



Rhode Island Department of Human Services

Child Care Center and School Age Program Monitoring Checklist

Complaint Visit

Visit Information		
Visit Date: July 27, 2022	Visit Start Time: 11:00 am	Visit End Time: 1:15 pm
Name of Licenser: Stephanie Lutrario		

Provider Information		
Program Name: The Early Learning Center of RI- East Greenwich		
Provider ID: 37060	License Expiration Date: October 31, 2022	
Email Address: director.christine@elcofri.com	Telephone Number: 401-294-4900	
Street Address: 2260 South County Trail	State: RI	
City: East Greenwich	Zip Code: 02818	
Administrator On-Site at Time of Visit:		
Education Coordinator On-Site at Time of Visit: Christina Costa		
School Age Coordinator On-Site at Time of Visit: (if applicable)		
Current Licensed Capacity		Total Staff Employed
I/T:	46	13
PS:	49	
SA:	16	

Classroom:	Age Group:	# of children	#of staff	# of others	Activities Observed:
PS	3-5	8	1		Preparing for nap
Toddlers	18 m - 36 m	10	2		Sitting together eating lunch
Younger Infants	3 m - 10 m	8	2		1 napping in crib; 7 floor play
PK	4-5	10	2		Preparing for nap time
Older Infants	12-18 months	4	1		3 free play; 1 sleeping in crib

Inspections 1.7.A.2.a-c		
Fire	Non-Compliant	Expiration Date July 20, 2021
Lead	Compliant	Expiration Date September 9, 2023
Radon	Compliant	Expiration Date May 9, 2022
Comments:		

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 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 In April, a lead teacher was promoted to Assistant Director and appears to be acting as director as licensor observed "director" being signed next to her name when completing paperwork for staff. Licensing was not made aware of or approve of this change in regulatory role.			
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.	Not Applicable	
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.	Not Applicable	
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)	Not Applicable	
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.	Not Applicable	
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.	Compliant	
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

Summary of Complaint:

The DCYF Child Abuse and Neglect hotline received a complaint on 7/20/22. DHS Child Care Licensing Unit received a similar complaint on 7/21/22. Both complaints were related to behavior management techniques being used in the classroom and Administration's overall non-compliance with DHS child care regulations within the center. Licensing also noted in the complaints that there appeared to be a new Administrator at the center which was not communicated and/or approved by DHS. The hotline complaint was not investigated by DCYF and was instead screened out to DHS as the regulatory body.

Review of Complaint with Provider:

Licensing conducted an unannounced visit to the center on 7/27/22 to address the above complaints. Licensing first met with the assigned Administrator as licensing was unaware of the other Administrator referenced in the complaints. It was learned that a lead teacher was recently promoted to an administrator role. This promotion has resulted in a change in the dynamics amongst staff members, specifically in the classroom in which the lead teacher was previously assigned to. Also, it was noted that this same classroom has been challenging recently due to six new enrollments within a short time period of time. Administrator did not express any concerns with the staff or other administrator.

Licensing met with both the assigned Administrator as well as the recently promoted Administrator. It was noted that there appears to be a plan for the current Administrator, who is also the Ed. Coordinator, to transition into the role of Ed. Coordinator only, thus the need for another Administrator. New Administrator stated that she is currently training although it was noted that this administrator has signed paperwork for the center as "director." Licensor reviewed this staff's file and she appears to meet the qualifications for Child Care Administrator.

Corrective Action Plan:

Owner of center to provide list of regulatory roles for all centers. Owner and licensing will also meet as to on-going non-compliance to regulations regarding regulatory roles and potential opening of any new centers.

*As this was a complaint visit, a full monitoring visit was not conducted. The files of 3 new staff members were viewed however child file's were not viewed.

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 Renee Potter	Date July 27, 2022
Signature of Licensor Stephanie Lutrario	Date July 27, 2022