|  |  |
| --- | --- |
| 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

# School Building Yes or No (If no, complete additional section on last page)

# 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 |  |
|  | **§ 3270.22** | Communication with parents |  |
|  | **§ 3270.23** | Parent access and participation |  |
|  | **§ 3270.25** | Regulations (access to parents) (a) |  |
|  | **§ 3270.26** | Compliance with nondiscrimination statutes |  |
|  | **§ 3270.122** | Admission interview |  |
|  | **§ 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) |  |

**Exit Interview**

|  |  |
| --- | --- |
| * Review areas of non-compliance prior to leaving | * Address any provider questions |
| * Allow provider opportunity to locate 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** |
|  | **§ 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 |  |
|  | **§ 3270.27(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 |  |

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# 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 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 |  |  |  |  |

# Certification Inspection Instrument

|  |  |  |
| --- | --- | --- |
| **Child Age** | **Staff:Child** | **Max Grp Size** |
| Young School Age – K-4th | 1:12 | 24 |
| Older School Age – 4th to 15yrs | 1:15 | 30 |

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# Ratio & Supervision

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Regulation** | **Room # / Name** | 1 | 2 | 3 | 4 |
| Capacity: |  |  |  |  |
| **§3270.51** Similar 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): | PM | PM | PM | PM |
| Staff Name(s)/Position(s):    # of children and age levels (YSA, OSA) present: |  |  |  |  |
| All children present, identified and supervised? | **Y N** | Y N | Y N | Y N |

**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) |  |  |  |  | |
|  | § 3270.133 | | Medication |  |  |  |  |
|  | § 3270.101 | | Type of play equipment (a-c) |  |  |  |  |
|  | § 3270.102 | | Condition of play equipment(a-c, g) |  |  |  |  |
|  | § 3270.104 | | Furniture (a-b) |  |  |  |  |
|  | § 3270.134 | | Child hygiene (a) |  |  |  |  |
|  | § 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) |  |  |  |  |
|  | § 3270.115 | | Water activity / Pool accessibility |  |  |  |  |
|  | § 3270.116 | | School-age children / Homework |  |  |  |  |

**Fire Safety**

|  |  |  |  |
| --- | --- | --- | --- |
| ✓ **or** O | Code | **Description** | Notes |
|  | § 3270.91 | Exits (a) |  |
|  | § 3270.92 | Space heaters (a-c) |  |
|  | § 3270.93 | Fireplaces and stoves |  |
|  | **§ 3270.94** | Fire drills and evacuation plan (6-8) |  |

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| APPLICABLE ONLY TO SCHOOL-AGE PROGRAMS NOT LOCATED IN A SCHOOL BUILDING | | | | | | |
| ✓ or O | Regulation | **Room Number** | 1 | 2 | 3 | 4 |
|  | § 3270.74 | Emergency telephone numbers |  |  |  |  |
|  | § 3270.133 | Medication (i-viii) |  |  |  |  |
|  | § 3270.61 | Measurement and use of indoor space |  |  |  |  |
|  | § 3270.62 | Measurement and use of play space |  |  |  |  |
|  | § 3270.67 | Sanitation (a-d) |  |  |  |  |
|  | § 3270.69 | Water |  |  |  |  |
|  | § 3270.72 | Ventilation (a) |  |  |  |  |
|  | § 3270.73 | Telephone |  |  |  |  |
|  | § 3270.76 | Building surface |  |  |  |  |
|  | § 3270.78 | Lighting |  |  |  |  |
|  | § 3270.82 | Toilet areas (a, b, h) |  |  |  |  |
|  | § 3270.64 | Outside Walkways |  |  |  |  |