

Type of Inspection: Initial Unannounced Full Announced Full Partial Follow-Up Change of Location

Colchester kids	12/2/24	10:05am
224 Norwich Ave	13982	5/31/25
Colchester, CT 06415	860 53700	Open
Colchester Kids Inc Day School Colchesterkids@yahoo.com	# of Staff Present: 3	# over 3 Present: 15
Christine Foley	Total Capacity: 40	# under 3 Present: 0
		Ages Served: 3yrs-12yrs
		M-F 7am-6pm

Age Group: Under Three (6wks - 36m) Preschool (3y - 5y) School Age (5y & up) Night Care (6wks & up)

CENSURE PROCEDURES 19a-79-2a

1. (c)(8) Local Health Inspection-Date: 12/1/23

MANAGEMENT 19a-79-2b

(a) Ensuring health & safety of children
 (b) Overall management of program
 (b)(6) Employee orientation for new program staff
 (b)(6) Annual policy training for program staff
 (b)(7)(A) Child behavior management
 (b)(7)(B) Documentation that parents were informed of behavior management techniques
 (b)(7)(C) Child Protection
 (b)(7)(E) Mandated Reporting
 (c)(1-4) Notification of Change

POLICIES-COMplete/IMPLEMENTED

(d)(2)(A) Discipline policy
 (d)(2)(B-C) Child Protection policy
 (d)(3) Closing time policy
 (d)(4)(A) Medical emergency policy
 (d)(4)(B) Multi-Hazards policy-annual drill
 (d)(5) Supervision policy
 (d)(6) General Operating policies
 (d)(6)(C) Administrative Oversight policy
 (d)(7) Personnel policies
 (d)(1) Daily attendance-children/staff- keep 1 yr.

ACCESS

(f) Immediate access by parents
 (h) Immediate access by OEC-facility/records
 (i) 2.8 yr olds enrolled in preschool-authorization
 (m) Motor vehicle laws-transportation
 (n) Capacity
 (o) Respond to OEC-no false, misleading statements or documents

POSTINGS

(e)(1) License posted
 (e)(2) OEC Complaint Procedure posted
 (e)(3) Menus posted
 (e)(4) No Smoking posted signs at entrances
 (e)(5) OEC Inspection report posted or available
 (e)(6) Developmental Milestones posted

STAFFING AND CONSULTANTS 19a-79-2c

19. (a)(1)
 20. (a)(3)
 21. (b)
 22. (b)(4)
 23. (d)
 24. (d)(1)
 25. (d)(2)
 26. (d)(3)(A-C)
 27. (d)(4)(A)
 28. (d)(4)(B)
 29. (d)(6)
 30. (d)(4)(D)
 31. (d)(5)
 32. (d)(5)(A)
 33. (d)(5)(B)
 34. (e)(1)
 35. (f)(1)
 (f)(2)
 (a)(2)
 (h)(1)(2)
 (h)(1)(2)
 (4)(C)(ii-v)
 (4)(C)(i)
 (e)(6)
 (e)(6)
 (i)(1)(A-D)
 (i)
 (i)(2)(A-H)
 (F)
 (i)(2)
 (H)(i)-(I)(i)

Staff health records
 Disciplinary actions
 Comprehensive Background Checks
 Evidence of compliance
 Adequate staffing
 Designated head teacher-approved-60%
 Two staff present-age 18 or older
 Personal qualities of staff

RATIOS

Ratio 1:10 - Indoors/Outdoors
 Mixed age group-ratios
 Nap time ratio
 Supervision-Indoors/Outdoors

GROUP SIZE

Group Size-Indoors/Outdoors
 Group Size-school age field trips/outdoors
 Mixed age group-group size
 Designated director-training
 CPR certified program staff
 First aid certified program staff

PROFESSIONAL DEVELOPMENT

Documentation
 Health & Safety training
 1% annual hours

SWIMMING ACTIVITIES - Y/N

Swimming-Ratios
 Non-swimmers identified
 CPR certified staff-age 20 or older
 Lifeguard-certified-supervising

CONSULTANTS

Consultants-Education, Health, Social Service, Dietitian (N/A)
 Consultant agreements-signed annually
 Agreements complete w/required services
 Consultant logs-documented activities, observations and required services
 Consultant visits- Education/Health

	Contracts	Logs	Visits
Education	✓	✓	✓
Health	✓	✓	✓
Soc. Serv.	✓	0	
Dietitian	—	—	

36. (a)(1)(A-C) Children's Enrollment information
37. PARENT PERMISSIONS
 (a)(1)(D)(i) Emergency medical permission
 (a)(1)(D)(ii) Authorized release permission
 (a)(1)(D)(iii) Field trip permission
 (a)(1)(D)(iv) Transportation permission
38. (a)(2)(A-B) Child Health Records
39. (a)(2)(C) Immunization records
40. (a)(2)(E) Individual care plan-signed by parents/staff
41. (a)(3)(A) Injury, Illness, Incident, Accident reports
42. (a)(3)(B) Parent notification of illness or injury
43. (a)(3)(C)(i-ii) Notify OEC of serious injuries, fatality
44. (a)(3)(D) Notify DPH, local health-reportable diseases
45. (a)(4) Video recordings- keep 30 days

72. (d)(2)
 73. (d)(3)
 74. (d)(3)
 75. (d)(4)
 76. (d)(5)
 77. (d)(6), (f)(3)
 78. (d)(7)
 79. (d)(8)
 80. (d)(8)
 81. (d)(9)
 82.

Walkways maintained
 Windows protected to prevent falls
 Window screens (Schl age only- N/A)
 Glass and mirrors protected to 36"
 Overhead doors-locking devices, spring protectors N/A
 Exits, stairs, hallways unobstructed
 Individual storage of clothing/bedding
 Smoking or vaping prohibited on premises/grounds
 Matches/lighters inaccessible
 Electrical safety-outlets inaccessible -covered or protected (Schl age only-N/A)

HEALTH and SAFETY 19a-79-6a

6. (a)(1) Preparation, transportation of food-follow DPH Model Food Code N/A
7. (a)(2) Nutritious meals and snacks
8. (a)(3) Proper refrigeration-41 degrees
9. (a)(4) Menus-1 wk in advance- keep 3 mths
10. (a)(5) Food Service Inspection N/A N/A
11. (a)(6) Kitchen-clean, safe storage of food/supplies
12. (a)(7) Separate hand washing facilities
13. (a)(8) Multi-use eating/drinking utensils
14. (a)(9) Kitchen separated (Schl age only N/A)
15. (a)(10) Children supervised during meal prep
16. (a)(11) Handwashing-staff/children
17. (b)(1) Illness procedures-staff knowledgeable, children observed for signs/symptoms
18. (b)(2) Designated isolation area
 (c) **FIRST AID KITS**-portable, accessible to staff, closed container-Indoor/Outdoor/Field Trips
 (c) **FIRST AID SUPPLIES**-Indoor/Outdoor-adhesive strips, 3-4" gauze squares, 2" rolled gauze, tape, scissors, tweezers, 2 cold packs, thermometer, gloves, CPR mouth barrier
 (d) **FIRST AID SUPPLIES**-addt'l for field trips water, phone, soap, emergency numbers, medications, plastic bags

(d)(10)(A)
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 (g)(3)
 (g)(4)

TOILETING
 Shared toilets/sinks-supervision plan
 Toileting needs met
 Potty chairs-nonporous, emptied, disinfected
 Required toilets/sinks-1:16
 Required toilets/sinks-1:25 schl age only
 Toileting Supplies-Hand drying-Garbage
 Handwashing staff/children
 Toilets/sinks located-at the facility or licensed premises
 Well lighted/ventilated toilet rooms
 Mechanical ventilation (Grp Homes N/A)
 Staff personal articles inaccessible
AIR TEMPERATURE
 Air temp 65 °F at 3 ft -non-mercury thermometer affixed to wall (Schl age only N/A)
 Air temp <65°F comfortable (Schl age only-N/A)
 Air temp > 80 °F - ↑ fluids/ventilation
 Water temperature 60 °F - 120 °F
 Portable space heaters prohibited
 Walls/ceilings/floors/rugs-clean/good repair
 Rugs- not tripping/slipping hazard
 Hot water/Steam pipes protected
 Working phone on each level
 Emergency numbers posted-adjacent to phones
 Parents provided direct on site phone number
LIGHTING
 All areas min. 1 foot candle of lighting
 Adequate lighting-30/50 candle feet-napping children-sufficient lighting to be visible
 Schl age only-lighting for comfort
 Light fixtures shielded/shatter proof
 Potentially hazardous substances, materials - labeled, inaccessible
 Garbage/rubbish-disposed of daily, containers in good repair
 Stairs-protected/good repair-handrails
 Toxic plants/materials inaccessible
 Pets or other animals-in good health, written care plan including access to children
 Prevention of vermin-openings screened
 Radon test- Results: 1.4 N/A
 Results posted-Date: 2/15/19 (Schls-N/A)
 Carbon monoxide detector-each level N/A
 Program space-adequate-35 sq. ft. per child
 Equipment-clean and safe, good repair, non-toxic-sturdy, free from protruding nails, rust
 Adequate equipment for rest-cleaned-cots (Grp Homes-mats/sleeping bags)
 Air conditioners, water heaters, fuse boxes inaccessible
 Developmentally app equipment, materials

PHYSICAL PLANE 19a-79-7a

52. (a)(2) Fire marshal codes/certificate 61225
53. (b) Indoor/Outdoor space inspected/approved
54. (b)(1)-(5) Construction/expansion/renovation/conversion
55. (b)(6) Space not inspected/approved but used for field trips-written parent permission
56. (c)(2) Licensed premises-clean, good repair, hazard free, maintenance program established
57. (c)(3) Building/Equipment/Furnishings-sanitary, hazard free (Schl age only) (N/A)
58. (c)(4) Testing of premises/grounds for chemicals
59. (c)(5)(A) **WATER SUPPLY** - Public/Well (Schools-N/A)
 (c)(5)(B) Lead Water Test - Date: 10/12/23
 (c)(5)(C) Bact./Chem Test-Date: _____ (N/A)
60. (c)(6)(A) Drinking water available/accessible
61. (c)(6)(B-D) **LEAD PAINT** - Peeling Paint - Y/N Inside/Outside Building Pre-78: Y/N Lead Test: Y/N Results _____
62. (d)(1) Lead Management Plan _____
63. (d)(1) Emergency vehicle access

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64. (e)(9)
65. (e)(9)
66. (e)(10)
67. (e)(11)
68. (e)(12)
69. (e)(13)
70. (e)(14-15)
71. (e)(16)
72. (e)(17)
73. (e)(18)
74. (f)(1)(A)
75. (g)(1)
76. (g)(2)
77. (g)(3)
78. (g)(4)

Calchester Kids

13982

12/2/24

108.	(g)(5)	Manufacture guidelines followed-furniture, equipment and toys-CPSC unsafe/recalls	129.	<input type="checkbox"/> (f)(1)	LINENS/CLOTHING Linens/emergency clothing available Linens washed weekly or as needed Linens/clothing stored individually Cribs/cots cleaned-linens changed when shared SAFE SLEEP Under 12 mths placed on back for sleeping Crib-slug fitting mattress/tightly fitted sheet Alternate sleep position/equipment-medical documentation for medical reason on file Infants allowed to adopt other sleep positions No items in/on cribs-blankets, toys, bumpers, pillows, weighted blankets/sleepers/swaddles No unapproved sleeping-car seats/swings/beds, etc. No swaddling w/o written documentation from MD/PA/APRN- instructions/timeframes Observe/assess infants at least every 15 minutes Teething necklaces/bracelets, jewelry inaccessible Safe sleep policies posted/parents informed Infant toys-separate/washed/sanitized daily Toddler toys-washed/sanitized weekly No toys/objects less than 1 1/4" diameter Plastic bags/balloons/styrofoam inaccessible unless under direct supervision Health consultant visits/documentation FEEDING Infants held for bottles - chairs for feeding - individual attn, tummy time, crawl/toddle Written feeding schedule from parent-updated Unused formula/milk discarded after feedings Clean bottles/disposable bottles/appvd washing Baby food served from dish or whole jar Bottles labeled with child's name Outdoor spaced fenced-4 ft lic. after 1/1/25 Outdoor equipment-developmentally appropriate for ages of the children Shock ab materials less than 1 1/4"-or measures in place to ensure their health & safety
109.	(g)(6)	Indoor climbing play equipment-shock absorbing materials under and around	130.	<input type="checkbox"/> (f)(2)	
110.	(j)	No weapons/no facsimile of a firearm		<input type="checkbox"/> (f)(3)	
111.	<input checked="" type="checkbox"/> (h)(1)	OUTDOOR SPACE		<input type="checkbox"/> (f)(4)	
	<input checked="" type="checkbox"/> (h)(2)	Adequate space- 75 sq. ft. per child		<input type="checkbox"/> (g)(1)	
	<input checked="" type="checkbox"/> (h)(3)	Shock absorbing surfaces-minimum 8"		<input type="checkbox"/> (g)(1)	
	<input checked="" type="checkbox"/> (h)(4)	Playground free from hazards		<input type="checkbox"/> (g)(1)	
	<input checked="" type="checkbox"/> (h)(5)	Nuts, bolts, screws-tight, covered/protected		<input type="checkbox"/> (g)(2)	
	<input checked="" type="checkbox"/> (h)(6)	Outside equipment anchored-anchors buried		<input type="checkbox"/> (g)(3)	
	<input checked="" type="checkbox"/> (h)(8)	New equip- cert playg. Inspection upon request		<input type="checkbox"/> (g)(4)	
	<input checked="" type="checkbox"/> (h)(9)	Drinking water available/accessible		<input type="checkbox"/> (g)(5)	
12.	<input checked="" type="checkbox"/> (h)(7)	Equipment arranged for safety-equip/fences/structures not hazardous		<input type="checkbox"/> (g)(6)	
13.	<input checked="" type="checkbox"/> (h)(7)(A)	OUTDOOR PROTECTED/FENCING		<input type="checkbox"/> (g)(7)	
	<input checked="" type="checkbox"/> (h)(7)(B)	Playground protected from traffic, water, gullies or other hazards		<input type="checkbox"/> (g)(8)	
	<input checked="" type="checkbox"/> (h)(7)(C)	Fences installed to protect from hazards-4 ft	131.	<input type="checkbox"/> (h)(1)	
14.	<input checked="" type="checkbox"/> (i)	Fences installed to protect from water-4 ft, self closing and self latching devices or locks	132.	<input type="checkbox"/> (h)(1)	
	<input checked="" type="checkbox"/> (i)	Rooftop play areas-6 ft. wall/barrier (N/A)	133.	<input type="checkbox"/> (h)(2)	
	<input checked="" type="checkbox"/> (i)	WATER HAZARDS	134.	<input type="checkbox"/> (h)(2)	
	<input checked="" type="checkbox"/> (i)	Pools, swimming areas-conforms to 19-13-B33b and 19a-36-B61 (N/A)	135.	<input type="checkbox"/> (i)(2A-C)	
	<input checked="" type="checkbox"/> (i)	Wading pools prohibited	136.	<input type="checkbox"/> (j)	
	<input checked="" type="checkbox"/> (i)	Hot tubs/spas/saunas-locked/inaccessible (N/A)	137.	<input type="checkbox"/> (k)(1)	

EDUCATIONAL REQUIREMENTS 19a-79-10

15.	(a)	Written daily/weekly educational plan-developmentally appropriate
16.	<input checked="" type="checkbox"/> (1)-(11)	EDUCATIONAL REQUIREMENTS Indoor/outdoor, flexible schedule, cultural content, balanced experiences, exploration and discovery, variety of materials, rest/sleep/quiet time, meals/snacks, toileting, individual/small group activities, physical activity
	<input checked="" type="checkbox"/> (b)	Limited access to screen time/video games

137.	<input type="checkbox"/> (i)(1)
138.	<input type="checkbox"/> (i)(2)
139.	<input type="checkbox"/> (i)(3)

UNDER THREE ENDORSEMENT 19a-79-10

117.	(b)	Approved Under 3 Endorsement
118.	(c)(2)	Ratios- 1:4 (6wks-24mths), 1:5 (24-36mths)
119.	(c)(3)	Group size-max 8 (6wks-24mths), max 10 (24-36mths)
120.	(c)(4)	Physical barriers- indoors/outdoors
121.	(d)(1)(A-C)	Adequate sinks in program space (Grp Homes accessible) handwashing-diapering-food prep
122.	(d)(2)(Ai-iii)	Cribs-in compliance w/CPSC (manf. after 6/28/11)
123.	(d)(2)(B)	Washable cots
124.	(d)(2)(C)	Chairs for feeding-stable base-safety straps-locking tray
125.	(d)(2)(D)	Dev. appropriate tables/chairs/equipment
126.	(d)(2)(E)	Refrigerator and food prep facilities
127.	(d)(3)(A-C)	Optional furniture/equip-safe/hazard free
128.	<input type="checkbox"/> (e)(1)	DIAPERING
	<input type="checkbox"/> (e)(2)	Diaper area: elevated/sturdy/safety rail
	<input type="checkbox"/> (e)(3)	Diaper area: used only for this purpose, located in the program area
	<input type="checkbox"/> (e)(4)	Diaper area: non-porous surface/good repair
	<input type="checkbox"/> (e)(5)	Diaper area: washed/disinfected after use
	<input type="checkbox"/> (e)(6)(9)	Diaper area: disposable paper sheets
	<input type="checkbox"/> (e)(7)	Covered waste receptacle-removed daily
	<input type="checkbox"/> (e)(8)	Handwashing-staff/children
	<input type="checkbox"/> (e)(10)(A-C)	Diapering-Handwashing policies-posted/followed
		Cloth diapers-written plan developed

SCHOOL AGE ENDORSEMENT 19a-79-11

140.	(b)	Approved Schl Age Endorsement
141.	<input checked="" type="checkbox"/> (c)	SCHEDULE - ACTIVITIES
142.	<input checked="" type="checkbox"/> (c)(1)	Written daily program plan-flexible schedule-available to staff/parents
	<input checked="" type="checkbox"/> (c)(2)	Activities not a duplication of child's day
	<input checked="" type="checkbox"/> (c)(3)	Activities include cognitive, physical, social, emotional needs of the children
		Program includes free time, snacks, creative/physical/small group/self-concept activities, homework time, special events
		Ratio- 1:15
		Group size- max. 30
		4 yr. olds enrolled in schl age-written authorization/permission from director/parent
		Head teacher approved- 60%
143.	(d)	
144.	(e)	
145.	(f)	
146.	(g)	

147.	(b)	Approved Night Care Endorsement
148.	(b)(1)	Person in charge-head teacher
149.	(b)(2)	Written plan for program activities- meet individual needs, sleep patterns, quiet activities
150.	(b)(3)	Written plan for supervision including cot placement and evacuation
151.	(b)(4)	Children in care no more than 12 hrs. in 24
152.	(b)(5)	Staff awake and available
153.		SLEEP PROVISIONS
	<input type="checkbox"/> (b)(6)	Individual cot/crib with bedding
	<input type="checkbox"/> (b)(6)(A)	Sleeping apparel/toiletries labeled
	<input type="checkbox"/> (b)(6)(B)	Required bedding
	<input type="checkbox"/> (b)(6)(C)	Required toiletries
	<input type="checkbox"/> (b)(6)(D)	Bedding/sleeping apparel laundered weekly
	<input type="checkbox"/> (b)(7)	Sleep arrangements for infants
54.	(b)(8)	Air temp 65 °F at 3 ft
55.	(b)(9)	Fire marshal approval-hours specified
56.	(b)(10)	Local health approval

<input checked="" type="checkbox"/> 171.	(a)(1)	Written policies and procedures STAFF TRAINING Staff training - first aid Staff training - use/storage/maintenance of monitoring equipment, reading test results, appropriate actions Training updated at least every 3 years Written documentation of training Trained staff on site when child is present Self-administration - written authorization and under supervision of trained staff Equipment provided by parents Equipment labeled and inaccessible Signed agreement with parent regarding equipment, supplies, materials to be discarded Authorized prescriber written order Written authorization from parent Testing results and actions taken - documented and kept on file, ensure parents are notified daily
<input checked="" type="checkbox"/> 172.	(b)(1)(A)	
	(b)(1)(B)	
	(i)-(iii)	
<input checked="" type="checkbox"/> 173.	(b)(2)	
	(b)(3)	
	(c)(2)	
	(c)(3)	
<input checked="" type="checkbox"/> 174.	(d)(1)	
<input checked="" type="checkbox"/> 175.	(d)(2)	
<input checked="" type="checkbox"/> 176.	(d)(3)	
<input checked="" type="checkbox"/> 177.	(e)(1)	
<input checked="" type="checkbox"/> 178.	(e)(2)	
<input checked="" type="checkbox"/> 179.	(e)(3)	

MINISTRATION OF MEDICATIONS 19a-79-9a Y/N

157.	(9a)	Written medication policies/procedures
158.	(9a)	Permit enrollment of children with asthma, allergies, diabetes
159.		NONPRESC. TOPICAL MEDICATION
	<input checked="" type="checkbox"/> (a)(2)	Admin/Parent permission/report errors
	<input checked="" type="checkbox"/> (a)(3)(A-B)	Labeling and Storage
	<input checked="" type="checkbox"/> (a)(3)(C)	Unused/expired meds destroyed/returned
160.		MEDICATION TRAINING
	<input checked="" type="checkbox"/> (b)(1)(A/C)	Medication training-general-oral/top/inhalant
	<input checked="" type="checkbox"/> (b)(1)(D)	Injectable premeasured autoinjector medication
	<input checked="" type="checkbox"/> (b)(1)(E)	Rectal medication
	<input checked="" type="checkbox"/> (b)(1)(F)	Injectable other than premeasured auto-injector
	<input checked="" type="checkbox"/> (b)(2)(A-B)	Training approval documents/certificates
	<input checked="" type="checkbox"/> (b)(2)(C)	Training outline on file
161.	(b)(3)(A-B)	Authorized prescriber/parent permission
162.	(b)(3)(D)	Medication errors- documentation, parent(s) and OEC notification
163.	(b)(4)(A-B)	Medication Administration Records (MAR)
164.	(b)(5)(A-B)	Labeling and Storage
165.	(b)(5)(C)	Emergency medication inaccessible
166.	(b)(5)(D)	Unused/Expired meds-destroyed/returned
167.	(b)(5)(E)	Auto-injector/inhalant equipment
168.	(b)(6)	Self-administration documentation
169.	(b)(7)(A-B)	Petition for special medication authorization
170.	(d)	Potassium Iodide (KI) emergency distribution-permission and storage N/A

<input checked="" type="checkbox"/> 180.	-	Consent Order/Negotiated Corrective Action Plan conditions	N/A
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DISCUSSIONS - COMMENTS

- updating policies/procedures
 - consultant contracts/education
 - consultant visit annually
 - Administrative oversight plan
 - Educational written plan
 - 1 Authorization form for 1 child

- supervision plan for shared toilets of staff/children

→ violations on supplemental report of inspection

SIGNATURE OF OEC STAFF: [Signature]

PRINTED NAME: K Kellerman

SIGNATURE OF PERSON IN CHARGE: [Signature]

PRINTED NAME: Christine [unclear]

OEC DIVISION OF LICENSING
 50 Columbus Blvd, Suite 302, Hartford, CT 06103
 Help Desk: (800)282-6063 or (860)500-4450
 Website: www.ctoec.org/licensing Email: oeclicensing@ct.gov

Inspection shall be posted or available for review upon request.

Written Corrective Action Plan Due by: 12/10/24

CAP: <https://www.ctoec.org/forms-documents/corrective-action-plan-and-resolving-disputed-violations.pdf>

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: Colchester Kids License # 13982 Date: 12/2/24

Observations/Corrections needed:

- #14 - regulation Not in compliance when observed 1 child enrolled and present with no authorization form for preschool. Child turns 3 years old in March 2025
- #19 - Regulation Not in compliance when observed 1 Staff health record Not current or Adult Medical
- #356) Regulation Not in compliance when observed expired Education consultant contract
- (F) Regulation Not in compliance when observed Social service lag Not observed.
- #62 Regulation. Not in compliance when observed expired fire Marshal certificate. send copy to Agency
- #88 Regulation Not in compliance when observed water stains in bathroom and front room. observed dusty vent in bathroom.
- #95 Regulation Not compliant when observed some bottles of cleaners Not labeled w/ ingredients
- #161 Regulation Not in compliance when observed expired Authorization forms for 2 meds for 1 child
- #164 Regulation Not compliant when observed 2 meds expired
- #40 Regulation Not compliant when observed 1 care plan Not available for Asthma

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: Mia Miller

Print Name: (OEC Representative) Kelleman

Signature: Christine Foley

Print Name: (Person in Charge) Christine Foley

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 12/16/24