|  |  |
| --- | --- |
| 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** |
|  | **§ 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 |  |
|  | **§ 3270.25(a)** | Regulations (access to parents) |  |
|  | **§ 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) |  |
|  | **§ 3270.95** | Director or designated staff person ensures fire detection requirements are met |  |

**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 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 |  |
|  | **§ 3270.95** | Documentation of testing every 30 days  Proof of purchase of interconnected system (if applicable)  Documentation of annual testing from a fire safety professional (if applicable) |  |
|  | **§ 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 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-4th | 1:12 | 24 |  |
| OT – 2-3yrs | 1:6 | 12 | 1:12 | School Age – 4th to 15yrs | 1:15 | 30 |  |

# 

**Ratio & Supervision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulation** | Room # / Name | 1 | 2 | 3 | 4 |
| Capacity: |  |  |  |  |
| **§ 3270.51** Similar age level ratio  **§ 3270.52**  Mixed age level ratio  **§3270.53**  Children of operator/staff  **§3270.54**  [Minimum number of facility persons](file:///C:/Users/laurajohns/Desktop/s3270.54.html)  **§ 3270.113** Supervision of children | 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 | 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 | Y N |
| **§ 3270.55** Naptime Ratios |  |  |  |  |

**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 |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **✓ 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 |  |  |  | |  |

**Fire Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| ✓ **or** O | Code | **Description** | Notes |
|  | § 3270.91 | Exits (a-c) |  |
|  | § 3270.92 | Space heaters (a-c) |  |
|  | § 3270.93 | Fireplaces and stoves |  |
|  | **§ 3270.94** | Fire drills and evacuation plan (6-8) |  |
|  | **§ 3270.95** | Act 62; operability of fire detection devices/systems, fire extinguisher (as applicable) (a) |  |

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