

Plan of Correction

SECTION A - IDENTIFYING INFORMATION

Facility Name: HAMPTON COVE KINDERCARE	Type of Facility: Center ☒ OST ☐ Day ☒ Family ☐ University ☐ Night ☐ Group ☐
Physical Address: 351 OLD HIGHWAY 431 HAMPTON COVE, AL 35763	Mailing Address: 351 OLD HWY 431 HAMPTON COVE, AL, 35763-_____
Telephone Number: (256) 539-3773	Licensee: REE SOUTHEAST INC.
Capacity: 217	Director: CARMALETHIA BOLAN
Age Range: 6 Weeks to 12 Years	Date Prepared: 9/3/2026

SECTION B - BASIS FOR PLAN OF CORRECTION

List each deficiency, the plan of action, and the target date for each item:

Deficiency Plan of Correction	Date to be completed
PARENT NOTIFIED PROCEDURE, Allegation Plan of Action - Plan of Action: On 08/01/2026, it was found that parent notification procedure was not followed - teacher did not inform Center Director to call parent regarding a child incident. Corrective action taken: 1. Staff member involved has been retrained 1:1 on 08/10/2026 on incident and parent notification procedures. All incidents/injuries, no matter how minor, must be immediately reported to the Center Director / Management so parents can be contacted per KinderCare policy. 2. All staff were retrained during staff meeting on 08/21/2026 on the chain of communication: Teacher -> notifies CD immediately -> CD calls parent -> completes incident report. Teachers are not to wait until end of day or fail to report. 3. Parent notification procedure posted in all classrooms and at front desk as a visual reminder. 4. Director has been monitoring all incident reports daily for the next 30-90 days to ensure parent notification was completed and documented with time and initials. We are committed to transparent and timely communication with families regarding any incident involving their child. Target Date for Correction: 09/03/2026	9/3/2026
Failed - Individual records on each child on file on first day of attendance, Inspection Form Plan of Action - Plan of Action: On 09/03/2026, it was found that individual records for each child were not on file on the first day of attendance. Corrective action has been taken as follows: 1. All current children's files have been audited as of today	9/3/2026

09/03/2026 to ensure each file contains required enrollment forms, immunization records, and authorizations. Any missing documents have been obtained from parents. 2. A new check-in procedure is in place: No child will be allowed to start / attend their first day until the Director or Assistant Director has verified and initialed that all required records are complete, dated, and filed in the center. 3. All office staff responsible for enrollment have been retrained on first-day file requirements and will use a file checklist for every new enrollment, including our 2 infants starting 09/07 and additional enrollments starting the following week. 4. The Director will conduct a weekly audit of all new enrollment files for the next 30 days to ensure compliance. We understand the importance of maintaining complete records for the safety and compliance of all children in our care. Date for Correction: 09/03/2026	
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