



## Rhode Island Department of Human Services

### Child Care Center and School Age Program Monitoring Checklist

Renewal/ Monitoring Visit

Visit Information		
Visit Date: May 11, 2022	Visit Start Time: 2:45 pm	Visit End Time: 4:15 pm
Name of Licensor: Stephanie Lutrario		

Provider Information	
Program Name: Cranston YMCA School's Out	
Provider ID: 3162	License Expiration Date: July 31, 2022
Email Address: nharvey@gpymca.org	Telephone Number: (401) 943-0444
Street Address: 1225 Park Avenue	State: RI
City: Cranston	Zip Code: 02910
Administrator On-Site at Time of Visit:	Teddy Michael
Education Coordinator On-Site at Time of Visit:	
School Age Coordinator On-Site at Time of Visit: (if applicable)	
Current Licensed Capacity	Total Staff Employed
I/T:	7
PS:	
SA: 95	

Classroom:	Age Group:	# of children	#of staff	# of others	Activities Observed:
Pool	SA	21	2		3 children observed sitting in seats outside of pool (hallway area); other children observed inside pool area swimming
SA Kid's care	SA	0			children were in the pool

Inspections 1.7.A.2.a-c			
Fire	Non-Compliant	Expiration Date	February 28, 2022
Lead		Expiration Date	
Radon	Compliant	Expiration Date	October 15, 2022
Comments: *A fire inspection is scheduled for 8/18/22.			

Child Care and School Age Program Regulations 218-RICR-70-00-1			
Section	Requirement Description	Compliant Status	Remarks
<b>1.7 Physical Facilities</b>			
<input type="checkbox"/> No violations found			
1.7.B.1 (Medium risk)	The construction of new buildings or outdoor space for the use of children, or the renovation/modification of existing buildings or outdoor space used by children requires approval by the Department.	Not Applicable	
1.7.C.6 (Medium risk)	Each classroom and activity space has artificial lighting that is intact and in good working order.	Compliant	
1.7.C.7&a. (Medium risk)	The temperature in all classrooms and other spaces used by children is maintained within a range of 65° F – 74° F at the children's height. In an infant classroom, the temperature should be a minimum 68° F at the height of the crib.	Compliant	
1.7.C.9 (High Risk)	All classroom and program exits/egresses are: a. clearly identified; and b. free of clutter around the area of the door.	Compliant	
1.7.C.11 (High Risk)	All entrances to the program are kept locked with mechanisms in place for monitoring entry. a. If at any time an entrance to the program is unlocked, a designated staff person is required to directly monitor all entries/exits from the program and is then responsible for re-securing the entrance.	Compliant	
1.7.G.8 (High Risk)	Programs with a pool must comply with the Rhode Island Department of Health Rules and Regulations for Licensing of Aquatic Venues, 216-RICR50-05-4. a. The pool license must be posted in a visible area. b. If a program's pool has been deemed by the Rhode Island Department of Health as a status of "voluntary close" it is not permitted for children's use, until such time that the Rhode Island Department of Health changes the status. c. The use of diving boards is not permitted.	Compliant	
1.7.H.1 (High Risk)	Programs are wholly responsible for ensuring that all parts of the licensed facility and program grounds are maintained in a way that ensures health and safety of children, staff, and visitors at all times.	Compliant	
<b>1.8 Health, Safety, and Nutrition</b>			
<input type="checkbox"/> No violations found			
1.8.C.3 (High Risk)	A daily log is maintained of every medication administered. This record includes the: a. child's name; b. name and dosage of medication administered; c. date and time administered; d. name and signature of the person who administered the medication; and e. name of the licensed physician, physician's assistant, or nurse practitioner prescribing the medication.	Not Applicable	
1.8.C.6 (High Risk)	Medications are stored: a. In clearly labeled original containers; b. In spaces secured with child safety locks that are separate from any items that attract children; and c. In a way that does not contaminate play surfaces or food preparation areas.	Not Applicable	
1.8.G.1 (High Risk)	The facility, equipment, and materials are clean, free of hazards, and kept in good repair.	Compliant	
1.8.G.3 (High Risk)	Toxic substances and any other items of potential danger to children are clearly labeled and are in an area that is secured by a child safety lock.	Non-Compliant	
Description/Observation Kid's Care room contained loose tools, debris, etc. that could potentially be harmful to children.			
Timeframe to Correct Immediate to 24 hours		Resolved <input checked="" type="checkbox"/>	
1.8.G.7 (High Risk)	The program posts and follows a regular cleaning and sanitation schedule, including provisions for deep cleaning.	Non-Compliant	
Description/Observation Kid's Care room was not being used during last visit in November 2021 as it was being used for storage and needed to be cleaned out prior to use. Room is now being used but appears similar to previous visit and does not appear to have been appropriately cleaned prior to use. Room also is not being cleaned regularly. Floor contained broken items, debris, and food particles not consistent with current day's activities. Program furniture holding children's food also did not appear to have been cleaned or sanitized. Area in this room continues to be used for storage but children are able to access the area. In this area, licenser observed clothing items thrown on the floor, construction materials (i.e. tools), popped balloons on the floor from a previous event, a cot, and other random items. Some items were observed during last visit in November.			
Timeframe to Correct 1 week		Resolved <input checked="" type="checkbox"/>	
1.8.H.2 & 1.8.H.3	Staff wash their hands, and ensure children wash their hands, with liquid soap and	Not Observed	

(High Risk)	warm running water as needed.		
1.8.J.1&2 (Medium Risk)	A daily health check is conducted on each child as soon as possible after the child arrives at the program. If a child presents with symptoms of concern, staff: a. Document the findings; b. Determine the needs of the child and make accommodations as necessary; and c. Notify the parent/guardian, as necessary.	Compliant	
1.8.J.4 (Medium Risk)	A first aid kit is available in each classroom and outdoor play areas. a. The first aid kit is restocked after each use.	Compliant	
1.8.J.5 (Medium Risk)	Injuries are documented on an injury report. a. A parent/guardian must sign the written injury report. b. Parents/guardians are notified of injuries on the same day of the injury. c. A copy of this report is placed in the child's file. d. The injury, first aid and parent/guardian communication are recorded in the program's daily health log.	Compliant	
1.8.J.6 (Medium Risk)	A choke-saving poster that outlines the Heimlich Maneuver, is prominently displayed in any area where children eat.	Compliant	
1.8.K.1 (Medium Risk)	Program furniture must be clean, durable, maintained in good repair and free of hazards.	Non-Compliant	
Description/Observation Large black chairs in Kid's Care room are ripped and torn throughout. Chairs also do not appear to have been cleaned. Chairs are not repairable and were asked to be discarded.			
Timeframe to Correct 1 week		Resolved <input checked="" type="checkbox"/>	
1.8.K.3 (High Risk)	Programs serving Infants and/or Toddlers have a choke prevention gauge readily available.	Not Applicable	
1.8.K.7 (Medium Risk)	All bedding used on cots must be removed in between uses and safely stored in individual plastic bags, or comparable means, to prevent contamination.	Not Applicable	
1.8.K.9 (Medium Risk)	There is one (1) assembled evacuation crib equipped with wheels for every five (5) children under two (2) years of age, accessible in case of emergency.	Not Applicable	
1.8.K.10 (Medium Risk)	Evacuation cribs are to remain empty of materials and accessible for use in case of an emergency. a. In the event of an emergency, the evacuation cribs are used to safely remove children from the facility. b. Evacuation cribs may be utilized for sleeping children at naptime.	Not Applicable	
1.8.L.1&2 (High Risk)	The program develops and implements an individualized, written plan to prepare for and respond to potential emergency/disaster situations. This plan is appropriate to support the needs of all children in the program and must be approved by the Department.	Compliant	
1.8.L.4 (High Risk)	An individualized graphic evacuation plan identifying alternative escape routes is posted in each classroom.	Compliant	
1.8.L.5 (High Risk)	All required emergency phone numbers are posted in a conspicuous place adjacent to the telephone.	Compliant	
1.8.L.6 (High Risk)	The program Administrator or designee conducts regular safety drills. a. One (1) fire drill is conducted every month the program is in operation, with no more than three (3) drills delayed for weather. b. Every fourth (4th) drill must be obstructed, by means of not using one (1) of the typical exits/egresses. The other drills may be unobstructed. c. Two (2) shelter-in-place drills are conducted every twelve (12) months. d. A record of all safety drills is maintained. e. Programs with Night Time Care conduct an additional set of safety drills during the night time hours of operation.	Non-Compliant	
Description/Observation Fire drill was not conducted for the month of April.			
Timeframe to Correct 24 to 48 hours		Resolved <input checked="" type="checkbox"/>	
1.8.M.7 (Low Risk)	Menus for meals and snacks are planned and are posted weekly.	Compliant	
1.8.M.10 & 11 (Medium Risk)	Drinking-water is readily available and offered throughout the day, especially before, during and after outdoor play. Drinking-water supplies are located in or near classrooms and activity rooms.	Compliant	
1.8.N.1 (Medium Risk)	For each child with food allergies or special nutritional needs, the program requests that the parent/guardian obtains a care plan from the child's health care provider	Compliant	
1.8.N.2 (High Risk)	The program makes provisions for protecting children with food allergies from contact with the allergen(s).	Compliant	
1.8.N.3 (Medium Risk)	The program asks the parent/guardian of a child with food allergies to give consent for posting information within the program about that child's food allergy. a. If consent for posting is provided, that information is posted in the food preparation	Compliant	

	area and in the areas of the program the child uses. b. If consent for posting is not provided, then this information is shared verbally with all relevant staff, including substitutes, and is documented in the child's file. If consent for posting is not provided, then this information is shared verbally with all relevant staff, including substitutes, and is documented in the child's file.		
<b>1.9 Routine Care of Children</b>			
<input type="checkbox"/> No violations found			
<input checked="" type="checkbox"/> Not applicable as Program does not offer infant/toddler care			
<b>1.10 Enrollment and Staffing</b>			
<input type="checkbox"/> No violations found			
1.10.B.1 (High Risk)	Programs must group children according to the correct staff/child ratio and maximum group size.	Compliant	
1.10.D.1 (Medium Risk)	Each classroom has an individual attendance sheet that lists the first and last names of all children in the room.	Compliant	
1.10.D.3 (High Risk)	Every classroom has a copy of the emergency information for each child.	Compliant	
1.10.F.1 (High Risk)	Classroom staff provide sight and sound supervision during all aspects of the program.	Non-Compliant	
Description/Observation At the start of the visit, 21 children were observed at the pool area requiring a ratio of 1:6. Licensors observed 1 staff outside of the pool area with 3 children and 1 staff was observed inside the pool area with the remaining 18 children. Admin on-site was present in the pool area but left the room at one point and also cannot be counted in the staff/child ratio when in the admin role.			
Timeframe to Correct 1 week		Resolved <input checked="" type="checkbox"/>	
1.10.G.1 (Medium Risk)	Each program is required to have individuals in Program Leadership roles as appropriate.	Non-Compliant	
Description/Observation SA administrator and SA site coordinator were not present on the day of the visit. The administrator on-site did not appear to have been trained to function as an administrator and was also being included in the staff/child ratio while in this role.			
Timeframe to Correct 1 week		Resolved <input checked="" type="checkbox"/>	
1.10.G.12 (High Risk)	At least 50% of all staff members on-site, are trained under the most recent guidelines of the American Heart Association in: a. pediatric cardiopulmonary resuscitation (CPR) (online training is not accepted); and b. pediatric first aid (online training is accepted).	Compliant	
1.10.G.16 (Medium Risk)	The program must have the consultant services of a licensed physician, physician's assistant, or nurse practitioner, who practices pediatric medicine, readily available.	Compliant	
<b>1.12 Administration</b>			
<input type="checkbox"/> No violations found			
1.12.A.1 (High Risk)	The program is responsible for immediately notifying the Department, in writing, of major changes which affect the license.	Non-Compliant	
Description/Observation Assigned site coordinator's transcripts have not been provided to the Department to confirm qualifications for role. On-site file information did not provide evidence of necessary qualifications.			
Timeframe to Correct 1 week		Resolved <input checked="" type="checkbox"/>	
1.12.C.2 (High Risk)	Approved individuals manually or electronically sign the child in at drop off and sign the child out at pick up, using a time stamp and a full signature, name, or comparable identifier.	Compliant	
1.12.D.1 (Low Risk)	If the program chooses to provide transportation, a transportation policy must be written.	Compliant	
1.12.D.3 (High Risk)	All individuals who provide transportation of children must: a. hold a valid Rhode Island Chauffeur's License or equivalent from another state; and b. have a completed background check on file.	Compliant	
1.12.D.4 (Low/Medium/High Risk)	In addition, vehicles used to transport children must have: a. two-inch lettering on the vehicle (unless leased and then a magnetized sign can be used), stating the program's name; (Low Risk) b. a fire extinguisher; (High Risk) c. first aid, emergency airway and bodily fluid spill kits; and (High Risk) d. audible door and back-up alarms (mountable or installed). (Medium Risk)	Compliant	
1.12.D.8 (High Risk)	Attendance and emergency information on each child being transported must be available in the vehicle when transportation is being provided.	Compliant	
1.12.F.1 (Medium Risk)	The program maintains program files, and individual files for children and staff that are available on-site at all times.	Non-Compliant	
Description/Observation Staff on-site were not aware of where/how to access the staff and/or child files. Licensors were able to assist with this based on previous visits. Staff were not able to provide the center's inspections.			
Timeframe to Correct 1 week		Resolved <input checked="" type="checkbox"/>	

**1.13 Learning and Development** **No violations found**

1.13.A.5 (Medium Risk)	Written or electronic documentation of the classroom level curriculum (lesson plans or planning documentation) is easily accessible in each individual classrooms.	Compliant	
1.13.B.4 (Medium Risk)	Television or other screen time is prohibited for infants and limited to no more than 30 minutes per day for other children.	Compliant	
1.13.F.6 (Medium Risk)	There is a means of written/electronic daily communication between staff and families in Infant/Toddler programs, which includes information about the child's routine care.	Not Applicable	

Staff File Requirements <i>Reference: 1.12. F.10</i>		
<b>For Non-Compliant Items:</b> 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		
<b>Staff A</b> <input type="checkbox"/> No violations found	<b>Staff B</b> <input type="checkbox"/> No violations found	<b>Staff C</b> <input type="checkbox"/> No violations found
<b>Non-Compliant Items</b> <b>High Risk:</b> <b>Medium Risk:</b> <b>Low Risk:</b> Job Description (b) Training Plan (j) - Resolved <input checked="" type="checkbox"/> Documentation of participation in orientation (k) (Orientation must include recognition and reporting of child abuse and neglect 1.11.E.2) Proof Professional Development (l) - Resolved <input checked="" type="checkbox"/>	<b>Non-Compliant Items</b> <b>High Risk:</b> <b>Medium Risk:</b> <b>Low Risk:</b> Training Plan (j) - Resolved <input checked="" type="checkbox"/> Proof Professional Development (l) - Resolved <input checked="" type="checkbox"/>	<b>Non-Compliant Items</b> <b>High Risk:</b> Criminal Records Checks (c) - Resolved <input checked="" type="checkbox"/> Clearance of Agency Activity check (d) - Resolved <input checked="" type="checkbox"/> <b>Medium Risk:</b> <b>Low Risk:</b> Job Description (b) - Resolved <input checked="" type="checkbox"/> Training Plan (j) - Resolved <input checked="" type="checkbox"/> Proof Professional Development (l) - Resolved <input checked="" type="checkbox"/>
<b>Compliant Items:</b> Personnel Sheet (a) Criminal Records Checks (c) Clearance of Agency Activity check (d) Notarized Criminal Record and Employment Record Forms (e) Health records as required by the RIDOH (g)	<b>Compliant Items:</b> Personnel Sheet (a) Criminal Records Checks (c) Clearance of Agency Activity check (d) Job Description (b) Notarized Criminal Record and Employment Record Forms (e) Health records as required by the RIDOH (g) Documentation of participation in orientation (k) (Orientation must include recognition and reporting of child abuse and neglect 1.11.E.2)	<b>Compliant Items:</b> Personnel Sheet (a) Notarized Criminal Record and Employment Record Forms (e) Health records as required by the RIDOH (g) Documentation of participation in orientation (k) (Orientation must include recognition and reporting of child abuse and neglect 1.11.E.2)

Child File Requirements <i>Reference: 1.12. F.7/1.12.F.8.a</i>		
<b>For Non-Compliant Items:</b> 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		
<b>Child A</b> <input checked="" type="checkbox"/> No violations found	<b>Child B</b> <input checked="" type="checkbox"/> No violations found	<b>Child C</b> <input checked="" type="checkbox"/> No violations found
<b>Non-Compliant Items</b> <b>High Risk:</b> <b>Medium Risk:</b> <b>Low Risk:</b>	<b>Non-Compliant Items</b> <b>High Risk:</b> <b>Medium Risk:</b> <b>Low Risk:</b>	<b>Non-Compliant Items</b> <b>High Risk:</b> <b>Medium Risk:</b> <b>Low Risk:</b>
<b>Compliant Items:</b> 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 (g) Injuries/illnesses/accidents (h) A statement authorizing the program to act in an emergency, signed by the parent (m) Developmental History (infants and toddlers) (1.12.F.8.a) Date of Enrollment (b) Written authorization for field trips (k) Parental consent form (n)	<b>Compliant Items:</b> 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 (g) Injuries/illnesses/accidents (h) A statement authorizing the program to act in an emergency, signed by the parent (m) Developmental History (infants and toddlers) (1.12.F.8.a) Date of Enrollment (b) Written authorization for field trips (k) Parental consent form (n)	<b>Compliant Items:</b> 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 (g) Injuries/illnesses/accidents (h) A statement authorizing the program to act in an emergency, signed by the parent (m) Developmental History (infants and toddlers) (1.12.F.8.a) Date of Enrollment (b) Written authorization for field trips (k) Parental consent form (n)
<b>Additional Reporting</b>		
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:		



## Rhode Island Department of Human Services

### Child Care Center and School Age Program Monitoring Checklist

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](mailto: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 Melissa Carvalho	Date May 11, 2022
Signature of Licensor Stephanie Lutrario	Date May 11, 2022