

Program Inspection Compliance Plan

Provider's Name: **Latchkey Before & After School Care** City: **Canton**

Provider Number: **010605534**

Inspector: **Teri Pieters**

Date of Inspection: **11/14/2023**

Time of Inspection: **6:57 AM**

The items listed below are those that the provider was not in compliance with at the time of the inspection.

Posting Information/ Emergency Preparedness/ Record Keeping/ Provider C. Qualifications

33. If a child in care has a known food allergy, does the provider have a written plan which includes instructions regarding food allergens, steps to be taken to avoid the food, and a detailed treatment plan to be implemented if the child has an allergic reaction? 67:42:17:29

Corrections To Be Made:	Agency Action:	
There was no documented plan available for managing a child with a food allergy.	Compliance Plan	
A care plan and detailed treatment plan are required for children with known food allergies.	Suggested Completion Date:	Actual Completion Date:
	12/01/2023	12/01/2023
The provider have written allergy plans on file for children who have known food allergies.	Status: Corrected	

35. Does each child ' s record contain all required information? 67:42:17:42

Corrections To Be Made:	Agency Action:	
JE - Enrollment Date BP - Enrollment Date	Compliance Plan	
	Suggested Completion Date:	Actual Completion Date:
	11/25/2023	11/25/2023
	Status: Corrected Immediately	

39. Do employee records contain all required information? 67:42:17:15

Corrections To Be Made:

AB - Orientation Complete, CPR
JD - Orientation Complete, CPR, Training
MH - CPR
DH - Central Registry Check, FBI Check, DCI Check, NCIC Check
KH - DCI Check, C A/N Report Statement, CPR
JH - Orientation Complete, CPR, Training
MS - Out Of State, Orientation Complete, Training

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
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12/08/2023	12/04/2023
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Status: **Corrected**

42. Have providers and assistants completed orientation training within 90 days after the date of employment and before caring for children unsupervised? 67:42:17:17

Corrections To Be Made:

There was not documentation for orientation training on file before providers were unsupervised with children in care.

Before a provider may care for children without supervision, the provider must complete the Health and Safety orientation training.

The provider confirmed they had the appropriate paperwork for all staff and made sure each file was up to date with the documentation.

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
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12/08/2023	12/01/2023
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Status: **Corrected**

E. Written Procedures

50. Is there a written emergency preparedness and response plan in place which covers all areas required to include: evacuation; relocation; shelter-in-place; lock-down procedures; procedures for communication & reunification with families; continuity of operations; and accommodation of infants & toddlers, children with disabilities and children with chronic medical conditions? 67:42:17:43

Corrections To Be Made:

The emergency preparedness and response plan needs to be updated.

The provider should periodically review and update the emergency preparedness and response plan to ensure that it contains the most current information and reviewed with program employees.

The provider has updated the emergency preparedness plan with the latest information.

Agency Action:

Compliance Plan

Suggested Completion Date:	Actual Completion Date:
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12/01/2023	12/01/2023
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Status: **Corrected**

Nicole Sehr

Provider Signature

12/07/2023

Date

Teri Pieters

Inspector Signature

12/07/2023

Date