

## Action Items and Questions from Parents 11/6/18

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| 1 | Review process to ensure parent contact information is current | Tuesday, Parent contact information was verified from the student forms to the emergency list used by the teachers. We are selecting an electronic app to be able to send a group text or email in an emergency when time is critical. This gets information to parents and allows teachers to care for the children. We plan to have this in place within the next week.  |
| 2 | Review Emergency Procedures for all staff                      | There are emergency drills conducted each month as identified in the Preschool Handbook. Each teacher has assigned responsibility. There are lists of these responsibilities posted in multiple locations around the facility. Staff will get children to the safe area and complete a roll call of the children. A staff member checks areas for additional children. A staff member brings first aid and medical supplies. Staff also bring the emergency book with student information, the call list and sign-out sheet. We are making an electronic file of the emergency information that can be maintained on teacher cell phones and be available at the evacuation site. We are establishing a new process to work with new students about emergency procedures before the monthly drill. |
| 3 | Review Teacher Training  | All staff have training in Early Childhood development. They also maintain certification in CPR & first aid. I am reviewing other training that has been done and possible recommendations for additional training   |

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| 4 | Talk to Regional Manager about Inspection details                 | I have left a message for the Regional Manager and look forward to talking with her. I went online and reviewed all the previous reports. Anyone can go to the Social Services, Community Care Licensing Division website and look up Park Side Preschool facility number 013421380. At this location you can see all inspection reports, citations and additional documents. At the top of the page you can register your email to get notified of any activity involving this facility. I will follow up with more after I talk with the District Manager. |
| 5 | Establish improved process for routine communication with Parents |  |
| 6 | List of steps for improvement to move forward                     |  |
|   | Professional Safety Inspection                                    | I have made a request through the National Program for Playground Safety for references of certified inspectors in our local area. I hope to have an inspection within the next few days. I am also looking for an inspector to review all other areas of the facility.  |
|   | Routine internal inspections                                      | We are scheduling a Preschool board meeting next week. One topic will be establishing a routine internal inspection process. We are reviewing different inspection check lists to help as reminders and document any concerns.   |
|   | Safety Officer  | Also at the Preschool board meeting next week. Another topic will be assigning a preschool Safety Officer and the expected duties of this position as well as documentation of any concerns and issues found or presented to the staff.  |

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|                            | Communication of facility modifications | I met with the Director of the preschool. She will continue sending weekly emails with schedules and updates. She will include any plans for modifications or changes to the facility or equipment. We will be making requests to the Licensing division for any modifications or changes and if you are registered with them you will receive notifications . |
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| <b>Requested Documents</b> |   |  |
| 1                          | Police Report                           | Still not available. It is listed as an open case.   |
| 2                          | Insurance Report                        | Insurance company is still collecting information, report is not complete.   |
| 3                          | Last State Inspection Report            | I will try to attach the last two reports. They can also be seen on the CCLD website under facility 013421380  |
| 4                          | Equipment Purchase receipts             | attached - I removed the name of the receipt. It does have the manufacturers information   |
| 5                          |   |  |