|  |  |
| --- | --- |
| **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 |  |
|  | **§ 3280.24** | Regulations (access to parents) |  |
|  | **§ 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) |  |
|  | **§ 3280.95****(b)** | Primary staff 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 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 |  |
|  | **§ 3280.111** | Daily activities (a-c)  |  |
|  | **§ 3280.171(c)** | Pick-up and drop-off procedures  |  |
|  | **§ 3280.165** | Menus (if applicable) |  |
|  | **§ 3280.94(5)** | Evacuation routes on each floor |  |

# Required Paperwork on File

|  |  |  |  |
| --- | --- | --- | --- |
| **✓ or O** | **Code** | **Description** | **Notes** |
|  | **§ 3280.17** | Liability insurance  |  |
|  | **§ 3280.15(b)** | Certificate of occupancy |  |
|  | **§ 3280.94(9)** | Fire drill log |  |
|  | **§ 3280.95(b)** | Documentation of testing every 30 daysProof of purchase of interconnected system (if applicable)Documentation of annual testing from a fire safety professional (if applicable) |  |
|  | **§3280.26(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 |  |
|  | **§ 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  |  |
|  | **§ 3280.33(c)** | One or more facility persons competent in pediatric first aid and CPR at the facility |  |
|  | **§ 3280.191** | An individual record is required for each facility person |  |

# Transportation / Vehicle Inspection / Excursions (if applicable)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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-4th  | 1:12 | 12 | 1 |
| OT – 2-3yrs | 1:6 | 12 | 2 | School Age – 4th to 15yrs | 1:15 | 15 | 1 |

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

 **Ratio & Supervision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Regulation**  | **Room # / Name** | 1 | 2 | 3 |
| Capacity: |  |  |  |
| **§ 3280.51** Maximum number of children**§ 3280.52**Ratio requirements**§ 3280.52(a)(1)** A[primary staff person](file:///C%3A/Users/laurajohns/Desktop/s3270.54.html) 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. **§ 3280.53** Children of operator/staff **§ 3280.113** 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 |
| 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 |

**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 |  |  |  |

**Fire Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| ✓ **or** O | Code | **Description** | Notes |
|  | § 3280.91 | Exits (a-c) |  |
|  | § 3280.92 | Space heaters (a-c) |  |
|  | § 3280.93 | Fireplaces and stoves  |  |
|  | **§ 3280.94**  | Fire drills and evacuation plan (6-8) |  |
|  | **§ 3280.95** | Act 62; operability of fire detection devices/systems, fire extinguisher (as applicable) (a)  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ✓ **or** O | Code | **Description** | Notes |
|  | § 3280.20 | Conditions at the facility may not pose a threat to the health or safety of the children. |  |