



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	HOLLY POND SCHOOL				License Number	DCCC.13383	Date of Inspection	09/24/2024		
					Expiration Date	10/31/2024	Time of Inspection	09:35 AM		
Address	2420 POST ROAD				Telephone	(203) 655-8228	Licensed Capacity	166		
	DARIEN CT 06820				Hours of Operation	MONDAY-FRIDAY 9:00AM-6:30PM	Infant/Toddler Capacity	16		
Is this a Change of Address?	Yes?		No?	X			Summer Care	Closed		
New Address					Minimum Age Served	2 years	Maximum Age Served	11 years	Water Supply	Public Water
					Program's Email	mvaccaro@darien-ymca.org				
Operator	DARIEN YMCA - BOARD OF DIRECTORS				Name of Inspector	Lori Mangano				
Director	MELISSA A VACCARO				Inspector's Email	lori.mangano@ct.gov				
Key: Compliant = X Non-Compliant = O	# of Infants - Toddlers Present	15	# of Total Children Present	102	# of Staff Present	20	Type of Inspection	UNANNOUNCED INSPECTION - FULL		

LICENSURE PROCEDURES 19a-79-2a

O	1. Local Health Inspection	Failed to maintain current local health inspection when director could not locate inspection.
	Date:	
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	
O	4. Documentation of Behavior M. Tech Discussed w/parents	Failed to maintain documentation that behavior management techniques were discussed with parents for 9 out of 20 children.
X	4b. Failure to report	

X	5. Notification of Change	
X	6. Program policies	Including discipline, supervision, child protection, general operating, personnel, closing time
X	7. Daily Attendance Records- staff and children	
ITEMS POSTED – ACCESSIBLE		
X	8. License	
X	9. Fire Marshal certificate	
	Date	06/11/2024
X	10. OEC Complaint procedure	
	11. Food Service Certificate	N/A?
	Date	X
X	12. Menus	
X	13. Emergency plans	
X	14. No Smoking Signs	
X	15. Radon Test	N/A?
	Date	Results
	11/21/1996	0.9
X	15a. Developmental Milestones	
X	15b. Access	
X	15bb. 32-36 mths enrolled in prek-permissions	
STAFFING 19a-79-4a		
X	15c. Staffing	
○	16. Staff Health records – TB tests	Failed to maintain complete medical statement(s) when one staff record was missing physician information and the other did not have medical clearance completed.
○	17. Professional development	Failed to document annual policy and procedure training for 5 out of 11 staff on file.
X	18. Disciplinary actions	
○	18b. Background checks	Failed to maintain CT State Police and FBI criminal records checks when one staff did not have a complete background check and has been working with children.

X	19. Designated Head Teacher																			
X	20. Two Staff present																			
X	20a. Staff Qualities																			
X	21. Ratio: 1 staff to 10 children																			
X	21b. Supervision																			
X	22. Group Size – maximum 20 children																			
X	23. Designated director - Training																			
X	24. CPR Certified Staff (Group Home N/A)																			
O	25. First Aid Trained Staff	Failed to maintain valid first aid certificates form an Agency approved course for all staff.																		
O	26. Consultants- Agreements and Contracts	Failed to maintain current consultant agreements for all consultants.																		
O	27. Logs – Visits documented	Failed to document annual review of policies, plans, procedures and education programs for all consultants except health.																		
	Not in Compliance?	<table border="1"> <thead> <tr> <th>Education</th> <th>Health</th> <th>Social Service</th> <th>Dental</th> <th>Dietician N/A?</th> <th>X</th> </tr> </thead> <tbody> <tr> <td>O</td> <td>O</td> <td>O</td> <td>O</td> <td></td> <td></td> </tr> <tr> <td>O</td> <td></td> <td>O</td> <td>O</td> <td></td> <td></td> </tr> </tbody> </table>	Education	Health	Social Service	Dental	Dietician N/A?	X	O	O	O	O			O		O	O		
Education	Health	Social Service	Dental	Dietician N/A?	X															
O	O	O	O																	
O		O	O																	
	Contracts																			
	Logs																			
Do they take children swimming? Y 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 14 out of 20 files missing enrollment dates.																		
O	33. Emergency medical permission	Failed to maintain emergency medical permission forms for 13 out of 20 children on file.																		
O	34. Authorized release permission	Failed to maintain authorized release permission forms for 13 out of 20 children on file.																		
X	35. Field trip permission																			
X	36. Transportation permission																			

<input type="radio"/>	37. Child health records and immunizations	Failed to maintain complete health records for children for one child when page 2 first question was blank, another child had incomplete chronic health assessment section and one child with physical with date unable to read. Failed to have all flu vaccines on file for 2023 when 2 children were in attendance.	
<input type="radio"/>	38. Individual care plan (signed by parents and staff)	Failed to maintain complete individual care plans when all staff responsible for child's care did not sign any individual care plan, 2 children without care plans, parent signatures missing from 4 care plans. List provided to director.	
<input checked="" type="checkbox"/>	39. Injury, Illness, Accident reports		

HEALTH AND SAFETY 19a-79-6a

<input checked="" type="checkbox"/>	40. Nutritious snacks and meals (required food groups)		
<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 type="radio"/>	45. License premises – clean, good repair, hazard free	Failed to maintain the building when cabinet handles are not secured in classrooms 1, community room, room 9	
<input checked="" type="checkbox"/>	47b. Plans for new construction, expansion, renovation or conversion		
<input checked="" type="checkbox"/>	48. Sanitary drinking fountains – disposable cups		
<input type="radio"/>	49. Lead Water Test (N/A?) 11/04/2021	Bacterial/Chemical Test (N/A?) <input checked="" type="checkbox"/>	Failed to conduct a lead water test every 2 years when it expired 11-4-23.
<input checked="" type="checkbox"/>	50. Walkways maintained		
<input checked="" type="checkbox"/>	51. Designated staff toilet/sink		
<input checked="" type="checkbox"/>	52. All openings for ventilation screened		
<input checked="" type="checkbox"/>	53. Windows protected to prevent falls		
<input checked="" type="checkbox"/>	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		

X	57. Individual storage of clothing and bedding	
X	58. Smoking prohibited	
X	59. Matches and lighters inaccessible	
X	60. Electrical safety – outlets/cords	
X	61. Toileting needs met	
X	62. Required toilets, sinks, supplies	
X	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	
X	67. Water temperature 60° – 115°	
X	68. Portable space heaters	
X	69. Walls, ceilings, floors and rugs – clean, good repair	
X	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	
X	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						
X	99. Administration, parent permission, MAR					
X	100. Labeling, storage					
ORAL/TOPICAL/INHALENT MEDICATIONS						
X	101. Med trained staff, certificates					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">O/T/I</td> <td style="width: 90%; text-align: center;">Injectable</td> </tr> <tr> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>	O/T/I	Injectable	Y	Y	
O/T/I	Injectable					
Y	Y					
O	102. Authorized prescriber, parent permission, MAR	Failed to maintain complete written orders for Albuterol when there were no specific instructions for time of administration and another child missing time of administration on forms.				
X	103. Labeling, storage					
X	104. Unused, expired meds returned/disposed					
SELF-ADMINISTRATION						
X	105. Authorized prescriber, parent permission, MAR					
X	106. Labeling, storage					
X	107. Approved petition for special medication authorization					
Yes	Is there an approved endorsement?	INFANT/TODDLER ENDORSEMENT 19a-79-10				
X	109. Approved endorsement					
X	110. Ratio: 1 staff to 4 children					
X	111. Group size: no larger than 8					
X	112. Physical barriers, groups of 8 (indoors and outdoors)					
X	113. Adequate sinks in program space					
X	114. Free standing, well-constructed, safe cribs					
X	115. Washable cots					
X	116. Chairs for feeding, stable, safety straps, locking tray					
X	117. Developmentally appropriate tables, chairs, equipment					
X	118. Refrigerators and food prop facilities					

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

OUTDOOR PLAY SPACE - UNDER THREE

X	141. Play space fenced	
X	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	
X	145. Ratio – 1 staff to 15 children	
X	146. Group size – maximum 30 children	
X	146b. 4 yr olds enrolled in school age-permissions	
X	147. Education Consultant appropriate	
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	

YES or NO?
Yes




WERE VIOLATIONS CITED DURING THIS VISIT?

DISCUSSIONS/COMMENTS

Recommended reorganizing paperwork for easy access.
 Recommended new director TA.
 Director has up to one year from hire to complete 3 required director credits.

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: 10/08/2024	 (Signature of Person in Charge)
Lori Mangano (Printed Name)	 (Printed Name)		Melissa vaccaro (Printed Name)