



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:	The Children's Tree Montessori	Date of Inspection:	1/9/2025	Time of Arrival:	8:30AM
Address:	910 Essex Rd.	License Number:	16405	Expiration Date:	8/31/2025
Town:	Old Saybrook, CT. 06455-1405	Telephone Number:	860-388-3536	Summer Care:	Closed
Operator:	Children's Tree Montessori Inc.	# of Staff Present:		# over 3 Present:	
Email:	marci@childrenstree.org	Total Capacity:	47	Total Under 3 capacity:	47
Designated Director:	Marci Martindale	Hours/Days of Operation:	8AM-5PM Monday-Friday	Ages Served:	12w-3yrs

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

STAFFING and CONSULTANTS 19a-79-4a cont.

☒ 1. (c)(8) Local Health Inspection-Date: 7/15/2024	☒ 19. (a)(1) Staff health records																				
☒ 2. (a) Ensuring health & safety of children	☒ 20. (a)(3) Disciplinary actions																				
☒ 3. (b) Overall management of program	☒ 21. (b) Comprehensive Background Checks																				
☒ 4. (b)(6) Employee orientation for new program staff	☒ 22. (b)(4) Evidence of compliance																				
☒ 5. (b)(6) Annual policy training for program staff	☒ 23. (d) Adequate staffing																				
☒ 6. (b)(7)(A) Child behavior management	☒ 24. (d)(1) Designated head teacher-approved-60%																				
☒ 7. (b)(7)(B) Documentation that parents were informed of behavior management techniques	☒ 25. (d)(2) Two staff present-age 18 or older																				
☒ 8. (b)(7)(C) Child Protection	☒ 26. (d)(3)(A-C) Personal qualities of staff																				
☒ 9. (b)(7)(E) Mandated Reporting	☒ 27. (d)(4)(A) RATIOS																				
☒ 10. (c)(1-4) Notification of Change	☒ 28. (d)(4)(A) Ratio 1:10 - Indoors/Outdoors																				
☒ 11. (d)(2)(A) POLICIES-COMplete/IMPLEMENTED	☒ 29. (d)(4)(B) Mixed age group-ratios																				
☒ 12. (d)(2)(B-C) Child Protection policy	☒ 30. (d)(6) Nap time ratio																				
☒ 13. (d)(3) Closing time policy	☒ 31. (d)(4)(D) Supervision-Indoors/Outdoors																				
☒ 14. (d)(4)(A) Medical emergency policy	☒ 32. (d)(5) GROUP SIZE																				
☒ 15. (d)(4)(B) Multi-Hazards policy-annual drill	☒ 33. (d)(5)(A) Group Size-Indoors/Outdoors																				
☒ 16. (d)(5) Supervision policy	☒ 34. (d)(5)(B) Group Size-school age field trips/outdoors																				
☒ 17. (d)(6) General Operating policies	☒ 35. (e)(1) Mixed age group-group size																				
☒ 18. (d)(6)(C) Administrative Oversight policy	☒ 36. (f)(1) Designated director-training																				
☒ 19. (d)(7) Personnel policies	☒ 37. (f)(2) CPR certified program staff																				
☒ 20. (d)(1) Daily attendance-children/staff- keep 1 yr. ACCESS	☒ 38. (f)(2) First aid certified program staff																				
☒ 21. (f) Immediate access by parents	☒ 39. PROFESSIONAL DEVELOPMENT																				
☒ 22. (h) Immediate access by OEC-facility/records	☒ 40. Documentation																				
☒ 23. (l) 2.8 yr olds enrolled in preschool-authorization	☒ 41. Health & Safety training																				
☒ 24. (m) Motor vehicle laws-transportation	☒ 42. 1% annual hours																				
☒ 25. (n) Capacity	☒ 43. SWIMMING ACTIVITIES - Y/N																				
☒ 26. (o) Respond to OEC-no false, misleading statements or documents	☒ 44. Swimming-Ratios																				
☒ 27. POSTINGS	☒ 45. Non-swimmers identified																				
☒ 28. (e)(1) License posted	☒ 46. CPR certified staff-age 20 or older																				
☒ 29. (e)(2) OEC Complaint Procedure posted	☒ 47. Lifeguard-certified-supervising																				
☒ 30. (e)(3) Menus posted	☒ 48. CONSULTANTS																				
☒ 31. (e)(4) No Smoking posted signs at entrances	☒ 49. Consultants-Education, Health, Social Service, Dietitian (N/A)																				
☒ 32. (e)(5) OEC Inspection report posted or available	☒ 50. Consultant agreements-signed annually																				
☒ 33. (e)(6) Developmental Milestones posted	☒ 51. Agreements complete w/required services																				
	☒ 52. Consultant logs-documented activities, observations and required services																				
	☒ 53. Consultant visits- Education/Health																				
	<table><tr><td></td><td>Contracts</td><td>Logs</td><td>Visits</td></tr><tr><td>Education</td><td>✓</td><td>✓</td><td></td></tr><tr><td>Health</td><td>✓</td><td>✓</td><td></td></tr><tr><td>Soc. Serv.</td><td>✓</td><td>✓</td><td></td></tr><tr><td>Dietitian</td><td>N/A</td><td>N/A</td><td></td></tr></table>		Contracts	Logs	Visits	Education	✓	✓		Health	✓	✓		Soc. Serv.	✓	✓		Dietitian	N/A	N/A	
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Health	✓	✓																			
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CHILD CARE CENTER and GROUP CHILD CARE HOME INSPECTION FORM – page 2

PROGRAM NAME		LICENSE NUMBER	DATE OF INSPECTION
The Children's Tree Montessori		16405	1/9/2025
RECORD KEEPING 19a-79-5		PHYSICAL PLANT 19a-79-7a cont.	
☒ 36. (a)(1)(A-C) Children's Enrollment information ☒ 37. (a)(1)(D)(i) PARENT PERMISSIONS (a)(1)(D)(ii) Emergency medical permission ☒ (a)(1)(D)(iii) Authorized release permission ☒ (a)(1)(D)(iv) 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) Walkways maintained ☒ 73. (d)(3) Windows protected to prevent falls ☒ 74. (d)(3) Window screens (Schl age only- N/A) ☒ 75. (d)(4) Glass and mirrors protected to 36" ☒ 76. (d)(5) Overhead doors-locking devices, spring protectors N/A ☒ 77. (d)(6), (f)(3) Exits, stairs, hallways unobstructed ☒ 78. (d)(7) Individual storage of clothing/bedding ☒ 79. (d)(8) Smoking or vaping prohibited on premises/grounds ☒ 80. (d)(8) Matches/lighters inaccessible ☒ 81. (d)(9) Electrical safety-outlets inaccessible -covered or protected (Schl age only-N/A) TOILETING ☒ (d)(10)(A) Shared toilets/sinks-supervision plan ☒ (d)(10)(B) Toileting needs met ☒ (d)(10)(C) Potty chairs-nonporous, emptied, disinfected ☒ (d)(10)(C) Required toilets/sinks-1:16 ☒ (d)(10)(D) Required toilets/sinks-1:25 schl age only ☒ (d)(10)(E) Toileting Supplies-Hand drying-Garbage ☒ (d)(10)(E) Handwashing staff/children ☒ (d)(10)(F) Toilets/sinks located-at the facility or licensed premises ☒ (d)(10)(G) Well lighted/ventilated toilet rooms ☒ (d)(10)(H) Mechanical ventilation (Grp Homes N/A) ☒ (d)(11) Staff personal articles inaccessible AIR TEMPERATURE ☒ (e)(1) Air temp 65 °F at 3 ft –non-mercury thermometer affixed to wall (Schl age only N/A) ☒ (e)(1) Air temp <65°F comfortable (Schl age only-N/A) ☒ (e)(2) Air temp > 80 °F - ↑ fluids/ventilation ☒ (e)(3) Water temperature 60 °F – 120 °F ☒ (e)(4) Portable space heaters prohibited ☒ (e)(5) Walls/ceilings/floors/rugs-clean/good repair ☒ (e)(5) Rugs- not tripping/slipping hazard ☒ (e)(6) Hot water/Steam pipes protected ☒ (e)(7) Working phone on each level ☒ (e)(7) Emergency numbers posted-adjacent to phones ☒ (e)(7) Parents provided direct on site phone number LIGHTING ☒ (e)(8) All areas min. 1 foot candle of lighting ☒ (e)(9) Adequate lighting-30/50 candle feet-napping children-sufficient lighting to be visible ☒ (e)(9) Schl age only-lighting for comfort ☒ (e)(9) Light fixtures shielded/shatter proof ☒ (e)(10) Potentially hazardous substances, materials – labeled, inaccessible ☒ (e)(11) Garbage/rubbish-disposed of daily, containers in good repair ☒ (e)(12) Stairs-protected/good repair-handrails ☒ (e)(13) Toxic plants/materials inaccessible ☒ (e)(14-15) Pets or other animals-in good health, written care plan including access to children ☒ (e)(16) Prevention of vermin-openings screened ☒ (e)(17) Radon test- Results: <u>1/3/2023</u> N/A Results posted-Date: <u>2/3</u> (Schls-N/A) ☒ (e)(18) Carbon monoxide detector-each level N/A ☒ (f)(1)(A) Program space-adequate-35 sq. ft. per child ☒ (g)(1) Equipment-clean and safe, good repair, non-toxic-sturdy, free from protruding nails, rust ☒ (g)(2) Adequate equipment for rest-cleaned-cots (Grp Homes-mats/sleeping bags) ☒ (g)(3) Air conditioners, water heaters, fuse boxes inaccessible ☒ (g)(4) Developmentally app equipment, materials		
HEALTH and SAFETY 19a-79-6a ☒ 46. (a)(1) Preparation, transportation of food-follow DPH Model Food Code (N/A) ☒ 47. (a)(2) Nutritious meals and snacks ☒ 48. (a)(3) Proper refrigeration-41 degrees ☒ 49. (a)(4) Menus-1 wk in advance- keep 3 mths ☒ 50. (a)(5) Food Service Inspection (N/A) ☒ 51. (a)(6) Kitchen-clean, safe storage of food/supplies ☒ 52. (a)(7) Separate hand washing facilities ☒ 53. (a)(8) Multi-use eating/drinking utensils ☒ 54. (a)(9) Kitchen separated (Schl age only N/A) ☒ 55. (a)(10) Children supervised during meal prep ☒ 56. (a)(11) Handwashing-staff/children ☒ 57. (b)(1) Illness procedures-staff knowledgeable, children observed for signs/symptoms ☒ 58. (b)(2) Designated isolation area ☒ 59. (c) FIRST AID KITS-portable, accessible to staff, closed container-Indoor/Outdoor/Field Trips ☒ 60. (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 ☒ 61. (d) FIRST AID SUPPLIES-addtl for field trips water, phone, soap, emergency numbers, medications, plastic bags			
PHYSICAL PLANT 19a-79-7a ☒ 62. (a)(2) Fire marshal codes/certificate <u>8/14/2024</u> ☒ 63. (b) Indoor/Outdoor space inspected/approved ☒ 64. (b)(1)-(5) Construction/expansion/renovation/conversion ☒ 65. (b)(6) Space not inspected/approved but used for field trips-written parent permission ☒ 66. (c)(2) Licensed premises-clean, good repair, hazard free, maintenance program established ☒ 67. (c)(3) Building/Equipment/Furnishings-sanitary, hazard free (Schl age only) (N/A) ☒ 68. (c)(4) Testing of premises/grounds for chemicals ☒ 69. (c)(5)(A) WATER SUPPLY – Public/Well (Schools-N/A) Lead Water Test – Date: <u>7/3/2023</u> Bact./Chem Test-Date: <u>7/3/2023</u> (N/A) ☒ (c)(5)(B) Drinking water available/accessible ☒ (c)(5)(C) LEAD PAINT - Peeling Paint – Y/N <u>Y</u> Inside/Outside ☒ (c)(6)(A) Building Pre-78: Y/N <u>Y</u> Lead Test: Y/N Results <u>N/A</u> ☒ (c)(6)(B-D) Lead Management Plan <u>N/A</u> ☒ 71. (d)(1) Emergency vehicle access			

CHILD CARE CENTER and GROUP CHILD CARE HOME INSPECTION FORM – page 3

PROGRAM NAME The Children's Tree Montessori LICENSE NUMBER 116405 DATE OF INSPECTION 1/9/2005

PHYSICAL PLANT 19a-79-7a 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. OUTDOOR SPACE
- ☒ (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. OUTDOOR PROTECTED/FENCING
- ☒ (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. WATER HAZARDS
- ☒ (i) Pools, swimming areas-conforms to 19-13-B33b and 19a-36-B61
- ☒ (i) Wading pools prohibited
- ☒ (i) Hot tubs/spas/saunas-locked/inaccessible

EDUCATIONAL REQUIREMENTS 19a-79-8a

- ☒ 115. (a) Written daily/weekly educational plan-developmentally appropriate
- ☒ 116. (a) EDUCATIONAL REQUIREMENTS
- ☒ (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

UNDER THREE ENDORSEMENT 19a-79-10 cont.

- ☒ 129. LINENS/CLOTHING
- ☒ (f)(1) Linens/emergency clothing available
- ☒ (f)(2) Linens washed weekly or as needed
- ☒ (f)(3) Linens/clothing stored individually
- ☒ (f)(4) Cribs/cots cleaned-linens changed when shared
- ☒ 130. SAFE SLEEP
- ☒ (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. FEEDING
- ☒ (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

UNDER THREE ENDORSEMENT 19a-79-10 Y/N

- ☒ 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. DIAPERING
- ☒ (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/checked
- ☒ (e)(10)(A-C) Cloth diapers-written plan developed

SCHOOL AGE ENDORSEMENT 19a-79-11 Y/N

- ☒ 140. (b) Approved Schl Age Endorsement
- ☒ 141. SCHEDULE - ACTIVITIES
- ☒ (c) Written daily program plan-flexible schedule-available to staff/parents
- ☒ 142. (c)(1) Activities not a duplication of child's day
- ☒ (c)(2) 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	The Children's Tree Montessori	LICENSE NUMBER	110405	DATE OF INSPECTION	1/9/2025
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NIGHT CARE ENDORSEMENT 19a-79-12 (10pm-5am) Y/N	MONITORING OF DIABETES 19a-79-13 Y/N
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☐ 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. <u>SLEEP PROVISIONS</u> ☐ (b)(6) Individual cot/crib with bedding ☐ (b)(6)(A) Sleeping apparel/toiletries labeled ☐ (b)(6)(B) Required bedding ☐ (b)(6)(C) Required toiletries ☐ (b)(6)(D) Bedding/sleeping apparel laundered weekly ☐ (b)(7) Sleep arrangements for infants ☐ 154. (b)(8) Air temp 65 °F at 3 ft ☐ 155. (b)(9) Fire marshal approval-hours specified ☐ 156. (b)(10) Local health approval	☐ 171. (a)(1) Written policies and procedures ☐ 172. <u>STAFF TRAINING</u> ☐ (b)(1)(A) Staff training – first aid ☐ (b)(1)(B) Staff training – use/storage/maintenance of monitoring equipment, reading test results, appropriate actions ☐ (b)(2) Training updated at least every 3 years ☐ (b)(3) Written documentation of training ☐ (c)(2) Trained staff on site when child is present ☐ 173. (c)(3) Self-administration - written authorization and under supervision of trained staff ☐ 174. (d)(1) Equipment provided by parents ☐ 175. (d)(2) Equipment labeled and inaccessible ☐ 176. (d)(3) Signed agreement with parent regarding equipment, supplies, materials to be discarded ☐ 177. (e)(1) Authorized prescriber written order ☐ 178. (e)(2) Written authorization from parent ☐ 179. (e)(3) Testing results and actions taken – documented and kept on file, ensure parents are notified daily
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ADMINISTRATION OF MEDICATIONS 19a-79-9a Y/N	ADDITIONAL VIOLATION
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☒ 157. (9a) Written medication policies/procedures ☒ 158. (9a) Permit enrollment of children with asthma, allergies, diabetes ☒ 159. <u>NONPRESC. TOPICAL MEDICATION</u> ☐ (a)(2) Admin/Parent permission/report errors ☐ (a)(3)(A-B) Labeling and Storage ☐ (a)(3)(C) Unused/expired meds destroyed/returned ☒ 160. <u>MEDICATION TRAINING</u> ☒ (b)(1)(A/C) Medication training-general-oral/top/inhalant ☒ (b)(1)(D) Injectable premeasured autoinjector medication ☒ (b)(1)(E) Rectal medication ☒ (b)(1)(F) Injectable other than premeasured auto-injector ☒ (b)(2)(A-B) Training approval documents/certificates ☒ (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	☒ 180. - Consent Order/Negotiated Corrective Action Plan conditions N/A
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DISCUSSIONS - COMMENTS

Discussed new regulations with program staff. Gave program staff current checklist for policies/procedures to use when updating all policies/procedures. Sample policies available on OEC website

SIGNATURE OF OEC STAFF		SIGNATURE OF PERSON IN CHARGE	marci martindale
PRINTED NAME	BUDGET HACKILL	PRINTED NAME	marci martindale

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: oec.licensing@ct.gov	Inspection shall be posted or available for review upon request. Written Corrective Action Plan Due by: 1/23/2025	CAP: https://www.ctoec.org/forms-documents/corrective-action-plan-and-resolving-disputed-violations.pdf
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November 2024

SUPPLEMENTAL REPORT OF INSPECTION

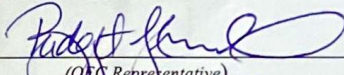
Name of Program/Provider: The Children's Tree Montessori License # 16405 Date: 1/19/2025

Observations/Corrections needed:

- (c)(1-4)
#10- observed no documentation of notification of change in Health consultant and head teacher
- (a)(2)
#19- observed 3 of 4 staff physicals to be unavailable
- (c)(2)(A-H)
#35- observed no documentation of 2024 annual policy review by social service consultant
- #37(a)(1)(D)(i): observed emergency medical permission form for 2 children to be unavailable
- (a)(1)(D)(ii): observed 1 child missing pick up person(s) other than parent(s)
- #159(a)(2): observed 3 diaper creams missing complete dates of administration
- #128(e)(5): observed no disposable paper sheets for 3 diaper tables
- (e)(10)(A-C): observed no cloth diaper policy and 1 child enrolled uses cloth diapers
- (e)(3): observed no posted diaper procedure in Willow room

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: Print Name: BRIDGET L. HEURICH

(OEC Representative)

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 1/23/2025Signature: marci martindale

(Person in Charge)

Print Name: marci martindale