

FACILITY EVALUATION REPORT

FACILITY NAME:	PARKMEAD KEYSPO	FACILITY NUMBER:	070213156
ADMINISTRATOR:	FONTANILLA, GEOFFREY	FACILITY TYPE:	840
ADDRESS:	1920 MAGNOLIA WAY	TELEPHONE:	(925) 939-1543
CITY:	WALNUT CREEK	STATE:	CA
CAPACITY:	150	TOTAL ENROLLED CHILDREN:	128
TYPE OF VISIT:	Required - 1 Year	CENSUS:	33
MET WITH:	Geoffrey Fontanilla	DATE:	02/07/2023
		TIME BEGAN:	01:45 PM
		TIME COMPLETED:	04:45 PM

NARRATIVE

1 On 2/7/23 at 1:45 pm Licensing Program Analyst (LPA) Monica Mathur conducted an unannounced Required
2 Annual inspection at Parkmead Keyspot (school age program) located in the premises of Parkmead
3 Elementary School. LPA met with Director, Geoffrey Fontanilla and explained the purpose of today's
4 inspection. LPA was granted the inspection authority to enter the facility. Facility's operating days and hours
5 are Monday to Friday from 7am-6pm in 2 Portable Rooms.
6 The physical plant was inspected. LPA toured the premises with the Director.
7 **Indoor space:**
8 Portable 1 (TK-K kids): 6 children, S4 and 2 other staff
9 Portable 2 (grades 1-5): no children during initial phase of inspection. Children started coming in at 2:30p
10 Outdoor Yard: 25 children, 3 staff (S1, S2, S3)
11 LPA checked for staff criminal record clearances. It was determined that 4 staff did not have any clearances,
12 were not associated to facility or any other licensed childcare facility. All staff have been working here for at
13 least 1 year.
14 Staff 1 (S1): Mark Reubelt
15 Staff 2 (S2): Helena Froines
16 Staff 3 (S3): Elmira Bassam
17 Staff 4 (S4): Kristin Wingfield
18 This poses an immediate risk to health and safety of children in care. Type A deficiency cited for 4 staff with
19 civil penalties of \$2,000 total.
20 \$100 per day for maximum 5 days (\$500) per person = \$2,000 total for 4 staff
21 Director stated staff were given Live Scan forms and assumed it was completed. Director did not check their
22 clearance and association prior to initial presence in the facility. He states he is unaware of Guardian system
23 and does not have a facility account set up. LPA provided information for setting up account.
24 Director was reminded that all adults 18 and over, including employees and volunteers, must obtain a criminal
25 record clearance or exemption, or transfer their existing clearance or exemption, prior to initial presence in a
Child Care Center. A civil penalty of \$100.00 minimum/day up to \$500.00 maximum per day/per person will be
assessed if this regulation is violated.

SUPERVISOR'S NAME: Sherelle Johnson**TELEPHONE:** (510) 622-2592**LICENSING EVALUATOR NAME:** Monica Mathur**TELEPHONE:** (510) 622-2602**LICENSING EVALUATOR SIGNATURE:**
**DATE:** 02/07/2023

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

FACILITY REPRESENTATIVE SIGNATURE:
**DATE:** 02/07/2023

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

FACILITY EVALUATION REPORT (Cont)CCLD Regional Office, 1515 CLAY STREET, SUITE 1102
OAKLAND, CA 94612**FACILITY NAME:** PARKMEAD KEYSPO**FACILITY NUMBER:** 070213156**VISIT DATE:** 02/07/2023**NARRATIVE**

1 Since 3 uncleared and unqualified staff were present in the outdoor playground, it also put them OUT OF
2 RATIO supervising 25 children.
3
4 The classrooms, restrooms, food storage areas and spaces accessible to children were inspected.
5 Disinfectants, cleaning solutions, poisons and other items that are dangerous to the health and safety of
6 children were stored in places inaccessible to them. Storage areas for poisons were locked and medications
7 were kept in a safe place inaccessible to children. Cabinets, drawers, and rooms used for storage were
8 locked. Furniture and equipment were age appropriate and in good condition, free of sharp, loose, or pointed
9 parts. Restrooms for children were observed to be in safe, sanitary, and functioning condition. Floors were
10 clean and free from tripping hazard. Facility does not provide any snack/food and children bring their own
11 food. Trash cans for solid waste had tight-fitting covers on and were in good repair. LPA observed a working
12 Fire extinguisher, Smoke and Carbon Monoxide Detectors. All toilets, hand washing areas were observed to
13 be in safe and sanitary operating condition. All materials and surfaces accessible to children appeared to be
14 toxic free.
15 **Outdoor Space:** Outdoor playground was inspected and observed to be fenced and safe. The play
16 equipment was maintained in good condition and free of hazards. Areas around and under high climbing
17 equipment and slides were cushioned with material that absorbs falls. There were no bodies of water
18 observed. Drinking water is readily available to children.
19 **File Review:** Children sign in and out procedures and logs were reviewed. All children were signed in and in
20 compliance with the school age sign in/out procedures. A sample of Children and Staff files was taken for
21 review.
22
23 This facility provides Incidental Medical Services – IMS. LPA reviewed storage of medication and
24 equipment/supplies, and reviewed children's, personnel, and administrative records. For IMS information see
25 Evaluator Manual - Regulation Interpretations and Procedures for Child Care Centers Sections 101173 and
26 101226. The following information regarding ADA was provided: US Department of Justice (USDOJ) toll-free
27 ADA Information Line at (800) 514-0301 (voice)/ (800) 514-0383 (TTY) and link to publication: Commonly
28 Asked Questions about Child Care Centers and the ADA, available at: <http://www.ada.gov/childqanda.htm>
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FACILITY EVALUATION REPORT (Cont)

CCLD Regional Office, 1515 CLAY STREET, SUITE 1102
OAKLAND, CA 94612

FACILITY NAME: PARKMEAD KEYSPT

FACILITY NUMBER: 070213156

VISIT DATE: 02/07/2023

NARRATIVE

1 To improve the quality and value of the new inspection process, a survey will be sent to the email address
2 provided. Please complete the survey and share your inspection experience. If you have any questions
3 regarding the process or tools, please send them by email to inspectionprocess@dss.ca.gov. For additional
4 information regarding the inspection and its tools and methods, please visit the [Program website](http://www.cdss.ca.gov/inforesources/community-care-licensing/process) at
5 www.cdss.ca.gov/inforesources/community-care-licensing/process.
6
7 In the areas that were evaluated, **regulatory violations were observed**. Citations were issued on pages
8 809D. Exit interview conducted and report was reviewed with Director, Geoffrey Fontanilla. A NOTICE OF
9 SITE VISIT was given and must remain posted for 30 days.
10
11 Director was informed facility will be put on increased inspections and a Non-Compliance Conference will be
12 scheduled soon.
13
14 TYPE A
15 LPA Mathur informed Director Geoffrey Fontanilla that this report dated 2/7/23 with 2 Type A citations shall be
16 **posted** for 30 consecutive days as there is immediate risk to the health, safety, or personal rights of children
17 in care. LPA Mathur informed Director to **provide a copy** of this licensing report dated 2/7/23 that documents
18 any Type A citation(s) to parents/guardians of all children currently enrolled by the next business day or the
19 next day the children are in care, and to any newly enrolled parents/guardians for 12 months from the date of
20 this report. A signed Acknowledgement of Receipt of Licensing Report (LIC 9224), or other written statement,
21 must be placed in the child's file for verification.
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