



**DIVISION OF LICENSING**  
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 Email: [oe.licensing@ct.gov](mailto:oe.licensing@ct.gov) Website: [www.ctoec.org](http://www.ctoec.org)

**CHILD CARE CENTER/GROUP CHILD CARE HOME  
 INSPECTION**

|                                     |   |  |           |                                    |                           |                               |                           |                                |                     |                     |             |                                      |
|-------------------------------------|---|--|-----------|------------------------------------|---------------------------|-------------------------------|---------------------------|--------------------------------|---------------------|---------------------|-------------|--------------------------------------|
| <b>Program Name</b>                 | <b>ACTION EARLY LEARNING CENTER</b>                         |  |           |                                    | <b>License Number</b>     | <b>DCCC.15756</b>             |                           | <b>Date of Inspection</b>      | <b>06/04/2024</b>   |                     |             |                                      |
|                                     |   |  |           |                                    | <b>Expiration Date</b>    | <b>6/30/2026</b>              |                           | <b>Time of Inspection</b>      | <b>08:49 AM</b>     |                     |             |                                      |
| <b>Address</b>                      | <b>75 BALMFORTH AVE<br/>DANBURY CT 06810-5623</b>           |  |           |                                    | <b>Telephone</b>          | <b>(203) 743-3785</b>         |                           | <b>Licensed Capacity</b>       | <b>154</b>          |                     |             |                                      |
|                                     |   |  |           |                                    | <b>Hours of Operation</b> | <b>M-F 6:30AM - 5:30PM</b>    |                           | <b>Infant/Toddler Capacity</b> | <b>16</b>           |                     |             |                                      |
| <b>Is this a Change of Address?</b> |   | <b>Yes?</b>                            |           |                                    | <b>No?</b>                |                               |                           | <b>X</b>                       |                     | <b>Summer Care</b>  | <b>Open</b> |                                      |
| <b>New Address</b>                  |   |  |           |                                    | <b>Minimum Age Served</b> | <b>18 months</b>              | <b>Maximum Age Served</b> | <b>5 years</b>                 | <b>Water Supply</b> | <b>Public Water</b> |             |                                      |
|                                     |   |  |           |                                    | <b>Program's Email</b>    | <b>mini.santosh@caawc.org</b> |                           |                                |                     |                     |             |                                      |
| <b>Operator</b>                     | <b>COMMUNITY ACTION AGENCY OF WESTERN CONNECTICUT (THE)</b> |  |           |                                    | <b>Name of Inspector</b>  | <b>Kristi Morgan</b>          |                           |                                |                     |                     |             |                                      |
| <b>Director</b>                     | <b>MINI SANTOSH</b>   |  |           |                                    | <b>Inspector's Email</b>  | <b>kristi.morgan@ct.gov</b>   |                           |                                |                     |                     |             |                                      |
| <b>Key:</b>                         | <b>Compliant = X</b>  | <b># of Infants - Toddlers Present</b> | <b>11</b> | <b># of Total Children Present</b> | <b>130</b>                | <b># of Staff Present</b>     | <b>19</b>                 | <b>Type of Inspection</b>      |                     |                     |             | <b>UNANNOUNCED INSPECTION - FULL</b> |

**LICENSURE PROCEDURES 19a-79-2a**

|          |   |  |
|----------|---|--|
| <b>X</b> | <b>1. Local Health Inspection</b>         |  |
|          | <b>Date: 07/12/2023</b>                   |  |
| <b>X</b> | <b>1a. False or Misleading Statements</b> |  |

**ADMINISTRATION 19a-79-3a**

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

|                                  |   |   |
|----------------------------------|---|---|
| <b>X</b>                         | 5. Notification of Change                       |   |
| <b>X</b>                         | 6. Program policies                             | Including discipline, supervision, child protection, general operating, personnel, closing time |
| <b>X</b>                         | 7. Daily Attendance Records- staff and children |   |
| <b>ITEMS POSTED – ACCESSIBLE</b> |   |   |
| <b>X</b>                         | 8. License                                      |   |
| <b>X</b>                         | 9. Fire Marshal certificate                     |   |
|                                  | Date  | 07/19/2023  |
| <b>X</b>                         | 10. OEC Complaint procedure                     |   |
| <b>X</b>                         | 11. Food Service Certificate                    | N/A?  |
|                                  | Date  | 06/30/2024  |
| <b>X</b>                         | 12. Menus                                       |   |
| <b>O</b>                         | 13. Emergency plans                             | Failed to post evacuation and medical emergency plans in a conspicuous location.                |
| <b>X</b>                         | 14. No Smoking Signs                            |   |
| <b>X</b>                         | 15. Radon Test                                  | N/A?  |
|                                  | Date  | Results   |
|                                  | 01/17/2014                                      | 1.2   |
| <b>O</b>                         | 15a. Developmental Milestones                   | Failed to post developmental milestones document.   |
| <b>X</b>                         | 15b. Access                                     |   |
| <b>X</b>                         | 15bb. Endorsements                              |   |
| <b>STAFFING 19a-79-4a</b>        |   |   |
| <b>X</b>                         | 15c. Staffing                                   |   |
| <b>X</b>                         | 16. Staff Health records – TB tests             |   |
| <b>X</b>                         | 17. Professional development                    |   |
| <b>X</b>                         | 18. Disciplinary actions                        |   |
| <b>X</b>                         | 18b. Background checks                          |   |



|                                    |  |  |          |
|------------------------------------|--|--|----------|
| <b>X</b>                           | 37. Child health records and immunizations                           |  |          |
| <b>X</b>                           | 38. Individual care plan (signed by parents and staff)               |  |          |
| <b>X</b>                           | 39. Injury, Illness, Accident reports                                |  |          |
| <b>HEALTH AND SAFETY 19a-79-6a</b> |  |  |          |
| <b>X</b>                           | 40. Nutritious snacks and meals (required food groups)               |  |          |
| <b>X</b>                           | 41. Proper refrigeration (max 45°)                                   |  |          |
| <b>X</b>                           | 42. Kitchen separated  | N/A?   |          |
| <b>X</b>                           | 43. Hand washing – before eating or food handling                    |  |          |
| <b>O</b>                           | 44. First Aid Kit(s) – Indoor, Outdoor, Field Trips, Inventory       | Failed to maintain complete first aid kit. Observed room 3 first aid kit missing bandaids, rolled gauze, tape, scissors, tweezers, and 2 cold packs. |          |
| <b>PHYSICAL PLANT 19a-79-7a</b>    |  |  |          |
| <b>X</b>                           | 45. License premises – clean, good repair, hazard free               |  |          |
| <b>X</b>                           | 47b. Plans for new construction, expansion, renovation or conversion |  |          |
| <b>X</b>                           | 48. Sanitary drinking fountains – disposable cups                    |  |          |
| <b>X</b>                           | 49. Lead Water Test (N/A?)<br>06/22/2023                             | Bacterial/Chemical Test (N/A?)   | <b>X</b> |
| <b>X</b>                           | 50. Walkways maintained  |  |          |
| <b>X</b>                           | 51. Designated staff toilet/sink                                     |  |          |
| <b>X</b>                           | 52. All openings for ventilation screened                            |  |          |
| <b>X</b>                           | 53. Windows protected to prevent falls                               |  |          |
| <b>X</b>                           | 54. Glass protected up to 36"  |  |          |
| <b>X</b>                           | 55. Overhead doors – locking devices, spring protectors              |  |          |
| <b>X</b>                           | 56. Exits, Hallways and Stairs unobstructed                          |  |          |

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

|  |   |   |
|--|---|---|
| <b>X</b>                                       | 78. Stairs protected, good repair, handrails                  |   |
| <b>X</b>                                       | 79. Pets – maintained, care plan                              | Y/N<br>Y  |
| <b>X</b>                                       | 80. Operable CO detector on each level                        | N/A?<br>Y   |
| <b>X</b>                                       | 81. Program space-adequate square footage per child           |   |
| <b>X</b>                                       | 82. Equipment clean, good repair, safe, non-toxic             |   |
| <b>X</b>                                       | 83. Cots stored, maintained, adequate number                  |   |
| <b>X</b>                                       | 84. Developmentally appropriate equipment                     |   |
| <b>X</b>                                       | 85. Hot tubs, spas, saunas – locked and inaccessible          | Y/N<br>N  |
| <b>X</b>                                       | 86. No weapons, no facsimile of a firearm on premises         |   |
| <b>OUTDOOR SPACE</b>                           |   |   |
| <b>X</b>                                       | 87. Outdoor space - adequate square footage per child         |   |
| <b>X</b>                                       | 88. Impact absorbing material under equipment                 |   |
| <b>O</b>                                       | 89. Playground free from hazards                              | Failed to ensure the playground is free of glass, debris, holes and other hazards. Observed dirty standing water in the buggy strollers parked on front playground.                                       |
| <b>X</b>                                       | 92. Equipment anchored, safely arranged                       |   |
| <b>X</b>                                       | 93. Outdoor play area protected, fenced                       |   |
| <b>X</b>                                       | 94. Drinking water available, accessible                      |   |
| <b>EDUCATIONAL REQUIREMENTS 19a-79-8a</b>      |   |   |
| <b>X</b>                                       | 95. Written plan for daily program available to parents/staff |   |
| <b>X</b>                                       | 96. Schedule – Activity choices and Program                   | Activity choices: developmentally appropriate, flexible, meets individual needs<br>Program includes: indoor/outdoor, gross/fine motor skills, snacks/meals, rest/sleep/quiet time, toileting and clean up |
| <b>ADMINISTRATION OF MEDICATIONS 19a-79-9a</b> |   |   |
| <b>X</b>                                       | 97. Written policies, procedures                              |   |
| <b>X</b>                                       | 98. Training outline on file                                  |   |

| NONPRESCRIPTION TOPICAL MEDICATIONS  |  |  |            |   |   |  |
|--------------------------------------|--|--|------------|---|---|--|
| <b>X</b>                             | 99. Administration, parent permission, MAR   |  |            |   |   |  |
| <b>X</b>                             | 100. Labeling, storage   |  |            |   |   |  |
| ORAL/TOPICAL/INHALENT MEDICATIONS    |  |  |            |   |   |  |
| <b>X</b>                             | 101. Med trained staff, certificates   |  |            |   |   |  |
|                                      | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 2px;">O/T/I</td> <td style="padding: 2px;">Injectable</td> </tr> <tr> <td style="text-align: center; padding: 2px;">Y</td> <td style="text-align: center; padding: 2px;">Y</td> </tr> </table> | O/T/I  | Injectable | Y | Y |  |
| O/T/I                                | Injectable   |  |            |   |   |  |
| Y                                    | Y  |  |            |   |   |  |
| <b>X</b>                             | 102. Authorized prescriber, parent permission, MAR   |  |            |   |   |  |
| <b>X</b>                             | 103. Labeling, storage   |  |            |   |   |  |
| <b>X</b>                             | 104. Unused, expired meds returned/disposed  |  |            |   |   |  |
| SELF-ADMINISTRATION                  |  |  |            |   |   |  |
| <b>X</b>                             | 105. Authorized prescriber, parent permission, MAR   |  |            |   |   |  |
| <b>X</b>                             | 106. Labeling, storage   |  |            |   |   |  |
| <b>X</b>                             | 107. Approved petition for special medication authorization  |  |            |   |   |  |
| INFANT/TODDLER ENDORSEMENT 19a-79-10 |  |  |            |   |   |  |
| <b>Yes</b>                           | Is there an approved endorsement?  |  |            |   |   |  |
| <b>X</b>                             | 109. Approved endorsement  |  |            |   |   |  |
| <b>X</b>                             | 110. Ratio: 1 staff to 4 children  |  |            |   |   |  |
| <b>○</b>                             | 111. Group size: no larger than 8  | Failed to maintain proper group size not to exceed 8 children. Observed gate open between 2 toddler classrooms during entire inspection.                     |            |   |   |  |
| <b>○</b>                             | 112. Physical barriers, groups of 8 (indoors and outdoors)   | Failed to maintain a physical barrier separating each group of 8 children indoors. Observed gate open between 2 toddler classrooms during entire inspection. |            |   |   |  |
| <b>X</b>                             | 113. Adequate sinks in program space   |  |            |   |   |  |
| <b>X</b>                             | 114. Free standing, well-constructed, safe cribs   |  |            |   |   |  |
| <b>X</b>                             | 115. Washable cots   |  |            |   |   |  |
| <b>X</b>                             | 116. Chairs for feeding, stable, safety straps, locking tray   |  |            |   |   |  |
| <b>X</b>                             | 117. Developmentally appropriate tables, chairs, equipment   |  |            |   |   |  |
| <b>X</b>                             | 118. Refrigerators and food prop facilities  |  |            |   |   |  |

|          |   |     |          |  |
|----------|---|-----|----------|--|
| <b>X</b> | 119. Diaper area- sturdy, safety rail, nonporous, exclusive use |     |          |  |
| <b>X</b> | 120. Diaper area- washed, disinfected                           |     |          |  |
| <b>X</b> | 121. Diaper area- disposable paper sheets                       |     |          |  |
| <b>X</b> | 122. Covered waste receptacle                                   |     |          |  |
| <b>X</b> | 123. Diaper changing policy posted, followed                    |     |          |  |
| <b>X</b> | 124. Hand washing policy posted, followed                       |     |          |  |
| <b>X</b> | 125. Individual storage of personal items                       |     |          |  |
| <b>X</b> | 126. Cribs/cots washed and disinfected                          |     |          |  |
| <b>X</b> | 127. Under 12 months- placed on back for sleeping               |     |          |  |
| <b>X</b> | 128. Alternate sleep position- equipment, medical documentation | Yes | No       |  |
|          |   |     | <b>X</b> |  |
| <b>X</b> | 129. Crib, bed used for infant sleeping                         |     |          |  |
| <b>X</b> | 130. Crib, bed free from observable hazards                     |     |          |  |
| <b>X</b> | 131. Infant toys separate, washed, disinfected daily            |     |          |  |
| <b>X</b> | 132. No toys, objects less than 1/1/4" diameter                 |     |          |  |
| <b>X</b> | 133. Plastic bags, balloons, Styrofoam objects inaccessible     |     |          |  |
| <b>X</b> | 134. Health consultant, doc. of visits                          |     |          |  |
| <b>X</b> | 135. Infants held for bottles, indiv. attention, tummy time     |     |          |  |
| <b>X</b> | 136. Written statement, feeding schedule from parent            |     |          |  |
| <b>X</b> | 137. Unused portions of liquids discarded                       |     |          |  |
| <b>X</b> | 138. Clean Bottles, disp. bottles, approved bottle washing      |     |          |  |
| <b>X</b> | 139. Food served from dish or whole jar served                  |     |          |  |
| <b>X</b> | 140. Bottles individually identified with child's name          |     |          |  |

**OUTDOOR PLAY SPACE - UNDER THREE**

|            |  |  |
|------------|--|--|
| <b>X</b>   | 141. Play space fenced                                   |  |
| <b>X</b>   | 142. Outdoor equipment developmentally appropriate       |  |
| <b>Yes</b> | Is there an approved endorsement?                        | <b>SCHOOL AGE ENDORSEMENT 19a-79-11</b>            |
| <b>X</b>   | 143. Approved endorsement                                |  |
| <b>X</b>   | 144. Activity choices appropriate                        |  |
| <b>X</b>   | 145. Ratio – 1 staff to 10 children                      |  |
| <b>X</b>   | 146. Group size – maximum 20 children                    |  |
| <b>X</b>   | 147. Education Consultant appropriate                    |  |
| <b>No</b>  | Is there an approved endorsement?                        | <b>NIGHT CARE ENDORSEMENT 19a-79-12 (10pm-5am)</b> |
|            | 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          |  |
| <b>N</b>   | Child with diabetes enrolled?                            | <b>MONITORING OF DIABETES 19a-79-13</b>            |
| <b>X</b>   | 154. Written policies and procedures                     |  |
| <b>X</b>   | 155. On site staff trained in first aid, glucose testing |  |
| <b>X</b>   | 156. Training current and documented                     |  |
| <b>X</b>   | 157. Supervision of self-administration                  |  |
| <b>X</b>   | 158. Equipment, supplies labeled and inaccessible        |  |

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

**ADDITIONAL VIOLATIONS**

|          |   |      |  |
|----------|---|------|--|
| <b>X</b> | 62. Consent Order - Negotiated Corrective Action Plan | N/A? |  |
|----------|---|------|--|




**YES or NO?**  
Yes

**WERE VIOLATIONS CITED DURING THIS VISIT?**

**DISCUSSIONS/COMMENTS**

- one medication labeled on open box, not on the medication itself.
- one child's physical missing documentation of a TB screening.
- 1 outlet by sink in bathroom uncovered in room 2

**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.

|   |  |                                |  |
|---|--|--------------------------------|--|
| <br>(Signature of OEC Representative) | <br>(Signature of OEC Representative) | DATE<br>CORRECTIONS<br>DUE BY: | <br>(Signature of Person in Charge) |
| <b>Kristi Morgan</b><br>(Printed Name)  | <b>Kristi Morgan</b><br>(Printed Name)   | <b>06/18/2024</b>              | <b>Mini Santosh</b><br>(Printed Name)  |