

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING
INSPECTION VIOLATION REPORT

Center Name: Hilltop Nursery School		License ID: 15HIL0003		County: Ocean	
Address: 1917 Route 37 West		City: Toms River		Zip Code: 08757	
Phone: 732-657-6676		Fax:		Email: info@hilltopnurseryschool.org	
		License Status: R 2/11/2022			

Initial Inspection: 2/5/2019	Center is in compliance with requirements as of:				
Due Date(s):*	3/5/2019				
Date(s) Re-inspection:					

*Re-inspection occurs on or soon after due date.

☐ Renewal
 ☐ Initial
 ☒ Monitor
 ☐ Increase
 ☐ Age Change
 ☐ Relocation
 ☐ New Sponsor
 ☐ Space Evaluation
☐ Complaint #

Date Cited	Date Abated	Based on an inspection(s) conducted by the Office of Licensing (OOL) on the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 3A:52):
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Supervision, Staff/Child Ratios & Space

		☐	1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		☐	2. Ensure that children are directly supervised by a staff member at all times, including during outdoor activities, rest and sleep, and walking through hallways.
		☐	3. Develop and implement a method to keep track of all children and ensure that staff knows the number of children in their care at all times, including at off-site locations.
		☐	4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during nap time.
		☐	5. Ensure that staff meet minimum age requirements and staff below 18 years old are directly supervised by a staff member who is 18 years of age or older.
		☐	6. Ensure staff have completed orientation training and have received CARI and CHRI clearances before being left alone to supervise a child or group of children.
		☐	7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age.
		☐	8. Cease caring for children below 2 ½ years of age.
		☐	9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		☐	10. Assign a primary caregiver for groups of 4 infants and 6 toddlers.
		☐	11. Post the center's license in a prominent location in each building.
		☐	12. Operate within the center's licensed capacity and within each room's capacity. Comply with written conditions on the license.
		☐	13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		☐	14. Ensure requirements for centers co-located in multi-use buildings are met as required in the manual.
		☐	15. Ensure the children's health, safety and well-being.

Activities & Discipline

		☐	16. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		☐	17. Provide a sufficient variety of age-appropriate activities.

See last page of report for additional comments pertaining to cited violations as indicated by: ☒

		☐ 18.	Provide age-appropriate time frames for each activity.
		☐ 19.	Provide enough supplies, furniture and equipment for the required activities.
		☐ 20.	Ensure materials are accessible to children at all times.
		☐ 21.	Plan and implement opportunities for school-age children's involvement in activity planning.
		☐ 22.	Take children outdoors daily.
		☐ 23.	Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		☐ 24.	Provide infants with age-appropriate, supervised tummy time at least twice per day.
		☐ 25.	Limit use of infant equipment including, but not limited to swings, exersaucers, and bouncers to 30 minutes at a time.
		☐ 26.	Develop policies/plans for use of TV/computer/video by children: over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		☐ 27.	Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		☐ 28.	Cease the use of TV/computer/video for children under the age of 2.
		☐ 29.	Prepare and post a discipline policy including acceptable actions that staff members may take; maintain staff signatures on file.
2/5/2019	2/5/2019	☒ 30.	Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
2/5/2019		☒ 31.	Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		☐ 32.	Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
Nutrition & Rest			
		☐ 33.	Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner.
		☐ 34.	Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		☐ 35.	Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		☐ 36.	Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
		☐ 37.	Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		☐ 38.	Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cacfp/child-day-care-centers)).
		☐ 39.	Provide age-appropriate seating for children who no longer need to be held for feeding.
		☐ 40.	Ensure that each child's bottle is labeled with their name, the date, and not propped when feeding.
		☐ 41.	Label sippy cups with the child's name.
		☐ 42.	Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		☐ 43.	Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		☐ 44.	Ensure feeding plans for child less than 18 months old to include breastfeeding arrangements/accommodations when applicable and a re maintained in writing for children less than 12 months old.
		☐ 45.	Remove bottles and cups when children have fallen asleep.
		☐ 46.	Remove bottles, cups, and pacifiers when children are crawling or walking.
		☐ 47.	Cease the use of pacifier straps or attachment devices.
		☐ 48.	Provide daily rest/sleep for each child over the age of 18 months and under the age of 4 years who attends the center for 4 or more consecutive hours and as needed for each child under 18 months.

		☐ 49. Cease the use of blankets for children under 12 months.
		☐ 50. Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		☐ 51. Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets (for children over 12 months only).
		☐ 52. Ensure that sleeping equipment is free of pillows, soft bedding, bumpers, and other hazards when occupied by a sleeping child under 12 months of age; and ensure that bedding does not cover the child's face.
		☐ 53. Identify and store individually each child's sleeping equipment and bedding.
		☐ 54. Provide enough light in rooms where children are napping to allow staff to see them.
		☐ 55. Repair and/or replace sleeping equipment that is in disrepair.
		☐ 56. Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		☐ 57. Provide cribs that meet CPSC standards and maintain documentation on file.
		☐ 58. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		☐ 59. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
		☐ 60. Discontinue swaddling children.
Illnesses & Accidents		
		☐ 61. Designate an area where sick children can be separated from well children and provide rest equipment.
		☐ 62. Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		☐ 63. Notify parents immediately of: head/facial injury, including when a child bumps his or her head; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		☐ 64. Maintain an accident log or reports that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; type of notification; time of notification to parent.
		☐ 65. Develop a written policy for parental notification if a method other than telephone call is used for parental notification; maintain on file a record of parental and staff member receipt of the policy.
		☐ 66. Notify the OOL by the next working day when an injury or illness occurs while under the center's supervision that results in: a child visiting the emergency room or being admitted to the hospital; a call to 911; on-site medical care or transported emergency care or urgent care; or the death of a child. Provide documentation within one week.
Sanitation & Diapering		
		☐ 67. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		☐ 68. Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
		☐ 69. Ensure that children wash their hands with soap and running water: immediately before intake of food; after using the toilet; after having a diaper change; immediately after outdoor play; and as needed.
2/5/2019		☒ 70. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		☐ 71. Provide disposable rubber gloves for contact with blood or vomit.
		☐ 72. Change each child's diaper when wet or soiled.
		☐ 73. Provide a diapering area within 15 feet of a sink not used for food preparation.
		☐ 74. Provide at least one sink for hand washing in each classroom that serves children under 2 1/2 years of age for new centers, expansions, and relocations.
		☐ 75. Ensure that diapering does not take place in an area or on a surface used for food preparation.
		☐ 76. Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.

		☐ 77. Place soiled disposable diapers in a closed container with a leak-proof lining.
Administration & Parent Involvement		
		☐ 78. Cooperate with DCF inspections and investigations and allow prompt access to center records as required.
		☐ 79. Provide parents of all enrolled children with the center's telephone number in writing or by email and ensure this onsite telephone number provides parents with direct on-site contact during the center's operating hours.
		☐ 80. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		☐ 81. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		☐ 82. Designate someone in the center to carry out the director's responsibilities when the director is absent, and ensure the director designee is on site at all times and does not have full time classroom responsibilities when the director is not present.
		☐ 83. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		☐ 84. Ensure that the head teacher/group teacher schedule time in other classrooms.
		☐ 85. Establish and maintain a staff substitute system.
		☐ 86. Hold parent/staff conferences semi-annually and upon request.
		☐ 87. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
Program Records		
		☐ 88. Complete and maintain at the center the staff records checklist.
		☐ 89. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff within two weeks of hire.
		☐ 90. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff for the center's license renewal.
		☐ 91. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/ sponsor representative and all regularly scheduled staff.
		☐ 92. Ensure that CARI and CHRI background check clearances are maintained on file at the center.
		☐ 93. Provide education/training experience for the director, head teacher, group teacher or program supervisor.
		☐ 94. Hire and submit the required documentation for: director; head teacher; group teacher; program supervisor.
2/5/2019		☒ 95. Provide orientation training to all newly hired staff within two weeks of hire and to current staff annually, and secure and maintain on file, each staff member's signature attesting to the review of the orientation training. Topics MUST include the following: 1. Supervision and tracking all children; 2. Understanding center operations, policies, and procedures; 3. Implementing group size limits and primary caregiver responsibilities (as applicable); 4. Recognizing and reporting child abuse or neglect; 5. Evacuating the center and using the fire alarms; 6. Implementing the center's release policy; 7. Implementing the center's discipline policy; 8. Implementing health practices, including medication administration and responding to symptoms of illness; 9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome; 10. Preventing Shaken Baby Syndrome and Abusive Head Trauma; 11. Recognizing and responding to injuries and emergencies, including the prevention of and response to emergencies due to food-related allergies and other allergic reactions; 12. Including children with special needs in the center's program.
		☐ 96. Ensure new directors and director's designee complete staff development in Understanding Licensing Regulations within 90 days of hire.
		☐ 97. Ensure that the director, head teacher, group teacher, program supervisor, and director designee complete 20 hours of annual training and all other staff working at the center complete 12 hours of annual training. Orientation training may be included for up to six of the required annual staff development hours.

		☐ 98.	Ensure all staff working with children under 2 ½ years of age have training specific to this age group initiated within 90 days of hire and completed within one year.
		☐ 99.	Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
		☐ 100.	Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		☐ 101.	Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		☐ 102.	Maintain a written outline of daily activities.
		☐ 103.	Complete and maintain at the center the children's records checklist.
		☐ 104.	Ensure that the Universal Health Record is updated annually and received upon admission to the center unless a 30 day grace period is permitted.
		☐ 105.	Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		☐ 106.	Maintain medication records that include the following: child's name; parental authorization; name of medication; illness being treated; dosage, frequency and other instructions; time and by whom medication was administered; any adverse effects.
		☐ 107.	Ensure epi-pens are: stored in their original boxes with the child's name and prescription; accompanied by a special care plan or other equivalent documentation from a health care provider; both present when two are required.
		☐ 108.	Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		☐ 109.	Maintain at the center and distribute to the parent(s) of every enrolled child and to every staff member, the Information to Parents document designated by the OOL; maintain on file a record of parental and staff member receipt of the policy.
		☐ 110.	Maintain at the center and distribute to parents a written policy on communicable disease management; maintain on file a record of parental receipt of the policy.
		☐ 111.	Maintain at the center and distribute a written policy on the release of children; maintain on file a record of parental and staff member receipt of the policy.
		☐ 112.	Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; maintain on file a record of parental receipt of the policy.
		☐ 113.	Develop a social media policy which includes: the use of social networking sites and other websites; the use of e-mail, text messages, and other electronic means of communication with staff and parents; the type of social media that the center uses; the methods and devices the staff use to communicate with the parent; and the guidelines for appropriate conduct by staff members and parents; maintain on file a record of parental and staff member receipt of the policy.
		☐ 114.	Maintain on file permission slips from parents for walks and field trips which include information on type of vehicle used, designated drivers, and the name and telephone number of the bus company providing transportation.
		☐ 115.	Maintain at the center documentation of a current comprehensive general liability insurance policy.
Health & Fire Safety			
		☐ 116.	Provide and make accessible to staff: a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		☐ 117.	Post a sign in a prominent location to prohibit smoking when the center is operating.
2/5/2019		☒ 118.	Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		☐ 119.	Obtain and maintain on file a current health certificate.
		☐ 120.	Obtain and maintain on file a current fire certificate.
		☐ 121.	Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
		☐ 122.	Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		☐ 123.	Conduct and document two lockdown drills annually.

	☐ 124.	Provide documentation that staff have been trained if locking devices are used during lockdown procedures and ensure devices do not pose a risk of harm to children.
	☐ 125.	Ensure the center's fire protective systems are operative at all times.
	☐ 126.	Maintain emergency plan in a readily accessible location that includes evacuation, disaster, and lockdown procedures.
	☐ 127.	Ensure evacuation procedures include an alternate indoor location for evacuation that operates during the same operating hours as the center, and is within a safe walking distance or includes a written procedure for obtaining transportation to that location.
	☐ 128.	Post a diagram depicting how the center is to be evacuated during emergencies from each classroom and the outdoor play area.
	☐ 129.	Post a diagram depicting approved areas and room identifications.
	☐ 130.	Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
	☐ 131.	Ensure that illuminated exit signs and emergency lighting are operable at all times.
	☐ 132.	Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
	☐ 133.	Remove excess storage and/or combustibles from the furnace room.
	☐ 134.	Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
	☐ 135.	Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
	☐ 136.	Provide and maintain in good condition handrails on all stairs with 3 or more risers.
	☐ 137.	Ensure all guardrails accessible to children are no more than 4 inches apart or are protected to prevent head entrapment.
	☐ 138.	Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
	☐ 139.	Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code.
	☐ 140.	Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
	☐ 141.	Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

Bathroom & Kitchen Facilities

	☐ 142.	Ensure all toxic substances and medications are inaccessible to children.
	☐ 143.	Ensure that children cannot lock themselves in bathrooms.
	☐ 144.	Provide bathroom supplies: soap; toilet paper; individual/disposable towels; platforms.
	☐ 145.	Securely fasten the bathroom equipment.
	☐ 146.	Sand and paint rusted bathroom stall dividers.
	☐ 147.	Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
	☐ 148.	Designate and visibly identify the staff/adult toilet facility.
	☐ 149.	Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children (SA).
	☐ 150.	Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit (SA).
	☐ 151.	Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
	☐ 152.	Provide a barrier to the kitchen area to prevent accidental access by children.
	☐ 153.	Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
	☐ 154.	Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
	☐ 155.	Ensure that food waste receptacles are lined and maintained in a sanitary condition.

Building Maintenance

	☐ 156.	Keep all surfaces clean and in good repair.
	☐ 157.	Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
	☐ 158.	Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
	☐ 159.	Eliminate moisture resulting from leaks or seepage.

	☐ 160. Maintain the building structure to prevent drafts, leaks and infestation.
	☐ 161. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
	☐ 162. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
	☐ 163. Ensure window blinds are in good repair and blind cords are inaccessible to children.
	☐ 164. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
	☐ 165. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
	☐ 166. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
	☐ 167. Maintain a minimum of 68 degrees Fahrenheit in all areas used by children.
	☐ 168. Increase light in specific areas:
	☐ 169. Provide 1 of the 4 monitoring options listed in the manual.
	☐ 170. Ensure that doors in all interior rooms designated for use by children remain unlocked.
	☐ 171. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
	☐ 172. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
	☐ 173. Ensure that stairways are free of tripping hazards.
	☐ 174. Provide a barrier extending at least 5 feet above floor level.
	☐ 175. Repair and/or paint surfaces in specified areas:
	☐ 176. Maintain indoor/outdoor garbage receptacles as follows: covered; emptied as needed; leak-proof; clean.
	☐ 177. Ensure that indoor and outdoor equipment is sturdy, safe, free of hazards, and used in accordance with manufacturer's instructions.
Outdoor Play Area, Equipment and Maintenance	
	☐ 178. Provide and maintain in good condition a fence for the outdoor play area.
	☐ 179. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
	☐ 180. Grade or provide drains for the outside play area.
	☐ 181. Ensure that outdoor areas and play equipment are free from stagnant water.
	☐ 182. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC).
	☐ 183. Ensure play equipment is specifically age-appropriate for the ages served.
	☐ 184. Repair or remove broken/rusted toys in the outdoor play area.
	☐ 185. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
	☐ 186. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
	☐ 187. Ensure the safety of the children on route to the outdoor play area.
	☐ 188. Remove debris and overgrown vegetation in the outdoor play area.
	☐ 189. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
	☐ 190. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
	☐ 191. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
	☐ 192. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
	☐ 193. Limit the number of children using the outdoor play area to the maximum capacity.
	☐ 194. Cease the use of wading pools.
	☐ 195. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.

		☐ 196. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		☐ 197. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
		☐ 198. Take necessary action to remove outdoor hazards.
Environmental Safety		
		☐ 199. Complete and submit a DCF Renewal Attestation Form and all required documents.
		☐ 200. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site.
		☐ 201. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		☐ 202. Complete and submit DCF Drinking Water Testing Statement of Assurance. If the results reveal elevated levels of lead and copper as defined by NJDEP, Bureau of Safe Drinking Water, which pose a risk of harm to children, the center shall immediately discontinue use of all drinking water; provide bottled water for drinking; provide bottle water for food preparation with approval from the local health official; and notify parents of the children in attendance at the center.
		☐ 203. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system, and post results. [Note: Check the DEP, BSDW website at www.state.nj.us/dep/dccrequest/safedrnr.htm or call (609) 292-5550 for more information.]
		☐ 204. Submit a letter of prior use from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
		☐ 205. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email using the link at www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu SAFE BUILDING INTERIOR CERTIFICATION EXPIRATION DATE: 10/14/2019
		☐ 206. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		☐ 207. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
		☐ 208. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
Transportation		
		☐ 209. Maintain transportation records at the center: record of each child transported; copy of driver(s) license(s); name, address and vehicle assignment for additional adult(s) on vehicle(s); copy of insurance, registration, inspection and maintenance records for each vehicle; record of semi-annual emergency evacuation drills for all school bus passengers; written parental authorization; policy and procedure for ensuring safe transportation of children.
		☐ 210. Develop a written policy and procedure to ensure the safe transportation of children and ensure all drivers and required additional adults are trained on the policy prior to starting their position.
		☐ 211. Ensure that the driver of a school bus conducts 2 emergency evacuation drills annually.
		☐ 212. Ensure that each driver of a Type I or Type II School Bus possesses a valid Commercial Driver License (CDL) in at least a Class B or Class C, with a passenger endorsement.
		☐ 213. Ensure that each driver of a Type II School Vehicle possesses a valid CDL in at least a class C, with a passenger endorsement.
		☐ 214. Ensure that each school bus or school vehicle is equipped with either "S1" or "S2" plates, as applicable, and meets all applicable provisions as specified in the Manual.

		☐ 215. Ensure that each vehicle used to transport children has a valid inspection sticker issued by the Motor Vehicle Commission (MVC).
		☐ 216. Ensure that each vehicle used to provide transportation of enrolled children to and from the center is equipped with: 3 triangular portable red reflector warning devices; a removable first-aid kit; a fully charged and securely mounted fire extinguisher; all-weather radial or snow tires as needed.
		☐ 217. Maintain the interior and exterior of each vehicle in a clean and safe condition, with clear passage to operable doors.
		☐ 218. Ensure that the number of persons transported does not exceed the manufacturer's prescribed occupancy of the school bus or school vehicle, and/or the number of operable seat belts.
		☐ 219. Ensure that all children are transported in seats that meet federal motor vehicle safety standards.
		☐ 220. Ensure that children do not remain in any vehicle for more than one hour at any given time on a daily basis.
		☐ 221. Cease the transportation of children in vehicles which violate MVC and DCF regulations.

ALERT: By 3/6/2018, all centers providing care for non-ambulatory infants and toddlers shall have one evacuation crib for every four non-ambulatory children.

Inspector Name(s): Gayle Somers CCQAI-1

#	Date Cited	Date Abated	Comments Pertaining to Cited Violations as Indicated by: ☒
30	2/5/2019	2/5/2019	Based on information, ensure that staff utilize positive methods of guidance and discipline at all times throughout the center. A named staff held a child on her lap in an attempt to get the named child to calm down.
31	2/5/2019		Ensure staff do not withhold active play as a means of discipline. At the time of the inspection a staff member was observed telling children if they didn't follow directions they would not be allowed to go outside.
70	2/5/2019		Ensure that staff wash their hands with soap and running water after assisting a child blowing their nose.
95	2/5/2019		Based on information, retrain all staff on the center's discipline policy.
118	2/5/2019		Take necessary action to rid the center's infestation of fruit flies in the kitchen area of room 9.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING
INSPECTION VIOLATION REPORT

Center Name: Hilltop Nursery School		License ID: 15HIL0003		County: Ocean	
Address: 1917 Route 37 West		City: Toms River		Zip Code: 08757	
Phone: 732-657-6676		Fax:		License Status: R 2/11/2019	

Initial Inspection: 10/18/2018	Center is in compliance with requirements as of: 1/8/2019				
Due Date(s):*	11/19/2018	12/26/2018	1/28/2019		
Date(s) Re-inspection:	11/26/2018	12/26/2018EM	1/8/2019EM		

*Re-inspection occurs on or soon after due date.

☒ **Renewal**
☐ **Initial**
☐ **Monitor**
☐ **Increase**
☐ **Age Change**
☐ **Relocation**
☐ **New Sponsor**
☐ **Space Evaluation**

☐ **Complaint #**

Date Cited	Date Abated	Based on an inspection(s) conducted by the Office of Licensing (OOL) on the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 3A:52):
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Supervision, Staff/Child Ratios & Space

		☐	1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		☐	2. Ensure that children are directly supervised by a staff member at all times, including during outdoor activities, rest and sleep, and walking through hallways.
		☐	3. Develop and implement a method to keep track of all children and ensure that staff knows the number of children in their care at all times, including at off-site locations.
		☐	4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during nap time.
		☐	5. Ensure that staff meet minimum age requirements and staff below 18 years old are directly supervised by a staff member who is 18 years of age or older.
		☐	6. Ensure staff have completed orientation training and have received CARI and CHRI clearances before being left alone to supervise a child or group of children.
		☐	7. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age.
		☐	8. Cease caring for children below 2 ½ years of age.
		☐	9. Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		☐	10. Assign a primary caregiver for groups of 4 infants and 6 toddlers.
		☐	11. Post the center's license in a prominent location in each building.
		☐	12. Operate within the center's licensed capacity and within each room's capacity. Comply with written conditions on the license.
		☐	13. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		☐	14. Ensure requirements for centers co-located in multi-use buildings are met as required in the manual.
		☐	15. Ensure the children's health, safety and well-being.

Activities & Discipline

		☐	16. Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		☐	17. Provide a sufficient variety of age-appropriate activities.

See last page of report for additional comments pertaining to cited violations as indicated by: ☒

		☐ 18.	Provide age-appropriate time frames for each activity.
		☐ 19.	Provide enough supplies, furniture and equipment for the required activities.
		☐ 20.	Ensure materials are accessible to children at all times.
		☐ 21.	Plan and implement opportunities for school-age children's involvement in activity planning.
		☐ 22.	Take children outdoors daily.
		☐ 23.	Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		☐ 24.	Provide infants with age-appropriate, supervised tummy time at least twice per day.
		☐ 25.	Limit use of infant equipment including, but not limited to swings, exersaucers, and bouncers to 30 minutes at a time.
		☐ 26.	Develop policies/plans for use of TV/computer/video by children: over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		☐ 27.	Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		☐ 28.	Cease the use of TV/computer/video for children under the age of 2.
		☐ 29.	Prepare and post a discipline policy including acceptable actions that staff members may take; maintain staff signatures on file.
		☐ 30.	Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
		☐ 31.	Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		☐ 32.	Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
Nutrition & Rest			
		☐ 33.	Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner.
		☐ 34.	Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		☐ 35.	Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		☐ 36.	Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
		☐ 37.	Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		☐ 38.	Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cacfp/child-day-care-centers)).
		☐ 39.	Provide age-appropriate seating for children who no longer need to be held for feeding.
10/18/2018	11/26/2018	☒ 40.	Ensure that each child's bottle is labeled with their name, the date, and not propped when feeding.
10/18/2018	11/26/2018	☐ 41.	Label sippy cups with the child's name.
		☐ 42.	Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		☐ 43.	Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		☐ 44.	Ensure feeding plans for child less than 18 months old to include breastfeeding arrangements/accommodations when applicable and a re maintained in writing for children less than 12 months old.
		☐ 45.	Remove bottles and cups when children have fallen asleep.
		☐ 46.	Remove bottles, cups, and pacifiers when children are crawling or walking.
		☐ 47.	Cease the use of pacifier straps or attachment devices.
		☐ 48.	Provide daily rest/sleep for each child over the age of 18 months and under the age of 4 years who attends the center for 4 or more consecutive hours and as needed for each child under 18 months.

		☐ 49.	Cease the use of blankets for children under 12 months.
		☐ 50.	Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		☐ 51.	Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets (for children over 12 months only).
		☐ 52.	Ensure that sleeping equipment is free of pillows, soft bedding, bumpers, and other hazards when occupied by a sleeping child under 12 months of age; and ensure that bedding does not cover the child's face.
		☐ 53.	Identify and store individually each child's sleeping equipment and bedding.
		☐ 54.	Provide enough light in rooms where children are napping to allow staff to see them.
		☐ 55.	Repair and/or replace sleeping equipment that is in disrepair.
		☐ 56.	Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		☐ 57.	Provide cribs that meet CPSC standards and maintain documentation on file.
		☐ 58.	Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		☐ 59.	Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
		☐ 60.	Discontinue swaddling children.
Illnesses & Accidents			
		☐ 61.	Designate an area where sick children can be separated from well children and provide rest equipment.
		☐ 62.	Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
		☐ 63.	Notify parents immediately of: head/facial injury, including when a child bumps his or her head; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		☐ 64.	Maintain an accident log or reports that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; type of notification; time of notification to parent.
		☐ 65.	Develop a written policy for parental notification if a method other than telephone call is used for parental notification; maintain on file a record of parental and staff member receipt of the policy.
		☐ 66.	Notify the OOL by the next working day when an injury or illness occurs while under the center's supervision that results in: a child visiting the emergency room or being admitted to the hospital; a call to 911; on-site medical care or transported emergency care or urgent care; or the death of a child. Provide documentation within one week.
Sanitation & Diapering			
10/18/2018	11/26/2018	☒ 67.	Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		☐ 68.	Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
10/18/2018	11/26/2018	☒ 69.	Ensure that children wash their hands with soap and running water: immediately before intake of food; after using the toilet; after having a diaper change; immediately after outdoor play; and as needed.
10/18/2018	11/26/2018	☒ 70.	Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		☐ 71.	Provide disposable rubber gloves for contact with blood or vomit.
		☐ 72.	Change each child's diaper when wet or soiled.
		☐ 73.	Provide a diapering area within 15 feet of a sink not used for food preparation.
		☐ 74.	Provide at least one sink for hand washing in each classroom that serves children under 2 1/2 years of age for new centers, expansions, and relocations.
		☐ 75.	Ensure that diapering does not take place in an area or on a surface used for food preparation.
		☐ 76.	Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.

		☐ 77. Place soiled disposable diapers in a closed container with a leak-proof lining.
Administration & Parent Involvement		
		☐ 78. Cooperate with DCF inspections and investigations and allow prompt access to center records as required.
		☐ 79. Provide parents of all enrolled children with the center's telephone number in writing or by email and ensure this onsite telephone number provides parents with direct on-site contact during the center's operating hours.
		☐ 80. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		☐ 81. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		☐ 82. Designate someone in the center to carry out the director's responsibilities when the director is absent, and ensure the director designee is on site at all times and does not have full time classroom responsibilities when the director is not present.
		☐ 83. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		☐ 84. Ensure that the head teacher/group teacher schedule time in other classrooms.
		☐ 85. Establish and maintain a staff substitute system.
		☐ 86. Hold parent/staff conferences semi-annually and upon request.
		☐ 87. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
Program Records		
		☐ 88. Complete and maintain at the center the staff records checklist.
10/18/2018	1/8/2019EM	☒ 89. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff within two weeks of hire.
10/18/2018	1/8/2019EM	☐ 90. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff for the center's license renewal.
		☐ 91. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/ sponsor representative and all regularly scheduled staff.
		☐ 92. Ensure that CARI and CHRI background check clearances are maintained on file at the center.
		☐ 93. Provide education/training experience for the director, head teacher, group teacher or program supervisor.
		☐ 94. Hire and submit the required documentation for: director; head teacher; group teacher; program supervisor.
10/18/2018	11/26/2018	☒ 95. Provide orientation training to all newly hired staff within two weeks of hire and to current staff annually, and secure and maintain on file, each staff member's signature attesting to the review of the orientation training. Topics MUST include the following: 1. Supervision and tracking all children; 2. Understanding center operations, policies, and procedures; 3. Implementing group size limits and primary caregiver responsibilities (as applicable); 4. Recognizing and reporting child abuse or neglect; 5. Evacuating the center and using the fire alarms; 6. Implementing the center's release policy; 7. Implementing the center's discipline policy; 8. Implementing health practices, including medication administration and responding to symptoms of illness; 9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome; 10. Preventing Shaken Baby Syndrome and Abusive Head Trauma; 11. Recognizing and responding to injuries and emergencies, including the prevention of and response to emergencies due to food-related allergies and other allergic reactions; 12. Including children with special needs in the center's program.
		☐ 96. Ensure new directors and director's designee complete staff development in Understanding Licensing Regulations within 90 days of hire.
		☐ 97. Ensure that the director, head teacher, group teacher, program supervisor, and director designee complete 20 hours of annual training and all other staff working at the center complete 12 hours of annual training. Orientation training may be included for up to six of the required annual staff development hours.

See last page of report for additional comments pertaining to cited violations as indicated by: ☒

		☐ 98.	Ensure all staff working with children under 2 ½ years of age have training specific to this age group initiated within 90 days of hire and completed within one year.
		☐ 99.	Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
		☐ 100.	Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		☐ 101.	Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		☐ 102.	Maintain a written outline of daily activities.
		☐ 103.	Complete and maintain at the center the children's records checklist.
		☐ 104.	Ensure that the Universal Health Record is updated annually and received upon admission to the center unless a 30 day grace period is permitted.
		☐ 105.	Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		☐ 106.	Maintain medication records that include the following: child's name; parental authorization; name of medication; illness being treated; dosage, frequency and other instructions; time and by whom medication was administered; any adverse effects.
10/18/2018	11/26/2018	☒ 107.	Ensure epi-pens are: stored in their original boxes with the child's name and prescription; accompanied by a special care plan or other equivalent documentation from a health care provider; both present when two are required.
		☐ 108.	Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
10/18/2018	11/26/2018	☒ 109.	Maintain at the center and distribute to the parent(s) of every enrolled child and to every staff member, the Information to Parents document designated by the OOL; maintain on file a record of parental and staff member receipt of the policy.
		☐ 110.	Maintain at the center and distribute to parents a written policy on communicable disease management; maintain on file a record of parental receipt of the policy.
		☐ 111.	Maintain at the center and distribute a written policy on the release of children; maintain on file a record of parental and staff member receipt of the policy.
		☐ 112.	Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; maintain on file a record of parental receipt of the policy.
		☐ 113.	Develop a social media policy which includes: the use of social networking sites and other websites; the use of e-mail, text messages, and other electronic means of communication with staff and parents; the type of social media that the center uses; the methods and devices the staff use to communicate with the parent; and the guidelines for appropriate conduct by staff members and parents; maintain on file a record of parental and staff member receipt of the policy.
10/18/2018	11/26/2018	☐ 114.	Maintain on file permission slips from parents for walks and field trips which include information on type of vehicle used, designated drivers, and the name and telephone number of the bus company providing transportation.
		☐ 115.	Maintain at the center documentation of a current comprehensive general liability insurance policy.
Health & Fire Safety			
		☐ 116.	Provide and make accessible to staff: a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		☐ 117.	Post a sign in a prominent location to prohibit smoking when the center is operating.
		☐ 118.	Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		☐ 119.	Obtain and maintain on file a current health certificate.
		☐ 120.	Obtain and maintain on file a current fire certificate.
10/18/2018	12/26/2018EM	☐ 121.	Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
		☐ 122.	Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		☐ 123.	Conduct and document two lockdown drills annually.

	☐ 124.	Provide documentation that staff have been trained if locking devices are used during lockdown procedures and ensure devices do not pose a risk of harm to children.
	☐ 125.	Ensure the center's fire protective systems are operative at all times.
	☐ 126.	Maintain emergency plan in a readily accessible location that includes evacuation, disaster, and lockdown procedures.
	☐ 127.	Ensure evacuation procedures include an alternate indoor location for evacuation that operates during the same operating hours as the center, and is within a safe walking distance or includes a written procedure for obtaining transportation to that location.
	☐ 128.	Post a diagram depicting how the center is to be evacuated during emergencies from each classroom and the outdoor play area.
	☐ 129.	Post a diagram depicting approved areas and room identifications.
	☐ 130.	Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
	☐ 131.	Ensure that illuminated exit signs and emergency lighting are operable at all times.
	☐ 132.	Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
	☐ 133.	Remove excess storage and/or combustibles from the furnace room.
	☐ 134.	Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
	☐ 135.	Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
	☐ 136.	Provide and maintain in good condition handrails on all stairs with 3 or more risers.
	☐ 137.	Ensure all guardrails accessible to children are no more than 4 inches apart or are protected to prevent head entrapment.
	☐ 138.	Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
	☐ 139.	Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code.
	☐ 140.	Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
	☐ 141.	Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

Bathroom & Kitchen Facilities

	☐ 142.	Ensure all toxic substances and medications are inaccessible to children.
	☐ 143.	Ensure that children cannot lock themselves in bathrooms.
	☐ 144.	Provide bathroom supplies: soap; toilet paper; individual/disposable towels; platforms.
	☐ 145.	Securely fasten the bathroom equipment.
	☐ 146.	Sand and paint rusted bathroom stall dividers.
	☐ 147.	Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
	☐ 148.	Designate and visibly identify the staff/adult toilet facility.
	☐ 149.	Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children (SA).
	☐ 150.	Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit (SA).
	☐ 151.	Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
	☐ 152.	Provide a barrier to the kitchen area to prevent accidental access by children.
	☐ 153.	Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
	☐ 154.	Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
	☐ 155.	Ensure that food waste receptacles are lined and maintained in a sanitary condition.

Building Maintenance

	☐ 156.	Keep all surfaces clean and in good repair.
	☐ 157.	Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
	☐ 158.	Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
	☐ 159.	Eliminate moisture resulting from leaks or seepage.

		☐ 160. Maintain the building structure to prevent drafts, leaks and infestation.
		☐ 161. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		☐ 162. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		☐ 163. Ensure window blinds are in good repair and blind cords are inaccessible to children.
		☐ 164. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		☐ 165. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
10/18/2018	11/26/2018	☒ 166. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
		☐ 167. Maintain a minimum of 68 degrees Fahrenheit in all areas used by children.
		☐ 168. Increase light in specific areas:
		☐ 169. Provide 1 of the 4 monitoring options listed in the manual.
		☐ 170. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		☐ 171. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		☐ 172. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		☐ 173. Ensure that stairways are free of tripping hazards.
		☐ 174. Provide a barrier extending at least 5 feet above floor level.
10/18/2018	11/26/2018	☒ 175. Repair and/or paint surfaces in specified areas:
		☐ 176. Maintain indoor/outdoor garbage receptacles as follows: covered; emptied as needed; leak-proof; clean.
		☐ 177. Ensure that indoor and outdoor equipment is sturdy, safe, free of hazards, and used in accordance with manufacturer's instructions.
Outdoor Play Area, Equipment and Maintenance		
		☐ 178. Provide and maintain in good condition a fence for the outdoor play area.
		☐ 179. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		☐ 180. Grade or provide drains for the outside play area.
		☐ 181. Ensure that outdoor areas and play equipment are free from stagnant water.
		☐ 182. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC).
		☐ 183. Ensure play equipment is specifically age-appropriate for the ages served.
		☐ 184. Repair or remove broken/rusted toys in the outdoor play area.
		☐ 185. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		☐ 186. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		☐ 187. Ensure the safety of the children on route to the outdoor play area.
		☐ 188. Remove debris and overgrown vegetation in the outdoor play area.
		☐ 189. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		☐ 190. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		☐ 191. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		☐ 192. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		☐ 193. Limit the number of children using the outdoor play area to the maximum capacity.
		☐ 194. Cease the use of wading pools.
		☐ 195. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.

		☐ 196. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		☐ 197. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
		☐ 198. Take necessary action to remove outdoor hazards.
Environmental Safety		
		☐ 199. Complete and submit a DCF Renewal Attestation Form and all required documents.
		☐ 200. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site.
		☐ 201. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
10/18/2018	11/26/2018	☐ 202. Complete and submit DCF Drinking Water Testing Statement of Assurance. If the results reveal elevated levels of lead and copper as defined by NJDEP, Bureau of Safe Drinking Water, which pose a risk of harm to children, the center shall immediately discontinue use of all drinking water; provide bottled water for drinking; provide bottle water for food preparation with approval from the local health official; and notify parents of the children in attendance at the center.
		☐ 203. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system, and post results. [Note: Check the DEP, BSDW website at www.state.nj.us/dep/dccrequest/safedrnr.htm or call (609) 292-5550 for more information.]
		☐ 204. Submit a letter of prior use from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
		☐ 205. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email using the link at www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu SAFE BUILDING INTERIOR CERTIFICATION EXPIRATION DATE: 10/14/2019
		☐ 206. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		☐ 207. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
		☐ 208. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
Transportation		
		☐ 209. Maintain transportation records at the center: record of each child transported; copy of driver(s) license(s); name, address and vehicle assignment for additional adult(s) on vehicle(s); copy of insurance, registration, inspection and maintenance records for each vehicle; record of semi-annual emergency evacuation drills for all school bus passengers; written parental authorization; policy and procedure for ensuring safe transportation of children.
		☐ 210. Develop a written policy and procedure to ensure the safe transportation of children and ensure all drivers and required additional adults are trained on the policy prior to starting their position.
		☐ 211. Ensure that the driver of a school bus conducts 2 emergency evacuation drills annually.
		☐ 212. Ensure that each driver of a Type I or Type II School Bus possesses a valid Commercial Driver License (CDL) in at least a Class B or Class C, with a passenger endorsement.
		☐ 213. Ensure that each driver of a Type II School Vehicle possesses a valid CDL in at least a class C, with a passenger endorsement.
		☐ 214. Ensure that each school bus or school vehicle is equipped with either "S1" or "S2" plates, as applicable, and meets all applicable provisions as specified in the Manual.

		☐ 215. Ensure that each vehicle used to transport children has a valid inspection sticker issued by the Motor Vehicle Commission (MVC).
		☐ 216. Ensure that each vehicle used to provide transportation of enrolled children to and from the center is equipped with: 3 triangular portable red reflector warning devices; a removable first-aid kit; a fully charged and securely mounted fire extinguisher; all-weather radial or snow tires as needed.
		☐ 217. Maintain the interior and exterior of each vehicle in a clean and safe condition, with clear passage to operable doors.
		☐ 218. Ensure that the number of persons transported does not exceed the manufacturer's prescribed occupancy of the school bus or school vehicle, and/or the number of operable seat belts.
		☐ 219. Ensure that all children are transported in seats that meet federal motor vehicle safety standards.
		☐ 220. Ensure that children do not remain in any vehicle for more than one hour at any given time on a daily basis.
		☐ 221. Cease the transportation of children in vehicles which violate MVC and DCF regulations.

ALERT: By 3/6/2018, all centers providing care for non-ambulatory infants and toddlers shall have one evacuation crib for every four non-ambulatory children.

Inspector Name(s): Gayle Somers CCQAI-1

#	Date Cited	Date Abated	Comments Pertaining to Cited Violations as Indicated by: ☒
40	10/18/2018	11/26/2018	Ensure that bottles are dated and labeled with the child's name.
67	10/18/2018	11/26/2018	Ensure that diapering surfaces are washed and disinfected after each diaper change.
69	10/18/2018	11/26/2018	Ensure that children wash their hands with soap and water immediately after each diaper change.
69	10/18/2018	11/26/2018	Ensure that children wash their hands with soap and water after blowing their nose.
69	10/18/2018	11/26/2018	Ensure that children wash their hands with soap and running water immediately after outdoor play.
70	10/18/2018	11/26/2018	Ensure that staff wash their hands with soap and running water after each diaper change.
70	10/18/2018	11/26/2018	Ensure that staff wash their hands with soap and running water after assisting a child blowing their nose.
89	10/18/2018	1/8/2019EM	Pertains to 4 staff.
95	10/18/2018	11/26/2018	Ensure that new staff receive orientation training within 2 weeks of hire and annually for current staff and maintain on file staff signatures attesting to the training.
107	10/18/2018	11/26/2018	Ensure that Epi-pens are not expired and that they are accompanied by a health care action plan from the child's physician and that any additional medications required by the physician is provided.
109	10/18/2018	11/26/2018	Distribute a current Information to Parents document from OOL to staff and parents and maintain on file staff and parental signatures.
166	10/18/2018	11/26/2018	Dust ceiling fans in rooms 9 and 10.
175	10/18/2018	11/26/2018	Provide paint in room 9 where paint is chipping.

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING
INSPECTION VIOLATION REPORT

Center Name: Hilltop Nursery		License ID: 15HIL0003		County: Ocean	
Address: 1917 Route 37 West		City: Toms River		Zip Code: 08757	
Phone: 732-657-6676		Fax:		Email: info@hilltopnurseryschool.otg	
		License Status: R 2/11/19			

Initial Inspection: 3/1/2018	Center is in compliance with requirements as of: 8/13/2018					
Due Date(s):*	4/2/2018	5/29/2018	7/2/2018	8/6/2018		
Date(s) Re-inspection:	4/26/2018	5/29/2018email	7/5/2018	8/13/2018		

*Re-inspection occurs on or soon after due date.

☐ Renewal
 ☐ Initial
 ☒ Monitor
 ☐ Increase
 ☐ Age Change
 ☐ Relocation
 ☐ New Sponsor
 ☐ Space Evaluation
☐ Complaint #

Date Cited	Date Abated	Based on an inspection(s) conducted by the Office of Licensing (OOL) on the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 3A:52):
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Supervision, Staff/Child Ratios & Space

		☐ 1.	Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		☐ 2.	Ensure that children are directly supervised by a staff member at all times, including during outdoor activities, rest and sleep, and walking through hallways.
		☐ 3.	Develop and implement a method to keep track of all children and ensure that staff knows the number of children in their care at all times, including at off-site locations.
		☐ 4.	Maintain required staff to meet ratios: when children are awake; sleeping; on premises during nap time.
		☐ 5.	Ensure that staff meet minimum age requirements and staff below 18 years old are directly supervised by a staff member who is 18 years of age or older.
		☐ 6.	Ensure staff have completed orientation training and have received CARI and CHRI clearances before being left alone to supervise a child or group of children.
		☐ 7.	Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age.
		☐ 8.	Cease caring for children below 2 ½ years of age.
		☐ 9.	Provide care for no more than 5 children below 2 ½ years of age if center has an E (Educational) Use Certificate of Occupancy (C.O.) issued prior to 11/5/03.
		☐ 10.	Assign a primary caregiver for groups of 4 infants and 6 toddlers.
		☐ 11.	Post the center's license in a prominent location in each building.
		☐ 12.	Operate within the center's licensed capacity and within each room's capacity. Comply with written conditions on the license.
		☐ 13.	Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		☐ 14.	Ensure requirements for centers co-located in multi-use buildings are met as required in the manual.
		☐ 15.	Ensure the children's health, safety and well-being.

Activities & Discipline

		☐ 16.	Ensure that staff interact with children and provide children with: free choice of materials; a mixture of active and quiet experiences; a mixture of staff-directed and child-selected activities.
		☐ 17.	Provide a sufficient variety of age-appropriate activities.

See last page of report for additional comments pertaining to cited violations as indicated by: ☒

		☐ 18.	Provide age-appropriate time frames for each activity.
		☐ 19.	Provide enough supplies, furniture and equipment for the required activities.
		☐ 20.	Ensure materials are accessible to children at all times.
		☐ 21.	Plan and implement opportunities for school-age children's involvement in activity planning.
		☐ 22.	Take children outdoors daily.
		☐ 23.	Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		☐ 24.	Provide infants with age-appropriate, supervised tummy time at least twice per day.
		☐ 25.	Limit use of infant equipment including, but not limited to swings, exersaucers, and bouncers to 30 minutes at a time.
		☐ 26.	Develop policies/plans for use of TV/computer/video by children: over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		☐ 27.	Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		☐ 28.	Cease the use of TV/computer/video for children under the age of 2.
		☐ 29.	Prepare and post a discipline policy including acceptable actions that staff members may take; maintain staff signatures on file.
		☐ 30.	Use positive methods of guidance and discipline consistent with children's age and developmental needs: prohibit corporal and/or emotional punishment.
		☐ 31.	Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
		☐ 32.	Ensure that school-age children participate in the development of discipline rules or are made aware the discipline rules.
Nutrition & Rest			
		☐ 33.	Ensure that food provided by the center is stored, prepared and served in a safe and sanitary manner.
		☐ 34.	Ensure uneaten food in a child's dish is discarded and unused food is stored appropriately and discarded after 24 hours if not consumed.
		☐ 35.	Serve lunch for children present from 11:00am to 1:00pm who have not eaten lunch and are at the center for at least 5 consecutive hours.
		☐ 36.	Provide the following additional food(s) for breakfast, lunch/dinner and/or snack:
		☐ 37.	Serve snack for children attending the center for at least 3 consecutive hours and for all children attending after school.
		☐ 38.	Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cacfp/child-day-care-centers)).
		☐ 39.	Provide age-appropriate seating for children who no longer need to be held for feeding.
3/1/2018	4/26/2018	☐ 40.	Ensure that each child's bottle is labeled with their name, the date, and not propped when feeding.
		☐ 41.	Label sippy cups with the child's name.
		☐ 42.	Ensure milk, formula, and/or breast milk is not warmed in a microwave oven.
		☐ 43.	Ensure formula or breast milk that is served but not completely consumed is discarded immediately or refrigerated and consumed within 24 hours.
		☐ 44.	Ensure feeding plans for child less than 18 months old to include breastfeeding arrangements/accommodations when applicable and a re maintained in writing for children less than 12 months old.
		☐ 45.	Remove bottles and cups when children have fallen asleep.
		☐ 46.	Remove bottles, cups, and pacifiers when children are crawling or walking.
		☐ 47.	Cease the use of pacifier straps or attachment devices.
		☐ 48.	Provide daily rest/sleep for each child over the age of 18 months and under the age of 4 years who attends the center for 4 or more consecutive hours and as needed for each child under 18 months.

		☐ 49.	Cease the use of blankets for children under 12 months.
		☐ 50.	Provide alternative activities for children who rest for 30 minutes and do not need more rest.
		☐ 51.	Provide the following sleeping equipment and bedding: cots; 1"mats; cribs; playpens; sheets; blankets (for children over 12 months only).
		☐ 52.	Ensure that sleeping equipment is free of pillows, soft bedding, bumpers, and other hazards when occupied by a sleeping child under 12 months of age; and ensure that bedding does not cover the child's face.
		☐ 53.	Identify and store individually each child's sleeping equipment and bedding.
		☐ 54.	Provide enough light in rooms where children are napping to allow staff to see them.
		☐ 55.	Repair and/or replace sleeping equipment that is in disrepair.
		☐ 56.	Ensure that mats used for rest and sleep are placed on a surface that is warm, dry and clean.
		☐ 57.	Provide cribs that meet CPSC standards and maintain documentation on file.
		☐ 58.	Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		☐ 59.	Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.
		☐ 60.	Discontinue swaddling children.
Illnesses & Accidents			
		☐ 61.	Designate an area where sick children can be separated from well children and provide rest equipment.
		☐ 62.	Maintain illness log including: child's name; date; symptoms of illness observed; center's actions, and date child returned to the center.
3/1/2018	4/26/2018	☐ 63.	Notify parents immediately of: head/facial injury, including when a child bumps his or her head; bite that breaks the skin; fall from a height; injury requiring professional medical attention. Report other injuries by end of the day.
		☐ 64.	Maintain an accident log or reports that includes: name of child; date; time; location; description of accident/ injury; witnesses; type of first aid used; treatment/consultation by doctor; type of notification; time of notification to parent.
		☐ 65.	Develop a written policy for parental notification if a method other than telephone call is used for parental notification; maintain on file a record of parental and staff member receipt of the policy.
		☐ 66.	Notify the OOL by the next working day when an injury or illness occurs while under the center's supervision that results in: a child visiting the emergency room or being admitted to the hospital; a call to 911; on-site medical care or transported emergency care or urgent care; or the death of a child. Provide documentation within one week.
Sanitation & Diapering			
		☐ 67.	Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
		☐ 68.	Use a commercial disinfectant or a staff-made solution of 1 tablespoon bleach per quart of water.
		☐ 69.	Ensure that children wash their hands with soap and running water: immediately before intake of food; after using the toilet; after having a diaper change; immediately after outdoor play; and as needed.
		☐ 70.	Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.
		☐ 71.	Provide disposable rubber gloves for contact with blood or vomit.
		☐ 72.	Change each child's diaper when wet or soiled.
		☐ 73.	Provide a diapering area within 15 feet of a sink not used for food preparation.
		☐ 74.	Provide at least one sink for hand washing in each classroom that serves children under 2 1/2 years of age for new centers, expansions, and relocations.
		☐ 75.	Ensure that diapering does not take place in an area or on a surface used for food preparation.
		☐ 76.	Maintain diapering surfaces as follows: flat; smooth; clean; dry; non-absorbent; in good repair.

		☐ 77. Place soiled disposable diapers in a closed container with a leak-proof lining.
Administration & Parent Involvement		
		☐ 78. Cooperate with DCF inspections and investigations and allow prompt access to center records as required.
		☐ 79. Provide parents of all enrolled children with the center's telephone number in writing or by email and ensure this onsite telephone number provides parents with direct on-site contact during the center's operating hours.
		☐ 80. Develop a table of organization indicating lines of authority, responsibility and job descriptions.
		☐ 81. Ensure that the director is scheduled to work 50 % of the center's daily operating hours.
		☐ 82. Designate someone in the center to carry out the director's responsibilities when the director is absent, and ensure the director designee is on site at all times and does not have full time classroom responsibilities when the director is not present.
		☐ 83. Ensure that the head teacher, group teacher and program supervisor are scheduled to work at least 75 percent of the center's daily operating hours, or at least 6 hours a day, whichever is less.
		☐ 84. Ensure that the head teacher/group teacher schedule time in other classrooms.
		☐ 85. Establish and maintain a staff substitute system.
		☐ 86. Hold parent/staff conferences semi-annually and upon request.
		☐ 87. Choose 1 of the following 4 options for parent involvement, and maintain documentation at the center: governing board; advisory committee; annual meeting; annual open house.
Program Records		
3/1/2018	5/29/2018	☐ 88. Complete and maintain at the center the staff records checklist.
3/1/2018	5/29/2018	☒ 89. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff within two weeks of hire.
		☐ 90. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff for the center's license renewal.
3/1/2018	4/26/2018	☒ 91. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/ sponsor representative and all regularly scheduled staff.
		☐ 92. Ensure that CARI and CHRI background check clearances are maintained on file at the center.
		☐ 93. Provide education/training experience for the director, head teacher, group teacher or program supervisor.
		☐ 94. Hire and submit the required documentation for: director; head teacher; group teacher; program supervisor.
		☐ 95. Provide orientation training to all newly hired staff within two weeks of hire and to current staff annually, and secure and maintain on file, each staff member's signature attesting to the review of the orientation training. Topics MUST include the following: 1. Supervision and tracking all children; 2. Understanding center operations, policies, and procedures; 3. Implementing group size limits and primary caregiver responsibilities (as applicable); 4. Recognizing and reporting child abuse or neglect; 5. Evacuating the center and using the fire alarms; 6. Implementing the center's release policy; 7. Implementing the center's discipline policy; 8. Implementing health practices, including medication administration and responding to symptoms of illness; 9. Implementing safe sleep practices to prevent Sudden Infant Death Syndrome; 10. Preventing Shaken Baby Syndrome and Abusive Head Trauma; 11. Recognizing and responding to injuries and emergencies, including the prevention of and response to emergencies due to food-related allergies and other allergic reactions; 12. Including children with special needs in the center's program.
		☐ 96. Ensure new directors and director's designee complete staff development in Understanding Licensing Regulations within 90 days of hire.
		☐ 97. Ensure that the director, head teacher, group teacher, program supervisor, and director designee complete 20 hours of annual training and all other staff working at the center complete 12 hours of annual training. Orientation training may be included for up to six of the required annual staff development hours.

See last page of report for additional comments pertaining to cited violations as indicated by: ☒

		☐ 98.	Ensure all staff working with children under 2 ½ years of age have training specific to this age group initiated within 90 days of hire and completed within one year.
		☐ 99.	Maintain record of date, time, observation and purpose of consulting head teacher's 2 monthly on-site visits.
		☐ 100.	Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		☐ 101.	Complete and maintain at the center daily time sheets for staff and children with arrival and departure times.
		☐ 102.	Maintain a written outline of daily activities.
		☐ 103.	Complete and maintain at the center the children's records checklist.
		☐ 104.	Ensure that the Universal Health Record is updated annually and received upon admission to the center unless a 30 day grace period is permitted.
		☐ 105.	Ensure staff designated to administer medication are trained and that at least two staff are trained if using blood glucose monitors, nebulizers and/or epi-pens.
		☐ 106.	Maintain medication records that include the following: child's name; parental authorization; name of medication; illness being treated; dosage, frequency and other instructions; time and by whom medication was administered; any adverse effects.
3/1/2018	4/26/2018	☒ 107.	Ensure epi-pens are: stored in their original boxes with the child's name and prescription; accompanied by a special care plan or other equivalent documentation from a health care provider; both present when two are required.
		☐ 108.	Maintain documentation for pets at the center, including applicable vaccinations and parent notification.
		☐ 109.	Maintain at the center and distribute to the parent(s) of every enrolled child and to every staff member, the Information to Parents document designated by the OOL; maintain on file a record of parental and staff member receipt of the policy.
		☐ 110.	Maintain at the center and distribute to parents a written policy on communicable disease management; maintain on file a record of parental receipt of the policy.
		☐ 111.	Maintain at the center and distribute a written policy on the release of children; maintain on file a record of parental and staff member receipt of the policy.
		☐ 112.	Develop an expulsion policy which includes: circumstances; methods to notify parents; sufficient time limits; reasons for immediate expulsion; maintain on file a record of parental receipt of the policy.
		☐ 113.	Develop a social media policy which includes: the use of social networking sites and other websites; the use of e-mail, text messages, and other electronic means of communication with staff and parents; the type of social media that the center uses; the methods and devices the staff use to communicate with the parent; and the guidelines for appropriate conduct by staff members and parents; maintain on file a record of parental and staff member receipt of the policy.
		☐ 114.	Maintain on file permission slips from parents for walks and field trips which include information on type of vehicle used, designated drivers, and the name and telephone number of the bus company providing transportation.
		☐ 115.	Maintain at the center documentation of a current comprehensive general liability insurance policy.
Health & Fire Safety			
		☐ 116.	Provide and make accessible to staff: a fully standard first aid kit; an American Red Cross First Aid Manual or its equivalent.
		☐ 117.	Post a sign in a prominent location to prohibit smoking when the center is operating.
		☐ 118.	Take necessary action to free the center of infestation by rodents and insects, provide documentation.
		☐ 119.	Obtain and maintain on file a current health certificate.
		☐ 120.	Obtain and maintain on file a current fire certificate.
		☐ 121.	Maintain on file the life/hazard use registration certificate applicable to licensed capacity/ages served.
		☐ 122.	Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		☐ 123.	Conduct and document two lockdown drills annually.

	☐ 124.	Provide documentation that staff have been trained if locking devices are used during lockdown procedures and ensure devices do not pose a risk of harm to children.
	☐ 125.	Ensure the center's fire protective systems are operative at all times.
	☐ 126.	Maintain emergency plan in a readily accessible location that includes evacuation, disaster, and lockdown procedures.
	☐ 127.	Ensure evacuation procedures include an alternate indoor location for evacuation that operates during the same operating hours as the center, and is within a safe walking distance or includes a written procedure for obtaining transportation to that location.
	☐ 128.	Post a diagram depicting how the center is to be evacuated during emergencies from each classroom and the outdoor play area.
	☐ 129.	Post a diagram depicting approved areas and room identifications.
	☐ 130.	Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.
	☐ 131.	Ensure that illuminated exit signs and emergency lighting are operable at all times.
	☐ 132.	Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
	☐ 133.	Remove excess storage and/or combustibles from the furnace room.
	☐ 134.	Remove electric space heaters, portable liquid fuel-burning or wood-burning heating appliances.
	☐ 135.	Arrange cribs, playpens and cots to provide access to an unobstructed 3-foot wide aisle that exits out.
	☐ 136.	Provide and maintain in good condition handrails on all stairs with 3 or more risers.
	☐ 137.	Ensure all guardrails accessible to children are no more than 4 inches apart or are protected to prevent head entrapment.
	☐ 138.	Install window guards, with approval of the local fire official, or provide an alternative method to ensure that children cannot fall out of windows.
	☐ 139.	Comply with the New Jersey Uniform Construction Code (NJUCC)/Fire Code.
	☐ 140.	Submit a copy of the final Certificate of Occupancy (CO) or Certificate of Continued Occupancy (CCO) that indicates the correct use group for the children served.
	☐ 141.	Submit a copy of the Certificate of Approval, as issued by the local construction official, for changes in the building subject to the NJUCC requiring the issuance of a building permit.

Bathroom & Kitchen Facilities

	☐ 142.	Ensure all toxic substances and medications are inaccessible to children.
	☐ 143.	Ensure that children cannot lock themselves in bathrooms.
	☐ 144.	Provide bathroom supplies: soap; toilet paper; individual/disposable towels; platforms.
	☐ 145.	Securely fasten the bathroom equipment.
	☐ 146.	Sand and paint rusted bathroom stall dividers.
	☐ 147.	Ensure toileting privacy: for children (SA); when staff/adult uses the same toilet facility as children.
	☐ 148.	Designate and visibly identify the staff/adult toilet facility.
	☐ 149.	Provide 1 toilet facility and sink: on each floor used by children (EC); within 1 floor for children (SA).
	☐ 150.	Ensure hot tap water does not exceed 110 degrees Fahrenheit (EC) or 120 degrees Fahrenheit (SA).
	☐ 151.	Maintain in sanitary and operable condition: toilets; sinks; other plumbing fixtures.
	☐ 152.	Provide a barrier to the kitchen area to prevent accidental access by children.
	☐ 153.	Keep microwave/toaster ovens: out of children's reach; secured; not used when children in area.
	☐ 154.	Provide a working refrigerator, or access to a refrigerator, for perishable foods or medication.
	☐ 155.	Ensure that food waste receptacles are lined and maintained in a sanitary condition.

Building Maintenance

	☐ 156.	Keep all surfaces clean and in good repair.
	☐ 157.	Replace, clean and/or secure all stained, broken and/or missing floor tiles and carpeting.
	☐ 158.	Replace, clean and/or secure all stained, broken and/or missing ceiling tiles.
	☐ 159.	Eliminate moisture resulting from leaks or seepage.

		☐ 160. Maintain the building structure to prevent drafts, leaks and infestation.
		☐ 161. Provide screens on: doors and windows used for ventilation; crawl spaces; attic spaces.
		☐ 162. Provide safety glass/protective guards for windows and glass located within 36 inches above the floor.
		☐ 163. Ensure window blinds are in good repair and blind cords are inaccessible to children.
		☐ 164. Provide protective covers for: electrical outlets; fluorescent tubes; incandescent light bulbs; fans.
		☐ 165. Provide and maintain suitable protective devices for radiators, steam and hot water pipes.
3/1/2018	4/26/2018	☒ 166. Provide/maintain mechanical ventilation: in operating condition; clean; unobstructed; replace filters.
		☐ 167. Maintain a minimum of 68 degrees Fahrenheit in all areas used by children.
		☐ 168. Increase light in specific areas:
		☐ 169. Provide 1 of the 4 monitoring options listed in the manual.
		☐ 170. Ensure that doors in all interior rooms designated for use by children remain unlocked.
		☐ 171. Ensure shelving is secure and not overloaded, and appliances are secured to a stable surface.
		☐ 172. Pad lally columns in areas used by children to a height of 48 inches (EC) and 72 inches (SA).
		☐ 173. Ensure that stairways are free of tripping hazards.
		☐ 174. Provide a barrier extending at least 5 feet above floor level.
		☐ 175. Repair and/or paint surfaces in specified areas:
		☐ 176. Maintain indoor/outdoor garbage receptacles as follows: covered; emptied as needed; leak-proof; clean.
		☐ 177. Ensure that indoor and outdoor equipment is sturdy, safe, free of hazards, and used in accordance with manufacturer's instructions.
Outdoor Play Area, Equipment and Maintenance		
		☐ 178. Provide and maintain in good condition a fence for the outdoor play area.
		☐ 179. Provide a barrier, in addition to the fence, for outdoor play areas exposed to vehicular traffic.
		☐ 180. Grade or provide drains for the outside play area.
		☐ 181. Ensure that outdoor areas and play equipment are free from stagnant water.
3/1/2018	8/13/2018	☒ 182. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC).
		☐ 183. Ensure play equipment is specifically age-appropriate for the ages served.
		☐ 184. Repair or remove broken/rusted toys in the outdoor play area.
		☐ 185. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
		☐ 186. Ensure that any community playground equipment used by the children complies with applicable provisions of the Playground Safety Subcode.
		☐ 187. Ensure the safety of the children on route to the outdoor play area.
		☐ 188. Remove debris and overgrown vegetation in the outdoor play area.
		☐ 189. Ensure that hazardous plants are not kept in the center or near outside areas used by children.
		☐ 190. Ensure that sand in the outdoor play area is asbestos-free and maintained in a sanitary manner.
		☐ 191. Ensure pesticides are not applied in or around the center during operating hours and all toys and non-permanent play equipment are removed before application.
		☐ 192. Provide 350 square feet of outdoor space for 10 children and 35 square feet for each additional child.
		☐ 193. Limit the number of children using the outdoor play area to the maximum capacity.
		☐ 194. Cease the use of wading pools.
		☐ 195. Ensure swimming pools/natural bathing places used by children comply with applicable provisions of the Public Recreation Bathing Rules, as specified in NJAC 8:26, and with applicable provisions of the Building Subcode and Barrier-Free Subcode of the NJUCC, as specified in NJAC 5:23.

		☐ 196. Ensure that children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the N.J. Youth Camp Safety Act rules, as specified in NJAC 8:25.
		☐ 197. Provide lighting in parking areas, walkways and other exterior areas used by center occupants at night.
		☐ 198. Take necessary action to remove outdoor hazards.
Environmental Safety		
		☐ 199. Complete and submit a DCF Renewal Attestation Form and all required documents.
		☐ 200. Submit a No Further Action Letter (NFA) or Child Care/Educational Facility Approval Letter from Department of Environmental Protection (DEP), or Response Action Outcome Letter (RAO) from a Licensed Site Remediation Professional (LSRP) indicating that no further action is needed for the site.
		☐ 201. Submit a water supply certification indicating the center is serviced by a public community water system demonstrated through a copy of a current bill from that water company.
		☐ 202. Complete and submit DCF Drinking Water Testing Statement of Assurance. If the results reveal elevated levels of lead and copper as defined by NJDEP, Bureau of Safe Drinking Water, which pose a risk of harm to children, the center shall immediately discontinue use of all drinking water; provide bottled water for drinking; provide bottle water for food preparation with approval from the local health official; and notify parents of the children in attendance at the center.
		☐ 203. Submit current documentation from the DEP, Bureau of Safe Drinking Water (BSDW), for centers not on a public community water system, and post results. [Note: Check the DEP, BSDW website at www.state.nj.us/dep/dccrequest/safedrnr.htm or call (609) 292-5550 for more information.]
		☐ 204. Submit a letter of prior use from the municipality, county or state indicating whether the building has ever housed a use classified under the NJUCC, NJSA 5:23, as: Group F (factory/industry); Group H (high hazard); Group S (storage); Group B (dry cleaner or nail salon); Group A (funeral home); or Group M (gas station.)
		☐ 205. Submit a Safe Building Interior Certification or other approval issued by the DOH for centers: a) co-located with a dry cleaner or nail salon; b) with one of the prior uses: F, H, S, B (dry cleaner, nail salon), A (funeral home) or M (gas station); c) located in a building built in 1978 or earlier; or d) located near a known hazardous area. Note: Contact DOH prior to taking action to confirm what is needed for your center. Call DOH at (609) 826-4923 or email using the link at www.state.nj.us/health/ceohs/environmental-occupational/child-care-edu SAFE BUILDING INTERIOR CERTIFICATION EXPIRATION DATE:
		☐ 206. Test for the presence of radon gas in every room on the lowest floor used by children in each building and post the test results in a prominent location in each building.
		☐ 207. Provide documentation that the center: completed a lead paint risk assessment; follows an approved lead paint risk assessment management plan; verified the absence of a lead hazard; notified parents of a lead hazard; completed the recommended remedial action to alleviate the lead paint hazard.
		☐ 208. Provide documentation that the center: follows an approved asbestos management plan; verified the absence of asbestos hazard; complies with the Asbestos Hazard Abatement subcode and DEP.
Transportation		
		☐ 209. Maintain transportation records at the center: record of each child transported; copy of driver(s) license(s); name, address and vehicle assignment for additional adult(s) on vehicle(s); copy of insurance, registration, inspection and maintenance records for each vehicle; record of semi-annual emergency evacuation drills for all school bus passengers; written parental authorization; policy and procedure for ensuring safe transportation of children.
		☐ 210. Develop a written policy and procedure to ensure the safe transportation of children and ensure all drivers and required additional adults are trained on the policy prior to starting their position.
		☐ 211. Ensure that the driver of a school bus conducts 2 emergency evacuation drills annually.
		☐ 212. Ensure that each driver of a Type I or Type II School Bus possesses a valid Commercial Driver License (CDL) in at least a Class B or Class C, with a passenger endorsement.
		☐ 213. Ensure that each driver of a Type II School Vehicle possesses a valid CDL in at least a class C, with a passenger endorsement.
		☐ 214. Ensure that each school bus or school vehicle is equipped with either "S1" or "S2" plates, as applicable, and meets all applicable provisions as specified in the Manual.

		☐ 215. Ensure that each vehicle used to transport children has a valid inspection sticker issued by the Motor Vehicle Commission (MVC).
		☐ 216. Ensure that each vehicle used to provide transportation of enrolled children to and from the center is equipped with: 3 triangular portable red reflector warning devices; a removable first-aid kit; a fully charged and securely mounted fire extinguisher; all-weather radial or snow tires as needed.
		☐ 217. Maintain the interior and exterior of each vehicle in a clean and safe condition, with clear passage to operable doors.
		☐ 218. Ensure that the number of persons transported does not exceed the manufacturer's prescribed occupancy of the school bus or school vehicle, and/or the number of operable seat belts.
		☐ 219. Ensure that all children are transported in seats that meet federal motor vehicle safety standards.
		☐ 220. Ensure that children do not remain in any vehicle for more than one hour at any given time on a daily basis.
		☐ 221. Cease the transportation of children in vehicles which violate MVC and DCF regulations.

ALERT: By 3/6/2018, all centers providing care for non-ambulatory infants and toddlers shall have one evacuation crib for every four non-ambulatory children.

Inspector Name(s): M. Smith Gayle Somers 7/5/2018

#	Date Cited	Date Abated	Comments Pertaining to Cited Violations as Indicated by: ☒
107	3/1/2018	4/26/2018	Ensure medication is accompanied by a special care plan and all medication required is not expired.
89	3/1/2018	5/29/2018	Pertaining to 5 employees.
91	3/1/2018	4/26/2018	Pertaining to 3 employees.
166	3/1/2018	4/26/2018	Ensure the and wall vents in the center are free of rust and debris.
175	3/1/2018	4/26/2018	Repair the chipping wall paint in room 10.
177	3/1/2018	4/26/2018	Remove the ladder from the hallway in building 2.
182	3/1/2018	4/26/2018	Remove the stand alone slide from the playground.
182	3/1/2018	4/26/2018	Repaint the rusty yellow chipping areas on the steps of the large climber on the playground.
182	3/1/2018	8/13/2018	Repair the crack on the purple slide on the large climber on the playground.