Connecticut Office of Early Childhood

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

CHILD CARE CENTER/GROUP CHILD CARE HOME INSPECTION

Program Name	FAMILY TREE MINISTRY			License Number	DCCC	Date of Inspection	10/17/2024
				Expiration Date		Time of Inspection	09:58 AM
Address	740 COLONEL LEDYARD HWY STE B1 LEDYARD CT 06339-1582			Telephone	(860) 383-5665	Licensed Capacity	40
				Hours of Operation	M-F 6:30am- 4:30pm	Infant/Toddler Capacity	20
Is this a Change of Address?	Yes?		No? X			Summer Care	Open
New Address				Minimum Age Served	6 weeks	Maximum Age Served	6 years
				Program's Email	heathergrim@familytreeministry.org		
Operator	FAMILY TREE MINISTRY			Name of Inspector	Jenn Schulz		
Director	HEATHER GRIM			Inspector's Email	jennifer.schulz@ct.gov		
Key: Compliant = X Non-Compliant = O	# of Infants – Toddlers Present	0	# of Total Children Present 0	# of Staff Present	2	Type of Inspection	INITIAL CREDENTIAL INSPECTION

LICENSURE PROCEDURES 19a-79-2a

O	1. Local Health Inspection Date:	Failed to maintain local health inspection final approval.
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**
X	**7. Daily Attendance Records- staff and children**	
	ITEMS POSTED – ACCESSIBLE	
X	**8. License**	
X	**9. Fire Marshal certificate** **Date** 06/27/2024	
X	**10. OEC Complaint procedure**	
	11. Food Service Certificate **Date**	**N/A?** X
X	**12. Menus**	
X	**13. Emergency plans**	
X	**14. No Smoking Signs**	
X	**15. Radon Test** **Date** / **Results**	**N/A?** **Needs to be completed between 11/1 and 4/30 sand results submitted to OEC,**
X	**15a. Developmental Milestones**	
X	**15b. Access**	
X	**15bb. 32-36 mths enrolled in prek- permissions**	
	STAFFING 19a-79-4a	
X	**15c. Staffing**	
X	**16. Staff Health records – TB tests**	
X	**17. Professional development**	
X	**18. Disciplinary actions**	
O	**18b. Background checks**	**Failed to ensure staff have completed background checks when only 2 out of 9 staff have current status and 4 have work supervised status. Operator does not have sufficient staff to operate at this time.**

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)**	
X	**25. First Aid Trained Staff**	
X	**26. Consultants-Agreements and Contracts**	
X	**27. Logs – Visits documented**	

	Not in Compliance?	Education	Health	Social Service	Dental	Dietician N/A? X
	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

X	**32. Enrollment information**	
X	**33. Emergency medical permission**	
X	**34. Authorized release permission**	
X	**35. Field trip permission**	
X	**36. Transportation permission**	

X	**37. Child health records and immunizations**	
X	**38. Individual care plan (signed by parents and staff)**	
X	**39. Injury, Illness, Accident reports**	
	HEALTH AND SAFETY 19a-79-6a	
X	**40. Nutritious snacks and meals (required food groups)**	
X	**41. Proper refrigeration (max 45°)**	
	42. Kitchen separated	**N/A?** X
X	**43. Hand washing – before eating or food handling**	
O	**44. First Aid Kit(s) – Indoor, Outdoor, Field Trips, Inventory**	**Failed to maintain complete first aid kit(s) for indoor and outdoor.**
	PHYSICAL PLANT 19a-79-7a	
X	**45. License premises – clean, good repair, hazard free**	
X	**47b. Plans for new construction, expansion, renovation or conversion**	
X	**48. Sanitary drinking fountains – disposable cups**	
X	**49. Lead Water Test (N/A?)** 09/19/2024	**Bacterial/Chemical Test (N/A?)** X
X	**50. Walkways maintained**	
X	**51. Designated staff toilet/sink**	
X	**52. All openings for ventilation screened**	
X	**53. Windows protected to prevent falls**	
X	**54. Glass protected up to 36”**	
X	**55. Overhead doors – locking devices, spring protectors**	
X	**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**	
O	**66. Air temperature 65 degrees, thermometer affixed**	**Failed to ensure that every area used by children has a thermometer affixed to the wall in under 3 classrooms.**
X	**67. Water temperature 60° – 115°**	
X	**68. Portable space heaters**	
X	**69. Walls, ceilings, floors and rugs – clean, good repair**	
O	**70. Rugs secure**	**Failed to ensure that rugs/ mats are secured to the floor in under 3 class rooms and braided rug in preschool room.**
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**	
O	**76. Potentially hazardous substances locked**	**Failed to ensure that potentially hazardous substances are stored in a locked area in under 3 rooms.**
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**	
O	**88. Impact absorbing material under equipment**	**Failed to ensure a minimum of 8 inches of impact absorbing materials under ladder/ chain ladder in over 3 playground.**
O	**89. Playground free from hazards**	**Failed to ensure that screws that protrude are covered or protected on gates/ posts, white fencing not secured between the under 3 playgrounds, sharp edges on green fencing where the fencing meets the chain link fencing, artificial turf not secured & rippling on under 3 playgrounds**
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**	
O	**100. Labeling, storage**	**Failed to maintain proper storage of medication when diaper creams & teething tabs were observed in diaper table drawers of One's room are accessible to children under 3.**
ORAL/TOPICAL/INHALENT MEDICATIONS		
X	**101. Med trained staff, certificates** O/T/I: Injectable:	
X	**102. Authorized prescriber, parent permission, MAR**	
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**	
No	**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**	
O	**112. Physical barriers, groups of 8 (indoors and outdoors)**	**Failed to maintain a physical barrier separating each group of 8 children outdoors between under 3 playgrounds.**
X	**113. Adequate sinks in program space**	
O	**114. Free standing, well-constructed, safe cribs**	**Failed to maintain well constructed, free standing cribs in Infant room where a crib with drop sides manufactured in 2007 was observed.**
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**	

O	**119. Diaper area- sturdy, safety rail, nonporous, exclusive use**	**Failed to maintain an elevated, sturdy table or counter for diapering in Two's room.**
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**	
O	**132. No toys, objects less than 1/1/4" diameter**	**Failed to ensure small toys and other objects with a diameter of less than 1 1/4" are not accessible to children under 3 in sensory table & shelving of Two's room.**
O	**133. Plastic bags, balloons, Styrofoam objects inaccessible**	**Failed to ensure plastic bags are not accessible to children under age 3 in under 3 rooms in shelving units, fabric bins & counter unit drawers/ cabinets.**
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	
No	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

Two's room:
22.4X14.4+11.6X6.2(1/2)=358.52-/-35=10.2 ok for 10 children age 2 & older anyone under age 2 the group size is 8 children with 1:4 ratio
One's room:
14.4X10.3+(1/2)13.9X2.7-2.1X6.7-1.9X1.7=149.78-/-35=4.2 ok for 4 children under age 3
Infants:
9.1X15.6+8X4.2+8X12(1/2)= 223.56-/-35=6.3 ok for 6 children under 3
Preschool:
21.4X29+21.3X6.3-2.2X1.8-2.1X8.2-1.2X1.5-6.5X7.1-2.1X8.4=719.51-/-35=20.5 ok for 20 children age 3 & older.
Preschool yard:
96.1X74.2-24.1X72.9=5248.8-/-75=69.9 ok for 69 over age 3
Infant yard:
25X34.4=8600-/-75=11.4 ok for 8 under 2yrs or ok 10 Children 2 & over
Toddler yard:
25X38.9=972.56-/-75=12.96 ok 8 under 2yrs or 10 children 2 & over
Discussed storage of children's personal belongings including bedding.
Discussed new regulations are effective 10-16-24. A link to the new regulations is available on the OEC website for review & informed of plain language summary to be sent to all programs. Program must submit local health final approval, corrective action plan, policies/ procedures for approval prior to licensure.
3 toilets/ 5 sinks for exclusive child use. 1 toilet/ sink for use by staff not in licensed space.

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)
Jenn Schulz (Printed Name)	**Bridget L. Merrill** (Printed Name)		**Heather grim** (Printed Name)