



Department of Public Health and Human Services

CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

INSPECTION INFORMATION

Facility: Helena School District - Warren

Type: Key Indicator Survey **Date:** 10/11/2017 **Time:** 03:30 AM

Director: Kirsten Roush

Contact: _____

Licensing Worker: Anna Haire **Phone #:** (406) 444-1954

Time: 03:30 PM # **children:** 23 # **under 2:** 0 # **caregivers:** 2

Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

STAFF RATIOS

Yes 1. License

BUILDING/FIRE REQUIREMENTS

Yes 2. Inside Facility

Yes 3. Equipment

OUTDOOR TOUR

Yes 6. Play Area

INFANTS/TODDLERS

N/A 19. Sleeping

WRITTEN RECORDS

Yes 25. Parent Information

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

The intent of this rule was not met:

Based on record review, CCL found that the following information was not on file: child #1 had a special health need requiring the special health needs form. See enclosed copy of children's record review.

The Plan of Correction was accepted on 11-24-17.

Yes 29. Caregiver File Review