|  |  |
| --- | --- |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **✓ 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** | Regulations (access to parents) (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) |  |
|  | **§ 3290.95** | 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 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**

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| --- | --- | --- | --- |
| **✓ 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 |  |
|  | **§ 3290.72** | Emergency telephone numbers |  |
|  | **§ 3290.111** | Daily activities (a-c) |  |
|  | **§ 3290.124** | Emergency transportation plan (d) |  |
|  | **§ 3290.94(5)** | Evacuation routes on each floor |  |

# Required Paperwork on File

|  |  |  |  |
| --- | --- | --- | --- |
| **✓ or O** | **Code** | **Description** | **Notes** |
|  | **§ 3290.14(b)** | Certificate of occupancy |  |
|  | **§ 3290.94(9)** | Fire drill log |  |
|  | **§ 3290.95** | 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) |  |
|  | **§ 3290.24 (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) |  |
|  | **(d)** | Emergency drill log |  |
|  | **(g)** | Emergency plan and subsequent plan updates sent to the local municipality and county emergency management agency |  |
|  | **§ 3290.17(e)** | Reporting injury, death or fire |  |
|  | **§ 3290.182(7)** | Reports of accidents/injuries/illnesses |  |
|  | **§ 3290.113(g)** | Operator may not work for a period exceeding 16-hours in a 24-hour period |  |
|  | **§ 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 |  |
|  | **§ 3290.32(d)** | One or more facility persons competent in pediatric first aid and CPR at the facility |  |
|  | **§ 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? |  |
| Supervision via electronic, monitor, camera, or mirror (if applicable) |  |

**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) |  |
|  | § 3290.77 | Glass |  |
|  | § 3290.78 | Toilet area (a-c) |  |
|  | § 3290.101 | Type of play equipment (a-c) |  |
|  | § 3290.102 | Condition of play equipment (a-f) |  |

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| ✓ 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 |  |

**Fire Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| **✓ or O** | Code | **Description** | Notes |
|  | § 3290.91 | Exits (a-c) |  |
|  | § 3290.92 | Space heaters (a-c) |  |
|  | § 3290.93 | Fireplaces and stoves |  |
|  | **§ 3290.94** | Fire drills and evacuation plan (6-8) |  |
|  | **§ 3290.95** | Operability of fire detection devices/systems, fire extinguisher (as applicable) |  |

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| --- | --- | --- | --- |
| **✓ or O** | Code | **Description** | Notes |
|  | § 3290.18 | Conditions at the facility may not pose a threat to the health or safety of the children. |  |