



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:	First Step	Date of Inspection:	1/13/25	Time of Arrival:	9:30		
Address:	28 State Route 39	License Number:	14477	Expiration Date:	3/31/25		
Town:	New Fairfield	Telephone Number:	2037465197	Summer Care:	Open		
Operator:	First Step Preschool, Inc	# of Staff Present:	10	# over 3 Present:	13	# under 3 Present:	18
Email:	firststeppreschoolnfo@gmail.com	Total Capacity:	86	Total Under 3 capacity:	32	Ages Served:	6wks-12yrs
Designated Director:	Virginia Boffardi	Hours/Days of Operation:	M-F 7-5:30pm				

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: 10/12/23

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

- ✓ 19. (a)(1)
- ✓ 20. (a)(3)
- ✓ 21. (b) J F
- ✓ 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.	✓	✓	✓
Dietitian	✓	✓	✓

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

PROGRAM NAME	First Step	LICENSE NUMBER	14477	DATE OF INSPECTION	1/13/25
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RECORD KEEPING 19a-79-5

- ☒ 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
- ☒ 38. (a)(2)(A-B) Transportation permission
- ☒ 39. (a)(2)(C) Child Health Records
- ☒ 40. (a)(2)(E) Immunization records
- ☒ 41. (a)(3)(A) Individual care plan-signed by parents/staff
- ☒ 42. (a)(3)(B) Injury, Illness, Incident, Accident reports
- ☒ 43. (a)(3)(C)(i-ii) Parent notification of illness or injury
- ☒ 44. (a)(3)(D) Notify OEC of serious injuries, fatality
- ☒ 45. (a)(4) Notify DPH, local health-reportable diseases
- Video recordings- keep 30 days

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-add'l for field trips water, phone, soap, emergency numbers, medications, plastic bags

PHYSICAL PLANT 19a-79-7a

- ☒ 62. (a)(2) Fire marshal codes/certificate 111164
- ☒ 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)
- ☒ (c)(5)(B) Lead Water Test - Date: 4/27/23
- ☒ (c)(5)(C) Bact./Chem Test-Date: 3/7/24 N/A
- ☒ 70. (c)(5)(C) Drinking water available/accessible
- ☒ LEAD PAINT -
- ☒ Peeling Paint - Y/N Inside/Outside
- ☒ Building Pre-78: Y/N Lead Test: Y/N
- ☒ Results n/a
- ☒ (c)(6)(B-D) Lead Management Plan n/a
- ☒ 71. (d)(1) Emergency vehicle access

PHYSICAL PLANT 19a-79-7a cont.

- ☒ 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)
- ☒ 82. 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)(10) Light fixtures shielded/shatter proof
- ☒ (e)(11) Potentially hazardous substances, materials - labeled, inaccessible
- ☒ (e)(12) Garbage/rubbish-disposed of daily, containers in good repair
- ☒ (e)(13) Stairs-protected/good repair-handrails
- ☒ (e)(14-15) Toxic plants/materials inaccessible
- ☒ (e)(16) Pets or other animals-in good health, written care plan including access to children
- ☒ (e)(17) Prevention of vermin-openings screened
- ☒ (e)(17) Radon test- Results: 4 N/A
- ☒ (e)(18) Results posted-Date: 11/24/20 (Schls-N/A)
- ☒ (f)(1)(A) Carbon monoxide detector-each level N/A
- ☒ (g)(1) Program space-adequate-35 sq. ft. per child
- ☒ (g)(2) Equipment-clean and safe, good repair, non-toxic-sturdy, free from protruding nails, rust
- ☒ (g)(3) Adequate equipment for rest-cleaned-cots (Grp Homes-mats/sleeping bags)
- ☒ (g)(4) Air conditioners, water heaters, fuse boxes inaccessible
- ☒ (g)(4) Developmentally app equipment, materials

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

PROGRAM NAME First Step LICENSE NUMBER 14477 DATE OF INSPECTION 1/13/25

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 N/A
- ✓ 114. WATER HAZARDS
- ✓ (i) Pools, swimming areas- conforms to 19-13-B33b and 19a-36-B61 N/A
- ✓ (i) Wading pools prohibited
- ✓ (i) Hot tubs/spas/saunas-locked/inaccessible N/A

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
- ✓ (h)(1) Infant toys-separate/washed/sanitized daily
- ✓ 131. (h)(1) Toddler toys-washed/sanitized weekly
- ✓ 132. (h)(2) No toys/objects less than 1 1/4" diameter
- ✓ 133. (h)(2) Plastic bags/balloons/styrofoam inaccessible unless under direct supervision
- ✓ 134. (h)(2) Health consultant visits/documentation
- ✓ 135. (i)(1)(2A-C) FEEDING
- ✓ 136. (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/followed
- ✓ (e)(10)(A-C) Cloth diapers-written plan developed

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

- ✓ 140. (b) Approved Schl Age Endorsement
- ✓ 141. (c) SCHEDULE - ACTIVITIES
- ✓ 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
- ✓ (d) 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%

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PROGRAM NAME	First Step	LICENSE NUMBER	14477	DATE OF INSPECTION	1/13/25
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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 ☒ (i)-(iii) ☒ (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 ☒ (c)(3) Self-administration - written authorization and under supervision of trained staff ☒ 173. Equipment provided by parents ☒ 174. Equipment labeled and inaccessible ☒ 175. Signed agreement with parent regarding equipment, supplies, materials to be discarded ☒ 176. (d)(1) Authorized prescriber written order ☒ 177. (d)(2) Written authorization from parent ☒ 178. (d)(3) Testing results and actions taken – documented and kept on file, ensure parents are notified daily ☒ 179. (e)(1) ☒ (e)(2) ☒ (e)(3)
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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 ☒ (b)(3)(A-B) Authorized prescriber/parent permission ☒ (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

reviewed new regulations including updates to policies + consultants. Health and safety training, Reference checks, Medication trainings, + ratios. all items ✓ were either discussed or in compliance at visit
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SIGNATURE OF OEC STAFF	Jayne Fortin	SIGNATURE OF PERSON IN CHARGE	Virginia Boffardi
PRINTED NAME	Jayne Fortin	PRINTED NAME	Virginia Boffardi

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: 1/27/25	CAP: https://www.ctoec.org/forms-documents/corrective-action-plan-and-resolving-disputed-violations.pdf/
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SUPPLEMENTAL REPORT OF INSPECTION

Name of Program/Provider: First Step License # 14477 Date: 1/13/25Observations/Corrections needed:Violations

- (21) 2 staff working in classrooms without Comprehensive Background Checks completed. Both staff not in BCIS system as current or work supervised.
- (92) Program has meals prepared off site 4 days/week. No documentation that these 4 restaurants follow DPH Model Food Code. (Kitchen Inspection/License)
- (94) Lighting in preschool at all 3 tables Between 30/35 Candlefeet. and in toddler room side Bat table Below 50 Required Candlefeet. (30)

Discussed: Cubby not secure in toddler room; program aware staff not ~~with~~ complete Background check can not work in classroom with children until in BCIS system as current or work supervised

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: Jaime FortinPrint Name: Jaime Fortin

CORRECTIVE PLAN SHALL BE RETURNED TO

OEC BY: 1/27/25Signature: Virginia BottardiPrint Name: Virginia Bottardi