

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

Interview

/ or O	Code	Description	Notes
	§ 3290.21	Departmental access, as applicable	

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

/ or O	Code	Description	Notes
	§ 3290.15	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	
	§ 3290.16	Child abuse reporting	
	§ 3290.17	Reporting injury, death or fire	
	§ 3290.19	Communication with parents	
	§ 3290.20	Parent access and participation	
	§ 3290.22	Parents provided copy of regs (b)	
	§ 3290.23	Compliance with nondiscrimination statutes	
	§ 3290.113	Supervision of children, including overnight care	
	§ 3290.116	Release of children	
	§ 3290.122	Admission interview	
	§ 3290.136	Reporting diseases	
	§ 3290.137	Children with symptoms of disease	
	§ 3290.138	Discrimination based on illness	
	§ 3290.153	Facility persons with symptoms of disease	
	§ 3290.154	Facility persons with skin disorders	
	§ 3290.155	Discrimination based on illness	
	§ 3290.165	Menu	
	§ 3290.183	Confidentiality of records (Child)	
	§ 3290.184	Release of information	
	§ 3290.193	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 the process

Posted Notices

/ or O	Code	Description	Notes
	§ 3290.22(a)	Certificate of Compliance (a-b)	
	§ 3290.22(a)	DHS contact information	
	§ 3290.22(a)	Regulations	
	§ 3290.24(d)	Emergency plan (reviewed annually) (a-f)	
	§ 3290.72	Emergency telephone numbers	
	§ 3290.111	Daily activities (a-c)	
	§ 3290.124	Emergency transportation plan (d)	
	§ 3290.94	Evacuation routes (a)	

Required Paperwork on File

/ or O	Code	Description	Notes
	§ 3290.94	Fire drills (a-c)	
	§ 3290.24	Emergency plan (a)(b)(e)(f)	
	§ 3290.17(e)	Reporting injury, death or fire	
	§ 3290.182(7)	Reports of accidents/injuries/illnesses	
	§ 3290.117	Pets	
	§ 3290.121	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 information described in subsection (a)	
	§ 3290.132	Emergency medical care	
	§ 3290.183	Child records are confidential; Facility person may not disclose child or family information	
	§ 3290.191	An individual record is required for each staff person	

Transportation / Vehicle Inspection / Excursions (if applicable)

/ or O	Code	Description	Vehicle 1	Vehicle 2
	§ 3290.124	Emergency contact forms (c)		
	§ 3290.171	Written parental consent for facility staff to transport		
	§ 3290.172	Age of driver; valid operator's license		
	§ 3290.173	Safety restraints (a-c)		
	§ 3290.174	Vehicles (a-f)		
	§ 3290.175	Children may not be left unattended in vehicle		
	§ 3290.176	Transportation first-aid kit		

Ratio Requirements	If # Infants:	Max # Toddlers:	Total Capacity:	Number of Staff:
	0	5	6	1
	1	4	6	1
	2	3	6	1

Ratio & Supervision

Code	Child Care Space	Notes
§ 3290.51 Maximum number of children § 3209.52(1-3) Ratio requirements § 3290.113 Supervision of children	Time:	
	Staff Name(s)/Position(s):	
	# of children and age levels (I, YT, OT, PS, YSA, OSA) present:	
	All children present, identified and supervised?	

Fire Safety

/ or O	Code	Description	Notes
	§ 3290.18	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	
	§ 3290.91	Exits (a-c)	
	§ 3290.92	Space heaters (a-c)	
	§ 3290.93	Fireplaces and stoves	
	§ 3290.94	Fire drills and evacuation plan (b,c)	

Physical Site

/ or O	Code	Description	Notes
	§ 3290.73	First-aid kit (a-d)	
	§ 3290.133	Medication (i-viii)	
	§ 3290.63	Protective electrical covers	
	§ 3290.64	Toxics (a-d)	
	§ 3290.65	Sanitation (a-d)	
	§ 3290.66	Smoking	
	§ 3290.67	Water	
	§ 3290.68	Indoor temperature	
	§ 3290.69	Water pipes, other sources of heat	
	§ 3290.70	Ventilation (a-d)	
	§ 3290.71	Telephone	
	§ 3290.74	Building surface	
	§ 3290.75	Paint / Plaster (a-e)	
	§ 3290.76	Firearms / Storage (if applicable)	
	§ 3280.77	Glass	
	§ 3290.78	Toilet area (a-c)	
	§ 3290.101	Type of play equipment (a-c)	
	§ 3290.102	Condition of play equipment (a-f)	

/ or O	Code	Description	Notes
	§ 3290.103	Small toys, objects, plastic bags, Styrofoam not accessible to children who are still placing objects in mouth	
	§ 3290.105	Rest equipment (a-j)	
	§ 3290.112	Infant and toddler stimulation	
	§ 3290.118	Infant sleep position	
	§ 3290.135	Diapering requirements (a-e)	
	§ 3290.166	Meals for infants (1-7)	
	§ 3290.104	High chairs	
	§ 3290.106	Refrigerator (45° F or below)	
	§ 3290.107	Utensils (a-c)	
	§ 3290.134	Child hygiene (a-f)	
	§ 3290.152	Adult hygiene / Handwashing	
	§ 3290.161	Food / Kitchen (a-f)	
	§ 3290.162	Meals (a-d)	
	§ 3290.163	Food groups (a-b)	
	§ 3290.164	Food servings	
	§ 3290.61	Unsafe areas in outdoor space	
	§ 3290.62	Outside walkways	
	§ 3290.114	Outdoor activity	
	§ 3290.115	Water Activity / Pool accessibility	