



Rhode Island Department of Human Services

Child Care Center and School Age Program Monitoring Checklist

Renewal/ Monitoring Visit

Visit Information		
Visit Date: June 2, 2022	Visit Start Time: 11:25 am	Visit End Time: 12:40 pm
Name of Licenser: Stephanie Lutrario		

Provider Information	
Program Name: Tri-County CAA Head Start	
Provider ID: 44344	License Expiration Date: October 31, 2022
Email Address: kbuck@tricityri.org	Telephone Number: 401-667-7151
Street Address: 415 Tower Hill Road	State: RI
City: North Kingstown	Zip Code: 02852
Administrator On-Site at Time of Visit:	Melissa Allamby
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:	
PS: 36	5
SA:	

Classroom:	Age Group:	# of children	#of staff	# of others	Activities Observed:
PS	3-5	13	2		outdoor play

Inspections 1.7.A.2.a-c			
Fire	Non-Compliant	Expiration Date	November 25, 2021
Lead	Compliant	Expiration Date	May 10, 2023
Radon	Compliant	Expiration Date	March 28, 2025
Comments: Center has requested an updated fire inspection and is waiting for the fire Marshall to come out.			

Child Care and School Age Program Regulations 218-RICR-70-00-1			
Section	Requirement Description	Compliant Status	Remarks
1.7 Physical Facilities			
	<input checked="" type="checkbox"/> No violations found		
1.8 Health, Safety, and Nutrition			
	<input checked="" type="checkbox"/> No violations found		
1.9 Routine Care of Children			
	<input checked="" type="checkbox"/> No violations found		
	<input type="checkbox"/> Not applicable as Program does not offer infant/toddler care		
1.10 Enrollment and Staffing			
	<input checked="" type="checkbox"/> No violations found		
1.12 Administration			
	<input checked="" type="checkbox"/> No violations found		
1.13 Learning and Development			
	<input checked="" type="checkbox"/> No violations found		

Staff File Requirements <i>Reference: 1.12. F.10</i>		
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
Non-Compliant Items High Risk: Medium Risk: Low Risk:	Non-Compliant Items High Risk: Medium Risk: Low Risk:	Non-Compliant Items High Risk: Medium Risk: Low Risk:
Compliant Items: 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) Training Plan (j) 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)	Compliant Items: 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) Training Plan (j) 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)	Compliant Items: 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) Training Plan (j) 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)

Child File Requirements <i>Reference: 1.12. F.7/1.12.F.8.a</i>		
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
Non-Compliant Items High Risk: Medium Risk: Low Risk:	Non-Compliant Items High Risk: Medium Risk: Low Risk:	Non-Compliant Items High Risk: Medium Risk: Low Risk:
Compliant Items: 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)	Compliant Items: 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)	Compliant Items: 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)
Additional Reporting		
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 Melissa allamby	Date June 2, 2022
Signature of Licensor Stephanie Lutrario	Date June 2, 2022