

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
	§ 3280.23	Departmental access, as applicable	

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

/ or O	Code	Description	Notes
	§ 3280.16	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	
	§ 3280.18	Child abuse reporting	
	§ 3280.19	Reporting injury, death or fire	
	§ 3280.25	Compliance with nondiscrimination statutes	
	§ 3280.117	Release of children	
	§ 3280.122	Admission interview	
	§ 3280.21	Communication with parents	
	§ 3280.22	Parent access and participation	
	§ 3280.136	Reporting diseases	
	§ 3280.137	Children with symptoms of disease	
	§ 3280.138	Discrimination based on illness	
	§ 3280.153	Facility persons with symptoms of disease	
	§ 3280.154	Facility persons with skin disorders	
	§ 3280.155	Discrimination based on illness	
	§ 3280.165	Menu	
	§ 3280.183	Confidentiality of records (Child)	
	§ 3280.184	Release of information	
	§ 3280.185	Record retention	
	§ 3280.193	Confidentiality of records (Adult)	

Exit Interview

✓ Review areas of non-compliance prior to leaving	✓ Address any provider questions
✓ Allow provider 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
	§ 3280.24(a)	Certificate of Compliance (a-b)	
	§ 3280.24(a)	DHS contact information	
	§ 3280.24(a)	Regulations	
	§ 3280.26(d)	Emergency plan (reviewed annually) (a-f)	
	§ 3280.111	Daily activities (a-c)	
	§ 3280.171(c)	Pick-up and drop-off procedures	
	§ 3280.165	Menus (if applicable)	

Required Paperwork on File

/ or O	Code	Description	Notes
	§ 3280.17	Liability insurance	
	§ 3280.94(b)	Fire drill log (a-g)	
	§ 3280.26(f)	Emergency plan Emergency plan and subsequent plan updates sent to the county emergency management agency	
	§ 3280.19(e) § 3280.182(7)	Reporting injury, death or fire/ Reports of accidents/injuries/illnesses	
	§ 3280.121	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)	
	§ 3280.132	Emergency medical care	
	§ 3280.118	Pets (a-c)	
	§ 3280.171	Written notification to local traffic safety authorities of location of facility & program's use of pedestrian and vehicular routes around facility (a-d)	
	§ 3280.181	Individual child records	
	§ 3280.183	Child records are confidential	
	§ 3280.191	An individual record is required for each facility person	

Transportation / Vehicle Inspection / Excursions (if applicable)

/ or O	Code	Description	Vehicle 1	Vehicle 2
	§ 3280.124	Emergency contact forms (d)		
	§ 3280.172	Written parental consent to transport, N/A for transportation of school-age children in vehicles owned or operated by the school district (a)		
	§ 3280.173	Transportation ratios		
	§ 3280.174	Age of driver; valid operator's license		
	§ 3280.175	Safety restraints (a-d)		
	§ 3280.176	Vehicles (a-f)		
	§ 3280.177	Children may not be left unattended in vehicle		
	§ 3280.178	Transportation first-aid kit		

Child Age	Staff:Child	Max Group Size	# of Staff	Child Age	Staff:Child	Max Group Size	# of Staff
Infant – birth to 1yr	1:4	12	3	Preschool – 3yrs to K	1:10	12	2
YT – 1-2yrs	1:5	12	3	School Age – K-4 th	1:12	12	1
OT – 2-3yrs	1:6	12	2	School Age – 4 th to 15yrs	1:15	15	1

Ratio & Supervision

Regulation	Room # / Name	1	2	3
<p>§ 3280.51 Maximum number of children</p> <p>§ 3280.52 Ratio requirements</p> <p>§ 3280.52(a)(1) A primary staff person shall be present in a facility when six or fewer children are in care, unless the staff:child ratio requires a second or third staff person.</p> <p>§ 3280.53 Children of operator/staff</p> <p>§ 3280.113 Supervision of children</p>	Capacity:			
	Indicate time (AM or PM):			
	Staff Name(s)/Position(s):			
	# of children and age levels (I, YT, OT, PS, YSA, OSA) present:			
	All children present, identified and supervised?	Y N	Y N	Y N
	Indicate time (AM or PM):			
	Staff Name(s)/Position(s):			
	# of children and age levels (I, YT, OT, PS, YSA, OSA) present:			
All children present, identified and supervised?	Y N	Y N	Y N	

Fire Safety

/ or O	Code	Description	Notes
	§ 3280.20	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	
	§ 3280.91	Exits (a-c)	
	§ 3280.92	Space heaters (a-c)	
	§ 3280.93	Fireplaces and stoves	
	§ 3280.94	Fire drills and evacuation plan (b, c)	

Physical Site

/ or O	Code	Room Number	1	2	3
	§ 3280.124	Emergency contact forms (c)			
		Transportation plan posted (e)			
	§ 3280.74	Emergency telephone numbers			
	§ 3280.75	First-aid kit (a-d)			
	§ 3280.133	Medication (i-viii)			
	§ 3280.61	Measurement and use of indoor space			
	§ 3280.62	Measurement and use of play space			
	§ 3280.65	Protective electrical covers			

/ or O	Code	Room Number	1	2	3
	§ 3280.66	Toxics (a-d)			
	§ 3280.67	Sanitation (a-d)			
	§ 3280.68	Smoking			
	§ 3280.69	Water			
	§ 3280.70	Indoor Temperature			
	§ 3280.71	Water pipes, other sources of heat			
	§ 3280.72	Ventilation (a-d)			
	§ 3280.73	Telephone			
	§ 3280.76	Building surface			
	§ 3280.77	Paint / Plaster (a-g)			
	§ 3280.78	Lighting			
	§ 3280.79	Firearms / Storage (residence only)			
	§ 3280.80	Glass			
	§ 3280.101	Type of play equipment (a-c)			
	§ 3280.102	Condition of play equipment (a-f)			
	§ 3280.108	Furniture (a-b)			
	§ 3280.105	Rest equipment (a-j)			
	§ 3280.103	Small toys, objects, plastic bags, Styrofoam not accessible to children who are still placing objects in mouth			
	§ 3280.119	Infant sleep position			
	§ 3280.135	Diapering requirements (a-e)			
	§ 3280.112	Infant and toddler stimulation			
	§ 3280.166	Meals for infants (1-7)			
	§ 3280.104	High chairs			
	§ 3280.81	Toilet areas (a-c)			
	§ 3280.134	Child hygiene (a-f)			
	§ 3280.152	Adult hygiene / Handwashing			
	§ 3280.161	Food / Kitchen (a-f)			
	§ 3280.162	Meals (a-d)			
	§ 3280.163	Food groups (a-b)			
	§ 3280.164	Food servings			
	§ 3280.106	Refrigerator (45° F or below)			
	§ 3280.107	Utensils (a-c)			
	§ 3280.63	Unsafe areas in outdoor space			
	§ 3280.64	Outside walkways			
	§ 3280.114	Outdoor activity			
	§ 3280.115	Water activity / Pool accessibility			
	§ 3280.116	School-age children / Homework			