



# Department of Public Health and Human Services

## CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

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### INSPECTION INFORMATION

**Facility:** Hands/Lewis & Clark Elementary School

**Type:** Renewal Inspection      **Date:** 03/23/2017      **Time:** 04:30 PM

**Director:** Kim Yarlott

**Contact:**

**Licensing Worker:** Jodi Linne      **Phone #:** (406) 453-0526

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**Time:** 04:30 PM **# children:** 21 **# under 2:** 0 **# caregivers:** 2  
**Time:**                      **# children:**            **# under 2:**            **# caregivers:**             
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### STAFF RATIOS

No	<p>1. License</p> <p><b>37.95.623(1)(a-d)</b></p> <p>(1) The child to staff ratio for day care center is:</p> <p>(a) 4:1 for children zero months through 23 months;</p> <p>(b) 8:1 for children two years through three years;</p> <p>(c) 10:1 for children four years through five years; and</p> <p>(d) 14:1 for six years and over</p> <p><b>The intent of this rule was not met:</b></p> <p>Based on interview with HANDS employee, at 3:20pm 41 children were present with 2 caregivers.</p> <p><b>Plan of Correction accepted 4/5/17.</b></p>
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### BUILDING/FIRE REQUIREMENTS

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

### OUTDOOR TOUR

Yes	6. Play Area
Not Observed	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
No	<p>13. Health Prevention</p> <p><b>37.95.183(2)(a-g)</b></p> <p>(2) A first aid kit must be kept on site at all times and must at a minimum contain :</p> <p>(a) Unexpired syrup of ipecac (one ounce bottle) which may be administered only upon directive from the Emergency Montana Poison Control Center or upon directive of the local emergency service program (i.e., 911 operator, local hospital, or physician);</p> <p>(b) Sterile, absorbent bandages;</p> <p>(c) A cold pack;</p> <p>(d) Tape and a variety of band-aids;</p> <p>(e) Tweezers and scissors;</p> <p>(f) The toll free number for the Emergency Montana Poison Control Center, 1(800) 222-1222;</p> <p>(g) Disposable single use gloves.</p> <p><b>The intent of this rule was not met:</b></p> <p>Based on review of first aid kit, CCL found that the kit did not contain the following items: a cold pack and</p>

## HEALTH ISSUES

scissors.

Plan of Correction accepted 4/5/17.

## 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

Yes 23. Basic Requirements

Not Observed 24. Child Passenger Safety

## WRITTEN RECORDS

No 25. Parent Information

### 37.95.115(2)

(2) Day care facility shall post a copy of the facility registration or license and the phone number of state and local quality assurance division offices in a conspicuous place. Parents should be encouraged to contact the division if they have questions regarding the license or the day care regulations.

**The intent of this rule was not met:**

Based on observation, CCL found that the phone number of the state and local quality assurance division was not posted in a conspicuous place.

**Corrected on site 3/23/17. CCL posted the local Quality Assurance Division business card near license.**

Yes 26. Facility Records

No 27. Child File Review

### 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

**WRITTEN RECORDS****The intent of this rule was not met:**

Based on record review, CCL found that the following information was not on file: names of emergency contact persons. See enclosed copy of children's record review.

**Plan of Correction accepted 4/5/17.****37.95.141(6)**

(6) The information supplied in (5)(a) through (d) must be maintained on forms provided by the department and must be signed by the parent or guardian.

**The intent of this rule was not met:**

Based on record review, CCL found that the Emergency Contact form was not signed and dated by the parent or guardian. See enclosed copy of children's record review for specific child.

**Plan of Correction accepted 4/5/17.**

Yes	28. Medication File
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