ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 29, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

SUBJECT: California Public Records Act Request

Per your recent Publics Records Act Request, attached is a list of the facilities that have received Type A violations and/ or civil penalties from the Rohnert Park office in 2009.
In addition, the following information you requested can be obtained regarding the names of directors or licensees, and the addresses and telephone numbers on our website at www.ccld.ca.gov. Once on the website click on "Find Licensed Care" . In this screen the information requested can be retrieved.

Sincerely,

Linda Walker
Licensing Program Manager

C: Linda Kyrla, Regional Manager
Darryl East, Assist. Chief Counsel

ORIGINAL SIGNED BY SIGNATORY

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

December 23, 2009

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

SUBJECT: California Public Records Act Request

The California Department of Social Services (CDSS) Chico Regional Office, Rohnert Park Local Unit Office is responding to your California Public Records Act (CPRA) request dated December 14, 2009.

CDSS will promptly initiate an inquiry into the existence and feasibility of gathering disclosable public records responsive to your request.

When the records responsive to your request are identified, you will be notified. Due to severe budgetary and staffing constraints, the Rohnert Park office is unable to actually copy the documents for you. You may of course retain a private copying service. If you do so, please have that service make an appointment to copy the public records.

If you have any questions or require further assistance in this matter, please contact me at (707) 588-5034.

Sincerely,

Linda Walker
Licensing Program Manager

c: Linda Kryla, Regional Manager
Francine Kammeyer, Senior Staff Counsel

ORIGINAL SIGNED BY SIGNATORY

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 22, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

I am in receipt of your appeal received in our office December 24, 2009 requested to dismiss the citations issued on 12/16/09.
I have spoken to Ms. Keehn and reviewed the issues involving complaint # 01-CC-20090728151400 received in our office on 7/28/09 regarding personal rights; Section (1012290(a)(1) and Section(101223(a)(2); lack of supervision issues at the Lincoln Ave facility. I have also read your appeal letter and letters submitted from two of your parents, thank you for including them.
In your appeal letter you state that the citation you received on 12/16/09 was the same as one issued to you on 7/28/09. A review of our records doesn't show any citations issued to you on 7/28/09. Ms. Keehn did visit your facility on 8/5/09 and during that visit she gave you a LIC 9099 opening the complaint stating further investigation would be needed and gave you a LIC 809 for a case management visit which included citations. Ms. Keehn conducted a complete and thorough investigation regarding the allegations involving the complaint and concluded that the facility failed to provide supervision necessary to meet a child's needs as a child had bitten others many times and that more than one child had been bitten. The allegation was substantiated and an appropriate citation was issued to you in the report dated 12/16/09. This was not a duplicate citation.

It is true that you closed your facility at Lincoln Ave in October, however, since the complaint came in prior to the closure it was appropriate for Ms. Keehn to conclude the complaint that was received in our office prior to you closing the facility.

In regards to dismissing H&S Section 1596.8595 relating the AB 633. Interviews with parents stated that they did not receive copies of some of the reports as well as the non compliance conference documents. In addition, this is a repeat violation that has occurred within the year. Based on this the citation is upheld.

Sincerely,

Linda Walker
Licensing Program Manager

ORIGINAL SIGNED BY SIGNATORY

Children's Cottage Child Care, Inc. 1078 East Ave, Napa CA 94559 **(707) 224-382**
Serving Napa Families Since 1993 **Childrens**Cottage**.com** License #'s 283005477 & 283007874

December 21, 2009

Supervisor Linda Walker
Community Care Licensing
101 Golf Course Drive A-230
Rohnert Park, CA 94928

Dear Linda,

Susan Keehn cited a Type A violation 101223a2 referencing a 12/16/2009 visit
With a complaint control number 01-CC-20090728151400.

We would like to appeal this citation.

- There was no visit by this LPA or any LPA on December 16, 2009
- Facility number 283006845 was for a school at 780 Lincoln Ave in Napa
- The school at Lincoln Ave closed in Oct 2009 and was not open on 12/16/09
- This is the exact same violation that was already cited on 7/28/09
- The 7/28/09 has the same control #01-CC-20090728151400 as the "new" violation
- Parents Mekaila Guinn & Amanda Brewer have written letters to licensing calling this a "false complaint" and saying they were uncomfortable with LPA's asking very personal questions. Please review these letters of support for Children's Cottage

Sincerely,

Ray Welch

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 24 2009
COMMUNITY CARE
LICENSING

Children's Cottage Child Care, Inc. 1078 East Ave, Napa CA 94559 **(707) 224-382**
Serving Napa Families Since 1993 **Childrens**Cottage**.com** License #'s 283005477 & 283007874

December 21, 2009

Susan Keehn
Community Care Licensing
101 Golf Course Drive A-230
Rohnert Park, CA 94928

This is the child infant roster you had requested from our program.

Thank you,

Yasmin Solorio-Vallejo

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 24 2009
COMMUNITY CARE
LICENSING

Children's Cottage Child Care, Inc. 1078 East Ave, Napa CA 94559 **(707) 224-382**
Serving Napa Families Since 1993 **Childrens**Cottage**.com** License #'s 283005477 & 283007874

December 21, 2009

Susan Keehn
Community Care Licensing
101 Golf Course Drive A-230
Rohnert Park, CA 94928

Plan of correction

Type A 101223 a2 Personal Rights

Our plan of correction is we will have a staff shadow the child that is having a hard time biting and provide utilities to help the child. We also had a meeting with both parents informing them what our procedure is going to be when the child bites again. When the child bites again the parent will be called to come pick up the child from day care. If we tried to work with the child and don't see a progress and doesn't stop biting we will des-enroll the child.

Thank you,

Yasmin Solorio-Vallejo

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 24 2009
COMMUNITY CARE
LICENSING

Children's Cottage Child Care, Inc. 1078 East Ave, Napa CA 94559 **(707) 224-382**
Serving Napa Families Since 1993 **Childrens**Cottage**.com** License #'s 283005477 & 283007874

December 21, 2009

Susan Keehn
Community Care Licensing
101 Golf Course Drive A-230
Rohnert Park, CA 94928

Plan of correction

Type A 101229 a1 responsibility for providing care and supervision.

I believe that we already got cited for this same violation on the date 8/05/09 the control number is 01-CC-20090728151400 and the complaint was received in you're office 7/28/09 which is the same complaint and control number you send us on December 16,2009. The only different things I found in the new citation were the times and the date it was send to Ray by mail, but the control number and the citation number and dates were exactly the same. The complaint was taking care of when we were at the Lincoln location I personally talked to Susan Keehn and came up with a plan of correction and she also interview my staff on what we did when a child was biting. So please explain to me why are we getting cited again and want another plan of correction if we already took care of this matter. For your information our plan of correction was; we had a staff member shadow the child that was having a hard time biting and re- direct her and give her teething rings and teething tablets so it would help her.

We had a parent meeting with both parent to tell them what our plan was going to be if it was to happen again. I told them if the child bit again the parent will be called and the child will be picked up immediately.

If the child continue to bite the child will be dis-enrolled. That would be our plan of correction and procedure we will do when this happens.

Thank you,
Yasmin Solorio-Vallejo

Linda – 1/19/10
This is for
2nd viol of
AB633 – complaint
completed/not
approved SK

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 24 2009
COMMUNITY CARE
LICENSING

Children's Cottage Child Care, Inc. 1078 East Ave, Napa CA 94559 **(707) 224-382**
Serving Napa Families Since 1993 **Childrens**Cottage**.com** License #'s 283005477 & 283007874

December 21, 2009

Susan Keehn
Community Care Licensing
101 Golf Course Drive A-230
Rohnert Park, CA 94928

Plan of correction

Type B Parent Notification
h&S1596.8595(c)

Our plan of correction will be still keep handing out the type A citations and non compliance conferences. It would help me understand if you would be more clear about this citation because as far as I know our files are up to date on everything and all the reports have been given to the parents.

It would help me clarify my misunderstanding if you would send me a list of the parent that haven't received the paperwork, so I can take care of this matter promptly and hand out the paperwork necessary, to the parent that are stating that have not receive any paperwork. This will help us identify the plan of correction.

Thank you,

Yasmin Solorio-Vallejo

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 24 2009
COMMUNITY CARE
LICENSING

ORIGINAL SIGNED BY SIGNATORY

CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

101 GOLF COURSE DR. STE. A-230

ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

December 16, 2009

CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT -
283007874
1078 EAST AVENUE
NAPA, CA 94559

Dear Mr. Welch:

Enclosed are findings of two complaint investigations. If you would be kind enough to sign the reports and return a signed copy in the enclosed stamped envelope, it would be appreciated.

Please provide a copy of the children's roster for the infant program.

Thank you,

Susan Keehn
Licensing Program Analyst
588-5056

ORIGINAL SIGNED BY SIGNATORY

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

February 08, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

I am responding to your appeal received in the office November 30, 2009 requesting to dismiss 7 citations issued November 17, 2009. The following citations will be discussed below: Sections 101229(a)(1) Responsibility for Providing Care and Supervision; 101238(g)(1); (a)(1) and (a) Buildings and Grounds; 101230(c) Napping; and 101216.3(a)Teacher-Child Ratios.

Section 101229(a)(1) Responsibility for Providing Care and Supervision: regarding the playhouse not being adequately supervised. I appreciate that the playhouse has been a part of your facility for a long period of time. I cannot speak to what others have observed in the past, however, on Nov. 17, 2009 when Terri Jensen made a visit to your facility she was informed by staff that they could only supervise the playhouse if they were standing right next to it. During Terri's visit children were actively playing in and around the playhouse and she didn't observe staff going over to check the playhouse area. The citation issued for inadequate supervision of the playhouse was appropriate and will remain as part of your record.

Section 101229(a)(1) Responsibility for Providing Care and Supervision: citation issued as part of the complaint investigation involving inappropriate play with the toy refrigerators. Your argument suggests that sometimes children break the rules and that it is normal to learn through life experiences. This citation rests due to the following: children were playing with the refrigerators inappropriately and in an unsafe manner as well as staff admitted that they do not always watch the children playing with the refrigerators and they know it is a problem. Based on this admission by staff, the citation will be upheld.
Your request to have the civil penalty dismissed is granted based on the dismissal of this same citation issued 9/22/09 cancels it becoming a repeat violation within a 12 month period.

Section 101238(g)(1) Buildings and Grounds: The citation will be reduced to a "B" based on the compounds were not identified and not immediately accessible to the preschoolers.

Section 101238(a)(1) Buildings and Grounds: Thank you for bringing this error in the citation not correctly being cited. I will have this citation amended to reflect the correct regulation number. LPA's come to facilities for a multitude of reasons and depending on the circumstances,

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - ~~PRESCHOOL~~ Infant

FACILITY NUMBER: 283005~~477~~ 7874

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 12/10/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 12/14/2009 **Section Cited** 101200(b)(1)	INSPECTION AUTHORITY OF THE DEPARTMENT :The licensee shall ensure that provisions are made for private interviews with any child(ren) or staff members. The provisions provided by the licensee however, only allow staff to be interviewed by licensing on their own time and as such the licensing is failing to meet the requirements of this regulation. Only one staff person was willing and/or available during this visit.	As no one was available to discuss a POC with LPAs, it is being requested that a written POC be submitted to licensing by 12-14-09, to include provisions that meet Title 22 regulations

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: ~~Terri Jensen~~

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE: Terri Jensen S Keehn

DATE: 12/10/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/10/2009

This Notice must be posted for 30 days

LIC809 (FAS) - (06/04)

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 11 2009
COMMUNITY CARE LICENSING

Susan

Children's Cottage Child Care, Inc. 1078 East Ave, Napa CA 94559 **(707) 224-3825**
Early Care & Education Since 1993 **www.childrenscottage.com** Lic# 283007874 & 283005477

December 12, 2009

Community Care Licensing
101 Golf Course Dr. Ste. A-230
Rohnert Park, CA 94928

Dear CCL,

As part of our ongoing education and training, we would like access to the public file on all facilities that have received "Type A" violations from LPA Terri J. Jensen between the dates of Jan 1, 2009 through Dec 12, 2009.

We would like to purchase a copy at a reasonable cost.

Emailing the copies to info@childrenscottage.com would be an acceptable alternative to copies on paper.

Thank-you for your consideration in this matter.

Sincerely,

Ray Welch, Licensee
Children's Cottage Child Care, Inc.

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
DEC 14 2009
COMMUNITY CARE
LICENSING

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

11/17/2009

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 10/14/2009, have been cleared:

Section Cited: H&S 1596.841	**Date Due:** 11/13/2009	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will begin inputting the date a child leaves and keep the information for three years. I will send a copy to Licensing by 11/13/09.	roster received.	11/13/2009

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

DATE: 11/17/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 05, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Ray Welch:

Per your request to appeal the citation issued on September 22, 2009 of which was received in the Rohnert Park Local Unit Office on October 7, 2009, a review was made of the following deficiency and/or penalty notices: Responsibility for Providing Care and Supervision Section 101229(a)(1).
The results are as follows:

[x] Penalty Assessment/Deficiency Dismissed
[ ] Penalty Assessment Amount amended to $ _____
[ ] Extension of Correction Due Date Approved to _____
[ ] Extension Date Denied
[ ] Request Denied

Upon further review of this citation, it appears as though adequate supervision was provided for by staff to the child to meet their needs, and, that the Center's staff was in close enough proximity to also provide "audio supervision" while retrieving clean clothes. In addition, the staff also appeared to be sensitive to affording the child dignity in their personal rights during this exchange. Based upon this, the citation will be dismissed. An amended copy of this report will be mailed to you.

Sincerely,

Linda Walker
Licensing Program Manager

ORIGINAL SIGNED BY SIGNATORY

Children's Cottage Child Care 1078 East Ave, Napa CA 94559 **(707) 224-3825**
Serving Napa Families Since 1993 **www.childrenscottage.com** Lic# 283005477

Supervisor Linda Walker
Community Care Licensing
101 Golf Course Drive A-230
Rohnert Park, CA 94928

October 5, 2009

Dear Linda,

On October 2, 2009 an email was sent to Children's Cottage telling us that we did, in fact, have a type A violation resulting from a visit on September 22, 2009. The section cited was 101229 regarding *Responsibility for Providing Care and Supervision* which states that

"The licensee shall provide care and supervision as necessary to meet the children's needs. No children shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation."

"The LPA observed a child who was using the restroom and who was left alone. Licensee explained that the child had diarrhea and the teacher allowed the child privacy and was in another room getting a change of clothing. As the child had diarrhea which is an indication of being ill, the child required close supervision."

We would like to appeal this citation.

In this instance, staff member Veronica took the pre-K child to the bathroom because he had a potty accident in his pants. While the child was in the bathroom, it was assessed that there was enough of a mess that a change of underwear was probably required. As the child got out of his messy pants, he wanted privacy and audio supervision was used. Although Veronica could not see him as he undressed, she discussed what was going on with the child and they both agreed that she should get some clean clothes from his cubby. She informed him she was going to walk over to the cubbies to get his extra clothes. She walked to the cubby room, located off the classroom, and immediately found the child's extra clothes in his cubby. This whole episode took less than 10 seconds. Since the cubby room has no door and the classroom had no other children in it, she could easily hear the child at all times. The LPA walked in as Veronica was walking back from the cubby room with the child's clothes as she had told him she would do. From the regulation above, we believe that supervision was provided *as necessary to meet the children's needs.* At that moment in time the child needed privacy and a change of clothing. She was meeting his immediate needs. Her supervision included visual supervision at first, and then audio supervision as he changed his pants and she retrieved the clothes from the nearby cubby, and then back to both audio and visual supervision. The regulation states *supervision shall include visual supervision.* Visual supervision was included as necessary, along with audio supervision to meet the needs of this particular child.

Ray Welch

Sincerely, Ray Welch

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
OCT 07 2009
COMMUNITY CARE
LICENSING

ACKNOWLEDGEMENT OF RECEIPT OF LICENSING REPORTS

I, as the parent/legal guardian of the CHILD: _____, currently attending or newly enrolled at Children's Cottage child care center/family child care home acknowledge I have received the following information as required by Health and Safety Code sections 1596.8595 and 1596.8895.

☒ Copy of any licensing report that documents a Type A deficiency cited at this facility; Type A deficiencies are those that, if not corrected, represent an immediate risk to the health, safety or personal rights of children in care. This includes facility visits and substantiated complaint investigations.

Date(s) of licensing report(s) provided: 01/28/2009 09/22/2009

☒ Copy of licensing documents pertaining to a conference conducted by a local licensing agency management representative and the licensee of this child care center/family child care home in which issues of noncompliance are discussed.

Date of document provided: 08/31/2009

☐ Copy of the Accusation Summary indicating the Department's intent to revoke the license of this child care center/family child care home, until that accusation is either dismissed or resolved through the administrative hearing process or stipulated agreement.

Date of document provided: _____

☒ As a parent/legal guardian of a newly enrolled child in this child care center/family child care home, I have been provided the documents identified above received by the licensee during the 12-month period prior to my child's enrollment.

My signature below verifies I have received the documents identified above.

PARENT/LEGAL GUARDIAN SIGNATURE:	DATE DOCUMENTS RECEIVED:

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY

NAME AND ADDRESS OF FACILITY:
CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):
CHILDREN'S COTTAGE CHILD CARE INC.

NAME AND FACILITY NUMBER OF OTHER COMMUNITY CARE, CHILD DAY CARE, RESIDENTIAL CARE FACILITIES FOR THE ELDERLY, OR HEALTH FACILITIES LICENSED TO OR OWNED BY APPLICANT(S) WITHIN THE LAST FIVE YEARS.

	FACILITY NAME		FACILITY NUMBER
A.	Children's Cottage - Child-Care, Inc.	Preschool Toddler Component	283005477
B.	Children's Cottage	Infant	283006845
C.	Children's Cottage	Preschool - Inactive	283005844
D.			
E.			
F.			

DATE OF CONFERENCE:	LICENSING PROGRAM ANALYST:	LICENSING PROGRAM MANAGER:
08/31/2009	Susan Keehn	

Present at meeting:

NAME	TITLE
Linda Kryla	RM
Linda Walker	LPM
Iris Hidalgo	LPA
Susan Keehn	LPA
Ray Welch	Licensee
Yasmin Solario-Vallejo	Director at Lincoln Ave.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 2

NAME AND ADDRESS OF FACILITY:
CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):
CHILDREN'S COTTAGE CHILD CARE INC.

This Noncompliance Conference was called to discuss the following issues or deficiencies:

The Licensee's continued noncompliance with regulations since the non-compliance conference in March, 2008. Deficiencies have included issues with capacity, supervision, director qualifications, physical plant, and record keeping.

Licensee has failed to make plans of correction timely and has been assessed civil penalties

As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE: [signature] DATE: 08/31/2009

MANAGER SIGNATURE: Linda Kryla DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 3

NAME AND ADDRESS OF FACILITY:
CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):
CHILDREN'S COTTAGE CHILD CARE INC.

Licensee agreed to do the following in order to bring the facility into compliance no later than the following dates:
1 Licensee agrees to remain in compliance with Title 22 Regulations effective immediately. Licensee states he
2 has hired more qualified teachers, will have regular training for staff, at least monthly, more staff meetings which
3 include review of regulations, will download and review regulations on a regular basis, convert to using standard
4 state forms. Any future citations given by LPA"S must be followed, completed and corrected by due dates
5 given.
6
7 Licensee's facility will be placed on the Required Visit list and receive at least one comprehensive visit each
8 year.
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As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE DATE: 08/31/2009

MANAGER SIGNATURE: Linda Krysla DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 4

NAME AND ADDRESS OF FACILITY:
CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):
CHILDREN'S COTTAGE CHILD CARE INC.

Licensee has been advised that failure to complete the above agreed upon actions by the dates will result in this Department taking the following action(s):
1 Continued non- complance issues and deficiencies will result in an administrative action.
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☐ A detailed letter regarding this conference will be mailed to the licensee within 5 calendar days.

As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE DATE: 08/31/2009

MANAGER SIGNATURE: Linda Krysla DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 3

NAME AND ADDRESS OF FACILITY:

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):

CHILDREN'S COTTAGE CHILD CARE INC.

Licensee agreed to do the following in order to bring the facility into compliance no later than the following dates:

1 Licensee agrees to remain in compliance with Title 22 Regulations effective immediately. Licensee states he
2 has hired more qualified teachers, will have regular training for staff, at least monthly, more staff meetings which
3 include review of regulations, will download and review regulations on a regular basis, convert to using standard
4 state forms. Any future citations given by LPA"S must be followed, completed and corrected by due dates
5 given.
6
7 Licensee's facility will be placed on the Required Visit list and receive at least one comprehensive visit each
8 year.
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As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE — DATE: 08/31/2009

MANAGER SIGNATURE: Linda Krysla — DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 4

NAME AND ADDRESS OF FACILITY:

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):

CHILDREN'S COTTAGE CHILD CARE INC.

Licensee has been advised that failure to complete the above agreed upon actions by the dates will result in this Department taking the following action(s):

1 Continued non- complance issues and deficiencies will result in an administrative action.
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☐ A detailed letter regarding this conference will be mailed to the licensee within 5 calendar days.

As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE — DATE: 08/31/2009

MANAGER SIGNATURE: Linda Krysla — DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 10/06/2009 Section Cited 101229a1	RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION No child(ren) shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation. On 9/22/09 LPA observed a child who was using the restroom and who was left alone. Licensee explained that the child had diarea and the teacher allowed the child privacy and was in another room getting a change of clothing. As the child had diarhea which is an indication of being ill, the child required close supervision.	I will read the regulation. I will write a brief summary of what the regulation means and how it will be implemented in the future. I will send this to Licensing by 10/6/2009. I will further inform staff of the regulation.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5034
LICENSING EVALUATOR NAME: Susan Keehn
TELEPHONE: (707) 588-5056
LICENSING EVALUATOR SIGNATURE:
S Keehn
DATE: 10/02/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:
DATE: 10/02/2009

This Notice must be posted for 30 days

LIC809 (FAS) - (06/04)

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 45	**DATE:**	09/22/2009
TYPE OF VISIT:	Annual/Required	UNANNOUNCED	**TIME BEGAN:**	11:00 AM
MET WITH:	Ray Welch, Director		**TIME COMPLETED:**	05:00 PM

NARRATIVE

LPA S. Keehn and LPM L. Walker visited for the purpose of conducting a comprehensive Random inspection to check for compliance with Title 22 Regulations. Present on arrival are 34 Preschool children with 4 staff. There were 11 toddlers with 2 staff. Director is Ray Welch who is present. This preschool has a toddler option.

The roster is current and a copy given. The fire extinguisher was serviced in Oct. 2008 and is fully charged. Bathrooms appear clean. Toilets and faucets work. There is soap, paper towels and toilet paper to meet the needs of children. Water temperature at sinks used by children is per regulation. Changing table is within arm's reach of a sink. Staff states there are currently no children being potty trained. Lunch is brought from home . The center provides snack. Medication is kept in a locked box and each child has a note and form from authorized representative. Cleaning supplies are stored separately from food and are inaccessible to children. Cots, mats and bedding are stored properly. Drinking water is available by paper cups and the faucet. Posting requirements are met. The office and staff restroom is used for the isolation of an ill child. Sign in and sign out sheets are reviewed. No transportation is provided.

The outdoor play area has shade provided by trees and two shade structures. There is adequate cushioning material beneath climbing structures. Drinking water is available by drinking fountain outdoors.

Staff and children's records are reviewed. Toddlers have a Needs and Services Plan on file but it is there is no date, so it is unknown if they are updated as required.

See 809 for deficiencies. Notice of Site Visit is posted and must remain posted for 30 days.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5034
LICENSING EVALUATOR NAME: Susan Keehn
TELEPHONE: (707) 588-5056
LICENSING EVALUATOR SIGNATURE:
S Keehn
DATE: 09/22/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:
Ray Welch
DATE: 09/22/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

LIC809 (FAS) - (06/04)

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL	**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY	**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE	**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:** 94559
CAPACITY:	45	**CENSUS:** 51	**DATE:** 01/28/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:** 02:30 PM
MET WITH:	Ray Welch		**TIME COMPLETED:** 03:40 PM

NARRATIVE

A case management visit was conducted today. Children are observed in the playground, having lunch, and during nap time. Along with the directors, Ray and Mary Welch, there are six staff persons providing care and supervision. The facility is toured inside and out.

See 809D for deficiencies cited during today's visit. A Civil Penalty is assessed for a repeat violation within 12 months of the last violation..

Upon receipt of the licensing report, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty violation.

Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/28/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/28/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL **FACILITY NUMBER:** 283005477

DEFICIENCY INFORMATION FOR THIS PAGE: **VISIT DATE:** 01/28/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 01/29/2009 Section Cited 101161	Limitations on Capacity-A licensee shall not operate a child care center beyond the conditions and limitations specified on the license, including the capacity limitation. This facility is licensed for 45 children. There are 10 toddlers and 41 preschool children in care for a total of 51 children. A civil penalty of $150.00 is assessed for a second violation within 12 months of the last violation. This facility was cited on 4/3/08 for exceeding the capacity of the license.	The number of children will not exceed 45 children. The capacity of children in care will be reduced by tomorrow, January 29, 2009.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/28/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/28/2009

This Notice must be posted for 30 days

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

10/01/2009

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 09/22/2009, have been cleared:

Section Cited: H&S1596.8595(c)	**Date Due:** 10/02/2009	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will go through all of the files and give a copy of all required citations and Non-compliance conferences to parents. I will send a copy to Licensing by 10/2/09.	Received copies of 9224.	09/30/2009

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/01/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

10/01/2009

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 09/22/2009, have been cleared:

Section Cited: 101238 a	**Date Due:** 09/02/2009	
Plan of Correction:	**Corrections:**	**Clearance Date:**
The board will be made secure by 10/2/09.	picture of correction received.	09/30/2009

Section Cited: 1596.866 a	**Date Due:** 09/25/2009	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will have any staff that needs to take the classes to do so to ensure that there is someone present at all times with 15 hours health and safety. I will send a copy of proof of enrollment in the next available classes and send a copy to Licensing by 10/2/09 and a copy of cards wen completed.	Receipt for classes was received for one staff person.	09/30/2009

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/01/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

NONCOMPLIANCE CONFERENCE SUMMARY

NAME AND ADDRESS OF FACILITY:
CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):
CHILDREN'S COTTAGE CHILD CARE INC.

NAME AND FACILITY NUMBER OF OTHER COMMUNITY CARE, CHILD DAY CARE, RESIDENTIAL CARE FACILITIES FOR THE ELDERLY, OR HEALTH FACILITIES LICENSED TO OR OWNED BY APPLICANT(S) WITHIN THE LAST FIVE YEARS.

	FACILITY NAME		FACILITY NUMBER
A.	Children's Cottage - Child-Care, Inc.	Preschool Toddler Component	283005477
B.	Children's Cottage	Infant	283006845
C.	Children's Cottage	Preschool - Inactive	283005844
D.			
E.			
F.			

DATE OF CONFERENCE:	LICENSING PROGRAM ANALYST:	LICENSING PROGRAM MANAGER:
08/31/2009	Susan Keehn	

Present at meeting:

NAME	TITLE
Linda Kryla	RM
Linda Walker	LPM
Iris Hidalgo	LPA
Susan Keehn	LPA
Ray Welch	Licensee
Yasmin Solario-Vallejo	Director at Lincoln Ave.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 2

NAME AND ADDRESS OF FACILITY:

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):

CHILDREN'S COTTAGE CHILD CARE INC.

This Noncompliance Conference was called to discuss the following issues or deficiencies:

1 The Licensee's continued noncompliance with regulations since the non-compliance conference in March,
2 2008. Deficiencies have included issues with capacity, supervision, director qualifications, physical plant, and
3 record keeping.
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5 Licensee has failed to make plans of correction timely and has been assessed civil penalties
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As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE

DATE: 08/31/2009

MANAGER SIGNATURE:

DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 3

NAME AND ADDRESS OF FACILITY:

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):

CHILDREN'S COTTAGE CHILD CARE INC.

Licensee agreed to do the following in order to bring the facility into compliance no later than the following dates:

1 Licensee agrees to remain in compliance with Title 22 Regulations effective immediately. Licensee states he
2 has hired more qualified teachers, will have regular training for staff, at least monthly, more staff meetings which
3 include review of regulations, will download and review regulations on a regular basis, convert to using standard
4 state forms. Any future citations given by LPA"S must be followed, completed and corrected by due dates
5 given.
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7 Licensee's facility will be placed on the Required Visit list and receive at least one comprehensive visit each
8 year.
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As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE

DATE: 08/31/2009

MANAGER SIGNATURE: Linda Krysla

DATE: 08/31/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office,
, CA

NONCOMPLIANCE CONFERENCE SUMMARY - PAGE 4

NAME AND ADDRESS OF FACILITY:

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

FACILITY LICENSE NUMBER:	EFFECTIVE DATE OF LICENSE:	LICENSE CAPACITY:	STATUS:	FACILITY TYPE:
283005477	05/21/2004	45	3	850

LICENSEE NAME(S):

CHILDREN'S COTTAGE CHILD CARE INC.

Licensee has been advised that failure to complete the above agreed upon actions by the dates will result in this Department taking the following action(s):

1 Continued non- complance issues and deficiencies will result in an administrative action.
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☐ A detailed letter regarding this conference will be mailed to the licensee within 5 calendar days.

As the licensee, I understand and will comply with the plan of action described on this form.

LICENSEE SIGNATURE

DATE: 08/31/2009

MANAGER SIGNATURE:

DATE: 08/31/2009

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 Golf Course Dr., Ste.A-230, Rohnert Park, CA 94928
Phone: (707)588-5026 Website: www.ccld.ca.gov

CDSS
JOHN A. WAGNER
DIRECTOR

ARNOLD SCHWARZENEGGER
GOVERNOR

August 11, 2009

Children's Cottage, Inc.
1078 East Ave
Napa, CA 95448
#283005477

Dear Licensee:

The policy of the Community Care Licensing Division is to ensure that licensees are afforded an opportunity to correct deficiencies prior to our taking more serious administrative action. With the exception of situations where an immediate danger to clients exists, staff from the District Office will work with the licensee to gain compliance and whenever possible, prevent the closure of the facility.

In order to accomplish this goal, a Non-Compliance Conference is held with the licensee prior to referring a case for legal action. Due to problems that currently exist at your facility; we would like to give you an opportunity to bring your facility into compliance. Therefore, we have scheduled a conference with you on
August 25 at **10 am** in **Community Care Licensing Office, Rohnert Park, CA 94928.**
Your attendance at this conference is mandatory.

The purpose of the conference is to discuss the existing deficiencies, any current problem areas in the operation of your facility, the seriousness if the situation and the legal action which will be taken by the Department if the situation is not corrected. Your continued noncompliance will result in a referral for legal action, so it is extremely important that all deficiencies be corrected in a timely manner.

A member of your Board of Directors is also required to attend this meeting, preferably the President or Vice President. Please have your current administrator attend. Also, if you are unable to keep this appointment, please contact Susan Keehn at 707-588-5026 or Linda Walker @ 707-588-5034 immediately so we may reschedule it as soon as possible.

Sincerely,

Linda Walker

Linda Walker
Licensing Program Manager

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On February 2, 2009 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation: Control Number 01-CC-20080910103919

Type B 101223(a)(3) *Child kept on potty chair a long time*
The regulation says a personal right of the child id to be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including but not limited to: interference with functions of daily living including eating, sleeping or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

Plan of Correction: We will review and follow the regulation. A child must never be kept on a toilet or potty for so long that they cry and become upset.

I understand and will follow the regulation. This information, along with all of my previous instruction, gives me additional training on personal rights of children. February 3, 2009

Ray Welch _____

Mary Welch _____

Susana Reyes _____

Heather Graham _____

Pilar Covarrubias _____

Lisa Crane _____

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
FEB 04 2009
COMMUNITY CARE LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On February 2, 2009 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation: Control Number 01-CC-20080910103919

Type B 101428(e)(2) *Potty chairs outside*

The regulation says after each use, the potty chair shall be promptly emptied into a flushing toilet, and all surfaces shall be thoroughly cleaned and disinfected.

Plan of Correction: Since there is no flushing toilet outside, no more potty chairs outside

Type B 101216(c) *A volunteer was used to give breaks*

The regulation says the licensee may utilize volunteers provided such volunteers are supervised and are not included in the center's staffing plan.

Plan of Correction: We will review and follow the regulation. The volunteer referenced in the violation has not been volunteering at our center since September 2008. If she does come back, it will be in accordance with the above regulation.

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
FEB 04 2009
COMMUNITY CARE LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On January 14, 2009 Licensing Evaluator Iris Hidalgo along with LPM Linda Walker came to Children's Cottage at the above address and license number. The facility was cited for the following violation: Control Number 01-CC-20090107163741

Type B 101238(a) Plumbing problems

Plan of Correction

The problems was corrected as soon as they were known. The following staff reminder was given to all staff:

Dear Staff:

If for some reason the sink is temporarily out of order the preferred method for cleaning hands is soap and water instead of hand sanitizer

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE

JAN 28 2009

COMMUNITY CARE
LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On January 14, 2009 Licensing Evaluator Iris Hidalgo along with LPM Linda Walker came to Children's Cottage at the above address and license number. The facility was cited for the following violation: Control Number 01-CC-20080910103919

Type B 101238(a)(1) Kitchen, Auditorium, and Bathroom in Auditorium are dirty.

Plan of Correction

Carpets will be shampooed every four months. They should be done ideally on a Friday night to allow them to dry completely over the weekend. Manzano Janitorial is scheduled for Fri Jan 30.

Refrigerators will be thoroughly cleaned monthly.

Microwaves will be thoroughly cleaned weekly.

Type B 101223(a)(1) Potty chairs used in an area where children are playing

Plan of Correction

The potty chairs are important to the 2 year olds since they are in a developmental stage where potty training is part of their "curriculum." Moving the potty chairs from the playground up onto the outdoor ramp provides them with more privacy and they are still easily in sight of teachers.

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On January 14, 2009 Licensing Evaluator Iris Hidalgo along with LPM Linda Walker came to Children's Cottage at the above address and license number. The facility was cited for the following violations:

Type B 101170	Staff fingerprint clearance not associated with the facility
Plan of Correction:	Fingerprint transfer Request completed and mailed the same day

Type B 101238(a)	Outside storage cabinet with Lysol unlocked
Plan of Correction:	Cabinet was locked during visit

Type B 101238(a)	Metal rods exposed on playground
Plan of Correction:	Rods pounded down during visit so children could not trip

Type B 101238(a)	Holes in bathroom walls caused where door handle hit sheet rock wall
Plan of correction:	Holes repaired Jan16 and door stop put in so door handle will not hit walls

Type B 101238(c)	Laundry room accessible by 2 doors. Only one had an eye & hook lock.
Plan of Correction:	The other door actually does have an eye & hook lock but it is on the inside (other side) of the door. It is locked and the laundry room is not accessible to children

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
JAN 28 2009
COMMUNITY CARE
LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On January 14, 2009 Licensing Evaluator Iris Hidalgo along with LPM Linda Walker came to Children's Cottage at the above address and license number. The facility was cited for the following violations:

Type B 101238(a) Dirty rugs
Plan of Correction: Rugs to be shampooed by Manzano Janitorial Jan 30

Type B 101439(h)(4) Changing table is not within an arm's length of a sink
Plan of Correction: The steps of the wooden table are removed so it is no longer used as a changing table and no child has access to the table top. The table top is now used for sign in sheets and other items the teachers use in their supervision of the children. No diaper changing is done outside.

Redwood Empire CC
101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

10/30/2008

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 09/22/2008, have been cleared:

Section Cited: 101220.1	Date Due: 10/06/2008	
Plan of Correction: Immunization information will be requested from the parents and available in the child's file by 10/6/08.	**Corrections:** LIC 9098 completed by Director	**Clearance Date:** 10/01/2008

Section Cited: 101221(8)	Date Due: 10/06/2008	
Plan of Correction: Parents will be given forms to complete and these forms will be made available in the child's file by 10/6/08.	**Corrections:** LIC 9098 completed by Director	**Clearance Date:** 10/01/2008

Section Cited: 101220(a)	Date Due: 10/06/2008	
Plan of Correction: Parents will be instructed to have medical check ups for their children as soon as possible. If the child's medical check up can not be completed by 10/6/08 an appointment date will be submitted to CCL as to when the child is expected to be seen by their doctor.	**Corrections:** LIC 9098 completed by Director	**Clearance Date:** 10/01/2008

Section Cited: 101219(a)	Date Due: 09/23/2008	
Plan of Correction: Parent will be given an admission agreement to sign today, 9/22/08.	**Corrections:** copy of document signed by parent sent to CCL	**Clearance Date:** 09/22/2008

LICENSING EVALUATOR NAME: Iris Hidalgo

TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 10/30/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

Redwood Empire CC
101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

10/30/2008

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 09/22/2008, have been cleared:

Section Cited: 101218.1(e)(1)	**Date Due:** 10/24/2008	
Plan of Correction:	**Corrections:**	**Clearance Date:**
Parent will be given Parent's rights form to sign. receipt will be placed in the child's file by 10/24/08.	copy of parent's signature acknowleding receipt of parent's rightrs received by CCL 10/7/08	09/24/2008

LICENSING EVALUATOR NAME: Iris Hidalgo

TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 10/30/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

Iris

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING

PROOF OF CORRECTION(S)

FACILITY NAME	FACILITY NO.	LICENSING EVALUATOR
Children's Cottage - Preschool	283005477	Iris Hidalgo

This form shall be used in conjunction with the Licensing Report (LIC 809) and is provided to the facility to verify the correction of deficiency(ies) cited in a licensing visit to your facility on 09/22/08 (DATE). The use of this form will not prohibit the Licensing Evaluator from conducting follow-up visits to ensure that deficiencies are corrected. (See instructions on back of this form).

DEFICIENCY(IES) SECTION NUMBER	PROOF OF CORRECTION					DATE CORRECTED
	~~PICTURE~~	~~RECEIPT~~	PHOTOCOPY	*CERTIFICATION	OTHER	
1. 101220.1 Immunizations	child #2, #6, #7		✓			10/1/08
2. 101221(8) Preadmission Health Hist	child #4, #5, #7, #8		✓			10/1/08
3. 101220(a) Written Medical assmt	child #6, #8		✓			10/1/08
4. 101219(a) Admission Agreement	child #9		✓			9/22/08
5. 101218.1(e)(1) Parents Rights Receipt	child #10		✓			9/24/08
6.						
7.						
8.						
9.						

I certify, under penalty of perjury under the laws of the State of California, that the above is true and correct and that I have corrected all deficiencies above on or before the date(s) indicated.

SIGNATURE OF LICENSEE/FACILITY REPRESENTATIVE	DATE
[signature]	10-3-08

*Certification - this box may be checked if there is no other means to verify that the deficiency has been corrected. By signing this form, the licensee is self-certifying that the corrections have been made. If the certification is related to fingerprints, include the name(s) of the individual(s) for which the fingerprint card was submitted and insert the date submitted to the Department of Justice in the "Date corrected" column.

PLEASE RETURN THIS FORM WITH YOUR PROOF OF CORRECTION(S)

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
OCT 0 7 2008
COMMUNITY CARE LICENSING

LIC 9098 (3/00)

Control Number 01-CC-20080910103919
STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 10/06/2008 **Section Cited** 101220.1	Immunizations-Immunization information is missing or incomplete for child #2, #6, and #7.	Immunization information will be requested from the parents and available in the child's file by 10/6/08.
Type B 10/06/2008 **Section Cited** 101221(8)	Childs's Records-Parent's Report of a Child's Preadmission Health History is missing for chid #4, #5, #7, and #8.	Parents will be given forms to complete and these forms will be made available in the child's file by 10/6/08.
Type B 10/06/2008 **Section Cited** 101220(a)	Child's Medical Assessment-Prior to, or within 30 calendar days following the enrollment of a child, the licensee shall obtain a written medical assessment of the child. Child #6 and #8 have been enrolled over 30 days. This document is not available in theire file.	Parents will be instructed to have medical check ups for their children as soon as possible. If the child's medical check up can not be completed by 10/6/08 an appointment date will be submitted to CCL as to when the child is expected to be seen by their doctor.
Type B 09/23/2008 **Section Cited** 101219(a)	Admission agreement-admission agreement missing for child #9	Parent will be given an admission agreement to sign today, 9/22/08.
Type B 10/24/2008 **Section Cited** 101218.1(e)(1)	ADMISSION PROCEDURES AND PARENTAL AND AUTHORIZED REPRESENTATIVE'S RIGHTS-Parent's Rights Receipt is not in the file of child #10.	Parent will be given Parent's rights form to sign. receipt will be placed in the child's file by 10/24/08.

PENALTY REVIEW

Date: 10/7/2008
Facility Name: Children's Cottage - Pre
Facility Number: 283005477
Invoice Number:

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA. 94559

DEAR LICENSEE:

Per your request of 9/26/08, a review was made of the following Deficiency and/or Penalty Notices:
#1: 101212(d)1(C) - Reporting Requirements; #2: 101223(a)3 - Personal Rights; #3 101216(g)3(B) - Personnel Requirements;
#4: 101216(g)3(A) - Personnel Requirements; #5: 101221(b)8(C) - Child's Records; #6: 101221(a) - Child's Records
You also appeal that these were all cited as "Type A" deficiencies but argue that all should be considered "Type B".

The results are as follows:

- ☐ Penalty Assessment Dismissed
- ☐ Penalty Assessment Amount amended to $_____ .
- ☐ Extension of Correction Due Date Approved to _____ (date) .
- ☐ Extension Date Denied
- ☑ Request Denied

10/7/08
DATE OF REVIEW DECISION

Explanation:
#1: any incident where skin is broken, especially from a bite, is a reportable incident. Regulation does not require treatment by a "Licensed Medical Professional". #2: not only is 'infliction of pain' a violation, but same section A(2) refers to 'safe accommodation: #3 & #4: You admit the required documentation was absent from this staff's file, thus admitting the violation. #s 5 & 6: again you acknowledge the violation. Some of these violations could be either 'A' or 'B'; #5 will remain a Type A, the rest I will order changed to Type B violations. // Carl A. Hockett, LPM1

District Manager/Delegate 10/7/08

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On September 22, 2008 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation which we would like to appeal:

Type A 101223(a)(3) "Personal Rights Child are to be free from infliction of pain. A child has bitten children three times. The injury resulted in teeth marks and broken skin."

The evaluator is speaking about an incident report dated Sept 10th. The injury report noted 3 times that a child bit other children on that day. When speaking to the parent she said the child was having a tough time that day with teething. Only one of the incidents broke the skin and the bite did not require treatment by a licensed medical professional. Biting is a natural part of a child's development, especially during teething. For the 15 years we have been in business we have dealt with children who bite by watching them even more closely, shadowing them, catching them being good, using brief time outs when they bite, setting limits when they are playing, and informing parents of their child's behavior as well as providing the parents with literature on biting.

In the Evaluator Manual 3-4200 p 7 under Personal Rights it states "…include violations such as: physical abuse, sexual abuse, verbal abuse, neglect, witholding food and water, the inappropriate use of restraints, locking clients/children in buildings (without licensing approval); the use of corporal punishment and the failure to safeguard the cash resources an/or valuables of those in care."

In this case, a child biting another child does not constitute a violation of personal rights.

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
SEP 2 6 2008
COMMUNITY CARE LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On September 22, 2008 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation which we would like to appeal:

Type A 101216(g)(3)(B) "Personnel Requirements-Volunteers are required to have a TB clearance. A volunteer at this center has been working Without a TB clearance. This information is not available In their file."

Our senior citizen volunteer has a TB clearance and is in good health. This information was not in her file. The analyst was at our center on September 22. The volunteer was not present and had not helped out at the center since September 5. She will not return until she has provided us with a copy of her TB clearance.

In the Evaluator Manual 3-4200 p 9 under Record Keeping it states "Failure to provide documented verification of staff qualifications…staff medical assessments…no client medical records" are type B violations.

The volunteer had not been at the center for over 2 weeks prior to the licensing visit and will not be allowed to volunteer until she has a TB clearance. In this instance, there was no violation on September 22 or at the very most it was a Type B Record Keeping violation.

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
SEP 2 6 2008
COMMUNITY CARE LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On September 22, 2008 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation which we would like to appeal:

Type A 101216(g)(3)(A)	"Personnel Requirements-Volunteers need to submit a Statement that they are in good health. This information is not available in the file of a volunteer."

Our senior citizen volunteer is in good health. This information was not in her file. The analyst was at our center on September 22. The volunteer was not present and had not helped out at the center since September 5. She will not return until she has provided us with this information.

In the Evaluator Manual 3-4200 p 9 under Record Keeping it states "Failure to provide documented verification of staff qualifications…staff medical assessments" are type B violations.

The volunteer had not been at the center for over 2 weeks prior to the licensing visit and will not be allowed to volunteer until she has submitted a statement that she is in good health. In this instance, there was no violation on September 22 or at the very most it was a Type B Record Keeping violation.

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
SEP 2 6 2008
COMMUNITY CARE LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On September 22, 2008 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation which we would like to appeal

Type A 101221(b)(8)(C) "child's Records-Medical consent missing for child #7"

In the Evaluator's Manual 3-4200 p 9 under Record Keeping it states "…lack of admission agreements, immunization records, staff medical assessments, needs and services plans; no record of client's personal and incidental funds; or no client medical records" are examples of Type B violations. The child's parent signed the form while the Evaluator was still at the center. In this instance, there should be no violation or at the most it should be a Type B violation.

When Mary Welch tried to show the Evaluator the above information on Record Keeping in the Evaluator Manual, the Evaluator said she could cite the center for an "A" violation if she wanted to and the Evaluator refused further discussion on the matter.

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
SEP 2 6 2008
COMMUNITY CARE LICENSING

Children's Cottage Preschool & Child Care

1078 East Avenue, Napa CA 94559 (707) 224-3825 License 283005477

On September 22, 2008 Licensing Evaluator Iris Hidalgo came to Children's Cottage at the above address and license number. The facility was cited for the following violation which we would like to appeal:

Type A 101221(a)	"Child's Records-Separate, complete, and current record must be kept for each child. This information is missing for child #8."

In the Evaluator's Manual 3-4200 p 9 under Record Keeping it states "...lack of admission agreements, immunization records, staff medical assessments, needs and services plans; no record of client's personal and incidental funds; or no client medical records" are examples of Type B violations. The child's parent signed the form while the Evaluator was still at the center. In this instance, there should be no violation or at the most it should be a Type B violation.

On August 4, 2008 Children's Cottage hired a Director in Training for the specific purpose of making our center "violation free." Her main emphasis was on keeping files accurate and up to date. Her performance was sub-standard and we had to terminate her on September 9. When she was told she was being let go she became angry and abusive. She told several employees that she was going to call CCL to complain. On September 11, Ray Welch called the Evaluator to give her a "heads up" that Children's Cottage had an angry ex-employee who was very upset about being terminated. The irony is that the things that the terminated employee complained about were the very things that she was hired to fix and had failed at.

DEPT. OF REDWOOD DISTRICT
SEP 2 6 2008
COMMUNITY CARE LICENSING

Children's Cottage Child Care, Inc

1078 East Avenue, Napa Ca 94559 Phone (707) 224-3825 Fax (707) 226-8118
License numbers 283006844 & 845

Iris Hildago
Community Care Licensing
101 Golf Course Drive #A-230
Rohnert Park, CA 94928

August 18, 2008

Dear Iris:

Regarding the toddler playground at 1078 East Avenue…We have purchased a portable fence to divide the yard in half so that the toddler option children will not be combined with the two year olds.
Because of the dynamics of the yard (one side having the sand box and climbers, and the other side having the ride-on toys) we have decided to have the toddler option children use one side in the AM and the other side in the PM and vice-versa with the two year olds. This way the children will not be combined and all of their developmental needs will be met. I hope you agree that this is a good solution for everyone. Here is the schedule:

7:00AM to 12:00PM	Toddlers use section A Two's use section B
12:00PM to 6:00PM	Toddlers use section B Two's use section A

Thank-you,

Mary Welch

Mary Welch

Children's Cottage Child Care, Inc

1078 East Avenue, Napa Ca 94559 Phone (707) 224-3825 Fax (707) 226-8118
License numbers 283006844 & 845

Iris Hildago
Community Care Licensing
101 Golf Course Drive #A-230
Rohnert Park, CA 94928

June 26, 2008

Dear Iris:

Regarding the toddler playground at 1078 East Avenue…We have purchased a portable fence to divide the yard in half so that the toddler option children will not be combined with the two year olds.
Because of the dynamics of the yard (one side having the sand box and climbers, and the other side having the ride-on toys) we have decided to have the toddler option children use one side in the AM and the other side in the PM and vice-versa with the two year olds. This way the children will not be combined and all of their developmental needs will be met. I hope you agree that this is a good solution for everyone.

Thank-you,

DEPT OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
JUN 30 2008
COMMUNITY CARE LICENSING

Mary Welch
Mary Welch

P.S. Fire Drill today at 3PM log posted

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY

Arnold Schwarzenegger, Governor

DEPARTMENT OF SOCIAL SERVICES
101 Golf Course Dr., Ste. A-230
Rohnert Park, CA 94928

CHILDREN'S COTTAGE - PRESCHOOL
3382 CRYSTAL COURT
NAPA, CA 94558
LIC# 283005477

06/24/08

OUTSTANDING APPLICATION FEE DUE: $25.00

DEAR APPLICANT:
In response to the current state budget deficit, the application and annual fees for all community care facilities have been increased effective August 16, 2004. The statutory authority for these changes can be found in Senate Bill 1104. This affects the capacity **increase/decrease** as well.

This change affects all pending applications and as a result, requires that you submit a check in the amount indicated above to the Community Care Licensing Division, which is the difference between the old and new fee for the facility type and capacity indicated on your application. This additional fee must be received in order to complete the processing of your application. Please include a copy of this letter to assist us in applying this fee to your application.

Please contact this office if you have any questions.

Sincerely,

Community Care Licensing/Support Staff
Phone: 707-588-5026

Children's Cottage Child Care, Inc. 1078 East Avenue, Napa CA 94559 (707) 224-3825
License 283005477 Preschool & License 283005478 School-age Ray & Mary Welch

Carl Hockett
Community Care Licensing
101 Golf Course Drive # A-230
Rohnert Park, CA 94928-1718

April 14, 2008

Dear Carl,

Thank-you for meeting with Mary and I on April 11 at your Rohnert Park office. I appreciated having Regional Manager Linda Kryla and Myrtle Herin at the meeting as well. As we said at the meeting, we are experiencing problems and have questions and would appreciate any technical assistance to help us maintain compliance with the regulations.

Regarding the Type A violation cited on 4/3/08 Section 101161 that capacity was exceeded because we had 57 preschool and toddler age children in care and the license capacity is 45:

We told you that in 2005 we got approval of the adjoining cottage next door for school-age children when Myrtle Herin was the supervisor. We thought the new space acquired for the school-age kids would then be our only school-age space and the auditorium space for 50 children would go back to the former preschool use as it was when we purchased the property from the "Little Friends" previous owner.

We want to be in compliance. As we discussed, our correction plan is to submit this cover letter, the first page of a new application requesting a *change of capacity*, a facility sketch for that auditorium room that will be going from school-age back to the former preschool use, the fire clearance form, and a $25 fee.

Please let me know if there is anything else that you need. I truly appreciate your help on this matter.

Sincerely,

Ray Welch

Ray Welch

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
APR 15 2008
COMMUNITY CARE LICENSING

Barbara

Children's Cottage Preschool (707) 224-3825 1078 East Ave, Napa Lic #283005477 4/4/08

We are appealing the 3 violations from the visit of 4/3/08.

1. 25 children during nap time under the supervision of 2 teachers. 1 teacher was attending to a child to help with toileting and the other teacher was attending to a restless child. The other children were all on their mats asleep.

The state regulations says #101230 A teacher child ratio of one teacher supervising 24 napping children is permitted provided that the remaining teachers necessary to meet the overall ratio specified in section #1012163 (a) are immediately available at the center.
We were in fact following the letter of the law. We had a much lower ratio than what the regs require as most parents here know. We had 2 teachers to 25 kids, almost double what is required in one napping room. I do not see any way that we were out of compliance. There were other staff available to come in as needed.

2. License capacity exceeded: 57 pre-school and toddler children in care. License capacity is 45.

In actuality we had 54, not 57 children in care per the narrative on page 2. It states there were 15 two-year olds, 8 toddlers, 21 Bumblebees, 9 Dragonflies, and 11 Butterflies. We have in heaven's name ever had 21 Bumblebees! We always have up to 12 children with Miss Lisa, and every parent here knows that. Per our sign-in sheet, Miss Lisa had 11 children which is what she was scheduled for that day. So 15+8+11+9+11=54. So this is just a mistake.
Secondly, the classrooms in the office wing are licensed for 45 children but the Auditorium is licensed for an additional 50 children. Many parents remember when we bought the cottage next door to make a home for our school-age kids. In 2005 the Cottage became licensed under our existing school-age license #203005478. We told our analyst we would no longer have the big kids in the auditorium and it would be used for pre-school which is exactly what it was used for before we bought the "Little Friends" school. The license for the use of the auditorium from schoolage to preschool was never changed although we all knew that the reason we bought the cottage was to make a new space for the schoolage kids. I spoke with Barbara Lawler about this very issue on the phone over a year ago.

It should be noted that although the auditorium is licensed for 50 children, as you know we only have 24 children there. This is certainly more attention to quality capacity which is why parents say that the space is the most beautiful pre-Kindergarten in Napa.

3. Disinfectants & toxins which state "keep out of reach of children" observed accessible to children in several classrooms.

The disinfectants & toxins she is talking about are simple green cleaner, Lysol spray, and Lysol wipes. One teacher was wiping down a table after lunch and left the spray bottle on the table with simple green cleaning solution in the bottle. Simple green is non-toxic and the label states it is "the finest non-toxic cleaner in the world." We use some old recycled 409 spray bottles and write "simple green" with marker on them. If the analyst had asked, we would have explained that to her. Lysol spray & wipes we use are always kept out of reach of children. We have special small wooden shelves in each room placed there on purpose for these items so that they are out of reach of children and readily available for quick cleaning and disinfecting.

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
APR 0 8 2008
COMMUNITY CARE LICENSING

Children's Cottage Preschool (707) 224-3825 1078 East Ave, Napa Lic #283005477 4/4/08

Plan of Correction regarding 3 violations from the licensing visit of 4/3/08.

1. 25 children during nap time under the supervision of 2 teachers. 1 teacher was attending to a child to help with toileting and the other teacher was attending to a restless child. The other children were all on their mats asleep.

   POC: Since this is being appealed, we feel there is no violation to correct. We will review naptime ratios with staff and follow these ratios.

2. License capacity exceeded: 57 pre-school and toddler children in care. License capacity is 45.

   POC: I am going to please ask again to change the license at the auditorium to pre-school, which it has been used as for since we got the cottage next door licensed for school-age. We humbly request your help to correct the records and do any necessary paperwork to get the license to reflect what we thought it did.

3. Disinfectants & toxins which state "keep out of reach of children" observed accessible to children in several classrooms.

   POC: We photo-copied the label of the simple green bottle to show that it is "The finest non-toxic cleaner in the World." We can photograph how Lysol and Lysol wipes are stored out of reach of the children on small high wooden shelves.

Children's Cottage Child Care, Inc

1078 East Avenue, Napa License #'s 283005477 & 478 (707) 224-3825
780 Lincoln Ave, Napa License #'s 283006844 & 845 (707) 254-1856
2813 Solano & 2004 West Park Lic #'s 283007061 & 062 (707) 226-6115

February 1, 2008

Susan Keehn
Community Care Licensing
101Golf Course Drive #A-230
Rohnert Park, Ca 94928

Dear Susan,

I am sending you the following documents to clear up any confusion regarding the designated directors of my centers.

(1) Lic 500 "Personnel Report" for our East Avenue location showing Ray Welch as director along with "Evaluation of Director Qualifications" and photo copies of Ray's transcripts, etc.

(2) Lic 500 "Personnel Report" for our Lincoln Avenue location showing Yasmin Vallejo as director along with "Evaluation of Director Qualifications" and photo copies of Yasmin (Antonia) transcripts, etc. need LIC 308

(3) Lic 500 "Personnel Report" for our new school location on Solano Ave which has a pending license, showing myself as director. My qualifications are included in the license packet for this school.

(4) I am also sending along an Lic 9182 Transfer request with all the licenses just to make sure I will have clearance at all of them.

Thank-you so much.
Please let me know if you need anything else.

Mary Welch

Mary Welch, owner Children's Cottage

DEPT OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
FEB - 4 2008
COMMUNITY CARE LICENSING

R207

Recd 1/30

Children's Cottage Child Care, Inc

780 Lincoln Ave, Napa License #'s 283006844 & 845 (707) 254-1856

Carl Hockett
Community Care Licensing
101Golf Course Drive #A-230
Rohnert Park, Ca 94928

Jan 29, 2008

Dear Carl,

I would greatly appreciate your immediate attention to this appeal.

Yesterday Barbara Lawler came to our center to inspect the physical changes we made to our facility in order to obtain a toddler option which we requested last fall. Barbara was very professional and courteous during her visit.

During the inspection Barbara cited us for incorrect ratios in 2 rooms during naptime. The first citation was in the infant room. When Barbara entered the infant room there were 8 babies awake and 2 babies sleeping with 2 teachers in the room. My assistant director Yasmin Vallejo was in the office and available if needed in the infant room. She had been with the infants giving another teacher a break.. I had just called her into the office (ironically to go over ratios with her to make sure the ratios were appropriate) before I left for the day. She returned to the infant room immediately after our discussion.

What comes into play here is our understanding of the ratios. Barbara's understanding is that once one child wakes up, the waking ratios apply. This would mean that an infant room with 12 children where 10 were sleeping and 2 were awake would need 3 teachers for the room to be appropriate.

A group of 24 pre-school aged children with 23 napping and 1 child who gets up to go to the bathroom (Barbara's example to me) would need 2 fully qualified teachers to supervise the 1 awake child.

Common sense dictates that this is not the intention of the law. Nowhere in the regulations is this insinuated. But what is very clearly stated is separate ratios for napping children and awake children.

I was working in early childhood programs in the early 1970's when this regulation was amended. The purpose of the naptime ratio change was to allow centers to be able to fulfill the requirements of other state and federal laws, in particular to enable staff to receive necessary breaks.

In the mid 1990's this idea of 1 child awake changing the ratio got going in the bay area. I was a director in Fremont California at that time. In order to try and meet these requirements, centers established policies making children "stay on their cots for 2 hours"

DEPARTMENT OF SOCIAL SERVICES
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September 5, 2006

Mary Welch
Children's Cottage Child Care
1078 East Ave.
Napa, CA 94559

Dear Ms. Welch,

First let me apologize for the tardiness of our response to your appeal letter of April 28 of this year. I could cite many reasons for the delay, but there are no excuses. Please accept my apology.

On the citation for Teacher-Child Ratio, Section 101216.3, you are correct in your read of the regulation. As long as all children were resting quietly, the napping ratio applies. Your appeal on this issue is granted and the citation is rescinded.

I find there is more than adequate information derived from this investigation, including witness interviews, to support the both the findings and citations for Commingling and Limitations on Capacity. I agree, there appears to be some confusion so I'll try to clarify here.

You have two licenses, not three; one school-age and one preschool with a toddler option. Separation of these three components must be maintained at all times, with the specific exceptions set out in regulation. When commingling during the first and last hours of the day, this is the limitation: one hour only. During any time that children from separate programs are commingled, staffing ratio must be maintained according to the youngest children present. Eg. You have toddlers, preschool and school-age mixed. Ratio would be 6 to 1. Your letter does not break down the children's numbers by program, only age. If the two-year-olds were enrolled in the Toddler option, then toddler ratio applies. If they're enrolled in the preschool, then preschool ratio applies. Please note that regulation allows flexibility in the placement of children between certain ages (whether they are toddler or preschool), but it does not allow for capricious application to suit the center's needs. A child is assessed and an appropriate placement is determined, and the child is enrolled in that program, and stays with that program until a formal reassessment is made for a different placement.

As to the citation for Limitations on Capacity, your Preschool (including Toddler option) is licensed for 45 children. On the date of that visit, 4/21/06, you had 62 children present under the preschool license. This is a clear violation of the licence and the citation is upheld. If you wish to increase the capacity of your license by incorporating the former school-age use gymnasium, you must submit an application for a room addition. We will inspect and determine

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT		**FACILITY NUMBER:**	283007874
ADMINISTRATOR:	SOLORIO-VALLEJO, YASMIN		**FACILITY TYPE:**	830
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	20	**CENSUS:** 15	**DATE:**	11/17/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	11:00 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	01:30 PM

NARRATIVE

Complaint Specialist - LPA Terri Jensen conducted an unannounced facility visit for the purpose of delivering case management citations that were noted during a facility visit on 11-16-09. Due to a commitment,CS Jensen was unable to provide written citations. Note however, that the citations as well as plans of correction were discussed with Director Ray Welch.

See LIC 809D for citations issued during this visit.

NOTICE OF SITE VISIT POSTED APPEAL RIGHTS AND NEVER SHAKE A BABY BROCHURE GIVEN
Upon receipt, licensee shall post for 30 days and provide copies of this licensing report to parents/guardians of children in care at the facility within the next 24 hours or the next time the child is in care, and to parents/ guardians of children newly enrolled at the facility during the next 12 months.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: Terri Jensen

DATE: 11/17/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Ray Welch

DATE: 11/17/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT

FACILITY NUMBER: 283007874

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 11/17/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 11/17/2009 **Section Cited** 101223(2)	PERSONAL RIGHTS: Staff report that infants walk through the parking lot from the outdoor play area to return to their room. This is not considered safe, as there are 8 infants and two staff, which does not allow an adult to physically secure each child's safety. Staff report a concern about this practice.	We will no longer use the parking lot to return children to their classroom. This will be discussed at the Dec. 3, 09 staff meeting. A written summary of our discussion regarding the potential for risk as a result of this practice will be submitted to licensing along with a list of all staff in attendance.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 11/17/2009

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 11/17/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 11/20/2009 **Section Cited** 101212(e)(4)	1 2 3 4 5 6 7 REPORTING REQUIREMENTS: The licensee failed to report a change in the plan of operation that affects services to children, when he failed to notify licensing that a portable toilet was brought to the outdoor activity area for use.	1 2 3 4 5 6 7 I will cease using the portable toilet until such time that licensing is notified and can inspect the portable toilet for health and safety.
Type B 11/23/2009 **Section Cited** 101173	1 2 3 4 5 6 7 PLAN OF OPERATION: The licensee failed to get Department approval prior to implementing the plan for utilizing a portable toilet in the outdoor activity area.	1 2 3 4 5 6 7 I will cease using the portable toilet until such time that I have submitted an amendment to my plan of operation to include the plan for using a portable toilet in the outside activity area and until such time that this plan is approved by the Department.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE: TJensen

Terri J Jensen

DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ron Welch

DATE: 11/17/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

COMPLAINT INVESTIGATION REPORT

This is an official report of an unannounced visit/investigation of a complaint received in our office on **11/04/2009** and conducted by Evaluator Terri Jensen

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20091104123501

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 35	**DATE:**	11/17/2009
		UNANNOUNCED	**TIME VISIT BEGAN:**	11:00 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	01:30 PM

ALLEGATION(S):

1 PHYSICAL PLANT: Door broken, allowing children to go in and out.
2 LACK OF SUPERVISION: Children putting their heads in the refrigerator.
3 TEACHER CHILD RATIO: Ratio exceeds 1 to 12
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INVESTIGATION FINDINGS:

1 Complaint Specialist - LPA Terri Jensen conducted an unannounced facility visit for the purpose of
2 delivering final findings for the above stated allegations.
3 This investigation consisted of personal interview with director and assistant as well as personal private
4 interviews with four staff, tour of the physical plant and inspection of all door and observations made during a
5 facility visit on 11-16-09. Investigation findings reveal that a door in the infant room, leading to the outdoor
6 activity area does not close securely unless lifted and pulled on hard. Frequently,when the door appears
7 closed it can be pushed open without turning the knob. Staff report that they were aware of the malfunctioning
8 in the door and reported their concern to the director. During the visit on 11-16-09, CS Jensen observed that
9 the door was in need of repair. This allegation is substantiated.
10 Investigation findings reveal that there are two "play" refrigerators in the center in two separate
11 classrooms. These refrigerators are made of wood with doors that open and close. The inside of the
12 refrigerator is large enough to hold a small child. Staff report that children "tending to crawl inside because it's
13 a hiding place" and children close the doors on each other. Staff report that children have had their

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: T Jensen

DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Ray Welch

DATE: 11/17/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477
VISIT DATE: 11/17/2009

NARRATIVE

fingers smashed in the door as a result of this play in the child sized toy refrigerators. All staff report that it is against the rules to climb in the refrigerator. Staff report that the children do it anyway, "when they know that the teachers aren't looking." This constitutes a lack of supervision by staff. The risk to a child being harmed as a result of this type of unsupervised play is serious. This allegation is substantiated. A civil penalty is being assessed as Responsibility for Providing Care and Supervision was previously cited in the last 12 months on 9-22-09.

Investigation findings reveal that staff have been left with a ratio of one teacher to more than 12 children. This occurs primarily in the morning at drop off. In adequate staff are on duty for the number of children expected making it necessary for staff to have to call for a director to rearrange staff to ensure the ratio is incompliance. Sometimes this may only take a few minutes, other times it may take up to 10 minutes or more to secure a substitute. Other examples include instances when census in the infant room required additional staff, teachers were pulled from the preschool to cover the infant room, leaving a ratio of 1 to 14 in the preschool. It was also reported that teachers have been pulled from the classroom to do office work, leaving the ratio out of compliance. The ratio has also been off at nap time, when 26 to 27 children have been supervised by one teacher. (See case management for this citation). This allegations is substantiated. See LIC 9099D for citations issued during this visit.

NOTICE OF SITE VISIT POSTED APPEAL RIGHTS AND NEVER SHAKE A BABY BROCHURE GIVEN
Upon receipt, licensee shall post for 30 days and provide copies of this licensing report to parents/guardians of children in care at the facility within the next 24 hours or the next time the child is in care, and to parents/guardians of children newly enrolled at the facility during the next 12 months.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 11/17/2009

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 11/17/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 11/16/2009 **Section Cited** 101238(a)	1 2 3 4 5 6 7 BUILDINGS AND GROUNDS: The licensee failed to ensure that all parts of the building are in good repair at all times. Many staff were aware of a door in the infant room that did not close securely and could be a potential risk to a child in the event that a child left the building. It was report to the director who failed to repair it.	1 2 3 4 5 6 7 The door was repaired during the visit on November 16, 2009. I removed the metal plate and lowered it in order the latch on the door knob to catch securely. CS Jensen inspected this correction during the visit and the correction was deemed satisfactory. I will routine check the building to ensure good repair.
Type A 11/17/2009 **Section Cited** 101229(a)(1)	1 2 3 4 5 6 7 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION: Staff report that children are playing with toy refrigerators and in an inappropriate and unsafe manner, causing potential risk to children. This play occurs when teachers are not visually supervising the children. Civil penalty assessed.	1 2 3 4 5 6 7 I will provide an in-service, mandatory, training for all staff RE supervision techniques by 12-3-09. I will submit a written summary of the training and a list of all staff in attendance. I will immediately remove the doors from both refrigerators and/or remove the items completely.
Type A 11/17/2009 **Section Cited** 101216.3 (a)	1 2 3 4 5 6 7 TEACHER CHILD RATIO: Staff report a variety of instances when the teacher child ratio is out of compliance, exceeding 1 to 12.	1 2 3 4 5 6 7 I will provide training on 12-3-09, to all staff alerting them that children shall not be accepted for care at any time when there is insufficient staff present to meet the ratio required by Title 22. I will submit a written summary of the training and a list of all staff in attendance.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055
LICENSING EVALUATOR NAME: Terri Jensen
TELEPHONE: (707) 494-8334
LICENSING EVALUATOR SIGNATURE:
DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:
DATE: 11/17/2009

This Notice must be posted for 30 days

COMPLAINT INVESTIGATION REPORT (Cont)

This is an official report of an unannounced visit/investigation of a complaint received in our office on **11/04/2009** and conducted by Evaluator Terri Jensen

COMPLAINT CONTROL NUMBER: 01-CC-20091104123501

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:**	**DATE:**	11/17/2009
		UNANNOUNCED	**TIME VISIT BEGAN:**	11:00 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	01:30 PM

ALLEGATION(S):

1 LACK OF SUPERVISION: Children running in parking lot unsupervised.
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INVESTIGATION FINDINGS:

1 Complaint Specialist - LPA Terri Jensen conducted an unannounced facility visit for the purpose of
2 delivering final findings for the above allegation.
3 This investigation consisted of personal interviews with director and assistant director, personal, private
4 interviews with four staff, observations made during the visit and inspection of the physical plant.
5 Investigation findings reveal that the parking lot is typically not used as an area of play for children.
6 However, a Halloween parade took place in the parking look with a gate securely barricading access to the
7 street. Further an on site field trip from the fire department took place in the parking lot and fire drills also occur
8 in the parking lot. Staff report that the above described activities are well supervised with staff and parents. No
9 one has observed children running about unsupervised. As such this allegation is inconclusive.
10 However,staff do report a recent change in the plan operation whereby children enter their classroom
11 from the yard by walking around the building and through the parking lot. Staff do not feel this is completely
12 safe and presents a potential risk to children. (See Case Management Report for deficiency. NOTICE OF
13 SITE VISIT POSTED

Inconclusive **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Terri ~~Jensen~~ Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: Terri Jensen

DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Ray Welch

DATE: 11/17/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 35	**DATE:**	11/17/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	11:00 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	01:30 PM

NARRATIVE

Complaint Specialist - LPA Terri Jensen conducted an unannounced facility visit for the purpose of delivering case management citation that were observed during a facility visit on 11-16-09. Due to a commitment,CS Jensen was unable to provide written citations. Note however, that the citations as well as plans of correction were discussed with Director Ray Welch.

See LIC 809D for citations issued during this visit.

NOTICE OF SITE VISIT POSTED APPEAL RIGHTS AND NEVER SHAKE A BABY BROCHURE GIVEN
Upon receipt, licensee shall post for 30 days and provide copies of this licensing report to parents/guardians of children in care at the facility within the next 24 hours or the next time the child is in care, and to parents/ guardians of children newly enrolled at the facility during the next 12 months.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: Terri Jensen

DATE: 11/17/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Ray Welch

DATE: 11/17/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 11/17/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 11/18/2009 **Section Cited** 101229(A)(1)	1 2 3 4 5 6 7 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION: Staff acknowledged to this worker that the interior of the playhouse in the outdoor activity area is not visable for supervision unless one is standing right next to the playhouse. Staff report children climb on the windows and door opening. The play house is not always adequately supervised.	1 2 3 4 5 6 7 I will have the front of the play house removed. I have already consulted with experienced handy men who acknolwedged it can be removed and remain structurally sound and safe. I will send a photo to licensing.
Type A 11/24/2009 **Section Cited** 101238(g)(1)	1 2 3 4 5 6 7 BUILDINGS AND GROUNDS: During a tour of the center,CS Jensen observed compounds with labels reading Call PoisonControl if swallowed.These are considered toxic and must be locked. These items were on a medium height shelf, not immediately accessible but reachable with a chair, but not locked.	1 2 3 4 5 6 7 I now understand the definition of a toxic compount (Call Poison Control or Fatal if swallowed on label) and that toxins must be locked with a key or combination lock. I will lock all toxins with a key or combination lock. I will submit a photo to licensing of this plan of correction.
Type A 11/30/2009 **Section Cited** 101238(a)(1)	1 2 3 4 5 6 7 BUILDINGS AND GROUNDS: CS Jensen observed a hole in the cement on the walk way leading to the infant rooms and preschool room. Rebar is exposed and the hole is large enough to provide a potential tripping risk to a child.	1 2 3 4 5 6 7 The hole is being repaired today (11-17-09). CS Jensen inspected the plan of correction and found it to be acceptable.
Type A 11/17/2009 **Section Cited** 101230(c)	1 2 3 4 5 6 7 NAPPING ACTIVITIES: The licensee failed to maintain a teacher-child ratio of 1 teacher to 24 children during nap time, as well as to ensure that teachers necessary to meet over all ratio are immediately available. The ratio has been observed to be 1 to 26 or 27, 2 to 3 times a week and staff are not available.	1 2 3 4 5 6 7 I will schedule two teachers for nap time as the census has recently increased to over 24 children at nap.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 11/17/2009

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 11/17/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 11/17/2009 **Section Cited** 101216.2	1 2 3 4 5 6 7 TEACHER AIDE QUALIFICATIONS AND DUTIES: An aide shall only work under the direct supervision of a teacher. An aide was left to supervise 14 children alone, when the teacher was needed to meet ratios in the infant room.	1 2 3 4 5 6 7 I will discuss ratios at the Dec. 3, 2009 staff meeting with all staff. I will submit a summary of the training with a list of all staff who attended.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Terri Jensen
TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:
Terri Jensen
DATE: 11/17/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:
Ray Welch
DATE: 11/17/2009

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 39	**DATE:**	10/14/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	03:30 PM
MET WITH:	Ray Welch, Licensee		**TIME COMPLETED:**	04:15 PM

NARRATIVE

LPA S. Keehn visited the facility and requested a current roster. Present upon arrival are 39 children with 5 staff.
See 809 for deficiency. Notice of Site Visit is Posted.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

DATE: 10/14/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 10/14/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 10/14/2009

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 11/13/2009 **Section Cited** H&S 1596.841	1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7	ROSTER OF CHILDREN The current roster does not include children who have disenrolled. This roster must be kept for 3 years after a child disenrolls.	1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7	I will begin inputting the date a child leaves and keep the information for three years. I will send a copy to Licensing by 11/13/09.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Weber

DATE: 10/14/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 45	**DATE:**	09/22/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	11:00 AM
MET WITH:	Ray Welch, Licensee		**TIME COMPLETED:**	05:00 PM

NARRATIVE

LPA S. Keehn and LPM L. Walker met with Ray Welch, Licensee to do a comprehensive inspection. At that time, although a Type A violation was discussed with Mr. Welch, LPA forgot to cite until after the laptop was turned off. Again this was discussed and Mr. Welch was informed that the citation would follow .

An amended Notice of Site Visit should be posted for 30 days. See 809D for deficiency. Appeal Rights were given. Upon receipt, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may result in a civil penalty.

Sent for Sign

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/02/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 10/02/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 09/22/2009

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 09/02/2009 **Section Cited** 101238 a	1 2 3 4 5 6 7	BUILDINGS AND GROUNDS A board on the yellow play car in the preschool yard is dislodged from bolt beneath the seat and wiggles. The length of the board has areas with rough spots and poses a tripping hazard.	1 2 3 4 5 6 7	The board will be made secure by 10/2/09.
Type B 10/02/2009 **Section Cited** 101216 g1	1 2 3 4 5 6 7	PERSONNEL REQUIREMENTS 5 out of 6 staff records reviewed show that staff do not have timely TB tests. All staff had a test, but they were up to 2 years after hire. (Staff 1,2,4,5,6).	1 2 3 4 5 6 7	Because TB testing was done after hire, no action is needed except to ensure that all staff receive timely Healthscreening and TB testing.
Type B 10/02/2009 **Section Cited** 101170d	1 2 3 4 5 6 7	CRIMINAL RECORD CLEARANCE. Of six records reviewed, one had no LIC 508 in the file. (staff 6,) and the other (staff 4) who was hired in 2006 completed the form in 2008.	1 2 3 4 5 6 7	I will ensure that all staff complete the necessary paperwork when hired, including the LIC 508.
Type B 09/25/2009 **Section Cited** 1596.866 a	1 2 3 4 5 6 7	The person who opens does not have the 15 hours of required health and safety training which includes pediatric CPR, First Aid, and Preventative Health. Staff #2 needs the classes.	1 2 3 4 5 6 7	I will have any staff that needs to take the classes to do so to ensure that there is someone present at all times with 15 hours health and safety. I will send a copy of proof of enrollment in the next available classes and send a copy to Licensing by 10/2/09 and a copy of cards wen completed.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 09/22/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Nelson

DATE: 09/22/2009

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 09/22/2009

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 10/02/2009 **Section Cited** H&S1596.8595(c)	1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7	PARENT NOTIFICATION - AB633 Two files reviewed did not have the required parent notification of type A cigtations and other items required to be given to parents.	1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7 1 2 3 4 5 6 7	I will go through all of the files and give a copy of all required citations and Non-compliance conferences to parents. I will send a copy to Licensing by 10/2/09.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 09/22/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 45	**DATE:**	02/02/2009
TYPE OF VISIT:	POC	UNANNOUNCED	**TIME BEGAN:**	02:30 PM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	03:30 PM

NARRATIVE

A plan of correction visit was conducted today for the purpose of inspection the deficiencies which were cited on 1/28/09. At this time, the carpers have been cleaned. They are visually cleaner. The carpets were cleaned throughout the center. The plan of correction is that carpets will be cleaned every four months.

Notice of Site Visit is posted. Shaken Baby Syndrome Brochure is given.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 02/02/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch Mary Welch

DATE: 02/02/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 45	**DATE:**	02/02/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	02:00 PM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	02:30 PM

NARRATIVE

A case management visit was conducted today. The majority of the children in care are napping. The center is within capacity guidelines.

On 9/22/08 a review of staff records was done. A volunteer was assisting at the school. Upon review of their file, a TB result was not available nor was there a statement of good health signed by the volunteer. Fingerprint clearances were available.

The play yard was inspected today as part of the visit.

A review of staff records on 2/2/09 indicates that all facility staff or other individuals who require caregiver background checks have received criminal record and child abuse index clearances or exemptions.

See 809D for deficiencies cited during today's visit.

Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 02/02/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Mary Welch Ray Welch

DATE: 02/02/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 02/02/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 02/02/2009 **Section Cited** 101216(g)(3)(A)	Personnel Requirements-The good physical health of each volunteer who works in the center shall be verified by a statement signed by each volunteer affirming that he/she is in good health. This document is not available.	All volunteers will complete a statement stating that they are in good health.
Type B 02/02/2009 **Section Cited** 101216(g)(3)(B)	Personnel Requirements-Good health for each volunteer will be verified by results of a test for tuberculosis performed not more than one year prior to or seven days after initial presence in the center.	All volunteers will have TB results in their files.
Type B 02/02/2009 **Section Cited** 101238 (a)	Buildings and Grounds-The child care center shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees and visitors. Two Clorox wipe containers are accessible to children. The containers are located on the shelf of a cabinet which was used as a changing table. A soiled	Clorox containers were relocated during the visit and are inaccessible to children. Staff will be reminded as to the proper disposal of soiled clothes. The trash container was relocated on the ramp. Potty chairs have been completely removed from the outside. A Flex-Lok was attached to the gate so that children can not open the gate.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 02/02/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 02/02/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

COMPLAINT INVESTIGATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **09/10/2008** and conducted by Evaluator Iris Hidalgo

COMPLAINT CONTROL NUMBER: 01-CC-20080910103919

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 45	**DATE:**	02/02/2009
		UNANNOUNCED	**TIME VISIT BEGAN:**	01:35 PM
MET WITH:			**TIME COMPLETED:**	02:40 PM

ALLEGATION(S):

-Violation of Personal Rights-child was verbally intimidated to remain on a potty chair. The length of time resulted in the child crying and becoming upset.
-Violation of Infant Care Services-Urine left in potty chair when next child uses the chair.
-Violation of Personnel Guidelines-Volunteer was supervising children

INVESTIGATION FINDINGS:

A complaint visit is conducted today at the center for the purpose of delivering the findings of the allegations made regarding this child care center. The investigation consisted in interviews with the complainant, Directors Ray and Mary Welch, and staff persons. Staff persons admitted that a child had become upset with their efforts to potty train them. Eyewitnesses stated that a child was left on a potty chair for approximately 30 minutes. Also, staff admits that urine was not emptied every time a child used a potty chair. Regulation states that the potty chair must be emptied every time it is used. Finally, a volunteer had been present at the school. This person had been allowed to relieve employees for their breaks. Volunteers can be used in a child care center, but they are not part of the staffing plan for the care and supervision of children.Based on the statements obtained through the investigation, LPA finds there is evidence to support the above allegation. Therefore, the allegation is substantiated. See LIC 9099D for deficiency cited under Manual of Policies and Procedures Child Care Center , Title 22, Division 12, Chapter 1. A review of staff records on 2/2/09 indicates that all facility staff or other individuals who require caregiver background checks have received criminal record and child abuse index clearances or exemptions.Notice of Site Visit is posted.

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 02/02/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch Mary Welch

DATE: 02/02/2009

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 02/02/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 02/02/2009 **Section Cited** 101223(a)(3)	1 2 3 4 5 6 7 Personal Rights-Children are to be free from intimidation, ridicule, ... threat, or other actions of a punitive nature which interferes with functions of daily living including eating, sleeping or toileting. Child kept on a potty chair for an amount of time which resulted in them crying and becoming upset.	1 2 3 4 5 6 7 Staff will be trained and sign a statement of this training. A written plan of correction will be sent to CCL by 2/9/09.
Type B 02/02/2009 **Section Cited** 101428(e)(2)	1 2 3 4 5 6 7 Infant Care Personal Services-After each use, the potty chair shall be promptly emptied into a flushing toilet, and all surfaces shall be thoroughly cleaned and disinfected.	1 2 3 4 5 6 7 Staff will be trained as to the regulation and follow the regulation.
Type B 02/02/2009 **Section Cited** 101216(c)	1 2 3 4 5 6 7 Personnel Requirements-The licensee may utilize volunteers provided that such volunteers are supervised and are not included in the center's staffing plan. A volunteer was used as a staff person to allow employees to take breaks.	1 2 3 4 5 6 7 We will review the regulation and follow it.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 02/02/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 02/02/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 51	**DATE:**	01/28/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	02:30 PM
MET WITH:	Ray Welch		**TIME COMPLETED:**	03:40 PM

NARRATIVE

A case management visit was conducted today. Children are observed in the playground, having lunch, and during nap time. Along with the directors, Ray and Mary Welch, there are six staff persons providing care and supervision. The facility is toured inside and out.

See 809D for deficiencies cited during today's visit. A Civil Penalty is assessed for a repeat violation within 12 months of the last violation..

Upon receipt of the licensing report, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty violation.

Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/28/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/28/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 01/28/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 01/29/2009 **Section Cited** 101161	Limitations on Capacity-A licensee shall not operate a child care center beyond the conditions and limitations specified on the license, including the capacity limitation. This facility is licensed for 45 children. There are 10 toddlers and 41 preschool children in care for a total of 51 children. A civil penalty of $150.00 is assessed for a second violation within 12 months of the last violation. This facility was cited on 4/3/08 for exceeding the capacity of the license.	The number of children will not exceed 45 children. The capacity of children in care will be reduced by tomorrow, January 29, 2009.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo

TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/28/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/28/2009

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 51	**DATE:**	01/28/2009
TYPE OF VISIT:	POC	UNANNOUNCED	**TIME BEGAN:**	10:25 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	02:30 PM

NARRATIVE

A plan of correction visit was conducted today. This facility was cited on 1/14/09 with deficiencies in the areas of Buildings & Grounds and Fixtures & Furniture. The center was found to have carpets that are dirty and stained and baseboards in the buildings which have accumulated dirt. These items were to have been cleaned by today, 1/28/09. These corrections have not been made which results in Civil penalties being assessed

Other deficiencies were cited and the corrections were observed today. These include:
-Microwaves the kitchen and auditorium has been cleaned
-Refrigerator in the kitchen and auditorium has been cleaned
-Shelves where food is stored have been cleaned
-Light fixtures in the auditorium have been replaced with new fixtures
-Toilet paper is available in the children's bathrooms
-Holes in the auditorium bathroom walls have been repaired
-Laundry room is inaccessible to children. Both doors have hook and eye locks.
-Outdoor changing table was dismantled and removed during today's visit.

A review of staff records on 1/28/09 indicates that all facility staff or other individuals who require caregiver background checks have received criminal record and child abuse index clearances or exemptions.

Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

See 809D for deficiencies cited today.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/28/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/28/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 01/28/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 02/02/2009 **Section Cited** 101238(a)(1)	1 2 3 4 5 6 7 Buildings and Grounds-Carpets are dirty and stained. $50.00 Civil Penalty is assessed	1 2 3 4 5 6 7 Carpets will be cleaned by 2/2/09.
Type B 01/30/2009 **Section Cited** 101439(h)(4)	1 2 3 4 5 6 7 Fixtures and furniture-Outdoor changing table is not within an arm's length of a sink.	1 2 3 4 5 6 7 Table is removed during this visit.
Type B 01/28/2009 **Section Cited** 101227(8)	1 2 3 4 5 6 7 Food service-All foods shall be selected, transported, stored, prepared and served so as to be free from contamination and spoilage and shall be fit for human consumption. Plastic bags storing snack food are not completely sealed.	1 2 3 4 5 6 7 Bags were completely closed during the visit.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/28/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/28/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 28	**DATE:**	01/14/2009
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	04:15 PM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	05:00 PM

NARRATIVE

A case management visit was conducted today. LPM Linda Walker is also present during this visit. The facility was toured inside and out. Children are observed napping and engaged in individual play. Violations were identified regarding buildings and grounds and fingerprint transfer requests.

See LIC809D for deficiencies cited during today's visit.

Notice of Site Visit is posted. Never Shake a Baby pamphlet is given.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/14/2009

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/14/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 01/14/2009

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 01/15/2009 **Section Cited** 101170	1 2 3 4 5 6 7	Fingerprint Clearances-Staff person Christine Gonzalez is not associated to this facility. She is associated to Children's Cottage on Lincoln Avenue in Napa. The deficiency is cited by no Civil Penalty is assessed.	1 2 3 4 5 6 7	Fingerprint Transfer Request was completed by Director during visit and mailed today.
Type B 01/14/2009 **Section Cited** 101238(a)	1 2 3 4 5 6 7	Buildings and Grounds-Center shall be safe at all times. Toxins were observed to be accessible in both playgrounds. The storage cabinets were unlocked. Lysol, Bacitracin, and Sun Screen products were accessible.	1 2 3 4 5 6 7	Cabinet was locked during visit.
Type B 01/14/2009 **Section Cited** 101238(a)	1 2 3 4 5 6 7	Buildings and Grounds-Center shall be safe at all times. Metal rods are exposed in the older children's playground. These rods present a hazard.	1 2 3 4 5 6 7	During the visit, the metal rods were pounded down so that children would not trip.
Type B 01/28/2009 **Section Cited** 101238(a)	1 2 3 4 5 6 7	Buildings and Grounds-Center will be kept in good repair. There is a hole in the wall, where the door knob hits the wall, in the girl's bathroom. The bathroom is located in the auditorium room.	1 2 3 4 5 6 7	The hole will be repaired by 1/28/09.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/14/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
DEFICIENCY INFORMATION FOR THIS PAGE:

FACILITY NUMBER: 283005477
VISIT DATE: 01/14/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 01/28/2009 **Section Cited** 101238(c)	Buildings and Grounds-laundry room is accessible to children in care. The room is accessible by two doors. Only one door had a hook and eye lock on the door. The other door can be opened.	A lock will be installed by 1/28/09.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 01/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/14/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

COMPLAINT INVESTIGATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **09/10/2008** and conducted by Evaluator Iris Hidalgo

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20080910103919

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 28	**DATE:**	01/14/2009
		UNANNOUNCED	**TIME VISIT BEGAN:**	02:20 PM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	05:45 PM

ALLEGATION(S):

-Violation of Physical Plant guidelines-facility is filthy. Staff has found rodent droppings and bug larvae in areas used by children.
-Violation of Personal Rights-Children are using a potty chair outside in the playground in full view of other children.

INVESTIGATION FINDINGS:

Investigation consisted of interview with the complainant and Ray and Mary Welch. Also, photographs were taken of the facility on 9/22/08, showing the areas used by children in care. Photos taken support the allegation that the facility is dirty. (Specific areas identified on LIC9099 D).
Photos show potty chairs, in the playground, positioned next to the fence. The chairs are in full view of anyone in the yard. The chairs are in the play space and therefore do not allow children to have dignity when toileting.
Based on the statements and information obtained through the investigation, LPA finds there is evidence to support the above allegations. Therefore, the allegations are substantiated.
See LIC 9099D for deficiencies cited under Manual of Policies and Procedures Child Care Center , Title 22, Division 12, Chapter 1.

Notice of Site Visit is posted. Never Shake a Baby Pamphlet is given.

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 01/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch

DATE: 01/14/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

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COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 01/14/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 01/28/2009 **Section Cited** 101238(a)(1)	Buildings and Grounds-photos show: 1) Kitchen area: microwave is dirty inside and out, bags of snack foods open and exposed, a towel, wet with rusted water on the bottom shelf of the refrigerator, shelves and compartments are dirty. Shelves where food is stored are dirty. 2) Auditorium area: microwave is microwave is dirty with baked on food, refrigerator is dirty, refrigerator gaskets are dark with grime, suspended light fixtures have accumulated dirt which is easily seen, and the rugs are stained. 3) Bathroom in auditorium is lacking toilet paper, walls have holes, baseboards have accumulated dirt.	The facility will be cleaned by 1/28/09. A plan for regular maintenance will be set up and submitted to CCL.
Type B 01/28/2009 **Section Cited** 101223(a)(1)	Personal Rights-Children not given dignity in his/her personal relationships with staff and other persons. Children are using potty chairs in area were children are playing.	Will submit a plan of correction to address this issue. Will submit plan to CCL by 1/28/09 to provide a space in the playground which provides more privacy.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055
LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907
LICENSING EVALUATOR SIGNATURE:

DATE: 01/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/14/2009

F

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

COMPLAINT INVESTIGATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **01/07/2009** and conducted by Evaluator Iris Hidalgo

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20090107163741

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 28	**DATE:**	01/14/2009
		UNANNOUNCED	**TIME VISIT BEGAN:**	02:20 PM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	04:00 PM

ALLEGATION(S):

1 -Physical Plant-carpets are not clean
2 -Outside changing table not next to sink
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INVESTIGATION FINDINGS:

1 An initial 10 day visit was conducted today to this facility. LPM Linda Walker is also present during this visit.
2 The investigation consisted of an inspection of the physical plant. The facility is toured inside and out. The
3 carpets are stained and dirty in throughout the facility . There is an outdoor changing table, located on the
4 ramp alongside the building, which is not within an arm length of a sink. Based on the observations seen
5 today, LPA finds there is evidence to support the above allegation. Therefore, the allegation is substantiated.
6
7 See LIC 9099D for deficiency cited under Manual of Policies and Procedures Child Care Center , Title 22,
8 Division 12, Chapter 1.
9
10 Notice of Site Visit is posted. Never Shake a Baby pamphlet is given.
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Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo **DATE:** 01/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch **DATE:** 01/14/2009

This report must be available at Child Care and Group Home facilities for public review for 3 years.

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 01/14/2009

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 01/28/2009 **Section Cited** 101238(a)	Buildings and Grounds-The child care center shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees and visitors. The carpets are dirty and stained.	The rugs will be cleaned by 1/28/08 and self certification that it was done will be sent to CCL.
Type B 01/15/2009 **Section Cited** 101439(h)(4)	Fixtures and Furniture-outdoor changing table is not within an arm's length of a sink.	Table will be removed by 1/15/09.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055
LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907
LICENSING EVALUATOR SIGNATURE:

DATE: 01/14/2009

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/14/2009

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

COMPLAINT INVESTIGATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **09/10/2008** and conducted by Evaluator Iris Hidalgo

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20080910103919

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 22	**DATE:**	09/22/2008
		UNANNOUNCED	**TIME BEGAN:**	09:40 AM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	04:40 PM

ALLEGATION(S):

1 Record keeping-Children's files are not in substantial compliance
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INVESTIGATION FINDINGS:

1 THIS IS AN AMMENDED DOCUMENT REGARDING THE VISIT OF 9/22/08
2 An initial 10 day visit was conducted today for the purpose of investigating the above allegation. Investigation
3 consisted of interview with complainant and review of children's files. Ten children's files are randomly
4 selected. Missing from their files are a variety of forms which include Medical Consent, Immunization
5 Information, Parents' Preadmission Health Histories, Physician Reports, Admission Agreements, and
6 Identification and Emergency Information. Each child had at least one form not available in their files. See
7 9099D for deficiencies cited during today's visit. Based on the statements and evidence obtained through the
8 investigation, LPA finds there is evidence to support the above allegation. Therefore, the allegation is
9 substantiated. Upon receipt of the licensing report, licensee shall post and provide copies of this licensing
10 report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled
11 at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation
12 of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty
13 violation. Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 10/06/2008 **Section Cited** 101220.1	1 2 3 4 5 6 7	Immunizations-Immunization information is missing or incomplete for child #2, #6, and #7.	1 2 3 4 5 6 7	Immunization information will be requested from the parents and available in the child's file by 10/6/08.
Type B 10/06/2008 **Section Cited** 101221(8)	1 2 3 4 5 6 7	Childs's Records-Parent's Report of a Child's Preadmission Health History is missing for chid #4, #5, #7, and #8.	1 2 3 4 5 6 7	Parents will be given forms to complete and these forms will be made available in the child's file by 10/6/08.
Type B 10/06/2008 **Section Cited** 101220(a)	1 2 3 4 5 6 7	Child's Medical Assessment-Prior to, or within 30 calendar days following the enrollment of a child, the licensee shall obtain a written medical assessment of the child. Child #6 and #8 have been enrolled over 30 days. This document is not available in theire file.	1 2 3 4 5 6 7	Parents will be instructed to have medical check ups for their children as soon as possible. If the child's medical check up can not be completed by 10/6/08 an appointment date will be submitted to CCL as to when the child is expected to be seen by their doctor.
Type B 09/23/2008 **Section Cited** 101219(a)	1 2 3 4 5 6 7	Admission agreement-admission agreement missing for child #9	1 2 3 4 5 6 7	Parent will be given an admission agreement to sign today, 9/22/08.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 10/24/2008 **Section Cited** 101218.1(e)(1)	1 2 3 4 5 6 7	ADMISSION PROCEDURES AND PARENTAL AND AUTHORIZED REPRESENTATIVE'S RIGHTS-Parent's Rights Receipt is not in the file of child #10.	1 2 3 4 5 6 7	Parent will be given Parent's rights form to sign. receipt will be placed in the child's file by 10/24/08.
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Nolan

DATE: 09/22/2008

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 09/23/2008 **Section Cited** 101221(b)(8)(C)	1 2 3 4 5 6 7 child's Records-Medical consent missing for child #7	1 2 3 4 5 6 7 Child is in care today. Parent will be given form and it will be signed when they pick up their child. LIC 9098 Proof of Corrections will be used to verify corrections
Type B 09/23/2008 **Section Cited** 101221(a)	1 2 3 4 5 6 7 Child's Records-Seperate, complete, and current record must be kept for each child. This information is missing for child #8.	1 2 3 4 5 6 7 Parent will be given form and it will be signed when they pick up the sibling of child #8.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Amended documents mailed to Licensee IHidalgo

DATE: 09/22/2008

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 22	**DATE:**	09/22/2008
TYPE OF VISIT:	Case Management - Other	UNANNOUNCED	**TIME BEGAN:**	05:03 PM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	06:00 PM

NARRATIVE

THIS DOCUMENT IS AN AMENDMENT FOR THE VISIT OF 9/22/08

A case management visit was conducted today. When the visit began, neither Director Ray Welch or Administrator Mary Welch were at the Center. Teacher, Julia Padilla was the staff person in charge. Mr. and Mrs. Welch arrived at the center approximately 10 minutes after the visit began. Teacher Julia Padilla is caring for 6 preschoolers, teacher Susana Reyes is caring for 6 toddlers, and teacher Lisa Crane is caring for 10 preschoolers. Sign In and Sign Out sheets verify the census. Staff and children's records are reviewed.

See LIC 899D for deficiences cited during today's visit.

Upon receipt of the licensing report, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty violation.

Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A 09/23/2008 **Section Cited** 101212(d)(1)(C)	1 2 3 4 5 6 7	Reporting Requirements-a child in care had a biting incident which left teeth marks on another child, and another incident where they broke the skin on a child. This behavior threatens the physical and emotional heal of the bitten child and needs to be reported to CCL	1 2 3 4 5 6 7	Biting incidents where there is injury to a child will be reported to CCL within 24 hours and a written report within 7 days.
Type A 09/22/2008 **Section Cited** 101223(a)(3)	1 2 3 4 5 6 7	Personal Rights Children are to be free from infliction of pain. A child has bitten children three times. The injury resulted in teeth marks and broken skin.	1 2 3 4 5 6 7	The child will be watched more closely. The child will be shadowed. Staff will try to catch the child being good, use brief time outs. Parents are notified of their child's behavior. Literature is given to the parents of the child who bites. Limits will be set when they are playing.
Type B 09/23/2008 **Section Cited** 101216(g)(3)(B)	1 2 3 4 5 6 7	Personnel Requirements-Volunteers are required to have a TB clearance. A volunteer at this center has been working without a TB clearance. This information is not available in their file.	1 2 3 4 5 6 7	Volunteer will not be allowed to work until they have TB results.
Type B 09/23/2008 **Section Cited** 101216(g)(3)(A)	1 2 3 4 5 6 7	Personnel Requirements-Volunteers need to submit a statement that they are in good health. This information is not available in the file of a volunteer.	1 2 3 4 5 6 7	Volunteer will provide a statement of good health in order to work at the center.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo

TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

COMPLAINT INVESTIGATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **09/10/2008** and conducted by Evaluator Iris Hidalgo

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20080910103919

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 22	**DATE:**	09/22/2008
		UNANNOUNCED	**TIME BEGAN:**	09:40 AM
MET WITH:	Ray and Mary Welch		**TIME COMPLETED:**	04:40 PM

ALLEGATION(S):

1 Record keeping-Children's files are not in substantial compliance
2
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INVESTIGATION FINDINGS:

1 THIS IS AN AMMENDED DOCUMENT REGARDING THE VISIT OF 9/22/08
2 An initial 10 day visit was conducted today for the purpose of investigating the above allegation. Investigation
3 consisted of interview with complainant and review of children's files. Ten children's files are randomly
4 selected. Missing from their files are a variety of forms which include Medical Consent, Immunization
5 Information, Parents' Preadmission Health Histories, Physician Reports, Admission Agreements, and
6 Identification and Emergency Information. Each child had at least one form not available in their files. See
7 9099D for deficiencies cited during today's visit. Based on the statements and evidence obtained through the
8 investigation, LPA finds there is evidence to support the above allegation. Therefore, the allegation is
9 substantiated. Upon receipt of the licensing report, licensee shall post and provide copies of this licensing
10 report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled
11 at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation
12 of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty
13 violation. Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 10/06/2008 **Section Cited** 101220.1	1 2 3 4 5 6 7	Immunizations-Immunization information is missing or incomplete for child #2, #6, and #7.	1 2 3 4 5 6 7	Immunization information will be requested from the parents and available in the child's file by 10/6/08.
Type B 10/06/2008 **Section Cited** 101221(8)	1 2 3 4 5 6 7	Childs's Records-Parent's Report of a Child's Preadmission Health History is missing for chid #4, #5, #7, and #8.	1 2 3 4 5 6 7	Parents will be given forms to complete and these forms will be made available in the child's file by 10/6/08.
Type B 10/06/2008 **Section Cited** 101220(a)	1 2 3 4 5 6 7	Child's Medical Assessment-Prior to, or within 30 calendar days following the enrollment of a child, the licensee shall obtain a written medical assessment of the child. Child #6 and #8 have been enrolled over 30 days. This document is not available in theire file.	1 2 3 4 5 6 7	Parents will be instructed to have medical check ups for their children as soon as possible. If the child's medical check up can not be completed by 10/6/08 an appointment date will be submitted to CCL as to when the child is expected to be seen by their doctor.
Type B 09/23/2008 **Section Cited** 101219(a)	1 2 3 4 5 6 7	Admission agreement-admission agreement missing for child #9	1 2 3 4 5 6 7	Parent will be given an admission agreement to sign today, 9/22/08.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 10/24/2008 **Section Cited** 101218.1(e)(1)	1 2 3 4 5 6 7	ADMISSION PROCEDURES AND PARENTAL AND AUTHORIZED REPRESENTATIVE'S RIGHTS-Parent's Rights Receipt is not in the file of child #10.	1 2 3 4 5 6 7	Parent will be given Parent's rights form to sign. receipt will be placed in the child's file by 10/24/08.
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 09/22/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 09/23/2008 **Section Cited** 101221(b)(8)(C)	1 2 3 4 5 6 7	child's Records-Medical consent missing for child #7	1 2 3 4 5 6 7	Child is in care today. Parent will be given form and it will be signed when they pick up their child. LIC 9098 Proof of Corrections will be used to verify corrections
Type B 09/23/2008 **Section Cited** 101221(a)	1 2 3 4 5 6 7	Child's Records-Seperate, complete, and current record must be kept for each child. This information is missing for child #8.	1 2 3 4 5 6 7	Parent will be given form and it will be signed when they pick up the sibling of child #8.
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 09/22/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 09/22/2008

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

COMPLAINT INVESTIGATION REPORT

This is an official report of an unannounced visit/investigation of a complaint received in our office on **08/07/2008** and conducted by Evaluator Iris Hidalgo

COMPLAINT CONTROL NUMBER: 01-CC-20080807152550

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 29	**DATE:**	08/18/2008
		UNANNOUNCED	**TIME VISIT BEGAN:**	11:45 AM
MET WITH:	Mary Welch, Administrator		**TIME COMPLETED:**	05:55 PM

ALLEGATION(S):

-Lack of Supervision-Direct supervision of a child was not maintained by staff
-Classroom door which opens to the playground does not work properly.
-Unusual Incident was not reported to Licensing

INVESTIGATION FINDINGS:

Investigation consisted of interviews with the complainant, staff persons, and administrator. An incident occurred whereby an child wandered away from staff person and their whereabouts were not known. A parent arrived at the school and found their child walking through a doorway which leads to an outside walkway. Mrs. Welch and staff persons admit the incident happened when a parent left the building and a door was not closed behind them. Staff persons state persons entering and leaving the preschool often do not check to make sure doors and gates are completely closed. The door from the Toddler Classroom to the playground does not shut properly. The door knob does not latch onto the frame piece. Based on the statements obtained through the investigation, LPA finds there is evidence to support the above allegations. The allegation is substantiated. See LIC 9099 for deficiency cited under Manual of Policies and Procedures Child Care Center, Title 22, Division 12, Chapter 1.Upon receipt of the licensing report, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty violation. Shaken Baby pamphlet given.

Shaken Baby Syndrome Brochure is given. Notice of Site Visit is posted.

Substantiated | **Estimated Days of Completion:**

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

Iris Hidalgo

DATE: 08/18/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 08/18/2008

Mary Welch

This report must be available at Child Care and Group Home facilities for public review for 3 years.

Control Number 01-CC-20080807152550
STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 08/18/2008

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 08/18/2008 **Section Cited** 101229(a)	1 2 3 4 5 6 7 Care and supervision-The licensee shall provide care and supervision as necessary to meet the children's needs. A child wandered away and their whereabouts were not known by staff..	1 2 3 4 5 6 7 Signs have been posted on all of the gates and doors to remind persons entering and exiting to close doors and gates. Staff have been instructed to check doors and gates often. Also, parents are reminded to close gates and doors.
Type A 08/19/2008 **Section Cited** 101238	1 2 3 4 5 6 7 Buildings and Grounds-CCC shall be in good repair at all times. Door from Toddler Room to playground does not close properly. The door knob does not latch onto the door frame.	1 2 3 4 5 6 7 The door was repaired during this visit. The door closes easily and latches.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 08/18/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 08/18/2008

This Notice must be posted for 30 days

Control Number 01-CC-20080807152550
STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 08/18/2008

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 08/22/2008 **Section Cited** 101212(d)(1)(C)	1 2 3 4 5 6 7	Reporting Requirements-Unusual Incident report not submitted to CCL to report the absence of a child from supervision..	1 2 3 4 5 6 7	A report shall be made to CCL by telephone or fax within the Department's next working day and during its normal business hours. In addition, a written report containing the information shall be submitted to CCL within seven days following the event. A report will be sent regarding the June incident.
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo
TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 08/18/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 08/18/2008

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 29	**DATE:**	08/18/2008
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	11:45 AM
MET WITH:	Mary Welch, Administrator		**TIME COMPLETED:**	06:15 PM

NARRATIVE

A case management visit was conducted because the licensee wishes to increase the capacity of the preschool to 95 children. The preschool will now add the auditorium space located across from the office. Various areas of the center are inspected. The school consists of Preschool classrooms 1, 3, the auditorium space, and classroom 2 (toddler option). Classrooms have furniture and equipment that is age appropriate. Heating, lighting, and ventilation is adequate. Drinking water is readily available using cups and a water pitcher. There is adequate storage for the children's belongings. There is 35 square feet of indoor space per child based on the total licensed capacity. The office will be used as an isolation area for the care of an ill child. Bathrooms and toileting areas meet guide lines for the number of children in care. There are 7 toilets and 9 hand washing sinks. Toilets flush and faucets work. Only cold water is used for hand washing by the children. Toilet paper and towels are available to meet the children's needs. Food preparation area is inaccessible to children. Cleaning supplies are inaccessible children and are stored separately from food. Breakfast and lunches are provided by parents. Center provides snacks. The play area is inspected. There is 75 square feet per child based upon licensed capacity. Climbing structure is securely anchored. The cushioning material is shredded bark Drinking water is provided by cups and a pitcher. Shade is provided by trees, a covered sand box and a wooden awning. Fencing is at least four feet high around the perimeter of the playground. Sandbox is free of hazardous materials. For napping, cots and mats are available for each child in care. Bedding and mats are stored properly. There is a working telephone on the premises. First aid supplies will be kept in each classroom. At least 1 staff person present has current pediatric first aid/CPR cards. Required forms are posted. PUB 271 (Never Shake a Baby) is given. LIS staff records on 8/18/08 indicates that facility staff or other individuals who require caregiver background checks have received criminal record and child abuse index clearances or exemptions. Licensee is requesting to share outdoor play space between the preschool age children and the toddler group. A waiver request is submitted. Center is currently approved for 45 children. The increase in capacity is being reviewed. See 809D for deficiencies cited during this visit. Upon receipt of the licensing report, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months (LIC 9224). Failure to comply with this requirement shall be a violation of HSC section 1596.8595(c). Removal of any posted documents before 30 days is a $100.00 civil penalty violation.

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 08/18/2008

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 08/18/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 08/18/2008

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 08/18/2008 **Section Cited** 101170(f)	Criminal Record Clearance- Teachers [redacted] and [redacted] have fingerprint clearances associated to Children's Cottage on Lincoln Ave. Transfer is requested. Deficiency cited but Civil penalty not assessed.	Fingerprint transfer submitted today.
Type A 08/18/2008 **Section Cited** 101239(q)	Fixtures and Supplies-materials shall be free of toxic substances. Sun tan lotion (with label instructing product to be kept out of reach of children) accessible to children. Products kept in outdoor cabinets without any safety latch.	Flex lock installed on one cabinet and a padlock installed on other cabinet door during visit.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo

TELEPHONE: (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 08/18/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Mary Welch

DATE: 08/18/2008

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 32	**DATE:**	06/23/2008
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	01:40 PM
MET WITH:	Mary Welch, Administrator		**TIME COMPLETED:**	02:30 PM

NARRATIVE

A case management visit was done today for the purpose of determining the space used by this preschool. Ms. Welch is requesting to increase the capacity of the preschool to 95 children. Now that the school age children are using the 1098 East Avenue site, the auditorium space will be used exclusively by the preschol children.

Twelve children are under the supervision of teachers Julia Padilla and Rhonda Nelson in room #1, eleven toddlers are under the care of teacher Susanna Reyes and aide Veronica Shroyer in room 2, and nine children are being supervised by teacher Collen Weitz in room #3.

The facility is toured inside and out. No deficiencies are cited today

Notice of Site Visit is posted.

Never Shake a Baby is given...

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 291-8907

LICENSING EVALUATOR SIGNATURE:

DATE: 06/23/2008

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Mary Welch

DATE: 06/23/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 53	**DATE:**	04/03/2008
TYPE OF VISIT:	Annual/Random	UNANNOUNCED	**TIME BEGAN:**	10:30 AM
MET WITH:	Mary Welch		**TIME COMPLETED:**	01:30 PM

NARRATIVE

LPA Barbara Lawler conducted an annual site visit and inspected for health, safety, and Title 22 compliance. LPA initially met with lead teachers, Pilar, Susana, Lisa, Sarah and Rueann. Licensee, Mary Welch arrived during the visit. This is a combination center, with toddler component, preschool, and school age programs. LPA toured all classrooms and observed teacher child ratios.

Ladybugs 2's - 2 teachers were caring for 15 two year olds during lunchtime.
Caterpillars toddlers- 2 teachers supervising 8 toddlers
Bumblebees 3-4's 2 teachers supervising 21 children
Dragonflies pre-K 1 teacher supervising 9 children
Butterflies pre-K 1 teacher supervising 11 children

LPA reviewed sign in and out sheets used for children and sign it sheets for staff. LPA reviewed staff files for early childhood education transcripts.
LPA inspected all classrooms and outdoor play areas. LPA observed children during outdoor play, lunch, and nap time. During nap time 26 preschool age children were under the care and supervision of two teachers. Ratios were exceeded during napping activity. One child needed the assistance of a teacher for toileting and another child became restless. Child who was moving about the classroom during nap time required the supervision of the teacher. The second teacher moved from one side of the classroom to sit with this child.
Facility was closing at 5:30PM LPA discussed this report and deficiencies observed. A subsequent visit will be made.
LPA DISCUSSED WITH LICENSEE: AB 633 FACT SHEET AND PARENTS ACKNOWLEDGMENT OF RECEIPT OF LICENSING REPORTS, APPEAL RIGHTS, RATIOS DURING NAPPING, AND VISUAL SUPERVISION OF CHILDREN IN CCC
See following lic 809D for deficiencies:
APPEAL RIGHTS DISCUSSED
NOTICE OF SITE VISIT POSTED

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 04/03/2008

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 04/03/2008

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 04/03/2008

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 04/03/2008 **Section Cited** 101230	1 2 3 4 5 6 7 During nap time 25 preschool age children were under the supervision of two teachers. One teacher was attending to the child toileting and second teacher attending to the restless child. An additional staff was needed to maintain compliance with ratio. Ratio exceeded due to activity of awake children.	1 2 3 4 5 6 7 Licensee will complete plan of correction and mail to licensing April 4 2008
Type A 04/03/2008 **Section Cited** 101161	1 2 3 4 5 6 7 License capacity exceeded. 57 preschool and toddler age children in care. License capacity is 45.	1 2 3 4 5 6 7 Licensee will complete plan of correction and mail to licensing April 4 2008
Type A 04/03/2008 **Section Cited** 101238	1 2 3 4 5 6 7 Disinfectants and toxins which state keep out of the reach of children observed accessible to children in several classrooms in facility	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler
TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 04/03/2008

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 04/03/2008

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

COMPLAINT INVESTIGATION REPORT

This is an official report of an unannounced visit/investigation of a complaint received in our office on **01/10/2006** and conducted by Evaluator Iris Hidalgo

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20060110144227

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
DIRECTOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 62 UNANNOUNCED	**DATE:**	04/21/2006
			TIME VISIT BEGAN:	11:40 AM
MET WITH:	Mary Welch, director		**TIME COMPLETED:**	05:30 PM

ALLEGATION(S):

-Violation of teacher-child ratio. Too many children for the staff present in the facility.
-Commingling of children from different components
-exceeds license

INVESTIGATION FINDINGS:

Investigation consisted of interviews with complainant and staff persons. During today's visit, 11 two year old children are under the care of one staff person, 11 toddler age children are under the supervision of 2 staff persons, 11 three year olds are under the supervision of one staff person, and 29 pre-kindergarten children are under the supervision on 2 staff persons. Ray Welch is also present during this visit. Ms. Welch states that three teachers are out ill. When the visit began, the children are starting their napping time. Today, this facility does not exceed the staff to child ratio for the 12 toddlers. However, this facility is licensed for a total of 45 preschool children. There are 11 toddlers, 22 children in the classroom space which is shared with the toddlers and 29 children in the pre-kindergarten class next door. When combined, there are 62 children in care. The preschool capacity of this facility is 45. Available evidence shows a pattern of exceeding teacher child ratio and commingling ages.

The allegation is substantiated. See 9099 D for deficiencies cited.
Notice of Site Visit is posted.

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 588-5061

LICENSING EVALUATOR SIGNATURE: Iris Hidalgo **DATE:** 04/21/2006

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Mary Welch **DATE:** 04/21/2006

LIS 4-24-06

Control Number 01-CC-20060110144227
STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 04/21/2006

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 04/24/2006 **Section Cited** 101216.3	1 2 3 4 5 6 7 Teacher-Child ratio One teacher can visually supervise 12 children. Two teachers are supervising 29 children in the pre-kindergarten room. The children are resting, but are not asleep.	1 2 3 4 5 6 7 I had appropriate nap time ratio.
Type A 04/24/2006 **Section Cited** 101238.2	1 2 3 4 5 6 7 Commingling of ages is allowed during the first and last hour of the day for planned activities which are time limited. Available information indicates children are commingled on a regular basis at the convenience of the center.	1 2 3 4 5 6 7 It's not true.
Type B	1 2 3 4 5 6 7 Limitations on Capacity-A licensee shall not operate a child care center beyond the conditions and limitations specified on the license, including the capacity limitation. Facility is licensed for 45 preschool age children. 62 children are in care.	1 2 3 4 5 6 7 I disagree. I am not in violation
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 588-5061

LICENSING EVALUATOR SIGNATURE: Iris Hidalgo **DATE:** 04/21/2006

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Mary Weld **DATE:** 04/21/2006

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste. A230
Rohnert Park, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
DIRECTOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 62	**DATE:**	04/21/2006
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	11:40 AM
MET WITH:	Mary Welch, director		**TIME COMPLETED:**	05:50 PM

DEFICIENCY INFORMATION FOR THIS PAGE:
Type A

CIVIL PENALTY INFORMATION:
Not Applicable

COMMENTS/DEFICIENCIES

A case management visit is conducted today. This facility has a combination preschool/toddler component. Also present is Ray Welch. During today's visit, 11 two year old children are under the care of one staff person, 11 toddler age children are under the supervision of 2 staff persons, 11 three year olds are under the supervision of one staff person, and 29 pre-kindergarten children are under the supervision on 2 staff persons. Children are observed napping and trying to nap. Furniture and equipment is age appropriate. Heating, lighting, and ventilation is adequate. Drinking water is readily available both inside and outside. Bathrooms and toileting areas meet guide lines for the number of children in care. Toilets flush and faucets work. Toilet paper and towels are available. Hot water does not exceed 120 degrees. Only snacks are provided by the facility. Children provide their own lunches. Mats are available for each child under the age of 5 years. The preschool play area has climbing structures which are securely anchored. The toddler group has a separate play area. Both areas use shredded bark as a cushioning material. The sand boxes are free of hazardous materials. Shade is provided by a shade structure over the sand boxes and trees.

Sign-in and sign-out sheets verify census. At least 1 staff person present has current pediatric first aid/CPR cards. Posting requirements which include license, parent's rights, and emergency disaster plan are met. First aid supplies are kept in the kitchen area . Medications are inaccessible in the kitchen area. An ill child is isolated in the office area. Fire extinguisher is charged.

See 809D for deficiencies cited during this visit.

Notice of Site Visit is posted

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 588-5061

LICENSING EVALUATOR SIGNATURE: Iris Hidalgo **DATE:** 04/21/2006

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Mary Welch **DATE:** 04/21/2006

LIS 4-24-06

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 04/21/2006

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A 04/24/2006 **Section Cited** 101221	1 2 3 4 5 6 7	Children's Records-Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding control and custody of medications. Information not available for two students. Medications not kept in original container.	1 2 3 4 5 6 7	Medicatgions will be kept in the original container.
Type B 04/28/2006 **Section Cited** 101238	1 2 3 4 5 6 7	Buildings and Grounds-center shall be kept in good repari at all times. Gate which opens to the kitchen area is easilly opened. Cleaning solutions (Clorox) is stored under the kitchen sink.	1 2 3 4 5 6 7	Will have a latch/closure installed on the gate.
Type B 04/21/2006 **Section Cited** 101225	1 2 3 4 5 6 7	Child passenger restraint is not posted.	1 2 3 4 5 6 7	Will post by 4/21/06
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Carl Hockett **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Iris Hidalgo **TELEPHONE:** (707) 588-5061

LICENSING EVALUATOR SIGNATURE: Iris Hidalgo **DATE:** 04/21/2006

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Mary Lodler **DATE:** 04/21/2006

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste A-230
Rohnert Park, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME:	CHILDREN'S COTTATE - PRESCHOOL		**FACILITY NUMBER:**	283005477
DIRECTOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 0	**DATE:**	05/21/2004
TYPE OF VISIT:	Prelicensing	UNANNOUNCED	**TIME BEGAN:**	09:15 AM
MET WITH:	Mary and Ray Welch		**TIME COMPLETED:**	11:34 AM

DEFICIENCY INFORMATION FOR THIS PAGE:
No Deficiency Cited

CIVIL PENALTY INFORMATION:

COMMENTS/DEFICIENCIES

Pre-licensing change of location visit conducted this date to inspect this CCC for initial licensing compliance. Today the physical plant and play yards were inspected. Mr. and Mrs Welch currently are licensed to operate the "CHILDREN'S COTTAGE" 2590 First St. in Napa. This facility will be licensed as a combination center with the other licensed component being licensed to care for school-age children. The combined total capacity will not exceed ninety-five children.

Today the preschool classrooms were inspected along with the play yards. The classrooms are all individual rooms but connected together via interior doors. The classrooms are furnished with age and developmentally appropriate furniture, toys and educational materials. The floor surfaces are linoleum and carpet. The center is adequately lit and ventilated. Available on site are cubbies for the storage of children's personal belongings. The children's bathrooms are in operational order, water temperature accessible to children does not exceed 120 F. Napping equipment is available. There are no toxins or cleaning agents accessible to children.

The play yards are spacious and fenced with surface areas of bark, grass and asphalt. Shade and drinking water are available outdoors.

The interior area/bathrooms/sinks and play yard will allow for the capacity of the forty-five children requested on the application.

This facility will be licensed once the fire clearance is verified.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Diane Hoffmann **TELEPHONE:** 707.588.5026

LICENSING EVALUATOR NAME: Myrtle Herin-Wahlstrom **TELEPHONE:** 707.588.5039

LICENSING EVALUATOR SIGNATURE: Myrtle Herin **DATE:** 05/21/2004

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Mary Welch **DATE:** 05/21/2004

LIC809 (FAS) - (4/96)

Temp copy for file

DEPT. OF SOCIAL SERVICES
REDWOOD EMPIRE DISTRICT
JUN 3 - 2004
COMMUNITY CARE LICENSING

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste A-230
Rohnert Park, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME:	CHILDREN'S COTTATE - PRESCHOOL		**FACILITY NUMBER:**	283005477
DIRECTOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 0	**DATE:**	05/21/2004
TYPE OF VISIT:	Prelicensing	UNANNOUNCED	**TIME BEGAN:**	09:15 AM
MET WITH:	Mary and Ray Welch		**TIME COMPLETED:**	11:34 AM

DEFICIENCY INFORMATION FOR THIS PAGE:
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CIVIL PENALTY INFORMATION:

COMMENTS/DEFICIENCIES

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Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Diane Hoffmann **TELEPHONE:** 707.588.5026

LICENSING EVALUATOR NAME: Myrtle Herin-Wahlstrom **TELEPHONE:** 707.588.5039

LICENSING EVALUATOR SIGNATURE: Myrtle Herin **DATE:** 05/21/2004

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:_____ **DATE:** 05/21/2004

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
Redwood Empire CC, 101 Golf Course Dr. Ste A-230
Rohnert Park, CA 94928

FACILITY NAME:	CHILDREN'S COTTATE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	45	**CENSUS:** 0	**DATE:**	05/21/2004
TYPE OF VISIT:		UNANNOUNCED	**TIME BEGAN:**	09:15 AM
MET WITH:	Mary and Ray Welch		**TIME COMPLETED:**	11:34 AM

NARRATIVE

Pre-licensing change of location visit conducted this date to inspect this CCC for initial licensing compliance. Today the physical plant and play yards were inspected. Mr. and Mrs Welch currently are licensed to operate the "CHILDREN'S COTTAGE" 2590 First St. in Napa. This facility will be licensed as a combination center with the other licensed component being licensed to care for school-age children. The combined total capacity will not exceed ninety-five children.

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The interior area/bathrooms/sinks and play yard will allow for the capacity of the forty-five children requested on the application.

This facility will be licensed once the fire clearance is verified.

SUPERVISOR'S NAME: Diane Hoffmann **TELEPHONE:** 707.588.5026

LICENSING EVALUATOR NAME: Myrtle Herin-Wahlstrom **TELEPHONE:** 707.588.5039

LICENSING EVALUATOR SIGNATURE: *** SIGNED *** **DATE:** 05/21/2004

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: *** SIGNED *** **DATE:** 05/21/2004

This report must be available at the facility for public review (3 years).

State of California

Department of Social Services

Facility Number: 283005477

Effective Date: 05/21/2004 Total Capacity: 64

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues

this License to

CHILDREN'S COTTAGE CHILD CARE INC.

to operate and maintain a

DAY CARE CENTER

Name of Facility

CHILDREN'S COTTAGE - PRESCHOOL
1078 EAST AVENUE
NAPA, CA 94559

This License is not transferable and is granted solely upon the following:

PROBATIONAL - EXPIRATION DATE: 06/24/2014
COMBINATION CENTER TO SERVE WELL CHILDREN. AGES 2 YEARS UNTIL ENTRY INTO FIRST GRADE. CAPACITY 64 TOTAL COMBINED CAPACITY FOR BOTH CENTERS SHALL NOT EXCEED 84 CHILDREN.

Client Groups Served:

CHILDREN

Complaints regarding services provided in this facility should be directed to:

CCLD Regional Office (707) 588-5026

Jeffrey Hiratsuka
Deputy Director,
Community Care Licensing Division

Authorized Representative of Licensing Agency

POST IN A PROMINENT PLACE

LEGAL DIVISION
Department of Social Services
Office of Chief Counsel
DARRYL E. EAST
Assistant Chief Counsel
MARIAM O. KAVIANI, State Bar No. 252071
Staff Attorney
744 P Street, MS 8-5-161
Sacramento, CA 95814
Telephone Number: (916) 657-3636
Facsimile Number: (916) 657-2470

Attorneys for Complainant

BEFORE THE
DEPARTMENT OF SOCIAL SERVICES
STATE OF CALIFORNIA

IN THE MATTER OF:	
CHILDREN'S COTTAGE CHILD CARE, INC. dba Children's Cottage - Preschool 1078 East Avenue Napa, CA 94559	CDSS No. 7210039001z **ACCUSATION** (Revocation of Probationary License)
CHILDREN'S COTTAGE CHILD CARE, INC. dba Children's Cottage Child Care, Inc.-Infant 1078 East Avenue Napa, CA 94559	CDSS No. 7210039001Bz **ACCUSATION** (Revocation of Probationary License)
Respondent.	

JURISDICTION

1. This matter arises under the California Child Day Care Facilities Act, Health and Safety Code section 1596.70 et seq., which governs the licensing and operation of child day care centers.

2. The regulations which govern the licensing and operation of child day care centers are contained in California Code of Regulations, title 22, section 101151 et seq.[1]

[1] Subsequent references to any regulation section(s) are to Title 22 of the California Code of Regulations.

3. The California Department of Social Services ("Department") is the agency of the State of California responsible for the licensing and inspection of child day care centers.

4. Administrative proceedings before the Department must be conducted in conformity with the provisions of the California Administrative Procedure Act, Chapter 5, Government Code section 11500 et seq.

5. Pursuant to Health and Safety Code section 1596.854, the Department may institute or continue a disciplinary proceeding against a licensee following the suspension, expiration, or forfeiture of a license.

6. Pursuant to Health and Safety Code section 1596.887(b) and 1596.889, the standard of proof to be applied in this proceeding is the preponderance of evidence.

THE PARTIES

7. Complainant **DAVID F. DODDS** is the Interim Deputy Director of the Community Care Licensing Division of the Department. Pursuant to Government Code section 11503, complainant files this Accusation in his official capacity.

8. Respondent **CHILDREN'S COTTAGE CHILD CARE, INC.** ("Respondent") is licensed by the Department to operate a child day care center at 1078 East Avenue, Napa, California ("facility No.1"). Facility No. 1 was initially licensed on May 21, 2004. Respondent **CHILDREN'S COTTAGE CHILD CARE, INC.** ("Respondent") is also licensed by the Department to operate an infant center at 1078 East Avenue, Napa, California ("facility No. 2"). Facility No. 2 was initially licensed on November 2, 2009. Facility No. 1 and Facility No. 2 are referred to collectively hereafter as "facilities." A copy of Respondent's most recent licenses setting forth the capacity, limitations, and effective dates accompanies this Accusation as **ATTACHMENT A** and is incorporated by reference.

9. On or about August 6, 2010, the Department filed an Accusation to revoke Respondent's licenses to operate Facility No. 1 and Facility No. 2. The August 6,

2010 Accusation was subsequently amended on March 1, 2011 ("2011 Accusation"). The Department and Respondents entered into a Stipulation and Waiver which was adopted by the Department as its Decision and Order on June 24, 2011 ("Stipulation"). Pursuant to the terms of the Stipulation, Respondent's licenses were revoked and it was granted probationary licenses for a three (3) year period subject to specified limitations and conditions. Among the pertinent terms and conditions of the Stipulation is the requirement that Respondent operate the facilities in strict compliance with the regulations and statutes governing the operation of a child care center. Copies the 2011 Accusation and the Stipulation accompany this Accusation as **ATTACHMENT B**, respectively, and are incorporated by reference.

10. Respondent, by virtue of licensure, must operate in accordance with the statutes and regulations governing the licensing and operation of child day care centers. Copies of the applicable statutes and regulations accompany this Accusation as **ATTACHMENT C** and are incorporated by reference.

FACTUAL ALLEGATIONS

SUBJECT MATTER: CARE AND SUPERVISION/PERSONAL RIGHTS

APPLICABLE LAW: Health and Safety Code section 1596.885(a), (b)
Regulation sections 101430, 101419.2, 101438.3(b), 101223(a)(2), 101229(a)(1), 101239(a)(2), and 101229

ALLEGATIONS:

11. Respondent failed to provide proper care and supervision to children in care at the facilities, including as follows:

A. On or about December 18, 2012, at facility 1, children in care were required to remove their shoes and socks outside, before entering the classroom at the facility, and had to walk barefoot on cold and/or wet pavement to get to the classroom.

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B. On or about December 18, 2012, at facility 2, infants were left in high chairs for an appreciable period of time wherein the infants were neither being fed nor eating.

C. On or about December 18, 2012, at facility 2, Respondent failed to have the needs and services plans completed for each infant, thereby failing to gather information regarding whether or not infants in care were able to eat solid foods and/or foods that require chewing.

D. On or about October 10, 2012 and on other occasions currently unknown to complainant, at facility 1, children engaged in inappropriate behavior, including but not limited to: pulling their pants down, touching each other's genital areas and/or other inappropriate activity, while on the playground at the facility.

E. On or about September 28, 2012, at facility 2, infants in care and preschool age children in care were comingled in the same activity area, in violation of Department Regulations that require indoor infant activity space to be physically separate from indoor play areas for children in care.

F. On or about May 21, 2012, at facility 1, children in care were left in the classroom without a teacher while the supervising teacher went to the store room to collect equipment, in violation of Department regulations which require children to be under visual supervision of staff at all times.

G. On or about April 6, 2012, at facility 2, an infant in care was left to cry in a high chair for an appreciable period of time until s/he fell asleep.

H. On or about August 29, 2011, at facility 2, a teacher placed an infant in care on a changing table and then walked across the room leaving the infant on the changing table unattended, creating a risk of harm to the infant.

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SUBJECT MATTER: PHYSICAL PLANT

APPLICABLE LAW: Health and Safety Code section 1596.885(a), (b)
Regulation section 101238

ALLEGATIONS:

12. Respondent failed to maintain the physical premises of the facilities, including as follows:

A. On or about May 29, 2013, at facility 2, Respondent left partially open cans of paint on a pathway used by infants in care.

B. On or about May 29, 2013, at facility 2, Respondent allowed leaves and debris to clutter the sand box and play yard where infants in care play.

C. On or about December 18, 2012, at facility 1, a multi-tiered metal shelf was hanging precariously in an area accessible to children in care, creating a risk of harm to children in care.

D. On or about May 18, 2012, at facility 1, the drinking water fountain intended for use by children in care, was not properly maintained and did not deliver adequate water for children to drink.

E. On or about May 18, 2012, at facility 1, a large bookcase was not secured and/or anchored to the wall, creating a risk of harm to children in care.

SUBJECT MATTER: Health-Related Services

APPLICABLE LAW: Health and Safety Code section 1596.885(a), (b)
Regulation section 101226

ALLEGATIONS:

13. Respondent failed to abide by the ratio and/or capacity limits of its probationary licenses to operate the facilities, including as follows:

A. On or about May 29, 2013, at facility 2, Respondent allowed staff to apply sunscreen to infants in care without first receiving written permission from each infant's parents/guardians.

SUBJECT MATTER: RATIO/CAPACITY

APPLICABLE LAW: Health and Safety Code section 1596.885(a), (b)

Regulation section 101416.5

ALLEGATIONS:

14. Respondent failed to abide by the ratio and/or capacity limits of its probationary licenses to operate the facilities, including as follows:

A. On or about December 18, 2012, at facility 2, one teacher was supervising eight infants, in violation of Department regulations.

B. On or about September 28, 2012, and on other occasions currently unknown to complainant, at facility 2, one teacher was providing care for eleven children, including three infants, in violation of Department regulations.

SUBJECT MATTER: CONDUCT INIMICAL

APPLICABLE LAW: Health and Safety Code section 1596.885(c)

ALLEGATIONS:

15. Respondent engaged in conduct that is inimical to the health, morals, welfare, or safety of either an individual in or receiving services from the facility, or the people of the State of California as alleged in paragraphs 11 through 14, above, and incorporated here by reference.

CAUSE FOR DISCIPLINE

16. The facts alleged in paragraphs 11 through 14, individually and/or jointly, constitute violations of licensing laws. These facts provide cause, pursuant to Health and Safety Code section 1596.885(a)-(b) and/or the Stipulation to revoke Respondent's probationary license to operate the facilities.

17. The facts alleged in paragraphs 11 through 15, individually and/or jointly, constitute conduct by Respondent which is inimical to the health, morals, welfare, or safety of either an individual in or receiving services from the facility or the people of this state. These facts provide cause, pursuant to Health and Safety Code section

1596.885(c), to revoke Respondent's probationary license to operate the facility.

PETITION FOR RELIEF

18. WHEREFORE, complainant requests that Respondent **CHILDREN'S COTTAGE CHILD CARE, INC.'s** probationary license to operate a child care center at 1078 Napa Avenue, Napa, California be revoked.

19. WHEREFORE, complainant requests that Respondent **CHILDREN'S COTTAGE CHILD CARE, INC.'s** probationary license to operate an infant center at 1078 Napa Avenue, Napa, California be revoked.

DATED: DEC 2 4 2013

DAVID F. DODDS
Interim Deputy Director
Community Care Licensing Division
California Department of Social Services

DELEGATION

1. I hereby delegate to JoAnn Hirai, as Chief of Investigations Branch, Mary Jolls as Program Administrator of Adult and Senior Care Program, Kathi Mowers-Moore, as Chief of the Central Operations Branch, Lori Starnes, Chief of the Technical Assistance and Policy Branch, Angela Valdez, Program Administrator for Children's Residential Program, Paula d'Albenas, Program Administrator for the Child Care Program; my power to issue the following administrative pleadings under the Administrative Procedure Act, Government Code Section 11500 et seq.:

   (a) Accusations and orders for temporary license suspension prior to hearing, pursuant to Health and Safety Code Sections 1550, 1550.5, 1568.082, 1569.50, 1569.51, 1569.885, or 1596.886.

   (b) Statements of Issues pursuant to Health and Safety Code Sections 1526, 1568.063, 1569.22, or 1596.879.

   (c) Orders to require that an employee or prospective employee of a facility not work or be present in a facility pending a final decision of the matter, pursuant to Health and Safety Code Sections 1558, 1568.066, 1569.58, or 1596.8897. They may exercise this power when, in their opinion, the action is necessary to protect the residents or clients from physical or mental abuse, abandonment, or any other substantial threat to the health and safety of the residents or clients.

   (d) Settlement agreements regarding any of the preceding administrative pleadings pursuant to Government Code section 11415.60.

2. These delegations are made pursuant to Government Code Section 7. They shall remain in effect until explicitly revoked.

DATE: 8/9/13

Pat Gary for
WILL LIGHTBOURNE
Director
California Department of Social Services

LEGAL DIVISION
Department of Social Services
Office of Chief Counsel
DARRYL E. EAST
Assistant Chief Counsel
MARIAM O. KAVIANI, State Bar No. 252071
Staff Counsel
744 P Street, MS 8-5-161
Sacramento, CA 95814
Telephone Number: (916) 657-3636
Facsimile Number: (916) 657-2470

Attorneys for Complainant

BEFORE THE
DEPARTMENT OF SOCIAL SERVICES
STATE OF CALIFORNIA

IN THE MATTER OF:	
CHILDREN'S COTTAGE CHILD CARE, INC. dba Children's Cottage Preschool 1078 East Avenue Napa, CA 94559	CDSS No. 7210039001 OAH No. 2010090381
CHILDREN'S COTTAGE CHILD CARE, INC. dba Children's Cottage Child Care - Infant 1078 East Avenue Napa, CA 94559	CDSS No. 7210039001B OAH No. 2010090381 **STIPULATION, WAIVER AND ORDER**
Respondent.	

RESPONDENT Children's Cottage Child Care, Inc., dba Children's Cottage Preschool and dba Children's Cottage Child Care – Infant (hereafter collectively "Respondent"), having obtained the counsel of Phillip M. Cunningham, has been fully advised of the charges of the Accusation in this matter (a copy of which is attached hereto as Exhibit 1 and incorporated herein by reference), and hereby enters into the following Stipulation with the COMPLAINANT, Jeffrey Hiratsuka, as a means of achieving a full and final resolution of the Accusation in lieu of an evidentiary hearing and decision.

Respondent and complainant hereby stipulate and agree as follows:

1. FINDINGS: Respondent admits the allegations in the Accusation and agrees that for purposes of this matter and all other matters between the Department and the Respondent, the allegations of the Accusation are found to be true and to constitute a legally sufficient basis to revoke Respondent's license.

2. REVOCATION: STAYED WITH PROBATION: Respondent's license to operate a child day care center at 1078 East Avenue, Napa, California and Respondent's license to operate an infant center at 1078 East Avenue, Napa, California are revoked upon the Department's adoption of this Stipulation and Waiver as its Order. The revocation of the licenses shall be STAYED, for three years during which time the Respondent shall be granted a probationary license for each facility, subject to the following limitations and conditions:

A. Respondent agrees to operate the facility in substantial compliance with the regulations and statutes governing the operation of a child care center;

B. During the period of probation, the Department in its sole discretion may conduct unannounced site visits for the purpose of determining whether there is full compliance with the regulations and statutes governing the operation of a child care center;

C. During the period of probation, Children's Cottage Child Care, Inc. shall be operated by a Board of Directors that shall have no fewer than three (3) board members.

i. During the period of probation, Ray Welch and Mary Welch shall not serve on the board or directors concurrently.

ii. During the period of probation, all board members shall, within one hundred and twenty (120) days of appointment to the Board, attend a Child Care Operations and Record Keeping Orientation.

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D. Within thirty (30) days of the effective date of this Stipulation, Respondent shall submit to the Chico Regional Office – Rohnert Park Local Unit of the Community Care Licensing Division (hereafter "Licensing") a written roster of the current board members, their titles and their duties;

E. Within thirty (30) days of the effective date of this Stipulation, Respondent shall meet with the regional manager and local unit manager at the local licensing office. Within fifteen (15) days of that meeting, Respondent shall submit to the licensing office a written summary of its hiring and training practices, including job descriptions for each position at the facility;

F. Within thirty (30) days of the effective date of this Stipulation, Respondent shall submit to Licensing an organization chart for each facility;

G. Within thirty (30) days of the effective date of this Stipulation, Respondent shall submit to Licensing a new parent handbook and admission agreement for review and approval;

H. Respondent shall require the director of each facility to attend a Child Care Operations and Record Keeping Orientation within one hundred and twenty days (120) of the effective date of this Stipulation;

I. Respondent shall provide quarterly training to facility staff on applicable Title 22 regulations. Respondent agrees to keep a record of staff who attends such trainings and to submit such records to Licensing on a quarterly basis. Licensing staff shall participate in at least one (1) training session per year, in an effort to facilitate communication between facility staff and licensing staff;

J. During the period of probation, the Board of Directors shall have quarterly meetings. The minutes of each meeting shall be submitted to Licensing within seven (7) days of the meeting date;

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K. Respondent shall ensure that all individuals working, residing or volunteering in the facility, including any individual named or acting as the Chief Operating Officer, shall obtain criminal record clearances or exemptions and shall maintain proof of such criminal record clearances or exemptions at the facility;

L. Respondent shall maintain current personnel records of each employee at the facility and ensure that all employees have a current certificate of CPR and first aid training on file;

M. Respondent is required to maintain an accurate and current client roster, which must be made available to the Department upon request;

N. This Stipulation shall be posted in a conspicuous place at the facility for thirty (30) days, beginning on the effective date of this Stipulation;

O. A copy of this Stipulation shall be provided to the parent/guardians of all children currently enrolled at Respondent's facility, as well as any and all children enrolled at the facility during the probationary period. Respondent shall keep verification of receipt in each child's file at the facility which must be made available to the Department upon request;

P. Respondent shall ensure that the proper ratios are maintained at all times in accordance with the provisions of California Title 22, Regulation section 101216.3;

Q. Respondent shall develop and implement a plan of supervision for children in care, both inside the facility and outdoors in the play area. The plan must include specific information on how supervision will be carried out based on the floor plan of the facility and the configuration of the outdoor play areas. The plan must include a provision detailing how Respondent will assess the daily need for staffing to ensure supervision is met at all times. This plan shall be submitted to Licensing for approval within 30 days of the effective date of this Stipulation and Order.

R. Respondent shall implement and continue to maintain procedures to ensure the proper care and supervision of children in its care in compliance with the provisions of California Title 22 Regulation section 101229;

S. Respondent shall abide by the reporting requirements of California Title 22, Regulation section 101212;

T. During the period of probation, Respondent shall not:

(i) allow Ray Welch to work, volunteer or be regularly present at any of the licensed facilities during the hours of operation;

(ii) allow Ray Welch to hold any position wherein he would be responsible for personnel matters such as hiring, termination, discipline or promotion of employees.

U. Respondent shall ensure that the facility is clean, safe, sanitary and in good repair at all times for the safety and well-being of clients, employees and visitors;

V. Respondent shall develop and implement a detailed cleaning plan for the facilities. This plan shall be submitted to Licensing within 30 days of the effective date of this Stipulation and Order. Respondent shall not assign cleaning tasks to child care staff while they are providing care and supervision to children.

W. Respondent may request in writing an additional thirty (30) day extension of any of the abovementioned terms. The Department will grant or deny any request for a thirty (30) day extension in its sole and absolute discretion.

3. FUTURE APPLICATION FOR A LICENSE, CERTIFICATION AND TRUSTLINE REGISTRY:

A. Licensure and Certification: Respondent shall not apply for, receive or hold any license or certification to operate any care facility licensed by the Department of Social Services including but not limited to any community care facility (CCF), certified family home (CFH), residential care facility for the elderly

(RCFE), residential care facilities for persons with chronic, life-threatening illnesses (RCFCI) or child day care facility (CDCF) (as CCF, CFH, RCFCI, RCFE, and CDCF are defined in sections 1502(a), 1506(d), 1568, 1568.01, 1569.2, and 1596.750 of the Health and Safety Code) other than the probationary license issued herein, for a period of three (3) years from the effective date of the Order adopting this Stipulation. A new probationary license issued solely upon a change of location is not prohibited by this paragraph.

B. Respondent understands and agrees that the Department may deny any application submitted after three (3) years from the effective date of the Order adopting this Stipulation, in whole or in part based upon the findings in this Stipulation. However, Respondent shall be entitled to a hearing subject to the appeal on the denial of the license and the timely filing of a Notice of Defense after the Department has served Respondent with a Statement of Issues.

4. TOLLING OF PROBATIONARY PERIOD: The probationary period is tolled during any period when the facility is not operating. The probationary period shall be extended by the total time during which the facility is not operating.

5. COMPLETION OF PROBATION: If Respondent has successfully complied with the terms of this Stipulation, at the end of three (3) years from the effective date, the conditions imposed upon Respondent's license will expire and Respondent's license shall be granted or restored in full.

6. VIOLATION OF STIPULATION TERM: Respondent agrees that violation of any of the terms of probation or any of the other terms of this Stipulation shall constitute sufficient grounds for the revocation of the probationary license granted herein, the exclusion of Respondent from employment, residence or presence in a licensed facility, and from having contact with clients of a licensed facility. In such an event, Respondent shall be entitled to an administrative hearing before the Office of Administrative Hearings on the sole issues of whether there was a serious or substantial

violation of a material term and/or condition herein, and whether Respondent has caused and/or permitted such a violation. Upon a finding that a condition or term of probation or any of the other terms of this Stipulation was violated, the probationary license shall be revoked and Respondent shall be excluded from facilities licensed by the Department. Respondent agrees that valid service of an accusation to revoke the probationary license provided herein may be effectuated by certified mail at the address designated for service with the California Secretary of State or at an address listed in a subsequently issued probationary license.

7. DEPARTMENT'S AUTHORITY: The fact that the Department may decline or omit to take immediate disciplinary action for a violation of a condition of probation or any of the other terms of this Stipulation does not constitute a waiver by the Department of the right to raise that violation at a later date in a disciplinary proceeding or in any other context. Respondent understands that nothing in this Stipulation is to be construed to limit the authority of the Department to impose discipline for violations of statutes and regulations applicable to Respondent. If any accusation seeking to revoke probation is filed by the Department during the period of probation, then the period of probation and the probationary terms shall be extended, if necessary, beyond three (3) years and shall remain in force and effect until such time as the Department issues a final Decision and Order on the accusation.

8. MONITORING FEE: Respondent understand that it must pay a probation monitoring fee equal to the annual fee for the license during the period of probation as required by Health and Safety Code Section 1596.803.

9. WAIVER OF HEARING RIGHTS: The parties waive their rights to a hearing in this matter, to present any evidence on their behalf and to cross-examine witnesses testifying on the other party's behalf. The parties further waive their rights to further discovery in this matter.

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10. WAIVER OF APPEAL/MODIFICATION RIGHTS: Respondent waives all rights of review arising out of this action or this Stipulation or the Order implementing it, including but not limited to a petition for reinstatement, reduction of penalty, or rehearing, writ of administrative mandamus, any other judicial or administrative review or any other right or ability he/she may have to seek to have this agreement modified or set aside on any grounds whatsoever.

11. WAIVER OF CLAIMS: The parties waive all known or unknown legal actions or claims against each other, or their employees or agents, which they may have acquired or come to acquire arising out of this matter, with the following exceptions:

A. Civil penalties;

B. Monitoring fees; and

C. Any action arising out of an audit or other review to establish, modify, preserve, enforce, or to recover an overpayment or to reimburse an underpayment of public or private funds.

12. SEVERABLE TERMS: If any provision of this Stipulation is held to be invalid, the invalidity will not affect other provisions or applications of the Stipulation, which can be given effect without the invalid provisions, and to this end, the provisions of this Stipulation are severable.

13. PUBLIC RECORD: This Stipulation is a public record as required by section 11517(d) of the Government Code. It is accessible to the public pursuant to the Public Records Act, section 6250 et seq. of the Government Code.

14. SIGNATURES: A facsimile of the signature page of this Stipulation will bind the signing party or parties to the terms and conditions herein once any remaining party or parties execute the document and once the Order is executed.

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15. COUNTERPARTS: This Stipulation may be executed in counterparts.

16. EFFECTIVE DATE: This Stipulation is effective on the date on which the Department's Order adopting it is executed.

17. NO ORAL MODIFICATION: This Stipulation constitutes the entire agreement between the parties with respect to the Accusation in this case. Moreover, the terms of this Stipulation cannot be amended except in writing, signed by all the parties thereto.

IT IS SO STIPULATED:

5/27/11
DATED

Children's Cottage Child Care, Inc.
Respondent

5/27/11
DATED

Phillip M. Cunningham
Attorney for Respondent

5/31/2011
DATED

Mariam O. Kaviani
Staff Counsel
Attorney for Complainant

JUN 24 2011
DATED

JEFFREY HIRATSUKA, Complainant
Deputy Director
Community Care Licensing Division
Department of Social Services
State of California

DECISION AND ORDER

The preceding Stipulation hereby is adopted by the Department as its Decision in this matter.

IT IS SO ORDERED THIS 24th DAY OF June, 2011.

DARRYL E. EAST
Assistant Chief Counsel
Legal Division

DELEGATION

1. I hereby delegate to JoAnn Hirai, as Chief of Investigations Branch, John Rodriquez, as Chief of Continuing Care Contracts Branch, Gloria Merk, as Program Administrator of Child Care Program, Sergio Ramirez, as Program Administrator of Children's Residential Program, Mary Jolls as Program Administrator of Adult and Senior Care Program; my power to issue the following administrative pleadings under the Administrative Procedure Act, Government Code Section 11500 et seq.:

   (a) Accusations and orders for temporary license suspension prior to hearing, pursuant to Health and Safety Code Sections 1550, 1550.5, 1568.082, 1569.50, 1569.51, 1569.885, or 1596.886.

   (b) Statements of Issues pursuant to Health and Safety Code Sections 1526, 1568.063, 1569.22, or 1596.879.

   (c) Orders to require that an employee or prospective employee of a facility not work or be present in a facility pending a final decision of the matter, pursuant to Health and Safety Code Sections 1558, 1568.066, 1569.58, or 1596.8897. They may exercise this power when, in their opinion, the action is necessary to protect the residents or clients from physical or mental abuse, abandonment, or any other substantial threat to the health and safety of the residents or clients.

2. These delegations are made pursuant to Government Code Section 7. They shall remain in effect until explicitly revoked.

DATE: 5/13/11

WILL LIGHTBOURNE
Director
California Department of Social Services

PRESCHOOL

CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

ARNOLD SCHWARZENEGGER
GOVERNOR

Licensee must provide a copy of this Summary of Charges to each parent of a child in care and each parent who applies to have a child in care. Health & Safety Code section 1596.8895(c)

SUMMARY OF CHARGES
FOR PARENTS OF CHILDREN IN CARE AT

Facility Name: Children's Cottage Child Care, Inc.
CDSS Case No 721003900-B

The California Department of Social Services has filed an action to take away the license of this child day care business. The law requires that the department prepare and the licensee give you a summary of the reasons the department is taking this action. This licensee and the local licensing office have copies of the formal papers we filed and gave to the licensee. You can get the formal papers at either place by just asking.

The department is taking this action, because it believes that the following reasons are true. The licensee will get a chance to show a judge that they are not true or that even if true are not enough reason to revoke the license.

Reasons:

- A 22-month-old child was left alone and unsupervised.
- Children's Cottage staff are required to clean the facility when they should be providing care and supervision to children.
- An infant has been restrained in a high chair while staff clean the facility.
- Children's Cottage has failed to maintain required teacher-child ratios and required teacher-aide ratios.
- Children's Cottage has provided care for children in excess of its licensed capacity.
- The playground has not been kept in a safe condition.
- Cleaning solutions and other toxins have not been kept inaccessible to children.
- Food service and preparation areas have not been kept in a clean condition.
- Children's Cottage has interfered with the Department's inspection authority including the Department's right to interview staff in response to complaints.
- Children's Cottage has failed to obtain and/or maintain proof of required TB testing of staff
- Children's Cottage staff forced a child to remain on a potty chair for 30 minutes.
- Children's Cottage has failed to empty and clean potty chairs as required.

ORIGINAL SIGNED BY SIGNATORY

CDSS
WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

EDMUND G. BROWN JR.
GOVERNOR

July 17, 2013

CHILDREN'S COTTAGE - PRESCHOOL- 283005477
1078 EAST AVE
NAPA, CA 94559

Dear Yasmin:

This letter is in reply to your appeal letter where you discussed your reasons for a citation that was issued by LPA Barbara Lawler at her last visit. After a review of the letter it is unclear as to what you are requesting. I will assume that you are requesting to have this citation dismissed.

Section 101238(a) Buildings and Grounds states that child care centers shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well being of children, employees and visitors. You were cited for the laundry room being accessible to children due to the lock that leads from the mat room into the laundry room was broken and laundry detergent visible.

In your letter, you state that the laundry room is not used by children at any time, and that they are supervised at all times. Your letter doesn't speak to the lock being broken, but that your children no not to enter into this room. With the lock broken, there is the potential for a child to enter into that room. The scenario in your letter is eloquent in that it describes a good reason to maintain equipment is in good repair at all times to prevent accessibility. I find insufficient evidence to support dismissing this citation, therefore, this citation will be upheld.

If you have any questions concerning this appeal, please contact me at (707) 588-5026.

Sincerely,

Linda Walker
Licensing Program Manager
chron/facility file

ORIGINAL SIGNED BY SIGNATORY

NOTICE OF CIVIL PENALTIES DUE

☐ Initial Invoice ☑ Final Notice Date Sent 04/10/2013

INVOICE NO. 0101514

REGIONAL OR COUNTY OFFICE NUMBER 01

FACILITY NAME		
CHILDREN'S COTTAGE-PRESCHOOL		
PHYSICAL ADDRESS		
1078 EAST AVENUE		
CITY	STATE	ZIP CODE
NAPA	CA	94559
MAILING ADDRESS		
1078 EAST AVENUE		
CITY	STATE	ZIP CODE
NAPA	CA	94558

FISCAL YEAR	DATE LIC 422 SENT
12/13	01/11/2011
FACILITY TYPE	PENALTY PCA CODE
FCCH	84035

FACILITY NUMBER
283005477

LICENSEE(S) OR UNLICENSED FACILITY OPERATOR		
CHILDREN'S COTTAGE CHILD CARE INC.		
ADDRESS		
1078 EAST AVENUE		
CITY	STATE	ZIP CODE
NAPA	CA	94559

SUPERVISOR APPROVAL	
LINDA WALKER	
TITLE	DATE
LPM	01/05/2011

On 01/03/2011 (DATE) your facility was found to be in violation of one or more sections of the California Health and Safety Code. See attached LIC 421 series form. As a result, you were assessed the following amount:

Penalty Amount Originally Assessed:	(DATE) 01/03/2011	$ 150.00
Penalty Amount Amended:	(DATE)	$
Payment Received:	(DATE)	$
Balance Due:		$ 150.00

Send a copy of this notice and your payment to the address shown below within **10 days**. **MAKE CHECKS PAYABLE TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**. Please write your invoice and facility number(s) on your check.

To: CIVIL PENALTY COORDINATOR
COMMUNITY CARE LICENSING
101 GOLF COURSE DRIVE, STE. A-230
ROHNERT PARK, CA 94928

FAILURE TO PAY CIVIL PENALTY MAY RESULT IN ANY OR ALL OF THE FOLLOWING:

- **SEIZURE OF PERSONAL INCOME TAX REFUNDS**
- **LICENSE DENIAL, SUSPENSION, OR REVOCATION**
- **COURT ACTION**

CDSS
WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

EDMUND G. BROWN JR.
GOVERNOR

July 19, 2012

CHILDREN'S COTTAGE - PRESCHOOL- 283005477
1078 EAST AVE
NAPA, CA 94559

Dear Yasmin:

This letter is in reply to your appeal letters received in both April and May 2012. In your letters you have requested that the following citations of criminal record clearances; building and grounds; outdoor activity spaces and care and supervision be dismissed that were issued. In this letter I will address these citations individually.

Regarding the citation Section 101238, Outdoor Activity Space issued on May 21, 2012, you state in your letter that on May 18, 2012, Licensing Program Analyst, Barbara Lawler stated on the report that the climbing structures are cushioned by chipped bark with adequate depth and on May 21, 2012 issued a citation for the yard not having sufficient cushioning material under climbing structures. This citation will be dismissed based on citation issued May 21, 2012 contradicts previous report of May 18, 2012.

You are also requesting that the citation Section 101229, Responsibility for Providing Care and Supervision be dismissed, that you determined that there wasn't any immediate risk to children; and that they were not in an environment that they could of been hurt. You also state they were being visually supervised while the teacher was setting out the mats in the same room. I spoke with Ms. Lawler as well as reviewed the report. The licensing report reflects that the teacher was in a storage room gathering mats for nap time. I have spoken with Barbara who stated where the storage room is located prevents visual supervision. She also stated that she also observed the teacher to remain in the storage room without checking on the children. This citation will remain as part of your record due to insufficient evidence was presented to support the findings and the observations of the LPA.

Section 101238(a) Buildings and Grounds was cited due to a bookcase was not secured during the visit. You state that this bookcase has never been an issue before. Although this may of been the case on previous visits, it is my understanding that this bookcase was relocated to an area next to the cubbies and gets a lot of traffic and activity. Due to where it is located it does need to be made safe and secure. The citation was appropriately cited and will remain a part of your record.

FILE COPY

Children's Cottage Infant Center & Preschool

1078 East Ave, Napa CA 94559 **(707) 224-3825** **Childrens**Cottage**.com** Lic 283007874 & 283005477

Early Care & Education from 6 months to 6 years in Napa since 1993

Minutes of Quarterly Board of Directors Meeting

Date of Meeting: September 30, 2011 at 11:30am

Place of Meeting: 999 Trancas Street, Napa CA

Present at Meeting: Yasmin Solorio-Vallejo, Lisa Crane, Ray Welch

Yasmin reported that Barbara Lawler, the new LPA from CCL was scheduled to come to the staff meeting to be held at Children's Cottage on October 4 from 6:15pm to 7:00pm. Yasmin sent an email as requested by CCL supervisor Linda Walker with a list of questions from staff for Barbara. The goal of the meeting is to facilitate communication between facility and Licensing staff.

Ray reported that 8 people attended the annual ECE conference at Solano Community College on September 17 which was similarly attended in September 2010. The Board voted unanimously to continue attending this educational Early Childhood & Education conference again in 2012.

Yasmin brought up the annual *Professional Association for Childhood Education* (PACE) and the Board unanimously approved sending Yasmin, Susie, Reyna, Jessica, and Daisy to the conference to be held next month in southern California.

Lisa brought up the idea of a Christmas party for parents and children. After discussion, there was a tentative date set for Saturday December 10 from 12:00pm to 3:00pm. Pot luck, songs by the kids, and a silent auction were discussed. Yasmin will speak to staff individually and see if the date and events will work with everyone's holiday schedule.

Ray reported that he was working on the new brochure for 2012. After discussion, it was agreed by all Board members that tuition rates would remain the same again this year since we were still in the middle of tough economic times and raising tuition could hurt enrollment of a center which is not full.

With no further business to discuss, the meeting was adjourned at 12:50pm

DSS
ROHNERT PARK
OCT 04 2011
COMMUNITY
CARE LICENSING

Children's Cottage Infant & Preschool Center

1078 East Ave, Napa Ca 94559 **(707) 224-3825** www.ChildrensCottage.com

July 19, 2011

Supervisor Linda Walker
Community Care Licensing
101Golf Course Dr #A-230
Rohnert Park, CA

Hi Linda,

I heard from my lawyer about corporate organization and he said I got my corporation organization backwards. The Board of Directors is senior to the Corporate Officers. So the President, Secretary, & Treasurer all report to the Board of Directors instead of the Board reporting to the Corporate officers like I incorrectly thought.

So some of the documents you said you were in receipt of in your July 15 email are incorrect. Specifically, I am sending with this letter a revised Roster of Board Members, Titles & Duties and a revised LIC 309 Administrative Organization with new dates of July 19, 2011 on them. Please disregard the earlier ones as they have the organization backwards and incorrect.

I am also sending you something I promised I would send you along with this letter. It is the "Summary of Hiring & Training Practices with Job Descriptions."

I sent the Secretary of State a new "Statement of Information" SI-200 C form and asked them to send me a certified copy which I will forward to you as soon as I receive it from them. I am enclosing a copy of that form for you which is not certified.

Sincerely,

Ray Welch

Ray Welch

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
JUL 20 2011
COMMUNITY CARE
LICENSING

Revised July 19, 2011

Children's Cottage Infant & Preschool Center

1078 East Ave, Napa Ca 94559 **(707) 224-3825** www.ChildrensCottage.com

Roster of Board Members, Their Titles & Duties

1. Yasmin Solorio-Vallejo is one of 3 Board members and also serves as a corporate officer in the role of Secretary. As Secretary she has full authority for all personnel matters, including interviewing, hiring, promotion, discipline, and termination of employees, CPR, First Aid, and training in the state child care regulations. She is the facility director for both the infant & preschool component and oversees day to day child care operations. She has the authority to meet with licensing and insure compliance with state regulations. In her role as Secretary, she reports to the Board of Directors.

2. Lisa Crane is one of 3 Board members. The President, Secretary, and Treasurer all report to the Board of Directors.

3. Ray Welch is one of 3 Board members and also serves as President & Treasurer. He is responsible for all banking, payroll, bill paying, bill collecting, advertising, website development & maintenance, and getting bids for repair & maintenance at the facility. In his corporate officer roles (Pres & Treasurer) he reports to the Board of Directors.

BOARD OF DIRECTORS

President Secretary Treasurer

The 3 corporate officers (Pres, Sec, Treasurer) report to the Board of Directors

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
JUL 20 2011
COMMUNITY CARE
LICENSING

Children's Cottage Infant & Preschool Center

1078 East Ave, Napa Ca 94559 **(707) 224-3825** www.ChildrensCottage.com

Quarterly Training to Facility Staff on Applicable Title 22 Regulations

On July 6, 2011 the following staff were in attendance:

Lisa Crane,
Angelica Covarrubias,
Yasmin Solorio-Vallejo,
Susana Reyes,
Kendall Crane,
Susie Solorio,
Jessica Eusebio,
Reyna Vallejo,
Daisy Domian,
Yenny Gonzalez,
Ray Welch

Training included discussion on teacher to child ratios with the distinction made between the infant center and the preschool. Infants have a 1-to-4 ratio while the preschool has a 1-to-12 ratio.

An infant teacher must have 12 ECE units and 3 of these units have to be a *completed* infant class. A preschool teacher could have 9 ECE units and be enrolled in 3 more ECE units and be teaching before the last 3 units are completed.

Breaks must be given so that ratios and supervision are following the regulations. For example, let's say that there are 8 infants in the baby room with 1 teacher and 1 aide. When the aide takes a break, the person breaking her can be another aide. When the teacher goes for a break, the person breaking her must be a qualified infant teacher.

After several questions and answers regarding supervision and breaks, it seemed that all staff were aware of the regulations and knew how they would always be able to stay in compliance with them to ensure the safety and supervision of all children in care at the infant and preschool center.

Licensing is invited to attend the next quarterly training in an effort to facilitate communication between facility staff and licensing staff. This is tentatively scheduled for Tuesday October 4 at 6:00 pm at 1078 East Avenue in Napa.

Children's Cottage Preschool 1078 East Ave, Napa Lic 283005477

May 24, 2011

Dear Parents,

We had a visit from State Licensing and they found that we had enough qualified teachers for the number of children in the preschool but they did not like the fact that one teacher had more than another teacher in their groups so they gave us a violation which is on the other side of this page.

We reviewed the regulations and have a plan where a teacher will come in even earlier in the morning so our staff is better utilized. We are always trying to improve our quality.

If you ever have any questions, concerns, or compliments you can always call me on my personal cell phone number (707) 287-4297 or email me at info@childrenscottage.com

Sincerely,

Yasmin Solario-Vallejo

Yasmin, Director

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
AUG 23 2011
COMMUNITY CARE
LICENSING

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

05/31/2011

CHILDREN'S COTTAGE - PRESCHOOL
283005477
1078 EAST AVE
NAPA, CA 94559

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 05/23/2011, have been cleared:

Section Cited: 101229.1(a)	**Date Due:** 05/31/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will notify parents and send a copy of notification to CCL by 5/31/11.	copy of note to parents received.	05/31/2011

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 05/31/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

05/31/2011

CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT
283007874
1078 EAST AV
NAPA, CA 94559

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 05/23/2011, have been cleared:

Section Cited: 101416.2(b)	**Date Due:** 05/31/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I now understand I must read the entire deficiency and make the correction by the due date. I understand that if plans of correction are not cleared, a civil penalty may apply. I will request an exception for the teacher in question.	a request for exception is received.	05/31/2011

Section Cited: 101229.1(a)	**Date Due:** 05/31/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will notify parents and send a copy of notification to CCL by 5/31/11.	copy of note to parents received	05/31/2011

Section Cited: 101439(b)	**Date Due:** 05/31/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will replace the quilt. I will notify CCL when this is done -no later than 5/31/11.	A receipt for new quilt and waterproof fitted matress cover is received.	05/31/2011

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 05/31/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

01/10/2011

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 01/03/2011, have been cleared:

Section Cited: 101226.3	**Date Due:** 01/04/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
If a child discloses an unusual statement to a teacher, the teacher will follow up by questioning the child and report to the director and parents if appropriate, especially if an injury is involved. Training will be provided to the lead teacher today, who will verbally alert all staff. Formal training will be conducted by the end of	Rec'd written policy on above date	12/31/2010

Section Cited: 101229 (a)(1)	**Date Due:** 01/04/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
Children will be visually supervised when going to the bathroom by a teacher or an aide and the office will be called if necessary. Training will be provided to the lead teacher today, who will verbally alert all staff. Formal training will be conducted by the end of the week. I will submit a summary of this training along with a list of all staff in attendance.	Rec'd written policy on bathroom supervision on above date.	01/07/2011

Section Cited: 101229(a)	**Date Due:** 01/04/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
See above.	Rec'd written policy on above date.	01/07/2011

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

Terri Jensen

DATE: 01/10/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

F

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

01/10/2011

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 01/03/2011, have been cleared:

Section Cited: 101206(1)(c)	**Date Due:** 01/07/2011	
Plan of Correction:	**Corrections:**	**Clearance Date:**
Prior to making a plan of correction, I would like to examine the signatures in question. I do not understand how this happened. CS Jensen will FAX or scan 226-8118 copies of LIC 9224. ray@children's cottage.com	Rec'd written policy for obtaining signatures and filing these forms, on above date.	01/07/2011

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 01/10/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

EDMUND G. BROWN JR.
GOVERNOR

January 20, 2011

CHILDREN'S COTTAGE - PRESCHOOL- 283005477
1078 EAST AVE
NAPA, CA 94559

Dear Mr. Welch,

I am in receipt of your letter dated 1/13/11 wherein you state you no longer live on Crystal Court in Napa and so you are changing both the facility and the licensee mailing address to be the same as the facility address, 1078 East Ave. Napa. Normally, when the mailing address changes, this is a change that is accomplished by updating the application form. Because you put this in writing, I have changed the address in our system.

Whenever the applicant/licensee moves or changes phone number, etc. we need to update this information on the LIC 215, Applicant information. Please send updated LIC 215 for yourself and Mary, if Mary's information has changed as well.

Sincerely,

S Keehn

Susan Keehn
Licensing Program Analyst
(707) 588-5056

file copy
Susan

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICE
COMMUNITY CARE LICENSING DIVISION

RECEIPT NO: R01-000181205
DATE ISSUED: 10/28/2010
OFFICE: 01

CASH STATE RECEIPT FOR FEE TYPE PAID: **CIVIL PENALTY**

THESE FEES ARE NON-REFUNDABLE

FACILITY NUMBER	283005477
REMITTER	Childrens Cottage Child Care
PCA	84035
PAY TYPE	Check
DATE OF CHECK	10/28/2010
CHECK NUMBER	4651
TOTAL AMOUNT COLLECTED	$150.00

file copy
Susan

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
CALIFORNIA DEPARTMENT OF SOCIAL SERVICE
COMMUNITY CARE LICENSING DIVISION

RECEIPT NO: R01-000181205
DATE ISSUED: 10/28/2010
OFFICE: 01

CASH STATE RECEIPT FOR FEE TYPE PAID: **CIVIL PENALTY**

THESE FEES ARE NON-REFUNDABLE

FACILITY NUMBER	283005477
REMITTER	Childrens Cottage Child Care
PCA	84035
PAY TYPE	Check
DATE OF CHECK	10/28/2010
CHECK NUMBER	4651
TOTAL AMOUNT COLLECTED	$150.00

File copy

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

NOTICE OF CIVIL PENALTIES DUE

☑ Initial Invoice ☐ Final Notice

INVOICE NO. 0101488

DISTRICT OFFICE NUMBER 01

FACILITY NAME		
Childrens Cottage-Preschool		
FACILITY ADDRESS		
1078 East Ave		
CITY	STATE	ZIP CODE
Napa	CA	94559

FISCAL YEAR	DATE LIC 422 SENT
10/11	10/19/10
FACILITY TYPE	PENALTY PCA CODE
CCC	84035

LICENSEE(S) OR UNLICENSED FACILITY OPERATOR		
Children's Cottage Child Care, Inc.		
ADDRESS		
3382 Crystal Court		
CITY	STATE	ZIP CODE
Napa	CA	94558

FACILITY NUMBER
283005477

The California Health and Safety Code, Sections 1548, 1568.0822, 1569.49, 1596.99, and 1597.62 provides for the imposition of civil penalties against any facility which fails to take corrective action within prescribed time periods.

The California Health and Safety Code, Sections 1547, 1568.0821, 1569.485, 1596.89, 1596.891 and 1597.61 provides for the imposition of civil penalties against any *unlicensed* facility which fails to take corrective action within prescribed time periods.

Your facility has been found in violation of Community Care Licensing statutes and regulations.

Failure to correct the deficiency(ies) cited on the Licensing Report (LIC 809, 9099) dated 10/4/10 has resulted in the following civil penalty assessment of:

Penalty Amount Due	150.00
Less Payment(s) Received	-0-
BALANCE DUE	150.00

Send the enclosed copy of this notice and your payment to the address shown below within **10 days**. Make checks payable to the California Department of Social Services. Please write your invoice and facility number on your check.

COMMUNITY CARE LICENSING

101 GOLF COURSE DR., STE A-230

ROHNERT PARK, CA 94928

KIM NAGY 707-588-5026

FAILURE TO PAY MAY RESULT IN ANY OR ALL OF THE FOLLOWING: SMALL CLAIMS COURT ACTION, DENIAL, SUSPENSION OR REVOCATION OF A LICENSE; OR A FRANCHISE TAX BOARD INTERCEPT.

0101488

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	10/04/2010
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101229a and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **11/17/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **10/04/2010**, the day the deficiency was cited.

☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.

☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Susan Keehn
SIGNATURE OF LICENSING PROGRAM ANALYST

S Keehn

NAME OF FACILITY REPRESENTATIVE/TITLE Yasmin Solario
SIGNATURE OF FACILITY REPRESENTATIVE

Yasmin Solario

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

Linda Hall

DATE ~~10/04/2010~~ 10/6/10

TITLE Licensing Program Manager

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

12/07/2010

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 10/14/2010, have been cleared:

Section Cited: 101226.3 (b)	**Date Due:** 10/29/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
We have a separate file for this incident. I will read the regulation and train staff. I will submit a written summary of my understanding of this regulation, signed by all staff.	Received written suymmary on above date.	10/19/2010

Your poc for reporting requirements needs to be re-done. There are alot more areas where reporting is required by this regulation

LICENSING EVALUATOR NAME: Terri Jensen

LICENSING EVALUATOR SIGNATURE: TJensen

TELEPHONE: (707) 494-8334

DATE: 12/07/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

12/07/2010

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 10/14/2010, have been cleared:

Section Cited: 101226.3 (b)	**Date Due:** 10/29/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
We have a separate file for this incident. I will read the regulation and train staff. I will submit a written summary of my understanding of this regulation, signed by all staff.	Received written suymmary on above date.	10/19/2010

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 12/07/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

CC for file

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

06/09/2010

CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT
283007874
1078 EAST AVENUE
NAPA, CA 94559

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 05/18/2010, have been cleared:

Section Cited: 101239(f)(1)	**Date Due:** 05/31/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I will put a trash can with a tight fitting lid in the room by 5/26/10.	picture received.	05/27/2010
Section Cited: 101220(a)	**Date Due:** 06/15/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I emailed the parent who states she has an appt for early June. I will send a copy of the form when received.	picture received.	05/27/2010
Section Cited: 101419.2(a)	**Date Due:** 05/19/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
These have been removed from the room.	Removed during visit.	05/18/2010

POST 30 DAYS

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 06/09/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

CCLD Regional Office
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

06/09/2010

CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT
283007874
1078 EAST AVENUE
NAPA, CA 94559

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 05/18/2010, have been cleared:

Section Cited: 101219(f)	**Date Due:** 05/21/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
This has been corrected and the password has been removed. I will email a copy of the link tomorrow to show this has been corrected.	LPA checked website and the password had not been removed; however it was removed after subsequent call to Licensee.	05/19/2010

Section Cited: 101238(a)	**Date Due:** 05/21/2010	
Plan of Correction:	**Corrections:**	**Clearance Date:**
I cleaned the ramp during the visit to clear the violation.	cleaned during visit.	05/18/2010

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 06/09/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

ORIGINAL SIGNED BY SIGNATORY

CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

101 GOLF COURSE DR. STE. A-230

ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

September 03, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

THIS DOCUMENT CONTAINS CONFIDENTIAL INFORMATION

Dear Mr Welch,
This letter is in response to your appeal letter received in this licensing office on march 1, 2010. Please accept the Departments apology for the delay in response. I am processing this appeal for LPS Linda Walker.

You are appealing a violation that you were made aware of on February 24, 2010. H $ S 1539 regarding alleged retaliation against one of the centers employees for talking to CCL staff.

You allege that CDSS has failed to give you an accurate report and that you "do not believe you received an accurate report."

I have reviewed the facility file for information specific to your appeal request and reviewed the information submitted by you for consideration.

I do not find sufficient evidence to grant your request for appeal.

Respectfully,
ORIGINIAL SIGNED SENT, FILED THIS DATE. MHERIN
Myrtle Herin,
Licensing Program Supervisor

ORIGINAL SIGNED BY SIGNATORY

REDWOOD EMPIRE CC
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

05/19/2010

CHILDREN'S COTTAGE - PRESCHOOL
283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Letter of Deficiency Citations Cleared

Dear Licensee,

The following deficiencies, initially cited during a visit on 05/18/2010, have been cleared:

Section Cited: 101238.2 d 2	**Date Due:** 05/11/2010	
Plan of Correction: POC PROOF OF CORRECTION WILL BE SENT TO LICENSING 5/192010 UNTIL CORRECTED CHILDREN WILL NOT BE ALLOWED IN THIS AREA, OR AREA OF HAZARD WILL BE COVERED.Staff will receive training on the above and proof of correction to licensing by May 19th	**Corrections:** Licensing received picture of playground showing dirt has been piled over and covers adequately the protruding rebar. POC cleared May 19 2010	**Clearance Date:** 05/19/2010

Section Cited: 101238 g	**Date Due:** 05/18/2010	
Plan of Correction: Cabinet lock will be replaced and secured today so that contents inside are inaccessible to children. Staff will monitor the cabinet lock daily and as needed to ensure the cabinet is locked. Staff will receive training on the above. Proof of correction will be sent to licensing by May 19 2010. lock secured during today's visit 3pm	**Corrections:** cabinet lock was replaced during visit on May 18 2010 POC cleared	**Clearance Date:** 05/18/2010

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/19/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

file copy
Susan

NOTICE OF CIVIL PENALTIES DUE

☑ Initial Invoice ☐ Final Notice

INVOICE NO. 0101417 **DISTRICT OFFICE NUMBER** 01

FACILITY NAME		
Children's Cottage -Preschool		
FACILITY ADDRESS		
1078 East Ave		
CITY	STATE	ZIP CODE
Napa	CA	94559

FISCAL YEAR	DATE LIC 422 SENT
09/10	2/23/10
FACILITY TYPE	PENALTY PCA CODE
CCC	84035

LICENSEE(S) OR UNLICENSED FACILITY OPERATOR		
Children's Cottage Child Care Inc.		
ADDRESS		
3382 Crystal Court		
CITY	STATE	ZIP CODE
Napa	CA	94558

FACILITY NUMBER
283005477

The California Health and Safety Code, Sections 1548, 1568.0822, 1569.49, 1596.99, and 1597.62 provides for the imposition of civil penalties against any facility which fails to take corrective action within prescribed time periods.

The California Health and Safety Code, Sections 1547, 1568.0821, 1569.485, 1596.89, 1596.891 and 1597.61 provides for the imposition of civil penalties against any *unlicensed* facility which fails to take corrective action within prescribed time periods.

Your facility has been found in violation of Community Care Licensing statutes and regulations.

Failure to correct the deficiency(ies) cited on the Licensing Report (LIC 809, 9099) dated 12/16/09 has resulted in the following civil penalty assessment of:

Penalty Amount Due 150.00

Less Payment(s) Received . . . . . -0-

BALANCE DUE. 150.00

Send the enclosed copy of this notice and your payment to the address shown below within **10 days**. Make checks payable to the California Department of Social Services. Please write your invoice and facility number on your check.

COMMUNITY CARE LICENSING

101 GOLF COURSE DR., STE A-230

ROHNERT PARK, CA 94928

KIM NAGY 707-588-5026

FAILURE TO PAY MAY RESULT IN ANY OR ALL OF THE FOLLOWING: SMALL CLAIMS COURT ACTION, DENIAL, SUSPENSION OR REVOCATION OF A LICENSE; OR A FRANCHISE TAX BOARD INTERCEPT.

0101417

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	12/16/2009
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s) 1596.8595(c)

A Facility Evaluation Report (LIC 809) was issued on **09/22/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **12/16/2009**, the day the deficiency was cited.

☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.

☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Susan Keehn
SIGNATURE OF LICENSING PROGRAM ANALYST

S Keehn

NAME OF FACILITY REPRESENTATIVE/TITLE Ray Welch
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

Linda Walker

DATE 12/16/2009

TITLE Linda Walker

ORIGINAL SIGNED BY SIGNATORY

CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

101 GOLF COURSE DR. STE. A-230

ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 05, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Ray Welch:

Per your request to appeal the citation issued on September 22, 2009 of which was received in the Rohnert Park Local Unit Office on October 7, 2009, a review was made of the following deficiency and/or penalty notices: Responsibility for Providing Care and Supervision Section 101229(a)(1).
The results are as follows:

[x] Penalty Assessment/Deficiency Dismissed
[ ] Penalty Assessment Amount amended to $ _____
[ ] Extension of Correction Due Date Approved to _____
[ ] Extension Date Denied
[ ] Request Denied

Upon further review of this citation, it appears as though adequate supervision was provided for by staff to the child to meet their needs, and, that the Center's staff was in close enough proximity to also provide "audio supervision" while retrieving clean clothes. In addition, the staff also appeared to be sensitive to affording the child dignity in their personal rights during this exchange. Based upon this, the citation will be dismissed. An amended copy of this report will be mailed to you.

Sincerely,

Linda Walker
Licensing Program Manager

ORIGINAL SIGNED BY SIGNATORY

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	12/16/2009
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s) 1596.8595(c)

A Facility Evaluation Report (LIC 809) was issued on **09/22/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **12/16/2009**, the day the deficiency was cited.

☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

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☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Susan Keehn
SIGNATURE OF LICENSING PROGRAM ANALYST

S Keehn

2/5/10

Linda -
Per Kim
these were never
billed.

SK

: ONLY)

DATE 12/16/2009

TITLE Linda Walker

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	12/09/2009
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s) H&S1596.H&S1596.1596.8595c

A Facility Evaluation Report (LIC 809) was issued on **09/22/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

- ☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **12/09/2009**, the day the deficiency was cited.

- ☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.
- ☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.
- ☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Susan Keehn
SIGNATURE OF LICENSING PROGRAM ANALYST

S Keehn

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 12/09/2009

TITLE

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	11/17/2009
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE:	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **11/17/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

- ☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **11/17/2009**, the day the deficiency was cited.

- ☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.
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- ☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Terri Jensen
SIGNATURE OF LICENSING PROGRAM ANALYST

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 11/17/2009

TITLE

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	01/28/2009
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE: CA	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: WELCH, MARY	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101161 and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **01/28/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **01/28/2009**, the day the deficiency was cited.

☒ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

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☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Iris Hidalgo
SIGNATURE OF LICENSING PROGRAM ANALYST

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 01/28/2009

TITLE

NOTICE OF CIVIL PENALTIES DUE

File copy
Susan

☑ Initial Invoice ☐ Final Notice

INVOICE NO. 0101354

DISTRICT OFFICE NUMBER 01

FACILITY NAME		
Children's Cottage-Preschool		
FACILITY ADDRESS		
1078 East Avenue		
CITY	STATE	ZIP CODE
Napa	CA	94559

FISCAL YEAR	DATE LIC 422 SENT
08/09	8/11/09
FACILITY TYPE	PENALTY PCA CODE
CCC	84035

LICENSEE(S) OR UNLICENSED FACILITY OPERATOR		
Children's Cottage Child Care Inc.		
ADDRESS		
3382 Crystal Court		
CITY	STATE	ZIP CODE
Napa	CA	94558

FACILITY NUMBER
283005477

The California Health and Safety Code, Sections 1548, 1568.0822, 1569.49, 1596.99, and 1597.62 provides for the imposition of civil penalties against any facility which fails to take corrective action within prescribed time periods.

The California Health and Safety Code, Sections 1547, 1568.0821, 1569.485, 1596.89, 1596.891 and 1597.61 provides for the imposition of civil penalties against any *unlicensed* facility which fails to take corrective action within prescribed time periods.

Your facility has been found in violation of Community Care Licensing statutes and regulations.

Failure to correct the deficiency(ies) cited on the Licensing Report (LIC 809, 9099) dated 1/28/09 has resulted in the following civil penalty assessment of:

Penalty Amount Due 50.00

Less Payment(s) Received . . . . . -0-

BALANCE DUE. 50.00

Send the enclosed copy of this notice and your payment to the address shown below within **10 days**. Make checks payable to the California Department of Social Services. Please write your invoice and facility number on your check.

COMMUNITY CARE LICENSING

101 GOLF COURSE DR., STE A-230

ROHNERT PARK, CA 94928

KIM NAGY 707-588-5026

FAILURE TO PAY MAY RESULT IN ANY OR ALL OF THE FOLLOWING: SMALL CLAIMS COURT ACTION, DENIAL, SUSPENSION OR REVOCATION OF A LICENSE; OR A FRANCHISE TAX BOARD INTERCEPT.

0101354

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR.
STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	01/28/2009
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE: CA	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: WELCH, MARY	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101238(a) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **01/14/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☒ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$50.00** is assessed for the period from **01/28/2009** through **01/28/2009**.

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☐ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$0.00** is assessed for , the day the deficiency was cited.

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YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Iris Hidalgo
SIGNATURE OF LICENSING PROGRAM ANALYST

Iris Hidalgo

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE ~~01/28/2009~~ 8/4/09

TITLE LPM

Linda Mack

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 04, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Mr. Welch:

SUBJECT: California Public Records Act Request

Per your recent Public Records Act Request, attached is a list of the facilities that Terri Jensen visited between January 1, 2009 and December 12, 2009 and issued Type A deficiencies. As I am sure you realize,I public files related to these facilities(some of which have been licensed for years) are truly voluminous.

Please have the copying service you retain contact our Rohnert Park Local Unit Office at (707) 588-5026 for an appointment to begin copying the files.

Sincerely,

Linda Walker
Licensing Program Manager

c: Linda Kyrla, Regional Manager
Francine Kammeyer, Senior Staff Counsel

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 29, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

SUBJECT: California Public Records Act Request

Per your recent Publics Records Act Request, attached is a list of the facilities that have received Type A violations and/ or civil penalties from the Rohnert Park office in 2009. In addition, the following information you requested can be obtained regarding the names of directors or licensees, and the addresses and telephone numbers on our website at www.ccld.ca.gov. Once on the website click on "Find Licensed Care" . In this screen the information requested can be retrieved.

Sincerely,

Linda Walker
Licensing Program Manager

C: Linda Kyrla, Regional Manager
Darryl East, Assist. Chief Counsel

F

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 22, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

I am in receipt of your appeal received in our office December 24, 2009 requested to dismiss the citations issued on 12/16/09.
I have spoken to Ms. Keehn and reviewed the issues involving complaint # 01-CC-20090728151400 received in our office on 7/28/09 regarding personal rights; Section (1012290(a)(1) and Section(101223(a)(2); lack of supervision issues at the Lincoln Ave facility. I have also read your appeal letter and letters submitted from two of your parents, thank you for including them.
In your appeal letter you state that the citation you received on 12/16/09 was the same as one issued to you on 7/28/09. A review of our records doesn't show any citations issued to you on 7/28/09. Ms. Keehn did visit your facility on 8/5/09 and during that visit she gave you a LIC 9099 opening the complaint stating further investigation would be needed and gave you a LIC 809 for a case management visit which included citations. Ms. Keehn conducted a complete and thorough investigation regarding the allegations involving the complaint and concluded that the facility failed to provide supervision necessary to meet a child's needs as a child had bitten others many times and that more than one child had been bitten. The allegation was substantiated and an appropriate citation was issued to you in the report dated 12/16/09. This was not a duplicate citation.

It is true that you closed your facility at Lincoln Ave in October, however, since the complaint came in prior to the closure it was appropriate for Ms. Keehn to conclude the complaint that was received in our office prior to you closing the facility.

In regards to dismissing H&S Section 1596.8595 relating the AB 633. Interviews with parents stated that they did not receive copies of some of the reports as well as the non compliance conference documents. In addition, this is a repeat violation that has occurred within the year. Based on this the citation is upheld.

Sincerely,

Linda Walker
Licensing Program Manager

fdu

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 14, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Mr. Welch:

SUBJECT: California Public Records Act Request

The California Department of Social Services (CDSS) Chico Regional Office, Rohnert Park Local Unit Office is responding to your California Public Records Act (CPRA) request received January 12, 2010.

CDSS will promptly initiate an inquiry into the existence and feasibility of gathering disclosable public records responsive to your request.

When the records responsive to your request are identified, you will be notified. Due to severe budgetary and staffing constraints, the Rohnert Park office is unable to actually copy the documents for you. You may of course retain a private copying service. If you do so, please have that service make an appointment to copy the public records.

If you have any questions or require further assistance in this matter, please contact me at (707) 588-5034.

Sincerely,

Linda Walker
Licensing Program Manager

c: Linda Kyrla, Regional Manager
Francine Kammeyer, Senior Staff Counsel

ORIGINAL SIGNED BY SIGNATORY

ORIGINAL SIGNED BY SIGNATORY

CDSS
JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

ARNOLD SCHWARZENEGGER
GOVERNOR

January 05, 2010

CHILDREN'S COTTAGE - PRESCHOOL - 283005477
3382 CRYSTAL COURT
NAPA, CA 94558

Dear Ray Welch:

Per your request to appeal the citation issued on September 22, 2009 of which was received in the Rohnert Park Local Unit Office on October 7, 2009, a review was made of the following deficiency and/or penalty notices: Responsibility for Providing Care and Supervision Section 101229(a)(1).
The results are as follows:

[x] Penalty Assessment/Deficiency Dismissed
[ ] Penalty Assessment Amount amended to $ _____
[ ] Extension of Correction Due Date Approved to _____
[ ] Extension Date Denied
[ ] Request Denied

Upon further review of this citation, it appears as though adequate supervision was provided for by staff to the child to meet their needs, and, that the Center's staff was in close enough proximity to also provide "audio supervision" while retrieving clean clothes. In addition, the staff also appeared to be sensitive to affording the child dignity in their personal rights during this exchange. Based upon this, the citation will be dismissed. An amended copy of this report will be mailed to you.

Sincerely,

Linda Walker
Licensing Program Manager

ORIGINAL SIGNED BY SIGNATORY

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 20	**DATE:**	05/29/2013
TYPE OF VISIT:	Annual/Required	UNANNOUNCED	**TIME BEGAN:**	12:45 PM
MET WITH:	Yasmin		**TIME COMPLETED:**	04:40 PM

NARRATIVE

LPA Barbara Lawler made today's annual required visit and inspected all outdoor play areas, preschool classrooms and food preparation area. All staff have the required criminal background clearances. Site has working telephone. At least one teacher has current EMSA pediatric CPR and First Aid. LPA reviewed staff and children's files, sign in and out sheets and required postings. LPA observed Rebecca supervising 12 napping children in the Butterflies classroom. Two teachers were supervising 8 napping children in the Ladybug's room. Ratios and capacity are in compliance. Bathrooms were inspected. Bathrooms, toilets and hand washing sinks are operational, clean and sanitary. Hot water has been turned off. Drinking water is available to children at child size sinks with disposable cups. Outdoor play yard has water fountains. AM and PM snacks are provided. Food preparation area is clean, sanitary, garbage can has tight fitting lid. Toxins are stored inaccessible to food preparation area. Knives, medicines, sharp objects and toiletries are stored in accessible to children. Fully charged 2A10BC fire extinguishers are mounted on classroom walls

Yasmin states there are no poisons weapons or ammunition on the premises. Staff use walkie talkies to communicate. Bathrooms were observed clean and sanitary. Director's office is used to isolate an ill child. Staff restroom next to office is used for a child who becomes ill while in care. Napping mats, and linens are provided by center, and washed weekly or as needed. Mats are stored appropriately. Ventilation and lighting are comfortable through out the facility. Furnishings, equipment, toys and activities are age and developmentally appropriate, found in safe condition. Outdoor play yard is fully fenced. Yasmin states the sand box is sanitized using vinegar once a week. Climbing structures are cushioned by adequate amounts of chipped bark.

See following lic 809D for violations. Notice of Site Visit and TYPE A violations/licensing reports to be posted for 30 days. LPA discussed appeal rights and lic 9224, Parent's Acknowledgement of Receipt of TYPE A Licensing Reports

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 05/29/2013

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/29/2013

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 05/29/2013

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A 05/30/2013 **Section Cited** 101238 (a)	1 2 3 4 5 6 7	Laundry room with detergents was open and accessible to children, next to storage room used for mats. Hook and eye lock was observed broken. a) The child care center shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees and visitors.	1 2 3 4 5 6 7	Laundry room door will be made inaccessible to children. A picture of showing this will be sent to licenisng by close of business by May 30th children will not be allowed in these areas.
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 05/29/2013

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/29/2013

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 05/29/2013

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 05/29/2013 **Section Cited** 101227 (6)	1 2 3 4 5 6 7 AM and PM snack menu is not posted for parent's view. (6) Menus shall be in writing and shall be posted at least one week in advance in an area accessible for review by the child's authorized representative. Copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the child's authorized representative and the Department upon request.	1 2 3 4 5 6 7 Snack menus will be posted in preschool classrooms by opening of business May 30th. I will notify licensing by telephone call May 30th. We will offer children foods as listed on posted menu.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 05/29/2013

Barbara Lawler

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yvonne Lubin

DATE: 05/29/2013

COMPLAINT INVESTIGATION REPORT (Cont)

This is an official report of an unannounced visit/investigation of a complaint received in our office on **12/10/2012** and conducted by Evaluator Barbara Lawler

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20121210111455

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 17	**DATE:**	12/18/2012
		UNANNOUNCED	**TIME VISIT BEGAN:**	01:30 PM
MET WITH:	Yasmin		**TIME COMPLETED:**	06:30 PM

ALLEGATION(S):

1 Physical plant- outdoor area/play yard was not clean- littered with leaves
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INVESTIGATION FINDINGS:

1 LPA's Barbara Lawler and Leticia Meza made today's visit and inspected the facility. At the time of arrival
2 children were napping in preschool classrooms. LPA's met with the director after children awakend from naps
3 and discussed the above allegations.
4 Outdoor areas of the preschool were inspected today. LPA observed walkways and play yard free of debris
5 and leaves. Two staff were interviewed and state that child care staff routinely sweep leaves and debris from
6 children's walkways, play yard, daily or as needed. A maintenance company blows debris and leaves weekly.
7
8 Although the allegation may be valid, there is not a preponderance of the evidence to prove that the alleged
9 violation occurred.
10
11 NOTICE OF SITE VISIT POSTED
12
13

Inconclusive **Estimated Days of Completion: 0**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 12/18/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/18/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

COMPLAINT INVESTIGATION REPORT

This is an official report of an unannounced visit/investigation of a complaint received in our office on **12/10/2012** and conducted by Evaluator Barbara Lawler

COMPLAINT CONTROL NUMBER: 01-CC-20121210111455

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL			**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO			**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE			**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**		**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:**	17	**DATE:**	12/18/2012
				TIME VISIT BEGAN:	01:30 PM
MET WITH:	Yasmin Solorio-Vallejo			**TIME COMPLETED:**	05:45 PM

ALLEGATION(S):

Personal Rights -
Children were made to take off shoes prior to going into classroom from the play yard. They had to walk barefoot on cold, wet, concrete that was slippery with wet leaves.
Physical Plant -
Nail or sharp object was sticking out by children's sink in the classroom

INVESTIGATION FINDINGS:

LPA's Barbara Lawler and Leticia Meza made today's visit and discussed the allegation with center director, Yasmin. LPA's visited both preschool classrooms. Staff interveiwed state that the children attending the Lady Bugs classroom line up outside the classroom, waiting there turn to remove their shoes and socks before entering their classroom. Director states this has been the policy for Lady Bugs classroom, so that excessive dirt from the adjacent play yard is not tracked into classroom. LPA's observed that the Lady Bugs classroom has linoleum flooring at the entrance of both doors, before the carpeting begins. The older PS classroom also has linoleum flooring at the entry way of the classroom. Children attending the Dragon Flys and Butterflys classroom do not follow this practice. These older preschool students enter the classroom, going directly to their cubbies and remove their shoes and socks inside.Young preschool children have waited outside in cold weather, waiting their turn to remove their shoes and socks, walking across wet concrete, before going inside to the classroom. LPA's inspected Lady Bugs classroom and observed a sharp object protruding from the wooden trim, around the children's sink. Both allegations are valid. The preponderance of evidence standard has been met. See following lic 9099D for violation: Appeal rights discussed. Notice of Site Visit and TYPE A licensing reports to be posted for 30 days. The facility is required to provide copies of all TYPE A licensing reports, to the parent/guardian by the next day child is in care. Parent/guardian of newly enrolled families are to receive copies of all TYPE A licensing reports during the next twelve months from the facility representative. Parents are all required to sign lic 9224 Parent's Acknowledgment of Receipt of Licensing reports, and lic 9224 is to be maintained in each child's file.

Estimated Days of Completion: 0

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 12/18/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/18/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 12/18/2012

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 12/18/2012 **Section Cited** 101239 (a)(2)	1 2 3 4 5 6 7 Children were required to wait outside in the cold, removing their shoes and socks, before entering classroom. (2) Each child shall be accorded safe, healthful and comfortable accommodations, furnishings and equipment.	1 2 3 4 5 6 7 Effective today all children will enter their classroom wearing their shoes. If necessary the child/children will remove their shoes and socks while inside the classroom and on the linoleum flooring.
Type A 12/18/2012 **Section Cited** 101238	1 2 3 4 5 6 7 Sharp object/or nail was observed protruding from the wooden trim on the side of children's hand washing sink.	1 2 3 4 5 6 7 Sharp object will be removed before child care resumes Dec 19 2012. I will send picture of correction to licensing Dec 19 2012.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler
TELEPHONE: 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 12/18/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/18/2012

This Notice must be posted for 30 days

This report must be available at Child Care and Group Home facilities for public review for 3 years.

All POC Have Been Cleared

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CLEARED DEFICIENCIES

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

VISIT DATE: 12/18/2012

POC Due Date / Section Number	PLAN OF CORRECTIONS(POCs)	Date Cleared / Comments
12/18/2012 101239 (a)(2)	1 2 3 4 5 6 7 Effective today all children will enter their classroom wearing their shoes. If necessary the child/children will remove their shoes and socks while inside the classroom and on the linoleum flooring.	1 2 3 4 12/19/2012 children will remove shoes and socks while inside the classroom.
12/18/2012 **Section Cited** 101238	1 2 3 4 5 6 7 Sharp object will be removed before child care resumes Dec 19 2012. I will send picture of correction to licensing Dec 19 2012.	1 2 3 4 12/19/2012 Sharp object has been removed.
Section Cited	1 2 3 4 5 6 7	1 2 3 4
Section Cited	1 2 3 4 5 6 7	1 2 3 4

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 17	**DATE:**	12/18/2012
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	01:30 PM
MET WITH:	Yasmin		**TIME COMPLETED:**	06:30 PM

NARRATIVE

LPA's Barbara Lawler and Leticia Meza were at this combination infant and preschool facility today's visit on another matter. During today's visit Title 22 violations were observed.

see following lic 809D

Notice of Site Visit Posted for 30 days

Appeal rights were discussed.

The facility is required to provide copies of all TYPE A licensing reports, to the parent/guardian by the next day child is in care. Parent/guardian of newly enrolled families are to receive copies of all TYPE A licensing reports during the next twelve months from the facility representative. Parents are all required to sign lic 9224 Parent's Acknowledgment of Receipt of Licensing reports, and lic 9224 is to be maintained in each child's file.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 12/18/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/18/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 12/18/2012

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A 12/18/2012 **Section Cited** 101238	1 2 3 4 5 6 7	Preschool classroom was observed with a multi tiered metal shelf hanging from the wall. Children have access to this area. The shelf was only secured with two 4 " nails", observed pulled away from the wall. Upon closer inspection LPA's observed the shelf was barely secured to the wall. a) The child care center shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees and visitors.	1 2 3 4 5 6 7	POC due to licensing by Dec 19 2012. Director will inspect all areas of preschool classrooms to determine if there are any other hazards. Shelf was removed immediately during the visit.
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler
TELEPHONE: 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 12/18/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/18/2012

This Notice must be posted for 30 days

All POC Have Been Cleared

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CLEARED DEFICIENCIES

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

VISIT DATE: 12/18/2012

POC Due Date / Section Number	PLAN OF CORRECTIONS(POCs)	Date Cleared / Comments
12/18/2012 101238	1 2 3 4 5 6 7 POC due to licensing by Dec 19 2012. Director will inspect all areas of preschool classrooms to determine if there are any other hazards. Shelf was removed immediately during the visit.	1 2 3 4 12/19/2012 classrooms were inspected
Section Cited	1 2 3 4 5 6 7	1 2 3 4
Section Cited	1 2 3 4 5 6 7	1 2 3 4
Section Cited	1 2 3 4 5 6 7	1 2 3 4

Lawler, Barbara@DSS

From: Antonia Solorio <ysolorio14@icloud.com>
Sent: Wednesday, December 19, 2012 3:06 PM
To: Lawler, Barbara@DSS
Subject: Plan of corrections type A preschool

Plan of correction type A 101239 (a)(2) preschool

The children will start taking their shoes inside the room not outside.

Type A 101238 preschool
I Yasmin did a walk trough the rooms cheking for hazardous shelves or objects in the room. So I can provide a safe environment for the children.

Sent from my iPhone

On Dec 19, 2012, at 9:49 AM, "Lawler, Barbara@DSS" <Barbara.Lawler@dss.ca.gov> wrote:

>
>
> -----Original Message-----
> From: 2911K0725501@DSS.CA.GOV [mailto:2911K0725501@DSS.CA.GOV]
> Sent: Wednesday, December 19, 2012 10:48 AM
> To: Lawler, Barbara@DSS
> Subject: Attached image data.
>
> This is image data from the scanner.
> <63563.pdf>

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 16	**DATE:**	12/07/2012
TYPE OF VISIT:	POC	UNANNOUNCED	**TIME BEGAN:**	03:20 PM
MET WITH:	Yasmin		**TIME COMPLETED:**	03:21 PM

NARRATIVE

LPA Barbara Lawler made today's annual required visit and inspected the infant program, for compliance with Health, Safety and Title 22 regulations.

LPA inspected the preschool play yard for repairs made to the ground surface, and surrounding areas. Director emailed POC pictures on Nov 1, 2012 and LPA approved the corrections on Nov 5, 2012.

LPA inspected the repaired black top surfaces today. Ground surfaces observed level and safe for children's play.

NOTICE OF SITE VISIT POSTED

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 12/07/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 12/07/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY EVALUATION REPORT

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 11	**DATE:**	10/23/2012
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	10:15 AM
MET WITH:	Cristy and Yasmin		**TIME COMPLETED:**	02:20 PM

NARRATIVE

LPA Barbara Lawler made today's visit to investigate the October 10, 2012 incident involving two children on the play yard. LPA initially met with Cristy.

LPA inspected the play yard and ground surfaces. Astro turf has been added to the play yard by the riding path.
LPA observed a large crack in the black top, which poses a tripping hazard to the children. Christy states a recent power wash to the surface has exposed the crack and uneven surfaces.

LPA and Yasmin reviewed the documentation submitted to licensing. LPA also discussed with Yasmin, in her absence, a fully qualified infant teacher must be on site. Because this center is a combination infant and preschool, a designee must be a fully qualified infant teacher.

This investigation reveals that on October 10, 2012 a teacher was supervising ten children on the play yard, when the teacher turned her back on seven children to assist a child who had fallen. While the teacher's attention was on the crying child, two children engaged in inappropriate child on child contact.

See following lic 809D for TYPE A violation:
NOTICE OF SITE VISIT POSTED Upon receipt, licensee shall post for 30 days and provide copies of this licensing report to parents/guardians of children in care at the facility within the next 24 hours or the next time the child is in care, and to parents/ guardians of children newly enrolled at the facility during the next 12 months. Failure to keep the Notice of Site Visit posted for 30 days may result in a $100 Civil Penalty. Failure to complete the plan of correction may result in a civil penalty.
Appeal rights provided.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 10/23/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solorio

DATE: 10/23/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT (Cont)

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 10/23/2012

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A 10/24/2012 **Section Cited** 101229 (a) (1)	1 2 3 4 5 6 7	Two children engaged in inappropriate physical conduct as a result of a lack of supervision. (a)The licensee shall provide care and supervision as necessary to meet the children's needs. (1) No child(ren) shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation.	1 2 3 4 5 6 7	When one teacher is alone on play yard, children will not be allowed to go to bark/sand area. When a teacher needs to move to another area of yard to attend to a child's needs all of the children will be redirected to follow the teacher so that appropriate supervision is provided. Teacher will supervise the children on the riding path/astro turf area. All staff have been retrained on visually supervising the children at all times, by never turning your back on any child. If a child needs to go inside to the bathroom, or teacher needs assistance on the yard, the teacher will call the director or available staff to assist. POC cleared during the visit.
Type A 10/23/2012 **Section Cited** 101238.2	1 2 3 4 5 6 7	Black top play yard surface is cracked, and observed with uneven surfaces. (d) The surface of the outdoor activity space shall be maintained: (1)In a safe condition for the activities planned. (2) Free of hazards including, but not limited to, holes, broken glass and other debris, and dry grasses that pose a fire hazard.	1 2 3 4 5 6 7	Effective immediately, children will not be allowed on the areas designated with cracks, and uneven surfaces. This will be maintained by staff supervision until the repairs are made. I will place cones or adequate coverings (picnic tables etc) over all eneven surfaces before center opens Oct 24th. I will obtain repair bids by Oct 24 and notify licenisng when the repairs will are to be completed, by Oct 26. I will notify CCL when repairs are to be completed, By Oct 31 and send pictures to CCL of repaired surfaces dates of completion is subject to approval..
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: 707-588-5058

LICENSING EVALUATOR SIGNATURE:

DATE: 10/23/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 10/23/2012

This Notice must be posted for 30 days

LIC809 (FAS) - (06/04)

Lawler, Barbara@DSS

From: Yasmin <ysolorio14@gmail.com>
Sent: Thursday, October 04, 2012 11:05 AM
To: Lawler, Barbara@DSS
Subject: Plan Of correction dated 10/02/12

Children's Cottage Child Care, Inc.
1078 East Ave, Napa Preschool License# 283005477

September 28, 2012

LPA Barbara Lawler
Community Care Licensing
101 Golf Course Dr Ste A-230
Rohnert Park, CA 94928

This plan Of correction Was complete 10/02/12
Dear Barbara Lawler,
Iam writing this plan of correction Type A 101483.3(b)
The plan of correction we talked about is that all the teachers are going to make sure this does not happen again of always making sure that the infants stay with the infants and the preschool with their own age. I therally explained and talked to my staff that was present in the wrong decision making at the time and went over the staff ratios. We have one infant teacher for the infant room and one preschool teacher and one teacher at 7:30 for the infants and one at 7:45 for helping for who ever needs it. We also talked in case we needed an extra staff there is someone that is available in the campus to be at an immediate help the person car pools with a teacher and she is here early incase shes needed. I been calling parents and put a paper in the sign in sheet where they can read about correcting their schedule for dropping in and picking up on time, the parents will read that paper and correct the schedule if needed and we will not take any child that comes in earlier than their schedule.

Plan of correction Type A 101416.2
I already went over this plan of correction with you Barbara we found out that Jessica was fully qualify. And I will make sure that I will have everyone that has taken any classes that I obtain their correct clases so we don't have this happen again.

Plan of correction Type b 101416.3
There was a fully qualified teacher supervising an aid at all times during our opening and closing times.

Plan of correction type A 101416.5
My plan of correction is I had a staff meeting with the present staff

that was presented in the wrong decision time there was an explanation and training on staff ratios and infant ratios for opening and closing times this should not happen again. Infant and preschools stay in their own different clases. The plan of correction we talked about is that all the teachers are going to make sure this does not happen again of always making sure that the infants stay with the infants and the preschool with their own age. I therally explained and talked to my staff that was present in the wrong decision making at the time and went over the staff ratios. We have one infant teacher for the infant room and one preschool teacher and one teacher at 7:30 for the infants and one at 7:45 for helping for who ever needs it. We also talked in case we needed an extra staff there is someone that is available in the campus to be at an immediate help the person car pools with a teacher and she is here early incase shes needed. I been calling parents and put a paper in the sign in sheet where they can read about correcting their schedule for dropping in and picking up on time, the parents will read that paper and correct the schedule if needed and we will not take any child that comes in earlier than their schedule.Adding to that we will be having a staff meeting today Tuesday October 2,2012 at 6:15pm to cover how can we make better decisions and training in regulations.

Sent from my iPhone

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 14	**DATE:**	09/28/2012
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	10:15 AM
MET WITH:	Yasmin Solorio-Vallejo		**TIME COMPLETED:**	03:15 PM

NARRATIVE

LPA Barbara Lawler made today's visit and discussed with director quarterly director's meeting and staff training.

LPA received today a copy of the third quarter, minutes of the Board of Directors held on July 10, 2012 and July 10
staff training agenda with staff in attendance.

LPA and Yasmin discussed the amended licensing reports of the May 18th and May 21, 2012 facility visits, and
copies of these reports were provided.

LPA reviewed criminal background clearances for all staff.

NOTICE OF SITE VISIT POSTED FOR 30 DAYS

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** 707-588-5058

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 09/28/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Lisa Crane

DATE: 09/28/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

APPEALED and approved by CDSLW

CIVIL PENALTY ASSESSMENT - IMMEDIATE

FACILITY NAME			DATE
Children's Cottage			04/06/2012
FACILITY ADDRESS	CITY	STATE	ZIP CODE
1078 East Ave	Napa	Ca	94559
OPERATOR(S)			FACILITY # IF LICENSED OR PENDING:
Children's Cottage Child Care Inc.			283005477

Immediate civil penalties can be assessed against any licensee for failure to comply with Caregiver Background Check requirements and against family child care licensees for failure to comply with parent/authorized representative (AR) notification and visit report posting requirements. See the back of this form for specifics.

On this date you have been found in violation of one or more requirements for which an immediate civil penalty is warranted. See the Licensing Report (LIC 809 or LIC 9099) issued on this date. You are hereby notified that a civil penalty has been assessed.

Caregiver Background Check

☐ $100 immediate Civil Penalty per person for allowing any person (who is subject to a background check) to work, reside or volunteer without a criminal record clearance or exemption. Maximum of 5 days for the first violation. Maximum 30 days for subsequent violations.

☐ $100 immediate Civil Penalty per person for allowing any person (who is subject to a Caregiver Background Check Order of Removal) to work, reside or volunteer.

☑ $100 immediate Civil Penalty per person for allowing a cleared or exempted person to work, reside or volunteer before requesting a clearance transfer or before receiving approval of an exemption transfer.

Individual ~~#1~~	number of days x $100 = $ 100.00	Penalty
Individual #2 Susan Dezmaj	number of days x $100 = $ 100.00	Penalty
Individual #3	number of days x $100 = $	Penalty

Child Care Facilities Only

☐ $100 immediate Civil Penalty per parent/AR for failure to provide "Family Child Care Home (FCCH) Addendum to Notification of Parents' Rights (Regarding Exclusion)". # _____ parent/AR x $100 = $ _____ penalty

☐ $100 immediate Civil Penalty per parent/AR for failure to provide "Family Child Care Home Addendum to Notification of Parents' Rights (Regarding Reinstatement)". # _____ parent/AR x $100 = $ _____ penalty

☐ $100 immediate Civil Penalty per parent/AR for failure to obtain signature indicating receipt of Addendum. # _____ parent/AR x $100 = $ _____ penalty

☐ $100 immediate Civil Penalty for failure to provide signed addendum to the Department when requested.

☐ $100 immediate Civil Penalty for failure to comply with posting requirements for 30 consecutive days.

☐ $50 immediate Civil Penalty for failure to return "Confirmation of Removal" form to Licensing within 5 days. (FCCH only)

Total PenaltyAssessed $ ~~200.00~~ 100

YOU WILL RECEIVE AN INVOICE IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR INVOICE.

NAME OF LICENSING PROGRAM ANALYST	SIGNATURE OF LICENSING PROGRAM ANALYST	DATE
Barbara Lawler	Barbara Lawler	04/06/2012
NAME OF FACILITY REPRESENTATIVE/TITLE	SIGNATURE OF FACILITY REPRESENTATIVE	DATE
Yasmin Solorio-Vallejo		
SUPERVISOR REVIEW/SIGNATURE (FOR INTERNAL USE ONLY)	TITLE	DATE
[illegible]	LPM	7/17/12

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 16	**DATE:**	05/21/2012
TYPE OF VISIT:	Annual/Required	UNANNOUNCED	**TIME BEGAN:**	11:45 AM
MET WITH:	Yasmin Solorio-Vallejo		**TIME COMPLETED:**	02:15 PM

NARRATIVE

The following is an amended report.
LPA Barbara Lawler made today's follow-up visit and inspected for health, safety and Title 22 compliance.
LPA Lawler discussed the following with Yasmin:
Adequate and appropriate visual supervision of children Section 101229 states: No child shall be left without the supervision of a teacher at any time, supervision shall include visual observation (except in Sections 101216.2(e)(1) and 101230 (c)(1). During today's visit LPA entered primary preschool classroom while observing twelve children eating lunch at two tables. No staff was observed. Briefly later, a teacher was observed coming out of the storage room with mats. The teacher could not see the children at their lunch tables, from the storage room. The teacher's view of children was obstructed by the lay out of the classroom.
Designation of Facility Responsibility on file lists one staff currently working.
The fully qualified teacher (designated with facility responsibility) was going to leave early on May 18, 2012 without a backup. Fully qualified staff with designation of facility responsibility shall have working knowledge of the operation of center and knowledge of facility files.
Lic 9182 Criminal Background Clearance Transfer Request, if an individual is not currently associated to a facility complete the lic 9182 with Licensing Information System ID and complete the last section, TO THE FOLLOWING FACILITY. If in doubt of how to complete any form, contact licensing and speak with your LPA or Desk Duty LPA for child care.
LPA discussed with Yasmin how they ensure sand box is free of debris and animal urine and droppings. Sand box does not have a cover. Yasmin states the owner researched sand box safety. Vinegar is applied weekly to the entire sand box, every Friday. Each morning staff inspect the sand boxes prior to children going outside, to ensure the sand box is clean and free of any debris.

See following lic 809D:
NOTICE OF SITE VISIT POSTED THIRTY DAYS

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 05/21/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solorio

DATE: 05/21/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 05/21/2012

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A		
Type A 05/21/2012 **Section Cited** 101229	Twelve preschool age children were in classroom without the visual observation of the teacher. The teacher was in the storage room gathering mats for nap time. The teacher could not see the children while setting up the mats. (a) The licensee shall provide care and supervision as necessary to meet the children's needs. (1) No child(ren) shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation.(a) The licensee shall provide care and supervision as necessary to meet the children's needs. (1) No child(ren) shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation.	Usually at least two teachers are supervising the children. I will send POC to licensing by May 24th

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler
TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/21/2012

Barbara Lawler
Yasmin Sedano

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 16	**DATE:**	05/21/2012
TYPE OF VISIT:	POC	UNANNOUNCED	**TIME BEGAN:**	11:45 AM
MET WITH:	Yasmin Solorio-Vallejo		**TIME COMPLETED:**	02:35 PM

NARRATIVE

LPA Barbara Lawler made today's visit and inspected plan of corrections.
LPA verifed disposable cups are readily available by children's sink , for drinking water.
Rusty substance was removed from cabinet under children's hand washing sink, no odor observed.

By May 24th director will mail written POC's for Sign in and Out sheets and how staff will provide appropriate supervision on play yard and in classroom (when one teacher is in ratio with children and setting up napping mats).

During today's visit director faxed updated lic 9182 to have criminal background clearances transferred to preschool license, for staff, cited May 18 2012. This teacher is allowed to supervise children , May 21st.

Notice Of Site VIsit Posted

See following lic 809D
Parents are to receive copies of all Type A licensing reports next day child is in care, and newly enrolled parents for the next twelve months. Lic 9224 shall be signed by each parent and maintained in children's files.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/21/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/21/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

All POC Have Been Cleared

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CLEARED DEFICIENCIES

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

VISIT DATE: 05/21/2012

POC Due Date / Section Number	PLAN OF CORRECTIONS(POCs)	Date Cleared / Comments
05/21/2012 101238	1 2 3 4 5 6 7 Until we can order and install additional chipped bark, staff will rake bark from perimeter of yard, and from under areas not needing cushioning and distribute bark under all fall zones. Bark will be raked daily or as needed before children use play yard. Bark will be raked effective May 21, 2012. I will contact the owner for ordering additional bark and notify licensing when bark is to be installed. No later than June 30th.	1 2 3 4 05/23/2012 CCL received written POC by email
05/21/2012 **Section Cited** 101229	1 2 3 4 5 6 7 Usually at least two teachers are supervising the children. I will send POC to licensing by May 24th	1 2 3 4 05/23/2012 ccl received written POC by emai
Section Cited	1 2 3 4 5 6 7	1 2 3 4
Section Cited	1 2 3 4 5 6 7	1 2 3 4

LICENSING EVALUATOR SIGNATURE:

DATE: 05/21/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/21/2012

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CONTACT SHEET

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This form is intended to document contacts concerning the facility identified below. Such contacts may include notification of corrections by the facility. Limit the information to public information. File on the top right side of the facility folder. Enter t/c (telephone call) or o/v (other visit) in the first column. Enter the contact date in the second column. Under Summary of Contacts enter relevant information including action taken and follow up. Enter initial and last name after each entry.

FACILITY NAME	FACILITY NUMBER
CHILDREN'S COTTAGE - PRESCHOOL	283005477

Contact Type	Date		Summary of Contacts
t/c	05/23/2012	1	Director states bark will be delivered June 10 2012
		2	POC's emailed May 22 2012
		3	
	06/06/2012	1	Received pictures of newly added bark POC cleared
		2	
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STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	YASMIN SOLORIO-VALLEJO		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 18	**DATE:**	05/18/2012
TYPE OF VISIT:	Annual/Required	UNANNOUNCED	**TIME BEGAN:**	02:15 PM
MET WITH:	Lisa Crane		**TIME COMPLETED:**	04:40 PM

NARRATIVE

This is an amended licensing report.
LPA Barbara Lawler made today's visit and inspected for compliance with health, safety and Title 22 regulations. Facility file was reviewed prior to visit. Fully qualified teacher, Lisa Crane was in charge of the facility. LPA and Lisa reviewed criminal background clearances for staff present today.

Five staff were caring for 18 preschool age children in the large classroom.

Site has working telephone, ventilation and lighting are adequate throughout the classroom and bathroom.

Classroom water fountain does not deliver drinking water. Rust substance and mildew odor was observed under children's hand washing sink. Four toilets and three hand washing sinks are available to the children, stocked with toilet paper, hand soap and paper towel.
Ratios and capacity observed in compliance.

Fire and disaster drills are conducted and documented at least twice a year.

Floor surfaces are clean and safe. A variety of age and developmentally appropriate toys, furnishings and activities are available.
At least one teacher has current EMSA pediatric CPR and First Aid.

Play yard is fully fenced. Shade and drinking water are provided.
Climbing structures are cushioned by chipped bark, observed adequate depth.
Toys are safe and in good repair.
See following lic 809D. LPA discussed TYPE A deficiencies are to be posted with Notice of Site Visit for 30days and parents shall receive copies of all TYPE A licensing reports and sign lic 9224 for a period of twelve months. Civil penalty assessed today.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 05/18/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solorio

DATE: 05/18/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 05/18/2012

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
Type A 05/18/2012 **Section Cited** 101238 a	1 2 3 4 5 6 7	Tall bookcase in Circle Time room is not secured or anchored to the wall. (a) The child care center shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees and visitors.	1 2 3 4 5 6 7	CHildren will not be allowed in this room until the book case in anchored to the wall and proof of correction is sent to licensing.
Type A 05/21/2012 **Section Cited** 101238 a	1 2 3 4 5 6 7	Cabinet under hand washing sink smells of mildew and rust substance was observed of lower surface of cabinet. This area is readily accessible to children and cabinets are not latched. (a) The child care center shall be clean, safe, sanitary and in good repair at all times to ensure the safety and well-being of children, employees and visitors.	1 2 3 4 5 6 7	Monday May 21 2012 I will contact plumber or approved repair person to schedule maintainence by May 23 2012 for appropriate repairs. I will check the surface and area reguarly to ensure the area is clean and healthy.
Type A 05/21/2012 **Section Cited** 101238 a	1 2 3 4 5 6 7	Drinking water fountain is in disrepair and does not deliver adequate water. Chiild was observed drinking from fountain, and child's mouth was touching the water fountain fixture. Teacher states children use disposable cups for collecgting drinking water from hand washing sink. LPA observed no water cups at the sinks.	1 2 3 4 5 6 7	POC will be mailed to licensing on May 21 2012.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler
TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 05/18/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Barbara Lawler

DATE: 05/18/2012

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 05/18/2012

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 05/22/2012 **Section Cited** 101229.1	*Sign in and out sheets were reviewed and found* incomplete. CHildren's sign in and out sheets were missing dates of attendance, missing signatures for droff off and pickup, times of drop off or pick up missing, and incomplete signatures.	*I will send written notification to each parent with* licensing requirements by May 22 2012. Director or designee will review all sign in and out sheets for completeness each day, and at pickup time review with parent/parents as needed. I will mail licensing a copy of my written communicaiton with parent by May 22, 2012 POC to be sent to licensing May 18, 2012.
Type B 05/18/2012 **Section Cited** 101229	13 children were under the supervision of two teachers, one teacher walked over to sand box and seond teacher was across the yard and had her back to 9 children, while applying sunscreen to a child and facing 3-4 children at the water fountain. (1) No child(ren) shall be left without the supervision of a teacher at any time, except as specified in Sections 101216.2(e)(1) and 101230(c)(1). Supervision shall include visual observation.	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/18/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/18/2012

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

FACILITY EVALUATION REPORT

REFER TO

See other side for explanation of form.

FACILITY NAME	DIRECTOR	FACILITY NUMBER	FACILITY TYPE
Children's Cottage	[illegible]	280005477	CCC

ADDRESS	TELEPHONE	CAPACITY	CENSUS	DATE
1078 East Ave Napa	( )	65	18	5/18/2012

TYPE OF VISIT:	MET WITH		TIME VISIT BEGAN
☑ REQUIRED ☐ OFFICE ☐ MANAGEMENT ☐ PRELICENSING ☐ ANNUAL ☐ FOLLOW-UP	☐ [illegible]	☐ ANNOUNCED ☐ UNANNOUNCED	TIME COMPLETED 4:40pm

DEFICIENCY INFORMATION FOR THIS PAGE:

☑ Type A ☐ No Deficiency Cited

☐ Type B

CIVIL PENALTY INFORMATION:

☐ Penalty Assessed ☐ Penalty Notice Given

☐ Penalty Cleared ☐ Not Applicable

COMMENTS/DEFICIENCIES	PLAN OF CORRECTIONS (POCs)	POC DUE DATE
LPA Barsana made today REQUIRED VISIT and inspected for 24/5 Title 22 regulations		
See NOS 30 days	Type A	
Violations cited	CLEARANCE 102370	
Supervision 101229.8	Physical Act 101238a	
Sign in/out 101229.1		
Electronic report will be emailed		
mon by May 21 2012		

Failure to correct the above cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

LICENSING EVALUATOR SIGNATURE	TELEPHONE	DATE	I understand my licensing appeal rights as explained on the back of this form.
[illegible]	( ) 588-2038	5/18/12	

NAME OF SUPERVISOR	TELEPHONE	FACILITY REPRESENTATIVE SIGNATURE	DATE
Linda Walker	( ) 5885826	Luis Crane	5/18/12

LIC 809 (6/04)

(a) Luis Crane

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, RAY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:**	**DATE:**	04/06/2012
TYPE OF VISIT:	Case Management - Deficiencies	UNANNOUNCED	**TIME BEGAN:**	03:41 PM
MET WITH:	Jasmin		**TIME COMPLETED:**	05:00 PM

NARRATIVE

LPA Barbara Lawler was at this facility today on other matters.
During the visit LPA discovered that a teacher working in the preschool classrooms does not have criminal background clearances associated to the facility. Although this teacher was a former employee at Children's Cottage, she states she left employment in February 2011 with the intent of relocating out of the area. The clearances were disassociated from Children's Cottage February 2011.

Civil penalty assessed.

See following lic 809D for TYPE A

Parents Acknowledgement of Receipt of TYPE A Licensing Reports and posting of TYPE A licensing Reports and Notice of Site VIsit to be posted for 30 days were discussed.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 04/06/2012

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Salinas

DATE: 04/06/2012

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 04/06/2012

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 04/06/2012 **Section Cited** 101170	1 2 3 4 5 6 7 Teacher supervising children does not have fingerprint clearances associated to the facility.	1 2 3 4 5 6 7 I will contact licensing and verify staff's clearance information, complete a lic 9182 and fax to licensing before allowing the teacher to return to work.
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 04/06/2012

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 04/06/2012

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, RAY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 18	**DATE:**	08/29/2011
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	10:30 AM
MET WITH:	Yasmin Solario		**TIME COMPLETED:**	10:45 AM

NARRATIVE

LPA conducted an unannounced facility visit for the purpose of case management. Present are children with staff. Ratio is met. It has been determined that not all parents of children in care at the facility or parents of newly enrolling children have received copies of documents required of AB633. Type A citations and an Accusation were not given out to all parents. This is discussed with Yasmin as is a letter she gives to parents to explain a Type A deficiency. Health and Safety Code1596.817 is also given today.

See 809D for deficiency. Appeal Rights are given. Notice of Site Visit is posted.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/29/2011

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 08/29/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 08/29/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 09/05/2011 **Section Cited** HS 1596.8595c	A licensed child care home shall provide to the parents of each child receiving services in the facility copies of any licensing report that documents any Type A citation that represents an immediate risk to the health, safety, or personal rights of children in care as specified in paragraph (1) of subdivision (a) of Section 1596.893b. It has been determined that not all parents have received copies of Type A citations or of an Accusation served 3/1/11. This was cited 1/3/11. A civil penalty applies.	I will ensure that all parents receive a copy of information required and get a signed receipt, LIC 9224. I will send a copy of LIC9224 to CCL for the 6 parent names on the list given today.
Type B 08/30/2011 **Section Cited** 1596.8595(a)(1)	License. During the hours when clients are present the licensee shall post its license in a prominent, publicly accessible location in the facility. Today, the Notice of Site Visit is posted on a bulletin board placed on the floor and leaning against the wall behind a table and chairs in the office/lobby area. Type A violation given 8/23/11 is not posted. The notices are required to be posted on or immediately adjacent to the interior side of the main door to the facility.	I will read 1596.817 which I was given today. I will ensure that all required postings are posted in accordance with regulation to ensure that parents see the postings.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/29/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Jasmin I Salazar

DATE: 08/29/2011

FACILITY VISIT SUMMARY REPORT

Complaint Control Number:

FACILITY NAME	ADMINISTRATOR	FACILITY NUMBER	FACILITY TYPE
Children's Cottage Preschool	Yasmin Solano	283004489	

ADDRESS	TELEPHONE	CAPACITY	CENSUS	DATE
1078 East Av Napa	224-3825		64	8/23/11

TYPE OF VISIT

- ☐ Complaint
- ☐ Prelicensing
- ☒ Management
- ☐ Random
- ☐ POC
- ☐ Required

MET WITH: Yasmin Solano

- ☐ Announced
- ☑ Unannounced

TIME BEGAN: 11:30

TIME COMPLETED: 2:30

DEFICIENCY/CIVIL PENALTY INFORMATION

- ☒ Type A
- ☐ Type B
- ☐ No Deficiency Cited
- ☐ Civil Penalty Assessed
- ☐ Penalty Notice Given
- ☐ Penalty Cleared
- ☐ Penalty Not Cleared
- ☐ Deficiencies Cleared
- ☐ Deficiencies Not Cleared

AREA OF DEFICIENCY(IES)

- ☐ Limits of License
- ☐ Criminal Record
- ☐ Records
- ☐ Food Service
- ☐ Program/Operation
- ☐ Health Related/Medical Services
- ☐ Physical Plant
- ☐ Qualifications
- ☐ Staffing/Ratio
- ☐ Care and Supervision
- ☐ Personal Rights
- ☐ Other

Deficiency Description	To Be Corrected By Date
Ratio in P/S is 1:12. A fully qualified Teacher can supervise 18 children w/ qualified aide. Today in large P/S class a teacher who is not fully qualified is supervising 18 children w/ 6 unit aide	8/24/11 - Send written POC

SUPERVISOR'S NAME: Linda Walker	TELEPHONE: 588 5034
LICENSING EVALUATOR NAME: S Keeh	TELEPHONE: 588 5056
LICENSING EVALUATOR SIGNATURE: S Keeh	DATE: 8/23/11

I have read and understand the electronic version of the full licensing report completed today at this facility. I acknowledge receipt of this form and understand my appeal rights as explained on the back of this form. If "A" violations are cited, child care providers must post this report pending receipt of final report.

FACILITY REPRESENTATIVE SIGNATURE	DATE
Yasmin Solano	8/23/2011

FOR LPA USE WHEN PROVIDING A PRINTED COPY OF THE ELECTRONIC REPORT TO THE LICENSEE:

I certify that the attached is a true and correct copy of the electronic field visit report completed at the facility on _____ .
(Date)

_____ (LPA Signature) _____ (Date)

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

COMPLAINT INVESTIGATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **06/20/2011** and conducted by Evaluator Susan Keehn

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20110620160452

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, RAY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 14	**DATE:**	08/29/2011
		UNANNOUNCED	**TIME VISIT BEGAN:**	10:30 AM
MET WITH:	Yasmin Solario		**TIME COMPLETED:**	11:30 AM

ALLEGATION(S):

1 Neglect/Lack of Supervision
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INVESTIGATION FINDINGS:

1 LPA S. Keehn visited for the purpose of delivering findings of the above allegation. Investigation consisted of
2 interviews with staff, parents, and children. The specific allegation was that children have been involved in a
3 game in which two or more children pull their pants down. Children were not reported to touch each other.
4 Director Yasmin denies that parents have come to her about this. Investigation findings reveal that on one or
5 more occasions within the last few months, children have either been involved in a game of pulling down their
6 pants or have observed other children pull down their pants with no intervention or knowledge of staff. This
7 allegation is substantiated.
8 See 809D for deficiency. Appeal Rights given. Notice of site visit posted. Failure to keep this notice
9 posted for 30 days may result in a civil penalty of $100. Upon receipt, licensee shall post and provide copies
10 of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of
11 children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may
12 result in a civil penalty.
13

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/29/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 08/23/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 08/29/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 08/30/2011 **Section Cited** 101229(a)(1)	No Child(ren) shall be left without the supervision, including visual observation, of a teacher at any time. Investigation findings reveal that children in care were involved in a game of pulling down pants without the knowledge or visual observation of a teacher. No touching is reported to have occurred. This is an immediate risk to children. This is a second violation within 12 months and a civil penalty applies.	I will send a written written plan of correction regarding what will be done differently regarding

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn
TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/29/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Salazar

DATE: 08/29/2011

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

This is an official report of an unannounced visit/investigation of a complaint received in our office on **06/20/2011** and conducted by Evaluator Susan Keehn

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20110620160452

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, RAY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 14	**DATE:**	08/29/2011
		UNANNOUNCED	**TIME VISIT BEGAN:**	10:30 AM
MET WITH:	Yasmin Solario		**TIME COMPLETED:**	11:30 AM

ALLEGATION(S):

1 Personal Rights
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INVESTIGATION FINDINGS:

1 LPA S. Keehn visited for the purpose of delivering findings of the above allegations. Investigation consisted
2 of interviews with staff, parents and children. The allegation is related to a game that some children have been
3 involved in a of pulling down pants or that children have observed other children pull down their own pants.
4 Children were not forced to play the game nor is there indication that children were upset by this; therefore it
5 can not be determined if this violated the personal rights of the children involved. Although children have the
6 right to a safe environment and adequate supervision, there is no evidence that children were physically or
7 emotionally harmed. The allegation is inconclusive.
8
9 Notice of Site Visit is posted.
10
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Inconclusive **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/29/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 08/29/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

COMPLAINT INVESTIGATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **05/13/2011** and conducted by Evaluator Susan Keehn

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20110513154100

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 18	**DATE:**	08/29/2011
		UNANNOUNCED	**TIME VISIT BEGAN:**	10:30 AM
MET WITH:	Yasmin Solario		**TIME COMPLETED:**	11:30 AM

ALLEGATION(S):

1 PHYSICAL PLANT: Facility is dirty
2 PHYSICAL PLANT: Facility smells
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INVESTIGATION FINDINGS:

1 LPA S. Keehn visited for the purpose of delivering findings of the above allegations. Investigation
2 consisted of interviews with complainant, staff, and parents. Staff deny the allegations and state that other
3 than an occasional stinky diaper, there is no odor. The above allegations are found to be inconclusive as other
4 parents have not had issue with the cleanliness of the facility. On 5/23, 6/20, 8/23 and today the facility is
5 observed to be clean with no foul odor.
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Inconclusive **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/29/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 08/29/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

FACILITY EVALUATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, RAY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 24	**DATE:**	08/23/2011
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	11:30 AM
MET WITH:	Yasmin Solario		**TIME COMPLETED:**	02:30 PM

NARRATIVE

LPA S. Keehn conducted an unannounced facility visit for the purpose of case management. Present are 24 children with 3 staff. Due to laptop problems, a handwritten report was left and this report is sent the following day.

See 809D for deficiency. Appeal Rights given. Notice of site visit posted will be posted by the director. Failure to keep this notice posted for 30 days may result in a civil penalty of $100. Upon receipt, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may result in a civil penalty.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

DATE: 08/23/2011

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 08/24/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 08/23/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 08/24/2011 **Section Cited** 101216.3(a)	Teacher – Child Ratio. There shall be a ratio of one teacher supervising no more than 12 children in attendance except as specified in (b) and (c). A ratio of 1 fully qualified teacher 1 aide for every 18 children in attendance in a preschool program is allowed when the aide meets the qualifications in Section 101216.2(d) Today there is a teacher who is not fully qualified, with an aide who does not meet the requirements supervising 18 children. 2 children are in coat room and one is in the bathroom with staff at both doors. This is immediate risk as neither staff qualifed and not all children could be visually supervised.	A written plan of correction will be submitted by 8/24/11.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 08/24/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 08/24/2011

This Notice must be posted for 30 days

CIVIL PENALTY ASSESSMENT

FACILITY NAME: Children's Cottage

DATE: 08/29/2011

FACILITY ADDRESS: 1078 East ave.

CITY / STATE / ZIP CODE: Napa, CA 94559

LICENSEE(S)/OPERATOR: Ray Welch

FACILITY #: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, 1596.99, and 1597.58. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101229(a) -- $150.

and/or California Health and Safety Code, Division 2, Chapters 3, 3.01, 3.2, 3.4, and 3.5, and 3.6.

Section(s) HS1596.8595c - 150.00

A Licensing Report (LIC 809 or LIC 9099) was issued on 01/03/2011 (DATE) giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ Because you failed to make the corrections specified on the LIC 809, a civil penalty of $_____ is assessed for the period from _____ (DATE) through _____ (DATE).

- ☐ A civil penalty of $50 per violation per day, up to a maximum of $150 per violation per day will be assessed. This will continue until correction(s) is made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☑ Because you repeated a violation of the same subsection within a 12-month period, an immediate civil penalty of $ 150.00 is assessed for the period from 08/29/2011 (DATE) through 08/29/2011 (DATE).

- ☐ All Facility Types Except Child Care Centers: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation; then $50 per day per violation until corrections are made.
- ☑ Child Care Centers Only: **Second citation** within a 12-month period; an immediate civil penalty of $150 per violation; then $150 per day per violation until corrections are made.
- ☐ Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically Ill (RCF-CI): **Third citation** within a 12-month period; an immediate civil penalty of $1,000 per violation; then $100 per day per violation until corrections are made.
- ☐ Family Child Care Home (FCCH), Child Care Center (CCC), Community Care Facility (CCF): **Third citation** within 12-month period; an immediate civil penalty of $150 per violation; then $150 per day per violation until corrections are made.
- ☐ FCCH and CCC only: Second or subsequent violation for failure to allow parent or guardian to enter and inspect facility or for retaliation/discrimination stemming from a request to enter or lodge a complaint. A civil penalty of $50 per violation.

Total Penalty Assessed $ 300.00

YOU WILL RECEIVE AN INVOICE IN THE MAIL.

DO **NOT** SEND MONEY UNTIL YOU RECEIVE YOUR INVOICE

NAME OF LICENSING PROGRAM ANALYST: Susan Keehn

NAME OF FACILITY REPRESENTATIVE/TITLE: Yasmin Solario

SIGNATURE OF LICENSING PROGRAM ANALYST: S Keehn

SIGNATURE OF FACILITY REPRESENTATIVE: Yasmin Solario

SUPERVISOR REVIEW/SIGNATURE (FOR INTERNAL USE ONLY)

TITLE: LPM

DATE: 08/29/2011

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:**	**DATE:**	05/23/2011
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	10:30 AM
MET WITH:	Yasmin Solario-Vallejo		**TIME COMPLETED:**	01:00 PM

NARRATIVE

LPA S. Keehn visited for the purpose of checking on plans of correction for violations issued 4/21/11. Present are children with staff. initially, on arrival, LPA found one staff with 17 children in the large classroom. Children have drinking water readily available by paper cups that they can use at the sink. Yasmin sent a statement stating that staff were training on how to fold bedding to meet the regulation.

See 809D for deficiency. Appeal Rights given. Notice of site visit posted. Failure to keep this notice posted for 30 days may result in a civil penalty of $100. Upon receipt, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may result in a civil penalty.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 05/23/2011

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 05/23/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:**	**DATE:**	05/23/2011
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	10:30 AM
MET WITH:	Yasmin Solario-Vallejo		**TIME COMPLETED:**	01:00 PM

NARRATIVE

LPA S. Keehn visited for the purpose of checking on plans of correction for violations issued 4/21/11. Present are children with staff. initially, on arrival, LPA found one staff with 17 children in the large classroom. Children have drinking water readily available by paper cups that they can use at the sink. Yasmin sent a statement stating that staff were training on how to fold bedding to meet the regulation.

See 809D for deficiency. Appeal Rights given. Notice of site visit posted. Failure to keep this notice posted for 30 days may result in a civil penalty of $100. Upon receipt, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may result in a civil penalty.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 05/23/2011

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 05/23/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 05/23/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 05/31/2011 **Section Cited** 101229.1(a)	Sign in and Sign Out A review of the sign in sheets today for both components show that many children over the course of 2 days are not signed out and a couple are not signed in who are signed out.	I will notify parents and send a copy of notification to CCL by 5/31/11.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 05/23/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Salario

DATE: 05/23/2011

8

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

CIVIL PENALTY ASSESSMENT

FACILITY NAME	DATE
CHILDREN'S COTTAGE CHILD CARE, INC. - INFANT	05/23/2011
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE: CA	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE, INC.	FACILITY NUMBER: 283007874

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101229.1(a) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **04/21/2011** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **05/23/2011**, the day the deficiency was cited.

☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.

☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Susan Keehn
SIGNATURE OF LICENSING PROGRAM ANALYST

S Keehn

NAME OF FACILITY REPRESENTATIVE/TITLE Yasmin Solario-Vallejo
SIGNATURE OF FACILITY REPRESENTATIVE

Yasmin Solario

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 05/23/2011

TITLE Lic

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 30	**DATE:**	04/21/2011
TYPE OF VISIT:	Annual/Required	UNANNOUNCED	**TIME BEGAN:**	08:30 AM
MET WITH:	Yasmin Solario, director		**TIME COMPLETED:**	05:00 PM

NARRATIVE

LPA's S. Keehn and B. Lawler visited for the purpose of inspecting for compliance with Title 22 Regulations for this Required Visit. Facility files were reviewed prior today's visit. Ratio and capacity is met. All staff present today have required criminal record clearances. There are no bodies of water observed. It is reported that there are no weapons or poisons on the premises. Site has working telephone. Furniture and equipment is in good condition. The bathrooms appear clean and have sufficient soap, paper towels, and toilet paper to meet the needs of the children. Water temperature at sinks used by children is below 120 degrees. Floors and surfaces appear clean. Food storage area appears clean. Sign in/out sheets were reviewed. Snack menu is posted. Breakfast and lunch are provided by parents. Staff who open and close have current First Aid, CPR and Preventative Health on file.

Lighting and ventilation are adequate throughout classrooms and bathrooms.

Appropriate and adequate supervision of children was observed.

The outdoor play area is inspected, yard is fully fenced and no hazards are observed. Shade is provided. Climbing structure is securely anchored and has sufficient cushioning material beneath and around fall zones.

Staff files are reviewed. Children's files are reviewed. The roster is current and a copy provided today.

Lic 311 Records to Be Maintained, Shaken Baby and SIDS brochures are given.

See 809D for deficiency. Appeal Rights given. Notice of site visit posted. Failure to keep this notice posted for 30 days may result in a civil penalty of $100. Upon receipt, licensee shall post and provide copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians of children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may result in a civil penalty. Licensing information and updates are available at www.ccld.ca.gov.

LPA B Lawler authored this report on LPA S Keehn's computer.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

DATE: 04/21/2011

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 04/21/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 04/21/2011

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 05/04/2011 **Section Cited** 101221 (a)	1 2 3 4 5 6 7	A separate complete and current record for each child is maintained in the child care center. Following children's files were missing forms: child 2,3, and 6 (refer to lic 811)	1 2 3 4 5 6 7	I will send copy of my POC to CCL by 5/4/2011
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
	1 2 3 4 5 6 7		1 2 3 4 5 6 7	

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

DATE: 04/21/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 04/21/2011

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 04/21/2011

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type B 04/21/2011 **Section Cited** 101238 g	1 2 3 4 5 6 7	Disinfectant spray was on a ledge, in area of children ' s hand washing area of auditorium classroom	1 2 3 4 5 6 7	Removed during visit I will remind staff to store all toxins out of children's reach and verbally by end of business April 22 2011 POC cleared
Type B 04/21/2011 **Section Cited** 101239.2 (a)	1 2 3 4 5 6 7	Drinking water from fixture or container shall be readily available both indoors and outdoors. Drinking fountain in auditorium classroom is not working and does not deliver water	1 2 3 4 5 6 7	Until water fountain is repaired children will be provided drinking water in classroom by pitcher and cups.
Type B 05/04/2011 **Section Cited** 101239.1 (c)(2)	1 2 3 4 5 6 7	Napping mats observed stored touching other children's mats. Mats stored with floor side touching side where child lays Bedding shall be individually stored so that no child's bedding comes into contact with other bedding.	1 2 3 4 5 6 7	I will send a copy of my POC to CCL by 5/4/2011
Type B 05/04/2011 **Section Cited** 101239	1 2 3 4 5 6 7	No lid on garbage can containing food waste. LPA's observed emptied yogurt containers and bread in the trash can in kitchen. The trash can does not have a lid.	1 2 3 4 5 6 7	I will send a copy of POC to CCL by 5/4/2011

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5034

LICENSING EVALUATOR NAME: Susan Keehn

TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

Barbara Keehn / SK

DATE: 04/21/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solorio

DATE: 04/21/2011

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

COMPLAINT INVESTIGATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **10/07/2010** and conducted by Evaluator Terri Jensen

COMPLAINT CONTROL NUMBER: 01-CC-20101007154508

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 17	**DATE:**	10/14/2010
		UNANNOUNCED	**TIME VISIT BEGAN:**	09:30 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	12:30 PM

ALLEGATION(S):

1 Child on child, inappropriate behavior
2 Children do not have adequate supervision
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INVESTIGATION FINDINGS:

1 Complaint Specialist Terri Jensen and LPA Jude Burden conducted an unannounced facility visit for the
2 purpose of meeting the ten day requirement to notify the licensee of a new complaint.
3 Both the director and assistant director were interviewed privately during this visit, as well as one
4 preschool teacher. Files for children named in the incident were reviewed. Facility Roster obtained.
5 Further investigation is needed.
6
7 NOTICE OF SITE VISIT POSTED
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Needs Further Investigation **Estimated Days of Completion: 90 days**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: Terri Jensen

DATE: 10/14/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Ray Welch

DATE: 10/14/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

COMPLAINT INVESTIGATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **10/07/2010** and conducted by Evaluator Terri Jensen

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20101007154508

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 24	**DATE:**	01/03/2011
		UNANNOUNCED	**TIME VISIT BEGAN:**	01:00 PM
MET WITH:	Ray Welch		**TIME COMPLETED:**	02:55 PM

ALLEGATION(S):

1 Child on Child Inappropriate behavior
2 Children do not have adequate supervision
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INVESTIGATION FINDINGS:

1 Complaint Specialist - Terri Jensen and LPA Barbara Lawler, conducted an unannounced facility visit for
2 the purpose of delivering final findings for the above stated allegations.
3 This investigation consisted of personal interviews with director and staff of Children Cottage, personal
4 and telephone interviews with parents of children currently and formerly enrolled for care at the center,
5 personal interviews with children currently and formerly enrolled at the center, review of children's files, review
6 of Napa County Child Welfare Services Report and phone call with Napa County Social Worker,review of Napa
7 County CPS report, phone call with detective from Napa Sheriff's Department and verbal review of the report
8 prepared by the detective.
9 Investigation findings reveal that children were involved in inappropriate touching of one another, on
10 more than one occasion, without the knowledge of staff. Children disclosed to staff that they were playing a
11 game referred to as the "naked game", however staff did not observe this game, nor did they follow up with
12 children to pursue the details of the game, or inform parents of the disclosure. Children interviewed report that
13 staff were sitting on a bench/table during the times that the "naked game" was being played.

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: TJensen

Terri A Jensen

DATE: 01/03/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch

DATE: 01/03/2011

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477
VISIT DATE: 01/03/2011

NARRATIVE

1 These allegations are substantiated.
2 See LIC 9099D for citations issued during this visit.
3
4 NOTICE OF SITE VISIT POSTED APPEAL RIGHTS AND NEVER SHAKE A BABY BROCHURE GIVEN
5 Upon receipt, licensee shall post for 30 days and provide copies of this licensing report to parents/guardians
6 of children in care at the facility within the next 24 hours or the next time the child is in care, and to parents/
7 guardians of children newly enrolled at the facility during the next 12 months.
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SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 01/03/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/03/2011

Control Number 01-CC-20101007154508
STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
DEFICIENCY INFORMATION FOR THIS PAGE:

FACILITY NUMBER: 283005477
VISIT DATE: 01/03/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 01/04/2011 **Section Cited** 101229(a)(1)	CARE AND SUPERVISION: No Child(ren) shall be left without the supervision, including visual observation, of a teacher at any time. Investigation findings reveal that children in care were involved in inappropriate touching of one another without the knowledge or visual observation of a teacher. This is an immediate ask to the health and safety of children in care.	Children will be visually supervised at all times. Training on supervision and children's rights will be provided to the lead teacher who will immediately alert all staff. A detailed training will be provided to staff on 1-7-11. I will sumit a written summary of the training along with a list of all staff in attendance.
Type A 01/04/2011 **Section Cited** 101223(a)(2)	PERSONAL RIGHTS: Each child shall be accorded safe, healthful and comfortable accommodations, furnishings and equipment. Investigation findings reveal that a child in care received injury to his rectum as a result of another child putting a stick in his bottom during hours of operation. This is an immediate risk to the health and safety of children in care.	See above.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker — **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen — **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 01/03/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/03/2011

Ray Welch

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 01/03/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 01/04/2011 **Section Cited** 101226.3	OBSERVATION OF THE CHILD: Any unusual behavior of a child shall be reported to the child's authorized representative. A child disclosed to a teacher that another child wanted to play the naked game. The teacher failed to investigated this disclosure. She further did not report the disclosure to the parents of the children involved. As a child received an injury as a result of this game, this is an immediate risk to the health and safety of children in care.	If a child discloses an unusual statement to a teacher, the teacher will follow up by questioning the child and report to the director and parents if appropriate, especially if an injury is involved. Training will be provided to the lead teacher today, who will verbally alert all staff. Formal training will be conducted by the end of the week. I will submit a summary of this training along with a list of all staff in attendance.
Type A 01/04/2011 **Section Cited** 101229 (a)(1)	CARE AND SUPERVISION: No child(ren) shall be left without the supervision, including visual observation, of a teacher at any time. Children are allowed to go to the bathroom without visual supervision of a teacher.	Children will be visually supervised when going to the bathroom by a teacher or an aide and the office will be called if necessary. Training will be provided to the lead teacher today, who will verbally alert all staff. Formal training will be conducted by the end of the week. I will submit a summary of this training along with a list of all staff in attendance.
Type A 01/04/2011 **Section Cited** 101229(a)	CARE AND SUPERVISION:Licensee shall provide care and supervision to meet the child's need. The needs of children are not always met in terms of assistance in the bathroom Staff do not ensure that children are cleaned after bathroom use. this is an immediate risk to the health and safety of children in care.	See above.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

Terri Jensen

DATE: 01/03/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch

DATE: 01/03/2011

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 01/03/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 01/07/2011 **Section Cited** 101206(1)(c)	REVOCATION OR SUSPENSION OF A LICENSE: The Department may suspend or revoke any license, under this act upon the following grounds: Conduct which is inimical to the health, morals, welfare, or safety of either an individual in or receiving services from the facility or the people of this state. It has been determined that the signature on an LIC 9224, as required by AB633, is not the signature of the parent of the child, for whom the report indicates.	Prior to making a plan of correction, I would like to examine the signatures in question. I do not understand how this happened. CS Jensen will FAX or scan 226-8118 copies of LIC 9224. ray@children's cottage.com

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen
TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 01/03/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/03/2011

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	01/03/2011
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE: CA	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101226.3 and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **10/14/2010** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for , the day the deficiency was cited.

☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.

☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Terri Jensen
SIGNATURE OF LICENSING PROGRAM ANALYST

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 01/03/2011

TITLE

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	01/03/2011
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

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NAME OF LICENSING PROGRAM ANALYST Terri Jensen
SIGNATURE OF LICENSING PROGRAM ANALYST

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 01/03/2011

TITLE

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	01/03/2011
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

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The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101223(a)(2) and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **10/04/2010** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

- ☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

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NAME OF LICENSING PROGRAM ANALYST Terri Jensen
SIGNATURE OF LICENSING PROGRAM ANALYST

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 01/03/2011

TITLE

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 24	**DATE:**	01/03/2011
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	01:00 PM
MET WITH:	Ray Welch		**TIME COMPLETED:**	02:50 PM

NARRATIVE

Complaint Specialist Terri Jensen and LPA Barbara Lawler, conducted an unannounced facility visit for the purpose of case management. See LIC 809D for citations issued during this visit.

NOTICE OF SITE VISIT POSTED APPEAL RIGHTS AND NEVER SHAKE A BABY BROCHURE GIVEN
Upon receipt, licensee shall post for 30 days and provide copies of this licensing report to parents/guardians of children in care at the facility within the next 24 hours or the next time the child is in care, and to parents/guardians of children newly enrolled at the facility during the next 12 months.

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 01/03/2011

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/03/2011

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 01/03/2011

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 01/07/2011 **Section Cited** HS1596.857(B)	HEALTH AND SAFETY: No child day care facility shall discriminate or retaliate against any child or parent or guardian on the basis or for the reason that the parent or guardian has exercised his or her right under this section to inspect the facility or has lodged a complaint with the department against a facility. The licensee made a suspected child abuse report against a family in care, after a child disclosed that another child touched him/her inappropriately at the day care center. The director reports he had good reason, yet there is no documentation to support this and no children were questioned about the incident. Also the director did not report to CPS. three other families, whose children were also involved in the inappropriate touching.	I disagree that this is retaliation. The child was definitely not himself after not being at school for 5 days and 3 staff met and consulted and honestly felt that there was something that needed to be investigated.
Type B 01/07/2011 **Section Cited** HS 1596.8595(c)	HEALTH AND SAFETY: The licensee failed to provide copies of licensing reports indicating Type A violations and failed to maintain written verification of receipt of Type A violations. Parent confirmed not receiving licensing reports and Type A citations and further verified that the signature on the LIC 9224 on file, is not his/hers.	We will try moving the sign in sheet to the office on the days that we need signatures for Type A violations The co-director will file the LIC 9224 on the same day. I will submit this new procedure for sign in, in writing by 1-7-10.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 01/03/2011

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 01/03/2011

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 17	**DATE:**	10/14/2010
TYPE OF VISIT:	Case Management	UNANNOUNCED	**TIME BEGAN:**	09:15 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	12:30 PM

NARRATIVE

Complaint Specialist Terri Jensen and LPA Jude Burden conducted an unannounced facility visit for the purpose of case management. LPAs met with Director, Ray Welch.

An Unusual Incident Report for an alleged incident was received at the Rohnert Park Licensing office by fax, on 9-27-10. The licensee was made aware of the alleged incident on September 15, 2010. The licensee failed to notify the Department by the end of the next working day of the alleged incident or received a written report within 7 days.

Files for the children named on the incident report were reviewed. There is no record of the incident recorded in either child's file.

See LIC 809D for citations issued during this visit.

NOTICE OF SITE VISIT POSTED APPEAL RIGHTS GIVEN

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: Terri Jensen

DATE: 10/14/2010

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE: Ray Welch

DATE: 10/14/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 10/14/2010

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 10/29/2010 **Section Cited** 101226.3 (b)	OBSERVATION OF THE CHILD: Any unusual behavior or injury shall be recorded in the child's files. A review of children's files reveal that there is no documentation of an unusual incident in the file of either child named in the incident report.	We have a separate file for this incident. I will read the regulation and train staff. I will submit a written summary of my understanding of this regulation, signed by all staff. RW
Type B 10/29/2010 **Section Cited** 101212(a)	REPORTING REQUIREMENTS:Upon the occurrence, during the operation of the child care center of any of the events specified in (d)(1) below, a report shall be made to the Department by telephone or fax within the Department's next working day and during its normal business hours. In addition, a written report containing the information specified in (d)(2) below shall be submitted to the Department within seven days following the occurrence of such event. The center became aware of an unusual incident on Sept. 15th. The Department was not notified by the end of the next working day, nor was the incident report received in 7 days.	I will read the regulation and train staff. I will submit a written summary of my understanding of this regulation, signed by all staff. RW

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5026
LICENSING EVALUATOR NAME: Terri ~~Jensen~~
TELEPHONE: (707) 494-8334
LICENSING EVALUATOR SIGNATURE: TJensen
DATE: 10/14/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 10/14/2010

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

COMPLAINT INVESTIGATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **09/23/2010** and conducted by Evaluator Susan Keehn

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20100923120046

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 26	**DATE:**	10/04/2010
		UNANNOUNCED	**TIME VISIT BEGAN:**	11:20 AM
MET WITH:	Yasmin Solario, Director		**TIME COMPLETED:**	01:10 PM

ALLEGATION(S):

1 Personal Rights: Staff yell at child(ren)
2 Neglect/Lack of Supervision: Children left unattended to cry for long periods of time
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INVESTIGATION FINDINGS:

1 LPA S. Keehn and J. Burden visited for the purpose of interviewing staff to conclude the investigation of the
2 above allegations. Ms. Solario denies both allegations. She does say that within the last few weeks, there
3 was an infant who enrolled and had a hard time adjusting. This child cried for about 25 minutes until staff
4 called the parent. This is the only occasion she can recall where a child cried for more than a few minutes.
5 She denies knowledge of any staff member yelling at children. Four separate witnesses state that sometimes
6 many children at this center are crying or screaming and crying. It is reported that one or more are crying for
7 long periods of time. One witness reported that a girl was "crying her heart out" and this went on for
8 approximately 20 to 30 minutes. A staff person was heard to yell at this child in a harsh tone to stop crying.
9 Three separate witnesses report that they have heard staff yelling at children. The allegations are
10 substantiated. Present are 26 prechool children with 4 staff.
11 See 809D for deficiency. Appeal Rights given. Notice of site visit posted. Failure to keep this notice
12 posted for 30 days may result in a civil penalty of $100. Upon receipt, licensee shall post and provide
13

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Myrtle Herin-Wahlstrom **TELEPHONE:** (707) 588-5036

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/04/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solario

DATE: 10/04/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477
VISIT DATE: 10/04/2010

NARRATIVE

1 copies of this licensing report to parents/guardians of children in care at the facility and to parents/guardians
2 of children newly enrolled at the facility during the next 12 months. Failure to complete plan of correction may
3 result in a civil penalty. Licensing information and updates are available at www.ccld.ca.gov.
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SUPERVISOR'S NAME: Myrtle Herin-Wahlstrom **TELEPHONE:** (707) 588-5036

LICENSING EVALUATOR NAME: Susan Keehn **TELEPHONE:** (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/04/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Veronica Sedano

DATE: 10/04/2010

COMPLAINT INVESTIGATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 10/04/2010

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type A 10/05/2010 **Section Cited** 101223(a)(3)	Personal Rights. Each child shall be free from corporal or unusual punishment, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature. Investigation findings reveal that witnesses have heard staff yell at children in care. In addition, a child in care was heard to be sobbing and crying in excess of 20 minutes and a staff member yelled at the child to stop crying. This is an immediate risk to the emotional well-being of chidlren in care.	Staff do not yell at children. I will have an all staff meeting to advise staff of the allegations and go over the regulation. If I became aware of a staff member yelling at children, I would relieve the staff member and then give the staff person training.
Type A 10/05/2010 **Section Cited** 101229(a)(1)	Care and Supervision. No child(ren) shall be left without the supervision, including visual observation, of a teacher at any time except as specified in sections 101216.2(e)(1) and 101230(c)(1). Investigation reveals that children in care cry for up to 20 to 30 minutes. Some children scream and cry. Witnesses say that this has been going on for years. Supervision necessary to meet the children's needs is not being given as these children are left to cry. This is an immediate threat to children's safety and well-being. As this is a second violation within 12 months, civil penalty.	I am here all day and children are not left to cry. We comfort, redirect, take the child outside, switch staff to calm a child down. I will have an all staff meeting to advise staff of the allegations and go over the regulation.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Myrtle Herin-Wahlstrom
TELEPHONE: (707) 588-5036

LICENSING EVALUATOR NAME: Susan Keehn
TELEPHONE: (707) 588-5056

LICENSING EVALUATOR SIGNATURE:

S Keehn

DATE: 10/04/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Yasmin Solano

DATE: 10/04/2010

This Notice must be posted for 30 days

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CIVIL PENALTY ASSESSMENT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	10/04/2010
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101229a and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **11/17/2009** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for **10/04/2010**, the day the deficiency was cited.

☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.

☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.

☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Susan Keehn
SIGNATURE OF LICENSING PROGRAM ANALYST

S Keehn

NAME OF FACILITY REPRESENTATIVE/TITLE Yasmin Solario
SIGNATURE OF FACILITY REPRESENTATIVE

Yasmin Solario

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

DATE 10/04/2010

TITLE Licensing Program Manager

Referral this Set to Susan Keehn

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

FACILITY EVALUATION REPORT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:** CA	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 34	**DATE:**	05/18/2010
TYPE OF VISIT:	Annual/Required	UNANNOUNCED	**TIME BEGAN:**	09:20 AM
MET WITH:	Ray Welch		**TIME COMPLETED:**	03:30 PM

NARRATIVE

THIS IS AN AMENDED REPORT AND SUPERCEDES FACILITY EVALUATION REPORT DATED 5/18/2010.

LPA's Susan Keehn and Barbara Lawler made today's Required Annual visit and conducted a comprehensive inspection for compliance with Health, Safety and Title 22 regulations.

Staff opening and closing have current EMSA pediatric CPR and FIrst Aid. Licensee states both he and the infant director will be renewing pediatric CPR on May 22, 2010.

LPA's inspected all preschool classrooms and outdoor play areas of this combination infant and preschool age center. Services are provided year round 7AM-6PM Monday thru Friday for children ages birth thru entry of first grade.

LPA's observed children under the care and supervision of staff during outdoor play, and indoor activities. Children and staff were observed on play yard and in classroom,

Pre-K teacher was with ten children in her care during classroom activities. Pre K teacher was observed respectful and attentive with the children. Staff and child ratios were observed in compliance today.

The following were reviewed, verified and inspected:

Facility postings Site has working telephone

Children's roster received today, dated May 2010.

Children's and parent's sign in and out sheets

Staff file reviewed. At least one teacher on site has current pediatric EMSA CPR and First Aid

All children's bathrooms were inspected. Hot water does not exceed 120 degrees, hand soap, paper towels and toilet paper was available in most of the bathrooms.

Heating, ventilation and lighting was observed adequate in classrooms and bathrooms

Staff state diapering is performed on the floor with changing pad, next to cubbies containing children's diapers.

Children have cubbies and hooks to store their personal belongings

Children's equipment, furnishings, activities and toys are age and developmentally appropriate

Snack menu posted, children were served mixed fruit and crackers during this morning's snack

Lunches are provided by parents

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

Barbara Lawler

DATE: 05/18/2010

DEPT. OF SOCIAL SERVICES REGIONAL OFFICE MAY 24 2010 COMMUNITY CARE LICENSING

I acknowledge receipt of this form and understand my licensing appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch

DATE: 05/18/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477
VISIT DATE: 05/18/2010

NARRATIVE

Mats used for napping were observed stored properly

Outdoor play yard is fully fenced. Climbing structures and equipment are age and developmentally appropriate . Climbing structures have adequate amounts of sand surrounding and underneath. Shade and drinking water is available

SEE FOLLOWING LIC 809 D REPORTS FOR TYPE A AND TYPE B DEFICIENCIES CITED

APPEAL RIGHTS, AB 633 AND LIC 9224 PARENT;S ACKNOWLEDGMENT OF RECEIPT OF TYPE A LICENSING REPORTS WAS DISCUSSED

NOTICE OF SITE VISIT AND TYPE A LICENSING REPORTS SHALL BE POSTED FOR 30 DAYS

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler **TELEPHONE:** (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/18/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/18/2010

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE

MAY 24 2010

COMMUNITY CARE
LICENSING

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 05/18/2010

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 05/31/2010 **Section Cited** 101239 f 1	1 2 3 4 5 6 7 Pre k classroom observed with open trash container containing solid waste (banana peels) (1) containers used for storage of solid wastes shall have a tightfitting cover that is kept on.	1 2 3 4 5 6 7 POC PROOF OF CORRECTION WILL BE SENT TO LICNESING BY MAY 31 2010
Type B 05/18/2010 **Section Cited** 101539	1 2 3 4 5 6 7 CHILDREN'S bathroom was not supplied with toliet paper	1 2 3 4 5 6 7 Toliet paper will be stocked today, daily and as needed all bathrooms will be monitored to ensure all bathrooms are continuously stocked with toliet paper, hand washing soap and paper towels
	1 2 3 4 5 6 7	1 2 3 4 5 6 7
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/18/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/18/2010

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
MAY 24 2010
COMMUNITY CARE
LICENSING

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY EVALUATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 05/18/2010

Deficiency Type POC Due Date / Section Number		DEFICIENCIES		PLAN OF CORRECTIONS(POCs)
Type A	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
Type A 05/11/2010 **Section Cited** 101238.2 d 2	1 2 3 4 5 6 7	Preschool outdoor play yard observed with rebar steel rod protruding away from the wood border of sand area, CREATING AN IMMEDIATE TRIPPING HAZARD	1 2 3 4 5 6 7	POC PROOF OF CORRECTION WILL BE SENT TO LICENSING 5/192010 UNTIL CORRECTED CHILDREN WILL NOT BE ALLOWED IN THIS AREA, OR AREA OF HAZARD WILL BE COVERED.Staff will receive training on the above and proof of correction to licensing by May 19th
05/20/2010	1 2 3 4 5 6 7		1 2 3 4 5 6 7	
Type A 05/18/2010 **Section Cited** 101238 g	1 2 3 4 5 6 7	Storage cabinet containing cleaning compound located next to children's bathroom was observed unsecured, child proof lock was on the cabinet door knobs but observed hanging on the knobs which allowed the 'Simple Green" cleaning compound accessible to children in care.	1 2 3 4 5 6 7	Cabinet lock will be replaced and secured today so that contents inside are inaccessible to children. Staff will monitor the cabinet lock daily and as needed to ensure the cabinet is locked. Staff will receive training on the above. Proof of correction will be sent to licensing by May 19 2010. lock secured during today's visit 3pm

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler

TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/18/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/18/2010

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
MAY 24 2010
COMMUNITY CARE LICENSING

This Notice must be posted for 30 days

FACILITY EVALUATION REPORT (Cont)

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION
REDWOOD EMPIRE CC, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL
FACILITY NUMBER: 283005477
DEFICIENCY INFORMATION FOR THIS PAGE:
VISIT DATE: 05/18/2010

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 05/31/2010 **Section Cited** 101238 a	1 2 3 4 5 6 7 Microwave ovens used in classrooms (PRE K) observed dirty with dried on foods including cooked corn	1 2 3 4 5 6 7 POC proof of correction will be mailed to licensing by May 31
Type B 05/31/2010 **Section Cited** 101174	1 2 3 4 5 6 7 REQUIRED POSTING Emergency Disaster Plan shall provide current staff assigned. Posting in Pre-K classroom contained only the names of Ray and Mary Welch, Mary is no longer working at this site	1 2 3 4 5 6 7 POC proof of correction will be mailed to licensing by May 31
Type B 05/31/2010 **Section Cited** 101238 a	1 2 3 4 5 6 7 Preschool outdoor drinking fountain "oak barrel" contained standing water	1 2 3 4 5 6 7 POC proof of correction will be mailed to licensing by May 31
	1 2 3 4 5 6 7	1 2 3 4 5 6 7

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker
TELEPHONE: (707) 588-5055

LICENSING EVALUATOR NAME: Barbara Lawler
TELEPHONE: (707) 494-2125

LICENSING EVALUATOR SIGNATURE:

DATE: 05/18/2010

Barbara Lawler

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 05/18/2010

Ray Welch

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
MAY 24 2010
COMMUNITY CARE LICENSING

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

COMPLAINT INVESTIGATION REPORT

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

This is an official report of an unannounced visit/investigation of a complaint received in our office on **11/19/2009** and conducted by Evaluator Terri Jensen

PUBLIC **COMPLAINT CONTROL NUMBER:** 01-CC-20091119163702

FACILITY NAME:	CHILDREN'S COTTAGE - PRESCHOOL		**FACILITY NUMBER:**	283005477
ADMINISTRATOR:	WELCH, MARY		**FACILITY TYPE:**	850
ADDRESS:	1078 EAST AVENUE		**TELEPHONE:**	(707) 224-3825
CITY:	NAPA	**STATE:**	**ZIP CODE:**	94559
CAPACITY:	64	**CENSUS:** 25	**DATE:**	02/24/2010
		UNANNOUNCED	**TIME VISIT BEGAN:**	03:00 PM
MET WITH:	Ray Welch		**TIME COMPLETED:**	03:50 PM

ALLEGATION(S):

RETALIATION: The licensee retaliated against an employee for disclosing information regarding non compliance to licensing.

INVESTIGATION FINDINGS:

Complaint Specialist - LPA Terri Jensen and LPA Mary Klassen, conducted an unannounced facility visit for the purpose of delivering final findings for the above stated allegation.

This investigation included two visits to the center in which the licensee denied LPAs the opportunity to interview staff unless it was on the employee's own time; one brief personal interview with a teacher which took place during the teacher's break; review of field notes from visit on 11-17-09, telephone interview with teacher and two telephone interviews with witness.

Investigation findings reveal that on November 17, 2009, upon delivering citations at an exit interview, licensee, Ray Welch, stated to CS Terri Jensen, that someone is going to get fired over this. Two days later on November 19, 2009 the Department became aware that the licensee and co-director confronted an employee about what was disclosed to licensing during the course of a private interview conducted by CS Jensen. The employee was laid off by phone on November 19, 2009. This allegation is substantiated.

See LIC 9099D for deficiency cited during this visit.

NOTICE OF SITE VISIT POSTED

Substantiated **Estimated Days of Completion:**

SUPERVISOR'S NAME: Linda Walker **TELEPHONE:** (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen **TELEPHONE:** (707) 494-8334

LICENSING EVALUATOR SIGNATURE: T Jensen

Terri Jensen **DATE:** 02/24/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

Ray Welch **DATE:** 02/24/2010

This report must be available at Child Care and Group Home facilities for public review for 3 years.

Control Number 01-CC-20091119163702

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

COMPLAINT INVESTIGATION REPORT (Cont)

FACILITY NAME: CHILDREN'S COTTAGE - PRESCHOOL

FACILITY NUMBER: 283005477

DEFICIENCY INFORMATION FOR THIS PAGE:

VISIT DATE: 02/24/2010

Deficiency Type POC Due Date / Section Number	DEFICIENCIES	PLAN OF CORRECTIONS(POCs)
Type B 03/03/2010 **Section Cited** H & S 1539	HEALTH AND SAFETY CODE: Investigation findings reveal that the licensee retaliated against an employee as a result of the employee disclosing information regarding non compliance of the center to licensing staff.	I don't remember saying, someone is going to get fired over this. An employee was let go on November 19,09 due to low enrollment. She was rehired as a sub around Jan. 25, 2010. A month later another employee was let go also due to low enrollment. I disagree there was a retaliation. However, I will review the policy regarding retaliation and submit a summary of my understanding in writing to licensing 3-3-10.

Failure to correct the cited deficiency(ies), on or before the Plan of Correction (POC) due date, may result in a civil penalty assessment.

SUPERVISOR'S NAME: Linda Walker

TELEPHONE: (707) 588-5026

LICENSING EVALUATOR NAME: Terri Jensen

TELEPHONE: (707) 494-8334

LICENSING EVALUATOR SIGNATURE:

DATE: 02/24/2010

I acknowledge receipt of this form and understand my appeal rights as explained and received.

FACILITY REPRESENTATIVE SIGNATURE:

DATE: 02/24/2010

file copy

NOTICE OF CIVIL PENALTIES DUE

☑ Initial Invoice ☐ Final Notice

INVOICE NO. 0101514

DISTRICT OFFICE NUMBER 01

FACILITY NAME	Children's Cottage-Preschool
FACILITY ADDRESS	1078 East Ave
CITY	Napa
STATE	CA
ZIP CODE	94559

FISCAL YEAR	10/11
DATE LIC 422 SENT	1/11/11
FACILITY TYPE	CCC
PENALTY PCA CODE	84035

LICENSEE(S) OR UNLICENSED FACILITY OPERATOR	Children's Cottage Child Care Inc.
ADDRESS	3382 Crystal Court
CITY	Napa
STATE	CA
ZIP CODE	94558

FACILITY NUMBER	283004489

The California Health and Safety Code, Sections 1548, 1568.0822, 1569.49, 1596.99, and 1597.62 provides for the imposition of civil penalties against any facility which fails to take corrective action within prescribed time periods.

The California Health and Safety Code, Sections 1547, 1568.0821, 1569.485, 1596.89, 1596.891 and 1597.61 provides for the imposition of civil penalties against any *unlicensed* facility which fails to take corrective action within prescribed time periods.

Your facility has been found in violation of Community Care Licensing statutes and regulations.

Failure to correct the deficiency(ies) cited on the Licensing Report (LIC 809, 9099) dated 1/3/11 has resulted in the following civil penalty assessment of:

Penalty Amount Due	150.00
Less Payment(s) Received	-0-
BALANCE DUE	150.00

Send the enclosed copy of this notice and your payment to the address shown below within **10 days**. Make checks payable to the California Department of Social Services. Please write your invoice and facility number on your check.

COMMUNITY CARE LICENSING

101 GOLF COURSE DR., STE A-230

ROHNERT PARK, CA 94928

KIM NAGY 707-588-5026

FAILURE TO PAY MAY RESULT IN ANY OR ALL OF THE FOLLOWING: SMALL CLAIMS COURT ACTION, DENIAL, SUSPENSION OR REVOCATION OF A LICENSE; OR A FRANCHISE TAX BOARD INTERCEPT.

0101514

STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY

CIVIL PENALTY ASSESSMENT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
COMMUNITY CARE LICENSING DIVISION

CCLD Regional Office, 101 GOLF COURSE DR. STE. A-230
ROHNERT PARK, CA 94928

FACILITY NAME	DATE
CHILDREN'S COTTAGE - PRESCHOOL	01/03/2011
FACILITY ADDRESS: 1078 EAST AVENUE	CITY: NAPA
STATE: CA	ZIP CODE: 94559
LICENSEE(S)/OPERATOR: CHILDREN'S COTTAGE CHILD CARE INC.	FACILITY NUMBER: 283005477

LICENSED FACILITY

Civil penalties can be assessed against any facility which fails to take corrective action within prescribed time periods, per California Health and Safety Code Sections 1548, 1568.0822, 1569.49, and 1569.99. You are hereby notified that a civil penalty has been assessed.

The above facility has been found in violation of the California Code of Regulations, Title 22, Divisions 6, and/or 12, Section(s) 101226.3 and/or California Health and Safety Code, Chapters 3, 3.01, 3.2, 3.4, and 3.5 Section(s)

A Facility Evaluation Report (LIC 809) was issued on **10/14/2010** giving notice that failure to correct the above violation(s) would result in a civil penalty.

☐ x Because you failed to make the corrections specified on the LIC 809, a civil penalty of **$0.00** is assessed for the period from through .

- ☐ x A civil penalty of $50 per violation per day, up to a maximum of $150 per day will be assessed. This will continue until correction(s) are made to comply with the licensing laws, regulations, and approval of the California Department of Social Services or authorized licensing agency.

☒ x Because you repeated a violation of the same subsection within a 12 month period,an immediate civil penalty of **$150.00** is assessed for , the day the deficiency was cited.

- ☐ x All Facility Types: **Second citation** within a 12 month period; an immediate civil penalty of $150 per violation then $50 per day per violation until corrections are made.
- ☐ x Residential Care Facility for the Elderly (RCFE), Residential Care Facility for the Chronically ILL (RCF-CI): **Third citation** within 12 month period; an immediate civil penalty of $1,000 per violation then $100 per day per violation until corrections are made.
- ☐ x Family Child Care Homes (FCCH), Child Care Centers (CCC), Community Care Facility (CCF): **Third citation** within 12 month period; an immediate civil penalty of $150 per violation then $150 per day per violation until corrections are made.

☐ x Violations which result in injury, sickness, or death An immediate civil penalty of $150 per vioation and then $150 per day per violation until corrections are made.

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL!

NAME OF LICENSING PROGRAM ANALYST Terri Jensen
SIGNATURE OF LICENSING PROGRAM ANALYST

Terri Jensen

NAME OF FACILITY REPRESENTATIVE/TITLE
SIGNATURE OF FACILITY REPRESENTATIVE

Ray Nelch

SUPERVISOR REVIEW SIGNATURE (FOR INTERNAL USE ONLY)

Linda Ball

DATE ~~01/03/2011~~ 1/5/11

TITLE LPM

Children's Cottage Child Care, Inc.

1078 East Avenue, Napa, CA 94559 **(707) 224-3825** Early Care & Education since 1993
Voted Best Child Care in Napa Valley 6 weeks to 6 years **www.**Childrens**Cottage**.com
State license #283005477 (Preschool) Federal Tax ID 68-0406691

May 25, 2010

Community Care Licensing
101 Golf Course Dr. Ste A-230
Rohnert Park, CA 94928

Plan of Corrections for Type B violations for Facility 283005477 given on 5/18/2010

101238a	Dirty microwave cleaned (see photograph)
101238a	Oak barrel drinking fountain. Standing water replaced by draining rocks (see photograph)
101239f1	Open lid trash container replaced with closed lid trash container (see photograph)
101174	Mary Welch's name removed from posted Emergency Disaster Plan (see copy)

DEPT. OF SOCIAL SERVICES
ROHNERT PARK REGIONAL OFFICE
MAY 27 2010
COMMUNITY CARE
LICENSING