



CONNECTICUT OFFICE OF EARLY CHILDHOOD
DIVISION OF LICENSING



CHILD CARE CENTER and GROUP CHILD CARE HOME
INSPECTION FORM

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

Program Name:	Community Nursery School of Guilford	Date of Inspection:	12/19/24	Time of Arrival:	12/19/24 9:15 AM		
Address:	262 Sachem's Head Rd	License Number:	12262	Expiration Date:	11/30/28		
Town:	Guilford 06437	Telephone Number:	203-453-5500	Summer Care:	Closed		
Operator:	Community Nrsry Sch Board of Directors	# of Staff Present:	8	# over 3 Present:	32	# under 3 Present:	0
Email:	racheldanielsnso@gmail.com	Total Capacity:	36	Total Under 3 capacity:	0	Ages Served:	3yrs-10yrs
Designated Director:	Rachel Daniels	Hours/Days of Operation:	9-3 MWF 9-2 TTh				

Instruction Codes: N/A = Not applicable at this time √ = Regulation in Compliance O = Regulation not in Compliance

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

LICENSURE PROCEDURES 19a-79-2a

1. (c)(8) Local Health Inspection-Date: 8/29/20

ADMINISTRATION 19a-79-3a

- 2. (a) Ensuring health & safety of children
- 3. (b) Overall management of program
- 4. (b)(6) Employee orientation for new program staff
- 5. (b)(6) Annual policy training for program staff
- 6. (b)(7)(A) Child behavior management
- 7. (b)(7)(B) Documentation that parents were informed of behavior management techniques
- 8. (b)(7)(C) Child Protection
- 9. (b)(7)(E) Mandated Reporting
- 10. (c)(1-4) Notification of Change
- 11. 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
- 12. (d)(1) Daily attendance-children/staff- keep 1 yr.
- 13. ACCESS
 - (f) Immediate access by parents
 - (h) Immediate access by OEC-facility/records
- 14. (l) 2.8 yr olds enrolled in preschool-authorization
- 15. (m) Motor vehicle laws-transportation
- 16. (n) Capacity
- 17. (o) Respond to OEC-no false, misleading statements or documents
- 18. 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-79-4a cont.

- 19. (a)(1) Staff health records
- 20. (a)(3) Disciplinary actions
- 21. (b) Comprehensive Background Checks
- 22. (b)(4) Evidence of compliance
- 23. (d) Adequate staffing
- 24. (d)(1) Designated head teacher-approved-60%
- 25. (d)(2) Two staff present-age 18 or older
- 26. (d)(3)(A-C) Personal qualities of staff
- 27. RATIOS
 - (d)(4)(A) Ratio 1:10 - Indoors/Outdoors
 - (d)(4)(B) Mixed age group-ratios
 - (d)(6) Nap time ratio
 - (d)(4)(D) Supervision-Indoors/Outdoors
- 28. GROUP SIZE
 - (d)(5) Group Size-Indoors/Outdoors
 - (d)(5)(A) Group Size-school age field trips/outdoors
 - (d)(5)(B) Mixed age group-group size
- 29. Designated director-training
- 30. CPR certified program staff
- 31. First aid certified program staff
- 32. PROFESSIONAL DEVELOPMENT
 - (a)(2) Documentation
 - (h)(1)(2) Health & Safety training
 - (h)(1)(2) 1% annual hours
- 33. SWIMMING ACTIVITIES - Y/N
 - (4)(C)(ii-v) Swimming-Ratios
 - (4)(C)(i) Non-swimmers identified
 - (e)(6) CPR certified staff-age 20 or older
 - (e)(6) Lifeguard-certified-supervising
- 34. CONSULTANTS
 - (i)(1)(A)-(D) Consultants-Education, Health, Social Service, Dietitian N/A
 - (i) Consultant agreements-signed annually
 - (i)(2)(A-H) Agreements complete w/required services
 - (F) Consultant logs-documented activities, observations and required services
 - (i)(2) Consultant visits- Education/Health
- 35. (H)(i)-(I)(i)

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

CHILD CARE CENTER and GROUP CHILD CARE HOME INSPECTION FORM – page 2

PROGRAM NAME		LICENSE NUMBER	DATE OF INSPECTION
Community Nursery School of Guilford		12262	12/19/24
RECORD KEEPING 19a-79-5		PHYSICAL PLANT 19a-79-7a cont.	
36. ☒	(a)(1)(A-C)	Children's Enrollment information	72. ☒ (d)(2)
37. ☒	(a)(1)(D)(i)	<u>PARENT PERMISSIONS</u>	73. ☒ (d)(3)
	(a)(1)(D)(ii)	Emergency medical permission	74. ☒ (d)(3)
	(a)(1)(D)(iii)	Authorized release permission	75. ☒ (d)(4)
	(a)(1)(D)(iv)	Field trip permission	76. ☒ (d)(5)
38. ☒	(a)(2)(A-B)	Transportation permission	
39. ☒	(a)(2)(C)	Child Health Records	77. ☒ (d)(6), (f)(3)
40. ☒	(a)(2)(E)	Immunization records	78. ☒ (d)(7)
41. ☒	(a)(3)(A)	Individual care plan-signed by parents/staff	79. ☒ (d)(8)
42. ☒	(a)(3)(B)	Injury, Illness, Incident, Accident reports	
43. ☒	(a)(3)(C)(i-ii)	Parent notification of illness or injury	80. ☒ (d)(8)
44. ☒	(a)(3)(D)	Notify OEC of serious injuries, fatality	81. ☒ (d)(9)
45. ☒	(a)(4)	Notify DPH, local health-reportable diseases	82. ☒
		Video recordings- keep 30 days	
HEALTH and SAFETY 19a-79-6a			
46. ☒	(a)(1)	Preparation, transportation of food-follow DPH Model Food Code <u>N/A</u>	83. ☒ (d)(10)(A)
47. ☒	(a)(2)	Nutritious meals and snacks	84. ☒ (d)(10)(B)
48. ☒	(a)(3)	Proper refrigeration-41 degrees	85. ☒ (d)(10)(C)
49. ☒	(a)(4)	Menus-1 wk in advance- keep 3 mths	86. ☒ (d)(10)(C)
50. ☒	(a)(5)	Food Service Inspection <u>N/A</u>	87. ☒ (d)(10)(D)
51. ☒	(a)(6)	Kitchen-clean, safe storage of food/supplies	88. ☒ (d)(10)(E)
52. ☒	(a)(7)	Separate hand washing facilities	89. ☒ (d)(10)(E)
53. ☒	(a)(8)	Multi-use eating/drinking utensils	90. ☒ (d)(10)(F)
54. ☒	(a)(9)	Kitchen separated (Schl age only N/A)	91. ☒ (d)(10)(G)
55. ☒	(a)(10)	Children supervised during meal prep	92. ☒ (d)(10)(H)
56. ☒	(a)(11)	Handwashing-staff/children	93. ☒ (d)(11)
57. ☒	(b)(1)	Illness procedures-staff knowledgeable, children observed for signs/symptoms	94. ☒ (e)(1)
58. ☒	(b)(2)	Designated isolation area	95. ☒ (e)(1)
59. ☒	(c)	<u>FIRST AID KITS</u> -portable, accessible to staff, closed container-Indoor/Outdoor/Field Trips	96. ☒ (e)(2)
60. ☒	(c)	<u>FIRST AID SUPPLIES</u> -Indoor/Outdoor-adhesive strips, 3-4" gauze squares, 2" rolled gauze, tape, scissors, tweezers, 2 cold packs, thermometer, gloves, CPR mouth barrier	97. ☒ (e)(3)
61. ☒	(d)	<u>FIRST AID SUPPLIES</u> -addt'l for field trips water, phone, soap, emergency numbers, medications, plastic bags	98. ☒ (e)(4)
PHYSICAL PLANT 19a-79-7a			
62. ☒	(a)(2)	Fire marshal codes/certificate <u>8/28/24</u>	99. ☒ (e)(5)
63. ☒	(b)	Indoor/Outdoor space inspected/approved	100. ☒ (e)(6)
64. ☒	(b)(1)-(5)	Construction/expansion/renovation/conversion	101. ☒ (e)(7)
65. ☒	(b)(6)	Space not inspected/approved but used for field trips-written parent permission	102. ☒ (e)(8)
66. ☒	(c)(2)	Licensed premises-clean, good repair, hazard free, maintenance program established	103. ☒ (e)(9)
67. ☒	(c)(3)	Building/Equipment/Furnishings-sanitary, hazard free (Schl age only) <u>N/A</u>	104. ☒ (e)(10)
68. ☒	(c)(4)	Testing of premises/grounds for chemicals	105. ☒ (e)(11)
69. ☒	(c)(5)(A)	<u>WATER SUPPLY</u> - Public/Well (Schools-N/A)	106. ☒ (e)(12)
	(c)(5)(B)	Lead Water Test - Date: <u>8/29/23</u>	107. ☒ (e)(13)
	(c)(5)(C)	Bact./Chem Test-Date: <u>N/A</u>	108. ☒ (e)(14-15)
70. ☒	(c)(6)(A)	Drinking water available/accessible	109. ☒ (e)(16)
	(c)(6)(B-D)	<u>LEAD PAINT</u> - Peeling Paint - Y/N Inside/Outside Building Pre-78 Y/N Lead Test Y/N Results <u>Abated</u>	110. ☒ (e)(17)
71. ☒	(d)(1)	Lead Management Plan <u>N/A</u>	111. ☒ (f)(1)(A)
		Emergency vehicle access	112. ☒ (g)(1)
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CHILD CARE CENTER and GROUP CHILD CARE HOME INSPECTION FORM – page 3

PROGRAM NAME	Community Nursery School of Guilford	LICENSE NUMBER	12262	DATE OF INSPECTION	12/19/24
PHYSICAL PLANT 19a-79-7a cont.		UNDER THREE ENDORSEMENT 19a-79-10 cont.			

108.	(g)(5)	Manufacture guidelines followed-furniture, equipment and toys-CPSC unsafe/recalls
109.	(g)(6)	Indoor climbing play equipment-shock absorbing materials under and around
110.	(j)	No weapons/no facsimile of a firearm
111.		<u>OUTDOOR SPACE</u>
	(h)(1)	Adequate space- 75 sq. ft. per child
	(h)(2)	Shock absorbing surfaces-minimum 8"
	(h)(3)	Playground free from hazards
	(h)(4)	Nuts, bolts, screws-tight, covered/protected
	(h)(5)	Outside equipment anchored-anchors buried
	(h)(6)	New equip- cert playg. Inspection upon request
	(h)(8)	Drinking water available/accessible
	(h)(9)	Equipment arranged for safety-equip/fences/structures not hazardous
112.		<u>OUTDOOR PROTECTED/FENCING</u>
	(h)(7)	Playground protected from traffic, water, gullies or other hazards
113.	(h)(7)(A)	Fences installed to protect from hazards-4 ft
	(h)(7)(B)	Fences installed to protect from water-4 ft, self closing and self latching devices or locks
	(h)(7)(C)	Rooftop play areas-6 ft. wall/barrier
114.		<u>WATER HAZARDS</u>
	(i)	Pools, swimming areas-conforms to 19-13-B33b and 19a-36-B61
	(i)	Wading pools prohibited
	(i)	Hot tubs/spas/saunas-locked/inaccessible

129.	(f)(1)	<u>LINENS/CLOTHING</u>
	(f)(2)	Linens/emergency clothing available
	(f)(3)	Linens washed weekly or as needed
	(f)(4)	Linens/clothing stored individually
130.		Cribs/cots cleaned-linens changed when shared
	(g)(1)	<u>SAFE SLEEP</u>
	(g)(1)	Under 12 mths placed on back for sleeping
	(g)(1)	Crib-snug fitting mattress/tightly fitted sheet
	(g)(1)	Alternate sleep position/equipment-medical documentation for medical reason on file
	(g)(2)	Infants allowed to adopt other sleep positions
	(g)(3)	No items in/on cribs-blankets, toys, bumpers, pillows, weighted blankets/sleepers/swaddles
	(g)(4)	No unapproved sleeping-car seats/swings/beds, etc.
	(g)(5)	No swaddling w/o written documentation from MD/PA/APRN- instructions/timeframes
	(g)(6)	Observe/assess infants at least every 15 minutes
	(g)(7)	Teething necklaces/bracelets, jewelry inaccessible
	(g)(8)	Safe sleep policies posted/parents informed
131.	(h)(1)	Infant toys-separate/washed/sanitized daily
132.	(h)(1)	Toddler toys-washed/sanitized weekly
133.	(h)(2)	No toys/objects less than 1 1/4 " diameter
134.	(h)(2)	Plastic bags/balloons/styrofoam inaccessible unless under direct supervision
135.	(i)(1)(2A-C)	Health consultant visits/documentation
136.		<u>FEEDING</u>
	(j)	Infants held for bottles - chairs for feeding - individual attn, tummy time, crawl/toddle
	(k)(1)	Written feeding schedule from parent-updated
	(k)(2)	Unused formula/milk discarded after feedings
	(k)(3)	Clean bottles/disposable bottles/appvd washing
	(k)(4)	Baby food served from dish or whole jar
	(k)(5)	Bottles labeled with child's name
137.	(l)(1)	Outdoor spaced fenced-4 ft lic. after 1/1/25
138.	(l)(2)	Outdoor equipment-developmentally appropriate for ages of the children
139.	(l)(3)	Shock ab materials less than 1 1/4 "-or measures in place to ensure their health & safety

<u>EDUCATIONAL REQUIREMENTS 19a-79-8a</u>		
115.	(a)	Written daily/weekly educational plan-developmentally appropriate
116.	(a)	<u>EDUCATIONAL REQUIREMENTS</u>
	(1)-(11)	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
	(b)	Limited access to screen time/video games

<u>UNDER THREE ENDORSEMENT 19a-79-10 Y/N</u>		
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.		<u>DIAPERING</u>
	(e)(1)	Diaper area: elevated/sturdy/safety rail
	(e)(2)	Diaper area: used only for this purpose, located in the program area
	(e)(3)	Diaper area: non-porous surface/good repair
	(e)(4)	Diaper area: washed/disinfected after use
	(e)(5)	Diaper area: disposable paper sheets
	(e)(6)(9)	Covered waste receptacle-removed daily
	(e)(7)	Handwashing-staff/children
	(e)(8)	Diapering-Handwashing policies-posted/followed
	(e)(10)(A-C)	Cloth diapers-written plan developed

<u>SCHOOL AGE ENDORSEMENT 19a-79-11 Y/N</u>		
140.	(b)	Approved Schl Age Endorsement
141.	(c)	<u>SCHEDULE - ACTIVITIES</u>
142.	(c)(1)	Written daily program plan-flexible schedule-available to staff/parents
	(c)(2)	Activities not a duplication of child's day
	(c)(3)	Activities include cognitive, physical, social, emotional needs of the children
	(c)(3)	Program includes free time, snacks, creative/physical/small group/self-concept activities, homework time, special events
143.	(d)	Ratio- 1:15
144.	(e)	Group size- max. 30
145.	(f)	4 yr. olds enrolled in schl age-written authorization/permission from director/parent
146.	(g)	Head teacher approved- 60%

CHILD CARE CENTER and GROUP CHILD CARE HOME INSPECTION FORM – page 4

PROGRAM NAME Community Nursery School of Guilford		LICENSE NUMBER 12262	DATE OF INSPECTION 12/19/24
NIGHT CARE ENDORSEMENT 19a-79-12 (10pm-5am) Y/N		MONITORING OF DIABETES 19a-79-13 Y/N	
☐ 147. (b) ☐ 148. (b)(1) ☐ 149. (b)(2) ☐ 150. (b)(3) ☐ 151. (b)(4) ☐ 152. (b)(5) ☐ 153. (b)(6) ☐ 154. (b)(8) ☐ 155. (b)(9) ☐ 156. (b)(10)	Approved Night Care Endorsement Person in charge-head teacher Written plan for program activities- meet individual needs, sleep patterns, quiet activities Written plan for supervision including cot placement and evacuation Children in care no more than 12 hrs. in 24 Staff awake and available <u>SLEEP PROVISIONS</u> Individual cot/crib with bedding Sleeping apparel/toiletries labeled Required bedding Required toiletries Bedding/sleeping apparel laundered weekly Sleep arrangements for infants Air temp 65 °F at 3 ft Fire marshal approval-hours specified Local health approval	☒ 171. (a)(1) ☒ 172. (b)(1)(A) (b)(1)(B) (i)-(iii) ☒ 173. (b)(2) ☒ 174. (b)(3) ☒ 175. (c)(2) ☒ 176. (c)(3) ☒ 177. (d)(1) ☒ 178. (d)(2) ☒ 179. (d)(3) (e)(1) (e)(2) (e)(3)	Written policies and procedures <u>STAFF TRAINING</u> 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
ADMINISTRATION OF MEDICATIONS 19a-79-9a Y/N		ADDITIONAL VIOLATION	
☒ 157. (9a) ☒ 158. (9a) ☒ 159. (a)(2) (a)(3)(A-B) (a)(3)(C) ☒ 160. (b)(1)(A/C) (b)(1)(D) (b)(1)(E) (b)(1)(F) (b)(2)(A-B) (b)(2)(C) ☒ 161. (b)(3)(A-B) ☒ 162. (b)(3)(D) ☒ 163. (b)(4)(A-B) ☒ 164. (b)(5)(A-B) ☒ 165. (b)(5)(C) ☒ 166. (b)(5)(D) ☒ 167. (b)(5)(E) ☒ 168. (b)(6) ☒ 169. (b)(7)(A-B) ☒ 170. (d)	Written medication policies/procedures Permit enrollment of children with asthma, allergies, diabetes <u>NONPRESC. TOPICAL MEDICATION</u> Admin/Parent permission/report errors Labeling and Storage Unused/expired meds destroyed/returned <u>MEDICATION TRAINING</u> Medication training-general-oral/top/inhalant Injectable premeasured autoinjector medication Rectal medication Injectable other than premeasured auto-injector Training approval documents/certificates Training outline on file Authorized prescriber/parent permission Medication errors- documentation, parent(s) and OEC notification Medication Administration Records (MAR) Labeling and Storage Emergency medication inaccessible Unused/Expired meds-destroyed/returned Auto-injector/inhalant equipment Self-administration documentation Petition for special medication authorization Potassium Iodide (KI) emergency distribution-permission and storage	☒ 180. - Consent Order/Negotiated Corrective Action Plan conditions	DISCUSSIONS - COMMENTS <u>New Regs Discussed</u> - updated policies by 1/1/25 - updated agreements for education and health consultants to include new duties by 1/1/25 - new logs to document education and health consultant duties - all staff must complete health+ safety training by 4/1/25 and all new employees must have training completed w/ 3 months of employment - local health w/ lead management plan approved / letter of compliance New addition of classroom - under 1 license building must correct by program!
SIGNATURE OF OEC STAFF Fil Montange		SIGNATURE OF PERSON IN CHARGE Rachel Daniels	
PRINTED NAME Fil Montange		PRINTED NAME Rachel Daniels	
OEC DIVISION OF LICENSING 450 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: 1/2/25 CAP: https://www.ctoec.org/forms-documents/corrective-action-plan-and-resolving-disputed-violations.pdf/	

SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: Community Nursery School of Guilford License # 12262 Date: 12/19/24

Observations/Corrections needed:

Program not in compliance with:

#104(g)(1) when 2 metal garbage bins chipping with exposed rust was observed in both bathrooms for children

#111(h)(2) when shock absorbing surfacing around large back playground boulders was observed to be less than 8" inches within fall zones.

#111(h)(4) when bolts were observed protruding on posts by front gate

#113(h)(7)(A) fence along main street has the chain link off of top post - not in good repair

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: Fil MontanyePrint Name: Fil Montanye
(OEC Representative)Signature: Rachel DanielsPrint Name: Rachel Daniels
(Person in Charge)

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 1/2/25