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| Facility Name: | PCID: |
| Certification Representative: | Inspection Date: |

Key: ✓ = Compliant O = Non-compliant, notes if applicable N/A = Not Applicable EX = Exemption on file UA = Unable to assess

School Building Yes or No (If no, complete additional section on last page)

Interview

| ✓ or O | Code | Description | Notes |
|--------|-----------|------------------------------------|-------|
| | § 3270.24 | Departmental access, as applicable | |

- Introduce self and show ID
- Inform Legal Entity (LE /Director) of the reason for inspection
- Verify ID for Director/Responsible Staff Person

| ✓ or O | Code | Description | Notes |
|--------|------------|---|-------|
| | § 3270.17 | Program's services to children with special needs (a) reasonable accommodation (b) specialized services provided as specified in IEP, IFSP or behavioral plan (c) staff persons and parents aware of community resources | |
| | § 3270.19 | Child abuse reporting | |
| | § 3270.20 | Reporting injury, death or fire | |
| | § 3270.22 | Communication with parents | |
| | § 3270.23 | Parent access and participation | |
| | § 3270.25 | Regulations (access to parents) (a) | |
| | § 3270.26 | Compliance with nondiscrimination statutes | |
| | § 3270.122 | Admission interview | |
| | § 3270.136 | Reporting diseases | |
| | § 3270.137 | Children with symptoms of disease | |
| | § 3270.138 | Discrimination based on illness | |
| | § 3270.153 | Facility persons with symptoms of disease | |
| | § 3270.154 | Facility persons with skin disorders | |
| | § 3270.155 | Discrimination based on illness | |
| | § 3270.183 | Confidentiality of records (Child) | |
| | § 3270.184 | Release of information | |
| | § 3270.185 | Record retention | |
| | § 3270.193 | Confidentiality of records (Adult) | |

Exit Interview

| | |
|---|--|
| ✓ Review areas of non-compliance prior to leaving | ✓ Address any provider questions |
| ✓ Allow provider opportunity to locate paperwork | ✓ Obtain plans of correction if time permits |
| ✓ Provide technical assistance as needed | ✓ Review next steps in the process |

Posted Notices

| ✓ or O | Code | Description | Notes |
|--------|--------------|---------------------------------|-------|
| | § 3270.25(a) | Certificate of Compliance (a-d) | |
| | § 3270.25(a) | DHS contact information | |
| | § 3270.27(d) | Emergency plan | |
| | §3270.171(c) | Pick-up and drop-off procedures | |
| | § 3270.165 | Menu (if applicable) | |
| | § 3270.94(5) | Evacuation routes on each floor | |

Required Paperwork on File

| ✓ or O | Code | Description | Notes |
|--------|------------------------------|--|-------|
| | § 3270.18(a) | Liability insurance | |
| | § 3270.15(b) | Certificate of occupancy | |
| | § 3270.94(1-4)(9) | Fire drill log | |
| | § 3270.27(a) | Emergency plan including: | |
| | (a)(1) | Shelter and lockdown | |
| | (a)(2) | Evacuation | |
| | (a)(3) | Method to contact parents | |
| | (a)(4) | Method to inform parents emergency has ended and instructions for how to safely be reunited with their children | |
| | (a)(5) | Accommodations for infants, toddlers, children with disabilities, and children with chronic medical conditions (if applicable) | |
| | (a)(6) | Emergency drill log | |
| | (f) | Emergency plan and subsequent plan updates sent to the local municipality and county emergency management agency | |
| | § 3270.20(e) §3270.182(7) | Reporting injury, death or fire/ Reports of accidents/injuries/illnesses | |
| | § 3270.121 | Application (a) operator reviews general daily schedule, hours, fees, meals, clothing, health policies, supervision policies, night care policies, dismissal policies, transportation and pick-up arrangements (b) parent shall receive in writing the information described in subsection (a) | |
| | § 3270.132 | Emergency medical care | |
| | § 3270.118 | Pets (a-c) | |
| | § 3270.171 | Annual written notification to local traffic safety authorities of location of facility & program's use of pedestrian and vehicular routes around facility (a). | |
| | § 3270.183 | Child records are confidential and stored in locked cabinet (a) | |
| | § 3270.33(d) | One or more facility persons competent in pediatric first aid and CPR at the facility | |
| | § 3270.191 | An individual record is required for each facility person | |

Transportation / Vehicle Inspection / Excursions (if applicable)

| ✓ or O | Code | Description | Vehicle 1 | Vehicle 2 | Vehicle 3 | Vehicle 4 |
|--------|------------|--|-----------|-----------|-----------|-----------|
| | § 3270.124 | Emergency contact forms (d) | | | | |
| | § 3270.172 | Written parental consent to transport, N/A for transportation of school-age in vehicles owned or operated by the school district (a) | | | | |
| | § 3270.173 | Transportation ratios | | | | |
| | § 3270.174 | Age of driver; valid operator's license | | | | |
| | § 3270.175 | Safety restraints (a-d) | | | | |
| | § 3270.176 | Vehicles (a-f) | | | | |
| | § 3270.177 | Children may not be left unattended in vehicle | | | | |
| | § 3270.178 | Transportation first-aid kit | | | | |

Certification Inspection Instrument

| Child Age | Staff:Child | Max Grp Size |
|---|-------------|--------------|
| Young School Age – K-4 th | 1:12 | 24 |
| Older School Age – 4 th to 15yrs | 1:15 | 30 |

Ratio & Supervision

| Regulation | Room # / Name | 1 | 2 | 3 | 4 |
|---|--|-----|-----|-----|-----|
| | Capacity: | | | | |
| §3270.51 Similar age level ratio §3270.53 Children of operator/staff §3270.54 Minimum number of facility persons §3270.113 Supervision of children | Indicate time (AM or PM): | | | | |
| | Staff Name(s)/Position(s): | | | | |
| | # of children and age levels (YSA, OSA) present: | | | | |
| | All children present, identified and supervised? | Y N | Y N | Y N | Y N |

Physical Site

| ✓ or O | Regulation | Room Number | 1 | 2 | 3 | 4 |
|--------|------------|-------------------------------------|---|---|---|---|
| | § 3270.111 | Daily activities (a-c) | | | | |
| | § 3270.124 | Emergency contact forms (c) | | | | |
| | | Transportation plan posted (e) | | | | |
| | § 3270.133 | Medication | | | | |
| | § 3270.101 | Type of play equipment (a-c) | | | | |
| | § 3270.102 | Condition of play equipment(a-c, g) | | | | |
| | § 3270.104 | Furniture (a-b) | | | | |
| | § 3270.134 | Child hygiene (a) | | | | |
| | § 3270.152 | Adult hygiene / Handwashing | | | | |
| | § 3270.161 | Food / Kitchen (a-g) | | | | |
| | § 3270.162 | Meals (a-d) | | | | |
| | § 3270.163 | Food groups (a-b) | | | | |
| | § 3270.164 | Food servings | | | | |

| | | | | | | |
|--|------------|-------------------------------------|--|--|--|--|
| | § 3270.107 | Refrigerator (45° F or below) | | | | |
| | § 3270.108 | Utensils (a-c) | | | | |
| | § 3270.115 | Water activity / Pool accessibility | | | | |
| | § 3270.116 | School-age children / Homework | | | | |

Fire Safety

| ✓ or O | Code | Description | Notes |
|--------|-----------|---------------------------------------|-------|
| | § 3270.91 | Exits (a) | |
| | § 3270.92 | Space heaters (a-c) | |
| | § 3270.93 | Fireplaces and stoves | |
| | § 3270.94 | Fire drills and evacuation plan (6-8) | |

| ✓ or O | Code | Description | Notes |
|--------|-----------|---|-------|
| | § 3270.21 | Conditions at the facility may not pose a threat to the health or safety of the children. | |

APPLICABLE ONLY TO SCHOOL-AGE PROGRAMS NOT LOCATED IN A SCHOOL BUILDING

| ✓ or O | Regulation | Room Number | 1 | 2 | 3 | 4 |
|--------|------------|-------------------------------------|---|---|---|---|
| | § 3270.74 | Emergency telephone numbers | | | | |
| | § 3270.133 | Medication (i-viii) | | | | |
| | § 3270.61 | Measurement and use of indoor space | | | | |
| | § 3270.62 | Measurement and use of play space | | | | |
| | § 3270.67 | Sanitation (a-d) | | | | |
| | § 3270.69 | Water | | | | |
| | § 3270.72 | Ventilation (a) | | | | |
| | § 3270.73 | Telephone | | | | |
| | § 3270.76 | Building surface | | | | |
| | § 3270.78 | Lighting | | | | |
| | § 3270.82 | Toilet areas (a, b, h) | | | | |
| | § 3270.64 | Outside Walkways | | | | |