

REGULATION NUMBER	REGULATION TEXT
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13A.16.0 3.05B	The operator shall for review by the office and by parents who have enrolled their children or are considering enrolling their children, post in a conspicuous location a current and complete staffing pattern, on a form supplied or approved by the office, that specifies: ( 1) The number and ages of children enrolled; (2) The staff/child ratio in relation to the daily schedule; and (3) By staff name, all child care assignments.
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13A.16.0 3.06A(1)	The operator shall within 5 3.06A(1) working days of its occurrence, provide written notification to the office about the: (1) Addition of a new employee or staff member that includes: (a) The individual's full name, date of birth, and date of hire; (b) Information about the individual's work assignment; (c) Proof of compliance with the laws and regulations pertaining to criminal background checks; and (d) Signed and notarized permission to examine records of abuse and neglect of children and adults for information about the individual.
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13A.16.0 6.05c(2)	A director shall document completion of the continued training on the professional development plan.
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13A.16.0 6.12B(1)	An aide in a child care center shall according to the individual's professional development plan, complete approved continued training, at the rate of at least 6 clock hours per full year of employment as a child care aide, that consists of a: (a) Minimum of 3 clock hours of core of knowledge training and (b) Maximum of 3 clock hours of elective training.
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13A.16.0 6.12B(2)	An aide in a child care center shall document completion of the continued training on the professional development plan.
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13A. 16.0 6.12B(3)	An aide in a child care center shall document that the health and safety training, as required by the office, is completed by each staff member by the end of each 12-month period, measured each calendar year.
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13A. 16.0 6.09C	A child care teacher in a preschool center shall: (1) According to the individual's professional development plan, complete approved continued training, at the rate of at least 12 clock hours per full year of employment as a child care teacher, that consists of a: (a) Minimum of 6 clock hours of core of knowledge training; and (b) Maximum of 6 clock hours of elective training; (2) Document completion of the continued training on the professional development plan; and (3) Document that the health and safety training as required by the office, is completed by each staff member by the end of each 12- month period, measured each calendar year.
13A.16.0 3.06A(2)	Within 5 working days of its occurrence, provide written notification to the office about the: (2) Ending of employment, for whatever reason, of an individual that includes the: (a) Individual's full name; and (b) Date of the individual's last day of employment.
13A.16.0 8.02B	The operator shall assign qualified child care teachers to each group of children as needed to meet the requirements for group size and staffing set forth at Regulation .03 of this chapter.
13A.16.1 0.04A	An operator shall store all potentially harmful items, including but not limited to the items described in subsections 8- E of this regulation, in locations which are inaccessible to children in care.
13A.16.1 0.04F	Each electrical socket that is accessible to children in care shall be plugged or capped as required by the applicable fire code.
13A.16.0 3.038(4)	The operator shall maintain a written record of the dates and times at which emergency and disaster plan drills were conducted pursuant to COMAR 13A.16.10.01A(3)(c).

13A.16.0 3.04C	The operator shall obtain and maintain emergency information from the child's parent that: (1) Includes the child's name and date of birth; (2) Includes the parent's full name, current address, and home and work telephone numbers; (3) Includes the name and telephone number of the individual who is authorized to pick up the child each day; (4) Includes the name and telephone number of at least one individual who is authorized to pick up the child in an emergency; (5) Includes the name, address, and telephone number of the child's physician or other health care provider; (6) If the child has a special health condition, includes emergency medical instructions for that condition; (7) Is signed and dated by the child's parent; (8) Is updated as needed, but at least annually; and (9) Is readily accessible to each staff member supervising the child, including during an off-site activity.
13A.16.0 3.04E	The operator shall maintain documentation that, as required by COMAR 10.11.04, each child admitted to, or continuing in care, has received: (1) An appropriate lead screening, if the child is younger than 6 years old and was born before January 1, 2015; or (2) A lead test when the child is 12 months old and again when the child is 24 months old, regardless of where the child resides, if the child was born on or after January 1, 2015.
13A.16.0 3.04K	An operator shall maintain daily records of the amounts and kinds of liquids and solid food consumed by each infant and toddler. These records shall be: (1) Dated and kept on file for at least 4 weeks; (2) Available in the infant or toddler feeding area; and (3) Made available to the child's parent.
13A.16.0 3.05C	During an individual's employment at the center and for 2 years after the date of the individual's last employment there, maintain a record for each individual that includes: (1) The individual's: (a) Training, including initial and yearly basic health and safety training, if required under this subtitle; (b) Experience, if required under this subtitle; and (c) Function or position; (2) Verification that the staff member's age complies with the minimum required for the position held; (3) An employment medical evaluation; (4) Criminal background check results, except that the operator shall destroy the record of those results immediately after the last day of the individual's employment; and (5) The date on which the staff member received the written information required by COMAR 13A.16.06.02.
13A.16.0 3.05E	The operator shall maintain a calendar or other written record of the: (1) Days on which a substitute provides care; and (2) Staff member in whose place the substitute worked.

13A.16.0 3.068	Within 15 working days of adding the new employee or staff member, provide to the office, documentation that the individual meets the requirements of this chapter for the assignment, unless documentation already is on file in the office.
13A.16.1 2.05C(3)	Refrigeration shall be equipped with an indicating thermometer graduated at 2° F intervals.
13A.16.1 1.04A(1) (a)	Medication, whether prescription or non-prescription, may not be administered to a child in care unless parental permission to administer the medication is documented on a completed, signed, and dated medication authorization form, provided by the office, that is received at the center before the medication is administered.
13A.16.1 1.04A(1) (b)	Medication, whether prescription or non-prescription, may not be administered to a child in care unless a licensed health practitioner has approved the administration of the medication and the medication dosage.
13A.16.1 1.04C	Medication shall be administered according to the instructions on the label of the medication container or a licensed health practitioner's written instructions, whichever are more recently dated.
13A.16.1 1.04D	Recording requirements. (1) Each administration of a prescription or non-prescription medication to a child, including self-administration of a medication by the child, shall be noted in the child's record. (2). Application of a diaper rash product, sunscreen, or insect repellent supplied by a child's parent shall be noted in the child's record.
13A.16.1 1.04E(1) ©	Each medication shall be discarded according to guidelines of the Office of National Drug Control Policy or the U.S. Environmental Protection Agency, or returned to the child's parent upon expiration or discontinuation.

13A.16.0  
6.02 On or before assignment, an operator shall document that each employee and staff member has been informed in writing about all areas pertinent to the health and safety of the children, including: (A) The location of the telephone and emergency telephone numbers; (B) The location of each child's emergency form; (C) Emergency evacuation procedures; (D) Identity of the staff members who have first aid and CPR training; (E) Identity of the staff members and other adults who are required to be available to provide emergency coverage pursuant to COMAR 13A.16.08.02D(3); (F) Handwashing procedures; (G) The center's child discipline policy; (H) The requirements and procedures for reporting suspected child abuse and neglect, according to Family Law Article subsections 5-704 - 5-705, Annotated Code of Maryland; (I) Signs and symptoms of abuse and neglect in children; (J) The content of the most current regulations in this subtitle; and (K) The community resources available to the family of a child who may have special needs.

13A.16.0  
6.04A(1) An operator shall obtain a medical evaluation, conducted by a practicing physician, certified nurse practitioner, or registered physicians' assistant, on a form supplied or approved by the office, that has been completed within 6 months before the individual begins work in the center from each prospective: (a) Staff member; and (b) Except for a health care professional serving as a consultant pursuant to Regulation .14C of this chapter, support staff who will be present at the center while children are in care.

13A.16.0  
6.12A(3) An aide shall, effective January 1, 2020, have completed approved basic health and safety training within 90 days of employment.

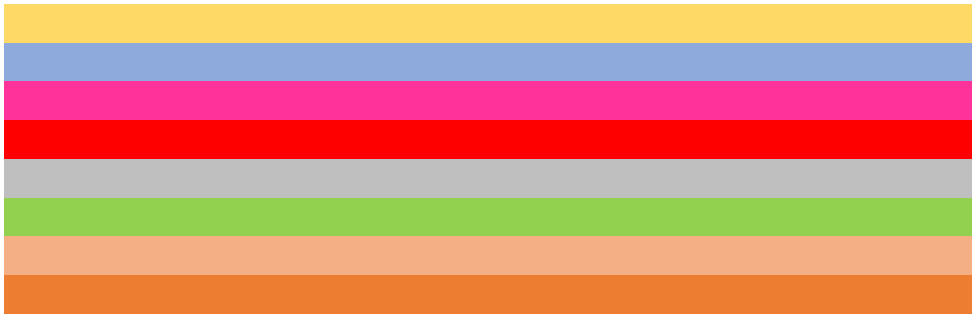
13A.16.0  
9.02B Upon enrollment of an infant or toddler, the operator shall arrange for the director or senior staff, in consultation with the parent of the child, to prepare a written individualized activity plan for the child.

13A.16.0  
9.02B(1) Upon enrollment of an infant or toddler, the operator shall arrange for the director or senior staff, in consultation with the parent of the child, to prepare a written individualized activity plan for the child that addresses the child's normal pattern of activities, sleeping, and eating.

13A.16.0 9.02B(2)	Upon enrollment of an infant or toddler, the operator shall arrange for the director or senior staff, in consultation with the parent of the child, to prepare a written individualized activity plan for the child that is consistent with the child's needs and capabilities.
13A.16.0 9.02B(3)	Upon enrollment of an infant or toddler, the operator shall arrange for the director or senior staff, in consultation with the parent of the child, to prepare a written individualized activity plan for the child that, identifies the staff member who is assigned primary responsibility for the care of the child during each staff shift.
13A.16.0 9.02B(4)	Upon enrollment of an infant or toddler, the operator shall arrange for the director or senior staff, in consultation with the parent of the child, to prepare a written individualized activity plan for the child that, ensures that the child is: (a) Held, played with, and talked to; (b) Except when sleeping, given opportunities to sit, crawl, toddle, or walk outside the infant's crib or playpen; (c) Except in inclement weather, taken outdoors daily; and (d) Diapered as needed and in accordance with the approved diapering procedure.
13A.16.0 9.02C	For an infant or toddler, the written activity plan required at the time of the child's admission to care shall be: (1) Posted for reference in the space used by the child's group; (2) Implemented by each staff member having responsibility for care of the child; (3) Modified in consultation with the child's parent as necessitated by the child's developmental needs; and (4) Reevaluated at least every 3 months.
13A.16.0 8.02A	At all times while in care, each child shall be assigned to a group of children that is supervised by an individual who: (1) Meets the requirements of COMAR 13A.16.06.09 or .10, depending on the age composition of the group; or (2) Has received a variance, issued by the Office, from the requirements of COMAR 13A.16.06.09 or .10 in order to serve as a teacher for the purpose of providing instruction to the group in a specific discipline such as, but not limited to, karate, dance, or music.
13A.16.1 0.01A(3) C	The emergency and disaster plan shall be practiced by staff and children at least: (i) Once per month for fire evacuation; and (ii) Twice per year for other emergency and disaster situations.
13A.16.1 6.06E(1)	An operator shall maintain a written statement of the qualifications of each teacher who implements the educational program.
13A.16.1 2.04F(3)	The operator shall refrigerate potentially hazardous food at or below a temperature of 40 degrees F.
13A.16.1 2.05D	All frozen food units shall be operated at 0° F or less, and shall be provided with an indicating thermometer.

**In addition:**

**KEY**



**COMMENTS BY OFFICE OF CHILD CARE****STATUS**

Licensing specialist did not observe any evidence of the operator posting in a conspicuous location a current and complete staffing pattern that specifies ( 1) the number and ages of children enrolled; (2) the staff child ratio in relation to the daily schedule; and (3) by staff name all child care assignment. Specialist observed an outdated staffing pattern in only room 6.

Open

Licensing specialist did not observe any evidence of the operator notifying the office about the addition of two new employee who were hired in august 2021. Specialist did not received any documentation pertaining to the individual's full name, date of birth, date of hire; information about the individual's work assignment; proof of compliance with the laws and regulations pertaining to criminal background checks, signed notarized permission to examine records of abuse and neglect of children and adults for informtion about the individual.

Open

Licensing specialist did not observe any evidence of the director documenting completed training on professional development plan. Corrected at the time of inspection.

Corrected

Licensing specialist did not observe any evidence of the two aides completing at least 6 clock hours per full year of employment as a child care aide.

Open

Licensing specialist did not observe any evidence of the director documenting completed continued training on professional development plan.

Open

Licensing specialist did not observe any evidence of the three aides completing health and safety training as required by the office.

Open

Licensing specialist did not observe any evidence of the director furnishing one preschool teacher's completed continued training and documenting three childcare teacher's completed training on a professional development plan form.

Open

Licensing specialist did not observe any evidence of the director notifying the office about the ending of employment for two staff members.. One staff members' employment ended on July 30, 2021 and the other on August 30, 2021. Corrected at the time of inspection.

Corrected

Licensing specialist did not observe any evidence of the director furnishing a qualified infant a toddler teacher in room. In a interview with the staff member in the classroom, she stated that she was the lead teacher and she took the attendance in the classroom. The staffing pattern sent to the office on 12/13/2021 indicated the director as the lead teacher. But when the specialist walked in the building the Director was not in the room 8. During the follow up inspection, there was another teacher in the classroom acting as a substitute in order for the director to complete the inspection. However, the teacher did not meet the qualification of an infant and toddler teacher to be used as a substitute in the room 8.

Open

Licensing specialist did not observe any evidence of the operator storing potentially harmful items in location which are inaccessible to children. Diapering creams were stored in the changing table in rooms 6, 7, and 8. The director removed the diapering creams and stored them in the closet to be in compliance with the regulation.

Corrected

Licensing specialist did not observe any evidence of the director capping electrical socket that is inaccessible to children in care in rooms 3 (on the wall next to the train table) and room 4 (on the extension cord next to teacher's desk). Director capped the outlets in both rooms to be in compliance.

Corrected

Licensing specialist did not observe any evidence of the director maintaining written record of the dates and times at which emergency and disaster plan drills were conducted pursuant to COMAR 13.16.10.01A(3)(c). Specialist did not observe any such records of the disaster drill log for previous years.

Open

Licensing specialist did not observe any evidence of the operator maintaining emergency information for at least ten children whose file was reviewed during the inspection. The children were missing information such as persons authorized to pick up the child daily; name, address, and telephone number of the individual who is authorized to pick up the child in an emergency; name, address, and telephone number of the child's physician or other health care provider; if the child has special condition, includes emergency instruction for that condition; parent signature and date; form updated with initial and date at least annually. Operator is advised to review all children's emergency information and update the form with the necessary information. Open

Licensing specialist did not observe any evidence of the operator maintaining documentation for at least one child admitted to or continuing in care has received an appropriate lead test when the child is 12 months old and again when the child is 24 months old, regardless of where the child resides, if the child was born on or after January 1, 2015. The child's health assessment forms indicated non applicable. Open

Licensing specialist did not observe any evidence of the operator maintaining daily records of the amounts and kind of liquids and solid foods consumed by each toddler enrolled. Specialist did not observe any such record that is dated and kept on file for at least four weeks; available in the infant or toddler feeding area; and made available to the child's parent. Open

Licensing specialist did not observe any evidence of the operator maintaining a record for at least four staff members that includes training, including initial and yearly basic health and safety training. Open

Licensing specialist did not observe any evidence of the operator maintaining a calendar or other written record of the: (1) days on which a substitute provides care; and (2) staff member in whose place the substitute worked. Open

Licensing specialist did not observe any evidence of the operator notifying the office about the addition of two new employee who were hired in August 2021. Specialist did not receive any documentation pertaining to the individual's full name, date of birth, date of hire; information about the individual's work assignment; proof of compliance with the laws and regulations pertaining to criminal background checks, signed notarized permission to examine records of abuse and neglect of children and adults for information about the individual.	Open
Licensing specialist did not observe any evidence of the operator equipping refrigerators in room 3 and 6 with an indicating thermometer graduated at 2 degree F intervals.	Open
Licensing specialist did not observe any evidence of the operator maintaining documentation for medication whether prescribed or non-prescribed for at least two children. One child did not have a medication authorization form. The other child did not have parent signature and date on the medication authorization form.	Open
Licensing specialist did not observe any evidence of the operator maintaining documentation approved by licensed health practitioner to be administered by the facility. One child in care had EpiPen but no evidence of documentation approved by licensed health practitioner to administer was observed.	Open
Licensing specialist did not observe any evidence of the operator maintaining any record indicating licensed health practitioner's written instruction for at least two children. One child was missing Allergy Action plan for EpiPen and the other was missing both Allergy action plan for the Auvi-Q and asthma Action plan for the Albuterol.	Open
Licensing specialist did not observe any evidence of the operator furnishing a record for the application of a diaper rash product, sunscreen, or insect repellent supplied by a child's parent. Specialist did not observe any such thing the children's record reviewed.	Open
Licensing specialist did not observe any evidence of the operator discarding or returning to child's parent upon expiration or discontinuation of EpiPen for one child whose EpiPen expired on February 28, 2022.	Corrected

Licensing specialist did not observe any evidence of the operator furnishing information for three staff members who did not have any documentation of staff orientation. Open

Licensing specialist did not observe any evidence of the operator obtaining health information for at least one staff member who was hired in September 18, 2018. Specialist did not observe any medical evaluation in staff members file during the inspection. Open

Licensing specialist did not observe any evidence of the three aides completing health and safety training as required by the office. Open

Licensing specialist did not observe any evidence of a written individualized activity plan for toddlers enrolled and present at the time of inspection. Open

Licensing specialist did not observe any evidence of a written individualized activity plan for toddlers enrolled that addresses the child's normal pattern of activities and eating. Open

Licensing specialist did not observe any evidence of a written individualized activity plan for toddlers enrolled that is consistent with the child's needs and capabilities.

Open

Licensing specialist did not observe any evidence of a written individualized activity plan for toddlers enrolled that identified the staff member who is assigned primary responsibility for the care of the child during each staff shift.

Open

Licensing specialist did not observe any evidence of a written individualized activity plan for toddlers enrolled that ensure that each child is held played with, and talked to; given opportunities to sit, crawl, toddle or walk outside; taken outside daily except in inclement weather; and diapered as needed and in accordance with the approved diapering procedure.

Open

Licensing specialist did not observe any evidence of a written individualized activity plan for toddlers enrolled that is posted for reference in the space used by the child's group; implemented by each staff member having responsibility for care of the child; modified in consultation with the child's parent as necessitated by the child's developmental needs; and re- evaluated at least every 3 months.

Open

Licensing specialist did not observe any evidence of the director furnishing a qualified infant a toddler teacher in room. In a interview with the staff member in the classroom, she stated that she was the lead teacher and she took the attendance in the classroom. The staffing pattern sent to the office on 12/13/2021 indicated the director as the lead teacher. But during when the specialist walked in the building the Director was not in the room 8.

Open

Licensing specialist did not observe any evidence of the operator practicing any emergency and disaster drills at twice per year.

Open

Licensing specialist did not observe any evidence of the operator maintaining a written statement of qualification for a teacher in room 4 who implements the educational program.

Open

Licensing specialist did not observe any evidence of the operator storing potentially hazardous food at or below a temperature of 40 degrees F.

Open

Licensing specialist did not observe any evidence of the facility operating a frozen food until at 0 degrees F, and there was no thermometer indicating that.

Open

Facility must submit the following items to the OCC no later than April 15, 2022: 1) Current notarized Release of Information for all staff members (mailed or drop off at the office), 2) Updated staffing pattern, and 3) evidence of DC and NY out-of-state clearance for Alexandra Richardson.

MANAGEMENT AND ADMINISTRATION

CHILD SUPERVISION

SAFETY

HEALTH

NUTRITION

STAFF REQUIREMENTS

PROGRAM REQUIREMENTS

EDUCATIONAL PROGRAMS IN NON-PUBLIC NURSERY SCHOOLS

**DATE  
CORRECTED  
(verified by  
Parish  
Administrator)**

**TO DO**

1) Take photos of each classroom's complete staffing pattern hanging where it belongs and provide to legal counsel. (Lois)

- 1) Pull and copy all required information from personnel files of Victoria Campuzano and Arlene Ng. (Lisa)
- 2) Provide copies to OCC (Lisa) and to legal counsel (Lois).

3/28/2022 -  
Corrected at  
Inspection

1) Provide copy to legal counsel. (Lois)

1) Provide complete records to OCC (Lisa) and to legal counsel (Lois).

1) Follow up with Lisa and obtain completed continued training on professional development plan. (Lois)

- 1) Provide evidence of scheduled training for the three aides. (Lisa)
- 2) Provide evidence to OCC (Lisa) and to legal counsel (Lois).

1) Provide documentation to OCC (Lisa) and to legal counsel (Lois).

3/28/2022 -  
Corrected at  
Inspection

1) Provide verification to legal counsel. (Lois)

1) Provide documentation of enrollment to OCC (Lisa) and to legal counsel (Lois).

3/28/2022 -  
Corrected at  
Inspection

1) Provide photo documentation of diaper creams stored correctly in the closet and provide to legal counsel. (Lois)

3/28/2022 -  
Corrected at  
inspection

1) Provide photo documentation of capping of electrical sockets in rooms 3 and 4.

1) Contact Village Police and coordinate dates. (Lisa)

1) Provide copy of all emergency cards to OCC (Lisa) and to legal counsel (Lois).

1) Provide copy of child's medical record with completed lead screening. to OCC (Lisa) and to legal counsel (Lois).

1) Provide copy of form to be used to OCC (Lisa) and to legal counsel (Lois).

1) Provide copy of training certificates when available in May to OCC. (Lisa)

- 1) Provide list of leave time for teachers and aides to Lisa. (Lois)
- 2) Produce written record or calendar of days, absent staff member, and substitutes to include outside subs and internal administration subs. (Lisa)
- 3) Provide record to OCC (Lisa) and to legal counsel (Lois).

1) Submit documentation to OCC (Lisa) and to legal counsel (Lois).

1) Purchase and place thermometers in refrigerators in Rooms 3 and 6.

2) Provide photo documentation to legal counsel. (Lois)

1) Provide copy of updated Allergy Action Plan for EpiPen and Auvi-Q to OCC (Lisa) and to legal counsel. (Lois)

1) Create a system (form?) for teacher's use to indicate the use of diaper rash cream, sunscreen, or insect repellent supplied by a child's parent.

2) Ensure form is placed in child's record.

3/28/2022

- 1) Provide copy of Personnel Handbook to legal counsel. (Lois)
- 2) Provide copy of Meredith Mason's completed orientation training to OCC (Lisa) and to legal counsel (Lois).
- 3) Provide evidence of scheduled return of CPR/AED company to OCC (Lisa) and to legal counsel (Lois).
- 4) Provide completed CPR/AED certificates to OCC (Lisa) and to legal counsel (Lois).

- 1) Obtain medical report from Arlene Ng. (Lisa)
- 2) Provide copy of medical report to OCC (Lisa) and to legal counsel (Lois).

- 1) Contact MCCCRRRC to see if there is an approved trainer who can be scheduled to conduct the training on site ASAP.

- 1) Complete individualized activity plans ASAP. (Lisa)
- 2) Provide updated plans to OCC (Lisa) and legal counsel (Lois).

1) Provide information on system that will ensure re-evaluation of activity plan at least every 3 months.

See 13A.16.0 8.02B.

See 13A.16.0 3.038(4)

1) Provide written statement of Victoria Campuzano's qualifications to OCC (Lisa) and legal counsel (Lois).

1) Provide photo verification and provide to OCC (Lisa) and legal counsel (Lois).

1) Provide photo verification and provide to OCC (Lisa) legal counsel (Lois).

- 1) Complete Release of Information forms by Thursday, April 7 (all staff members, Lisa in charge)
- 2) Notarize all Release of Information forms by Friday, April 8 (Phil Fought, Matilda Carter-Stokely)
- 3) Obtain Alexandra Richardson's NY clearance and provide to OCC (Lisa) and legal counsel. (Lois)

## COMMENTS BY ALL SAINTS PRESCHOOL

Lisa states, "all professional development coursework/training for Teachers and Aides meets or exceeds regulation - complete records on file."

Which aide is without documentation?

Three aides are scheduled to take the Basic Health and Safety Training in May. Lisa claims that it is to be completed within each staff member's annual contract date; however, the regulation indicates a "calendar year."

Staff members: Charcos and Sheldon

Variance Request for Alexandra Richardson to allow her to continue as lead teacher pending completion of the 45-hour Child Growth & Development Course will be submitted for OCC review. Note: Alexandra Richardson was enrolled in the improper course for the age group for which she is responsible. If, or until, the variance request is granted or a replacement teacher is hired, Lisa Hollingsworth remains on the Staffing Pattern as the qualified I/T teacher in Room #8 *and will be in the classroom.*

Diaper creams were removed and stored in the closet.

Annual Emergency and Disaster Drill Plan is scheduled for Wednesday, May 11 and Monday, April 25. Drills will be completed with the assistance of the Chevy Chase Village Police.

Each card is being individually reviewed and sent to parent for completion, if necessary. Est. completion date: April 8.

Child's lead screen has been scheduled by the parent with the child's physician.

Daily records will be maintained and made available to child's parent for every infant/toddler.

Refers to continued training certificates for four staff members. See above: 13A.16.0-6.12B3.

Documentation is ready to be submitted for Victoria Campuzanno and Arlene Ng.

Lisa to purchase thermometers on 4/6/2022.

Medical Authorization Form has been updated with parental permission to administer as documented on a completed, signed, and dated form by a licensed health practitioner who has approved the administration of the medication and the medication dosage.

Licensed health practitioner will complete updated Allergy Action Plan for EpiPen and Auvi-Q.

The EpiPen was sent home to the child's parent.

This information is provided in the staff orientation information and the Personnel Handbook. Meredith Mason, a substitute, still needs to complete orientation training. The CPR/AED certification company employed by the preschool provided only online training. OCC requires hands-on training with mannequins. Lisa has called the company to schedule a session to complete hands-on training.

Three aides are scheduled to take the Basic Health and Safety Training in May. Lisa claims that it is to be completed within each staff member's annual contract date; however, the regulation indicates a "calendar year." See 13A. 16.0 6.12B(3).

Individualized Activity Plans were completed by the parents at the beginning of the school year; however, it appears that new students, in particular, did not have a plan. A revised and updated form was shared with the licensing specialist during her visit.

See above

See above

See above. Primary caregivers to be assigned.

See above. Staff to be assigned to update with parent the Individualized Activity plan.

See above. Staff to be assigned to update with parent the Individualized Activity plan.

See 13A.16.0 8.02B. Director will submit a Variance Form for review of Alexandra Richardson, with documentation of registration for the remaining 45 hour Methods and Materials class. Director remains as qualified Infant/Toddler teacher in this room. Liss will be in classroom.

See 13A.16.0 3.038(4). Emergency Disaster Drills scheduled for April 25 and May 11, 2022, in conjunction with the Village of Chevy Chase police department.

Licensing specialist relocated kitchen thermometer to the back of the refrigerator and temperature now registers below 40 degrees F.  
Freezer thermometer has been purchased and installed.

Since teachers will be on Easter break beginning April 11, the completion of the all Release of Information forms must be completed this week.

Alexandra Richardson has a clearance for DC, but still needs one for NY. It is unlikely that we will have that clearance by April 15.