



Department of Public Health and Human Services

CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

INSPECTION INFORMATION

Facility: Helena School District-Smith

Type: Key Indicator Survey **Date:** 10/12/2017 **Time:** 04:15 PM

Director: Kirsten Roush

Contact: _____

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

Time: 04:15 PM # **children:** 35 # **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, there were 3 children whose emergency consent forms were not signed by parents. See enclosed copy of children's record review.

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

No 29. Caregiver File Review

37.95.622(6)(a-c)

(6) An aide must be directly supervised by a primary care-giver and shall be at least 16 years of age and must:

The intent of this rule was not met:

Based on review of facility records, both caregivers present were in the role of aides, thus a primary caregiver needed to be present.

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