



Department of Public Health and Human Services

CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

INSPECTION INFORMATION

Facility: Bozeman Children's Academy

Type: Renewal Inspection **Date:** 09/06/2017 **Time:** 11:10 AM

Director: Brittany Flanigan

Contact: _____

Licensing Worker: Kirsten Geiger **Phone #:** (406) 522-2271

Time: 11:26 AM # **children:** 38 # **under 2:** 0 # **caregivers:** 6
Time: 12:33 PM # **children:** 30 # **under 2:** 0 # **caregivers:** 6
Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

STAFF RATIOS

| | |
|-----------|---|
| No | <p>1. License</p> <p>37.95.106(6)</p> <p>(6) A day care facility may not provide care for more than the number of children permitted at any one time by its day care license or registration certificate.</p> <p>The intent of this rule was not met:</p> <p>Based on observation and interview, at the beginning of the survey, CCL found that there were 38 children in care. Facility is currently licensed for 29 children. Many of the steps have been put into place for an increase in capacity, but the department has not yet received a formal request. This must be completed (and request approved by the department) prior to an increase in capacity of children in care.</p> <p>The Plan of Correction was accepted on September 18, 2017.</p> |
|-----------|---|

BUILDING/FIRE REQUIREMENTS

| | |
|-----|--------------------|
| Yes | 2. Inside Facility |
| Yes | 3. Equipment |
| Yes | 4. Exiting |
| Yes | 5. Space |

OUTDOOR TOUR

| | |
|-----------|--|
| No | <p>6. Play Area</p> <p>37.95.121(6)</p> <p>(6) Any outdoor play area must be maintained free from hazards such as wells, machinery and animal waste. If any part of the play area is adjacent to a busy roadway, drainage or irrigation ditch, stream, large holes, or other hazardous areas, the play area must be enclosed with a fence in good repair that is at least 4 feet high without any holes or spaces greater than 4 inches in diameter or natural barriers to restrict children from these areas.</p> <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that the outdoor area contains a gate that has spaces greater than 4 inches in diameter.</p> <p>The Plan of Correction was accepted on September 18, 2017.</p> |
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| | |
|-----|-------------|
| N/A | 7. Swimming |
|-----|-------------|

PROGRAM ISSUES

| | |
|-----|------------------------------|
| Yes | 8. Supervision |
| Yes | 9. Provider Responsibilities |
| Yes | 10. Activities |
| N/A | 11. Night Care |

HEALTH ISSUES

| | |
|-----|-----------------------|
| Yes | 12. Illness Exclusion |
| Yes | 13. Health Prevention |

MEDICATION

MEDICATION

| | |
|-----|--------------------|
| Yes | 14. Administration |
| Yes | 15. Storage |

INFANTS/TODDLERS

| | |
|-----|--------------------------|
| N/A | 16. Diapering |
| N/A | 17. Feeding |
| N/A | 18. Bathing |
| N/A | 19. Sleeping |
| N/A | 20. Activities |
| N/A | 21. Outdoor Activities |
| N/A | 22. Special Requirements |

TRANSPORTATION

| | |
|-----|----------------------------|
| N/A | 23. Basic Requirements |
| N/A | 24. Child Passenger Safety |

WRITTEN RECORDS

| | |
|-----|---|
| Yes | 25. Parent Information |
| No | <p>26. Facility Records</p> <p>37.95.141(2) (2) The facility shall have a master list of the name, address, and phone number of all children in their care and their parents. The intent of this rule was not met:</p> <p>Based on review of facility records, CCL found that the facility's master list did not contain addresses.</p> <p>The Plan of Correction was accepted on September 18, 2017.</p> |
| No | <p>27. Child File Review</p> <p>37.95.141(5)(a-d) (5) Prior to a child being enrolled or entered into a day care facility, the following information must be on file: (a) written information on each child explaining any special needs of the child, including allergies; (b) a release or authorization of persons allowed to pick up the child; (c) necessary medical forms, including all medication authorization and administration logs, signed and updated immunization records and the names of emergency contact persons; and (d) an emergency consent form. This form must accompany staff when children are away from the day care site for activities; and The intent of this rule was not met:</p> <p>Based on record review, CCL found that the following information was not on file: a <u>signed/dated</u> emergency consent form. See enclosed copy of children's record review.</p> <p>The Plan of Correction was accepted on September 18, 2017.</p> |
| Yes | 28. Medication File |

WRITTEN RECORDS

| | |
|-----|----------------------------|
| Yes | 29. Caregiver File Review |
| Yes | 30. First Aid Requirements |

ADMINISTRATIVE RECORDS

| | |
|-----|----------------------------------|
| Yes | 31. License-Certificate |
| Yes | 32. Facility Requirements |
| Yes | 33. Registration/License Process |