



Rhode Island Department of Human Services

Child Care Center and School Age Program Monitoring Checklist

Renewal/ Monitoring Visit

Visit Information		
Visit Date: June 26, 2024	Visit Start Time: 10:00 am	Visit End Time: 12:00 pm
Name of Licensuror: Stephanie Lutrario		

Provider Information	
Program Name: First Step, Inc.	
Provider ID: 2976	License Expiration Date: April 30, 2025
Email Address: rosafirststep@gmail.com	Telephone Number: 401-725-0370
Street Address: 500 PROSPECT STREET	State: RI
City: Pawtucket	Zip Code: 02860
Administrator On-Site at Time of Visit:	Rosa Ribeiro
Education Coordinator On-Site at Time of Visit:	Diane Macaruso
School Age Coordinator On-Site at Time of Visit: (if applicable)	
Current Licensed Capacity	Total Staff Employed
I/T: 34	12
T:	
PS: 27	
SA:	

Classroom:	Age Group:	# of children	#of staff	# of others	Activities Observed:
PS	3 - 5 year olds	18	4		Children were observed engaging in centers of learning play.
Toddler Transition	2 - 3 year olds	6	2		Children were observed cleaning up from morning plan and preparing for lunch.
Yearling	18 - 24 months	6	2		Children were observed engaging in circle time and later observed preparing for lunch.
Infant	6 months - 16 months	5	2		Children were observed engaging in floor play with staff.

PS Transition		0			Classroom remains closed. Provider intends on reopening classroom in September of 2024.
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Inspections 1.7.A.2.a-c			
Fire	Compliant	Expiration Date	December 11, 2024
Lead	Compliant	Expiration Date	August 9, 2024
Radon	Compliant	Expiration Date	October 16, 2025
Comments:			

**Child Care and School Age Program Regulations
218-RICR-70-00-1**

Section	Requirement Description	Compliant Status	Remarks
1.7	<input checked="" type="checkbox"/> No violations found		
1.8 Physical Facilities	<input checked="" type="checkbox"/> No violations found		
1.9 Health, Safety, and Nutrition	<input checked="" type="checkbox"/> No violations found		
1.10 Routine Care of Children	<input checked="" type="checkbox"/> No violations found <input type="checkbox"/> Not applicable as Program does not offer infant/toddler care		
1.11 Enrollment and Staffing	<input checked="" type="checkbox"/> No violations found		
1.13 Administration	<input checked="" type="checkbox"/> No violations found		
1.14 Learning and Development	<input checked="" type="checkbox"/> No violations found		

Staff File Requirements *Reference: 1.13. F.10*

For Non-Compliant Items:

High Risk - Must be fixed within 24 to 48 hours

Medium Risk - Must be fixed within 1 week

Low Risk - Must be fixed within 1 month

Staff A <input checked="" type="checkbox"/> No violations found	Staff B <input checked="" type="checkbox"/> No violations found	Staff C <input checked="" type="checkbox"/> No violations found
<u>Non-Compliant Items</u> High Risk: Medium Risk: Low Risk:	<u>Non-Compliant Items</u> High Risk: Medium Risk: Low Risk:	<u>Non-Compliant Items</u> High Risk: Medium Risk: Low Risk:
<u>Compliant Items:</u> Personnel Sheet (a) Comprehensive Background Checks (c) Job Description (b) Notarized Criminal Record and Employment Record Forms (d) Health records as required by the RIDOH (f) Training Plan aligned with the Individual Professional Development Plan (i) Signed documentation of participation in orientation (j)(Orientation must include recognition and reporting of child abuse and neglect 1.11.E.2) Proof Professional Development (l)	<u>Compliant Items:</u> Personnel Sheet (a) Comprehensive Background Checks (c) Job Description (b) Notarized Criminal Record and Employment Record Forms (d) Health records as required by the RIDOH (f) Training Plan aligned with the Individual Professional Development Plan (i) Signed documentation of participation in orientation (j)(Orientation must include recognition and reporting of child abuse and neglect 1.11.E.2) Proof Professional Development (l)	<u>Compliant Items:</u> Personnel Sheet (a) Comprehensive Background Checks (c) Job Description (b) Notarized Criminal Record and Employment Record Forms (d) Health records as required by the RIDOH (f) Training Plan aligned with the Individual Professional Development Plan (i) Signed documentation of participation in orientation (j)(Orientation must include recognition and reporting of child abuse and neglect 1.11.E.2) Proof Professional Development (l)

Child File Requirements *Reference: 1.13. F.7/1.13.F.8.a*

For Non-Compliant Items:

High Risk - Must be fixed within 24 to 48 hours

Medium Risk - Must be fixed within 1 week

Low Risk - Must be fixed within 1 month

Child A <input checked="" type="checkbox"/> No violations found	Child B <input checked="" type="checkbox"/> No violations found	Child C <input checked="" type="checkbox"/> No violations found
<u>Non-Compliant Items</u> High Risk: Medium Risk: Low Risk:	<u>Non-Compliant Items</u> High Risk: Medium Risk: Low Risk:	<u>Non-Compliant Items</u> High Risk: Medium Risk: Low Risk:

<u>Compliant Items:</u> Names of individuals to whom the child can be release (l) An application form (a) Evidence of annual health exam (c) Immunization record (d) Written authorization from the parent/guardian for emergency medical treatment (e) Injuries/illnesses/accidents (f) A statement authorizing the program to act in an emergency, signed by the parent (k) Developmental History (infants and toddlers) (1.13.F.8.a) Date of Enrollment (b) Written authorization for field trips (k) Parental consent form (n)	<u>Compliant Items:</u> Names of individuals to whom the child can be release (l) An application form (a) Evidence of annual health exam (c) Immunization record (d) Written authorization from the parent/guardian for emergency medical treatment (e) Injuries/illnesses/accidents (f) A statement authorizing the program to act in an emergency, signed by the parent (k) Developmental History (infants and toddlers) (1.13.F.8.a) Date of Enrollment (b) Written authorization for field trips (k) Parental consent form (n)	<u>Compliant Items:</u> Names of individuals to whom the child can be release (l) An application form (a) Evidence of annual health exam (c) Immunization record (d) Written authorization from the parent/guardian for emergency medical treatment (e) Injuries/illnesses/accidents (f) A statement authorizing the program to act in an emergency, signed by the parent (k) Developmental History (infants and toddlers) (1.13.F.8.a) Date of Enrollment (b) Written authorization for field trips (k) Parental consent form (n)
<div>Additional Reporting</div>		
Have there been any known arrests, criminal investigations, or criminal charges, that have not been reported to licensing involving any persons who work in the facility? No		
If yes, record details of these events below:		



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Additional Discussion Notes

Based on today's visit, the items identified as areas of non-compliance with the Child Care Center and School Age Program Regulations for Licensure must be corrected as outlined in the Corrective Action Plan. Failure to correct a non-compliance may result in the revocation of the license or denial of the application, as applicable. Please contact your licensor with any questions or concerns related to resolving the Corrective Action Plan. Additionally, you may contact the Child Care Licensing Office at DHS.ChildCareLicensing@dhs.ri.gov regarding today's visit.

I understand that by signing this monitoring report, I am also granting permission for Child Care Licensing to share my provider information with the designated Technical Assistance provider, where TA Referral(s) were made. I am aware that these agencies will both give and receive information related to my progress in addressing any item on the Corrective Action Plan.

Signature of Provider Rosa Ribeiro	Date June 26, 2024
Signature of Licensor Stephanie Lutrario	Date June 26, 2024