

<b>Facility Name:</b>	<b>PCID:</b>
<b>Certification Representative:</b>	<b>Inspection Date:</b>

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

**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	
	§ 3270.26	Compliance with nondiscrimination statutes	
	§ 3270.117	Release of children	
	§ 3270.122	Admission interview	
	§ 3270.22	Communication with parents	
	§ 3270.23	Parent access and participation	
	§ 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 the opportunity to locate missing paperwork	✓ Obtain plans of correction if time permits
✓ Provide technical assistance as needed	✓ Review next steps in process

**Posted Notices**

/ or O	Code	Description	Notes
	§ 3270.25(a)	Certificate of Compliance (a-d)	
	§ 3270.25(a)	DHS contact information	
	§ 3270.25(a)	Regulations	
	§ 3270.27(d)	Emergency plan (reviewed annually) (a-e)	
	§ 3270.171(c)	Pick-up and drop-off procedures	
	§ 3270.165	Menu (if applicable)	

**Required Paperwork on File**

/ or O	Code	Description	Notes
	§ 3270.18(a)	Liability insurance	
	§ 3270.94(b)	Fire drill log (a-g)	
	§ 3270.27(f)	Emergency plan Emergency plan and subsequent plan updates sent to the 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)	
	§ 3270.191	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 children 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				

Child Age	Staff:Child	Max. Group Size	Nap ratio Staff:Child	Child Age	Staff:Child	Max. Group Size	Nap ratio Staff:Child
Infant – birth to 1yr	1:4	8	1:4	Preschool – 3yrs to K	1:10	20	1:20
YT – 1-2yrs	1:5	10	1:10	School Age – K-4 <sup>th</sup>	1:12	24	
OT – 2-3yrs	1:6	12	1:12	School Age – 4 <sup>th</sup> to 15yrs	1:15	30	

**Ratio & Supervision**

Regulation	Room # / Name	1		2		3		4	
	Capacity:								
§ 3270.51 Similar age level ratio	Indicate time (AM or PM):								
	Staff Name(s)/Position(s):								
§ 3270.52 Mixed age level ratio	# of children and age levels (I, YT, OT, PS, YSA, OSA) present:								
	All children present, identified and supervised?	Y	N	Y	N	Y	N	Y	N
§3270.53 Children of operator/staff	Indicate time (AM or PM):								
	Staff Name(s)/Position(s):								
§3270.54 Minimum number of facility persons	# of children and age levels (I, YT, OT, PS, YSA, OSA) present:								
	All children present, identified and supervised?	Y	N	Y	N	Y	N	Y	N
§ 3270.113 Supervision of children									
	§ 3270.55 Naptime Ratios								

**Fire Safety**

/ or O	Code	Description	Notes
	§ 3270.21	Conditions at the facility may not pose a threat to the health or safety of the children, including missing or inoperable smoke detectors, fire detection systems, and fire extinguisher	
	§ 3270.91	Exits (a-c)	
	§ 3270.92	Space heaters (a-c)	
	§ 3270.93	Fireplaces and stoves	
	§ 3270.94	Fire drills and evacuation plan (b, c)	

**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)				
	§ 3270.74	Emergency telephone numbers				
	§ 3270.75	First-aid kit (a-d)				
	§ 3270.133	Medication (i-viii)				
	§ 3270.61	Measurement use of indoor space				
	§ 3270.62	Measurement use of play space				
	§ 3270.65	Protective outlet covers				
	§ 3270.66	Toxics (a-e)				
	§ 3270.67	Sanitation (a-d)				
	§ 3270.68	Smoking				

/ or O	Regulation	Room Number	1	2	3	4
	§ 3270.69	Water				
	§ 3270.70	Indoor temperature				
	§ 3270.71	Water pipes, other sources of heat				
	§ 3270.72	Ventilation (a-d)				
	§ 3270.73	Telephone				
	§ 3270.76	Building surface				
	§ 3270.77	Paint / Plaster (a-g)				
	§ 3270.78	Lighting				
	§ 3270.80	Stairs (a-d)				
	§ 3270.81	Glass				
	§ 3270.101	Type of play equipment (a-c)				
	§ 3270.102	Condition of play equipment (a-g)				
	§ 3270.104	Furniture (a-b)				
	§ 3270.106	Rest equipment (a-j)				
	§ 3270.103	Small toys, objects, plastic bags, Styrofoam not accessible to children who are still placing items in mouth				
	§ 3270.119	Infant sleep position				
	§ 3270.135	Diapering requirements (a-e)				
	§ 3270.112	Infant and toddler stimulation				
	§ 3270.166	Meals for infants (1-7)				
	§ 3270.105	High chairs				
	§ 3270.82	Toilet areas (a-j)				
	§ 3270.134	Child hygiene (a-g)				
	§ 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)				
	§ 3270.63	Unsafe areas in outdoor space				
	§ 3270.64	Outside walkways				
	§ 3270.114	Outdoor activity				
	§ 3270.115	Water activity / Pool accessibility				
	§ 3270.116	School-age children / Homework				