

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

Entrance Interview

✓ or O	Code	Description	Notes
	§ 3270.24	Departmental access, as applicable	
		<ul style="list-style-type: none"> • 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
	§ 3270.15(b)	Certificate of occupancy	
	§ 3270.17(a-c)	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)(b)	Certificate of Compliance/ outstanding Inspection Summary (if applicable)	
	§ 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	
	§ 3270.14/ 3270.21	Written policy to address the following: ___ Recognition of potential signs/symptoms of shaken baby syndrome and abusive head trauma ___ Strategies for coping with a crying, fussing, or distraught child ___ The prevention and identification of child maltreatment		
	§ 3270.18(a)	Liability insurance		
	§ 3270.94(a)(1-4)(9)	Fire drill log		
	§ 3270.95	___ Documentation of testing every 30 days OR ___ Documentation of annual testing from a fire safety professional (if unable to test) ___ Proof of purchase of interconnected system (if applicable)		
	§ 3270.27(a)(e)	Emergency plan including:	facility's written plan	parent letter
	(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)	Annual emergency drill log *maximum 12 months between drills		
	(b)	Emergency plan reviewed annually		
	(f)	Emergency plan and subsequent plan updates sent to the local municipality and county EMA		
	§ 3270.14/ 3270.21	Emergency plan addresses continuity of operations		
	§ 3270.20(e) § 3270.182(7)	Reporting injury, death or fire/ Reports of accidents/injuries/illnesses, including accident file		
	§ 3270.121(a)(b)	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 (a-c)	Pets		
	§ 3270.171(a)	Annual written notification to local traffic safety authorities of location of facility & program's use of pedestrian and vehicular routes around facility		
	§ 3270.183(a)	Child records are confidential and stored in locked cabinet		

	§ 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	

Fire Safety

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

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

Transportation / Vehicle Inspection / Excursions (if applicable)

✓ or O	Code	Description	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
	§ 3270.124(d)	Emergency contact forms				
	§ 3270.172(a)	Written parental consent to transport, N/A for transportation of school-age children in vehicles owned or operated by the school district				
	§ 3270.173	Transportation ratios				
	§ 3270.174	Age of driver; valid operator's license				
	§ 3270.175(a-d)	Safety restraints				
	§ 3270.176(a-f)	Vehicles				
	§ 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-4 th	1:12	24	
OT – 2-3yrs	1:6	12	1:12	School Age – 4 th to 15yrs	1:15	30	

Ratio & Supervision

Regulation	Room # / Name	1	2	3	4
		Capacity:			
§ 3270.51 Similar age level ratio	Indicate time (AM or PM):				
	Staff Name(s)/Position(s):				
§ 3270.52 Mixed age level ratio	# 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
§3270.53 Children of operator/staff	Indicate time (AM or PM):				
	Staff Name(s)/Position(s):				
§3270.54 Minimum number of facility persons	# 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
§ 3270.113 Supervision of children	§ 3270.55 Naptime Ratios				
	§ 3270.14/ § 3270.21 Pre-service Training: Are staff being supervised appropriately?				

Physical Site

✓ or O	Regulation	Room # / Name	1	2	3	4
	§ 3270.111(a-c)	Daily activities				
	§ 3270.124 (c)(e)	Emergency contact forms(c)				
		Transportation plan posted(e)				
	§ 3270.74	Emergency telephone numbers				
	§ 3270.75(a-d)	First-aid kit				
	§ 3270.133 (i-viii)	Medication				
	§ 3270.61	Measurement use of indoor space				
	§ 3270.62	Measurement use of play space				
	§ 3270.65	Protective outlet covers				
	§ 3270.66(a-e)	Toxics				
	§ 3270.67(a-d)	Sanitation				
	§ 3270.68	Smoking				

✓ or O	Regulation	Room # / Name	1	2	3	4
	§ 3270.69	Water				
	§ 3270.70	Indoor temperature				
	§ 3270.71	Water pipes, other sources of heat				
	§ 3270.72(a-d)	Ventilation				
	§ 3270.73	Telephone				
	§ 3270.76	Building surface				
	§ 3270.77(a-g)	Paint / Plaster				
	§ 3270.78	Lighting				
	§ 3270.80(a-d)	Stairs				
	§ 3270.81	Glass				
	§ 3270.101(a-c)	Type of play equipment				
	§ 3270.102(a-g)	Condition of play equipment				
	§ 3270.104(a-b)	Furniture				
	§ 3270.106(a-j)	Rest equipment				
	§ 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(a-e)	Diapering requirements				
	§ 3270.112	Infant and toddler stimulation				
	§ 3270.166(1-7)	Meals for infants				
	§ 3270.105	High chairs				
	§ 3270.82(a-j)	Toilet areas				
	§ 3270.134(a-g)	Child hygiene				
	§ 3270.152	Adult hygiene / Handwashing				
	§ 3270.161(a-g)	Food / Kitchen				
	§ 3270.162(a-d)	Meals				
	§ 3270.163(a-b)	Food groups				
	§ 3270.164	Food servings				
	§ 3270.107	Refrigerator (45° F or below)				
	§ 3270.108(a-c)	Utensils				
	§ 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				