

Program Inspection Before & After School Center Compliance Plan

Provider's Name: **Totally Kids Before and After
School - Lennox**

City: **Lennox**

Provider Number: **010605571**

Inspector: **Teri Pieters**

Date of Inspection: **12/06/2022**

Time of Inspection: **3:17 PM**

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

G. Record Keeping, Posting Information, Fire/Tornado Drills

34. Do staff records contain all required information? 67:42:14:23 Note: staff records are to be maintained for 6 months following the end of employment.

Corrections To Be Made:

**MD - Central Registry Check, Sex Offender Registry Check, Criminal
Record Check, C A/N Report Statement**
**TJ - Three References, Central Registry Check, C A/N Report Statement,
CPR**
BM - Central Registry Check, C A/N Report Statement, CPR
LP - Timely Orientation
EW - C A/N Report Statement, Training
**BZ - Central Registry Check, Sex Offender Registry Check, Criminal
Record Check, CPR**

Agency Action:

Compliance Plan

Suggested
Completion
Date:

01/15/2023

Status: **Corrected**

Actual
Completion
Date:

02/08/2023

J. Written Program Policies

48. Is there written policies related to dispensing medications? 67:42:14:16

Corrections To Be Made:	Agency Action:	
There was not a policy on dispensing medications in the program policies.	Compliance Plan	
The program needs a written policy on dispensing medications.	Suggested Completion Date:	Actual Completion Date:
	01/15/2023	01/19/2023
Correction: The handbook contains information regarding medication administration.	Status: Corrected	

56. Is there written policies related to an emergency preparedness and response plan? 67:42:14:16

Corrections To Be Made:	Agency Action:	
There is not a written policy related to an emergency preparedness and response plan.	Compliance Plan	
A written policy related to emergency preparedness and response plan is needed.	Suggested Completion Date:	Actual Completion Date:
	01/15/2023	01/19/2023
Correction: The program provided a written emergency preparedness and response plan.	Status: Corrected	

Sheryl Ledeboer

Provider Signature

01/05/2023

Date

Teri Pieters

Inspector Signature

01/05/2023

Date