilation screened		
<input checked="" type="checkbox"/>	53. Windows protected to prevent falls		
	54. Glass protected up to 36"		
<input checked="" type="checkbox"/>	55. Overhead doors – locking devices, spring protectors		
<input checked="" type="checkbox"/>	56. Exits, Hallways and Stairs unobstructed		

	57. Individual storage of clothing and bedding	
X	58. Smoking prohibited	
X	59. Matches and lighters inaccessible	
	60. Electrical safety – outlets/cords	
X	61. Toileting needs met	
X	62. Required toilets, sinks, supplies	
	63. Potty chairs – nonporous, emptied, disinfected	
X	64. Hand washing after toileting – staff and children	
X	65. Ventilation in toilet rooms	
X	66. Air temperature 65 degrees, thermometer affixed	
	67. Water temperature 60° – 115°	
X	68. Portable space heaters	
X	69. Walls, ceilings, floors and rugs – clean, good repair	
	70. Rugs secure	
X	71. Hot water, steam pipes protected	
X	72. Working phone on each level	
X	73. Emergency numbers posted	
X	74. Adequate lighting - 50/30 candle feet	
X	75. Light fixtures shielded, shatter proof	
X	76. Potentially hazardous substances locked	
X	77. Garbage, rubbish disposed daily	

X	78. Stairs protected, good repair, handrails		
X	79. Pets – maintained, care plan	Y/N N	
X	80. Operable CO detector on each level	N/A? Y	
X	81. Program space-adequate square footage per child		
X	82. Equipment clean, good repair, safe, non-toxic		
	83. Cots stored, maintained, adequate number		
X	84. Developmentally appropriate equipment		
X	85. Hot tubs, spas, saunas – locked and inaccessible	Y/N N	
X	86. No weapons, no facsimile of a firearm on premises		
OUTDOOR SPACE			
X	87. Outdoor space - adequate square footage per child		
X	88. Impact absorbing material under equipment		
X	89. Playground free from hazards		
X	92. Equipment anchored, safely arranged		
X	93. Outdoor play area protected, fenced		
X	94. Drinking water available, accessible		
EDUCATIONAL REQUIREMENTS 19a-79-8a			
X	95. Written plan for daily program available to parents/staff		
X	96. Schedule – Activity choices and Program	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			
X	97. Written policies, procedures		
X	98. Training outline on file		

NONPRESCRIPTION TOPICAL MEDICATIONS

<input type="radio"/>	99. Administration, parent permission, MAR	Failed to maintain written parent permission for medication when eight medication orders had no parent permission.
<input type="radio"/>	100. Labeling, storage	Failed to maintain proper labeling of medication when one Epi-pen and one Benadryl had no labels (for which child is unknown)

ORAL/TOPICAL/INHALENT MEDICATIONS

<input checked="" type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td colspan="2">101. Med trained staff, certificates</td> </tr> <tr> <td style="width: 50%;">O/T/I</td> <td>Injectable</td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>	101. Med trained staff, certificates		O/T/I	Injectable	Y	Y	
101. Med trained staff, certificates								
O/T/I	Injectable							
Y	Y							
<input type="radio"/>	102. Authorized prescriber, parent permission, MAR	Failed to maintain written order from prescriber for medication for eight children.						
<input type="radio"/>	103. Labeling, storage	Failed to maintain proper labeling of medication when observed one Epi pen with no prescriber label						
<input type="radio"/>	104. Unused, expired meds returned/disposed	Failed to ensure that expired medication is destroyed or returned to the parent when observed three Epi-pens were expired.						

SELF-ADMINISTRATION

<input checked="" type="checkbox"/>	105. Authorized prescriber, parent permission, MAR	
<input checked="" type="checkbox"/>	106. Labeling, storage	
<input checked="" type="checkbox"/>	107. Approved petition for special medication authorization	

INFANT/TODDLER ENDORSEMENT 19a-79-10

<input type="checkbox"/>	Is there an approved endorsement?	
	109. Approved endorsement	
	110. Ratio: 1 staff to 4 children	
	111. Group size: no larger than 8	
	112. Physical barriers, groups of 8 (indoors and 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. Developmentally appropriate tables, chairs, equipment	
	118. Refrigerators and food prop facilities	

119. Diaper area- sturdy, safety rail, nonporous, exclusive use			
120. Diaper area- washed, disinfected			
121. Diaper area- disposable paper sheets			
122. Covered waste receptacle			
123. Diaper changing policy posted, followed			
124. Hand washing policy posted, followed			
125. Individual storage of personal items			
126. Cribs/cots washed and disinfected			
127. Under 12 months- placed on back for sleeping			
128. Alternate sleep position- equipment, medical documentation	Yes	No	
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, doc. of visits			
135. Infants held for bottles, indiv. attention, 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 with child's name			

OUTDOOR PLAY SPACE - UNDER THREE

	141. Play space fenced	
	142. Outdoor equipment developmentally appropriate	
Yes	Is there an approved endorsement?	SCHOOL AGE ENDORSEMENT 19a-79-11
X	143. Approved endorsement	
X	144. Activity choices appropriate	
O	145. Ratio – 1 staff to 10 children	Failed to maintain school age ratio of 1:10 when observed one staff with more than 10 children.
O	146. Group size – maximum 20 children	Failed to maintain school age group size when more than 20 children were in the gym with only two staff.
O	147. Education Consultant appropriate	Failed to ensure the education consultant is appropriate for school age children when education consultant agreement not on site.
No	Is there an approved endorsement?	NIGHT CARE ENDORSEMENT 19a-79-12 (10pm-5am)
	148. Approved endorsement	
	149. Written program plan, supervision	
	150. Staff awake and available	
	151. Cot, crib, bedding, toiletries, sleep apparel	
	152. Individual storage of personal items	
	153. Bedding, sleeping apparel laundered weekly	
N	Child with diabetes enrolled?	MONITORING OF DIABETES 19a-79-13
X	154. Written policies and procedures	
X	155. On site staff trained in first aid, glucose testing	
X	156. Training current and documented	
X	157. Supervision of self-administration	
X	158. Equipment, supplies labeled and inaccessible	

X	159. Signed agreement with parents regarding equipment	
X	160. Materials discarded appropriately	
X	161. Authorized prescriber, parent permission	
X	162. Documentation of test results, actions taken	
X	163. Daily written parent notification	

ADDITIONAL VIOLATIONS

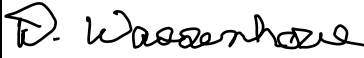


	62. Consent Order - Negotiated Corrective Action Plan	N/A?	
		X	

<u>YES or NO?</u> Yes	WERE VIOLATIONS CITED DURING THIS VISIT?
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DISCUSSIONS:

COMMENTS:

NOTE: Items left blank on this form were not monitored during this visit.
 Only the regulations marked as compliant, non-compliant or not applicable were monitored or discussed.
APPLICANTS: You MAY NOT OPERATE until all requirements have been met and a license has been issued by the Agency.

 (Signature of OEC Representative)	 (Signature of OEC Representative)	DATE CORRECTIONS DUE BY:	 (Signature of Person in Charge)
Dianna Wassenhove (Printed Name)	Dianna Wassenhove (Printed Name)	03/06/2024	Jacqueline Olson (Printed Name)