

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:	Conway's Kiddie Kollege	Date of Inspection:	4-25-25	Time of Arrival:	8:15 am
Address:	449 Mapleton Ave	License Number:	15256	Expiration Date:	3-31-29
Town:	Suffield	Telephone Number:	860-668-6394	Summer Care:	Closed
Operator:	G & K Conway LLC	# of Staff Present:		# over 3 Present:	
Email:	KiddieKollege1@cox.net	Total Capacity:	45	Total Under 3 capacity:	4
Designated Director:	Kristen Conway	Hours/Days of Operation:	M-F 8am - 3 ⁰⁰ pm		

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: 1-30-25

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. (e)(1) Designated director-training
- ☒ 30. (f)(1) CPR certified program staff
- ☒ 31. (f)(2) 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	NA	NA	

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

PROGRAM NAME		LICENSE NUMBER	DATE OF INSPECTION
Conway's Kiddie Kollege		15256	4-25-25
PHYSICAL PLANT 19a-79-7a cont.		UNDER THREE ENDORSEMENT 19a-79-10 cont.	
☒ 108. (g)(5) ☒ 109. (g)(6) ☒ 110. (j) ☒ 111. ☒ (h)(1) ☒ (h)(2) ☒ (h)(3) ☒ (h)(4) ☒ (h)(5) ☒ (h)(6) ☒ (h)(8) ☒ (h)(9) ☒ 112. (h)(7) ☒ 113. (h)(7)(A) ☒ (h)(7)(B) ☒ (h)(7)(C) ☒ 114. (i) ☒ (i) ☒ (i)	Manufacture guidelines followed-furniture, equipment and toys-CPSC unsafe/recalls Indoor climbing play equipment-shock absorbing materials under and around No weapons/no facsimile of a firearm OUTDOOR SPACE Adequate space- 75 sq. ft. per child Shock absorbing surfaces-minimum 8" Playground free from hazards Nuts, bolts, screws-tight, covered/protected Outside equipment anchored-anchors buried New equip- cert playg. Inspection upon request Drinking water available/accessible Equipment arranged for safety-equip/fences/structures not hazardous OUTDOOR PROTECTED/FENCING Playground protected from traffic, water, gullies or other hazards Fences installed to protect from hazards-4 ft Fences installed to protect from water-4 ft, self closing and self latching devices or locks Rooftop play areas-6 ft. wall/barrier WATER HAZARDS Pools, swimming areas- conforms to 19-13-B33b and 19a-36-B61 Wading pools prohibited Hot tubs/spas/saunas-locked/inaccessible	☒ 129. ☒ 130. ☒ 131. ☒ 132. ☒ 133. ☒ 134. ☒ 135. ☒ 136. ☒ 137. ☒ 138. ☒ 139.	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-snug 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
EDUCATIONAL REQUIREMENTS 19a-79-8a			
☒ 115. (a) ☒ 116. (a) ☒ (1)-(11) ☒ (b)	Written daily/weekly educational plan-developmentally appropriate 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 Limited access to screen time/video games	☒ 140. ☒ 141. ☒ 142. ☒ 143. ☒ 144. ☒ 145. ☒ 146.	SCHOOL AGE ENDORSEMENT 19a-79-11 SCHEDULE - ACTIVITIES Written daily program plan-flexible schedule-available to staff/parents Activities not a duplication of child's day 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%
UNDER THREE ENDORSEMENT 19a-79-10 Y/N		SCHOOL AGE ENDORSEMENT 19a-79-11 Y/N	
☒ 117. (b) ☒ 118. (c)(2) ☒ 119. (c)(3) ☒ 120. (c)(4) ☒ 121. (d)(1)(A-C) ☒ 122. (d)(2)(Ai-iii) ☒ 123. (d)(2)(B) ☒ 124. (d)(2)(C) ☒ 125. (d)(2)(D) ☒ 126. (d)(2)(E) ☒ 127. (d)(3)(A-C) ☒ 128. (e)(1) ☒ (e)(2) ☒ (e)(3) ☒ (e)(4) ☒ (e)(5) ☒ (e)(6)(9) ☒ (e)(7) ☒ (e)(8) ☒ (e)(10)(A-C)	Approved Under 3 Endorsement Ratios- 1:4 (6wks-24mths), 1:5 (24-36mths) Group size-max 8 (6wks-24mths), max 10 (24-36mths) Physical barriers- indoors/outdoors Adequate sinks in program space (Grp Homes accessible) handwashing-diapering-food prep Cribs-in compliance w/CPSC (manf. after 6/28/11) Washable cots Chairs for feeding-stable base-safety straps-locking tray Dev. appropriate tables/chairs/equipment Refrigerator and food prep facilities Optional furniture/equip-safe/hazard free DIAPERING Diaper area: elevated/sturdy/safety rail Diaper area: used only for this purpose, located in the program area Diaper area: non-porous surface/good repair Diaper area: washed/disinfected after use Diaper area: disposable paper sheets Covered waste receptacle-removed daily Handwashing-staff/children Diapering-Handwashing policies-posted/followed Cloth diapers-written plan developed	☒ 140. (b) ☒ 141. (c) ☒ 142. (c)(1) ☒ (c)(2) ☒ (c)(3) ☒ 143. (d) ☒ 144. (e) ☒ 145. (f) ☒ 146. (g)	Approved Schl Age Endorsement SCHEDULE - ACTIVITIES Written daily program plan-flexible schedule-available to staff/parents Activities not a duplication of child's day 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%

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

PROGRAM NAME <i>Conway's Kiddie Kollege</i>		LICENSE NUMBER <i>15256</i>	DATE OF INSPECTION <i>4-25-25</i>
NIGHT CARE ENDORSEMENT 19a-79-12 (10pm-5am) <i>Y/N</i>		MONITORING OF DIABETES 19a-79-13 <i>Y/N</i>	
☒ 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 SLEEP PROVISIONS 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) (b)(3) (c)(2) (c)(3) ☒ 174. (d)(1) ☒ 175. (d)(2) ☒ 176. (d)(3) ☒ 177. (e)(1) ☒ 178. (e)(2) ☒ 179. (e)(3)	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
ADMINISTRATION OF MEDICATIONS 19a-79-9a <i>Y/N</i>		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 NONPRESC. TOPICAL MEDICATION Admin/Parent permission/report errors Labeling and Storage Unused/expired meds destroyed/returned MEDICATION TRAINING 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 <i>N/A</i>	☒ 180. - Consent Order/Negotiated Corrective Action Plan conditions <i>N/A</i>	DISCUSSIONS - COMMENTS <i>List of updated policies was left with provider.</i> <i>All items were either observed or discussed in great detail with provider.</i> <i>No children under three or SA enrolled at this time.</i>
SIGNATURE OF OEC STAFF <i>D. Wassenhove</i>		SIGNATURE OF PERSON IN CHARGE <i>Kristen L. Conway</i>	
PRINTED NAME <i>Dianna Wassenhove</i>		PRINTED NAME <i>Kristen L. Conway</i>	
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: <i>N/A</i> CAP: https://www.ctoec.org/forms-documents/corrective-action-plan-and-resolving-disputed-violations.pdf/	

November 2024