



# Department of Public Health and Human Services

## FAMILY and GROUP DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

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### INSPECTION INFORMATION

**Facility:** Velma Seymour / Charlie Highsmith

**Type:** Renewal Inspection

**Date:** 04/06/2017

**Time:** 09:55 AM

**Director:** Velma Seymour

**Contact:** \_\_\_\_\_

**Licensing Worker:** Pam West

**Phone #:** (406) 262-9790

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Time:	09:55 AM	# children:	3	# under 2:	3	# caregivers:	1
Time:	11:00 AM	# children:	4	# under 2:	3	# caregivers:	2
Time:		# children:		# under 2:		# caregivers:	

### STAFF RATIOS

Yes	1. License
Yes	2. Overlap

### BUILDING/FIRE REQUIREMENTS

Yes	3. Inside Facility
No	<p>4. Fire Safety</p> <p><b>37.95.706(2)</b>  <b>(2)</b> A fire extinguisher must be easily accessible on each floor level . The minimum level of extinguisher classification is 2A10BC. Fire extinguishers shall be mounted near outside exit doors.  <b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found that the fire extinguisher was not mounted near an outside exit door .</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p> <p><b>37.95.706(3)</b>  <b>(3)</b> All day care facilities must have operating UL smoke detecting devices on each floor of the facility , installed in accordance with the manufacturer's specifications. Smoke detectors must be installed in front of the doors to stairways and in corridor of all floors occupied by the day care. Smoke detectors must be installed in any room in which children sleep. If individual battery-operated smoke detectors are used, the following maintenance is required:  <b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found that a smoke detector was not installed in the living room that is used for napping children.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p>
Yes	5. Equipment
No	<p>6. Exiting</p> <p><b>37.95.705(2)</b>  <b>(2)</b> Every story of the day care facility that is used for day care purposes shall have at least two remotely located means of egress as defined in ARM 37.95.102 (42). All areas used for day care purposes must have at least one door for egress that is at least 34 inches wide and must also have one other means of egress that provides a clear opening of at least 20 inches in width, 24 inches in height, and 5.7 sq. feet in area. The bottom of the opening shall not be more that 44 inches above the floor. If windows are used for rescue or exiting purposes, the provider shall have a written and feasible evacuation plan. All exits must be unobstructed at all times.  <b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found that the window in the nap room was blocked preventing easy exit in the event of an emergency.</p> <p><b>This deficiency was corrected immediately at the time of the inspection.</b></p>

### OUTDOOR TOUR

Yes	7. Play Area
Not Observed	8. Swimming

### PROGRAM ISSUES

### PROGRAM ISSUES

Yes	9. Supervision
Yes	10. Provider Responsibilities
Yes	11. Activities
N/A	12. Night Care

### HEALTH ISSUES

Yes	13. Illness Exclusion
No	<p>14. Health Prevention</p> <p><b>37.95.126(1)</b>  <b>(1)</b> Children shall be afforded a smoke-free environment during all day care hours, whether indoors or outdoors.  <b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found the outdoor area was not smoke-free during day care hours. At the time of the Department's arrival a person was found smoking on the sidewalk of the facility by the street. Upon discussion, it was reported that smoking usually occurs down the sidewalk, off of the facility's premises, but it had not the day of the inspection.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p> <p><b>37.95.183(2)(a-g)</b>  <b>(2)</b> A first aid kit must be kept on site at all times and must at a minimum contain :  <b>(a)</b> 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);  <b>(b)</b> Sterile, absorbent bandages;  <b>(c)</b> A cold pack;  <b>(d)</b> Tape and a variety of band-aids;  <b>(e)</b> Tweezers and scissors;  <b>(f)</b> The toll free number for the Emergency Montana Poison Control Center, 1(800) 222-1222;  <b>(g)</b> Disposable single use gloves.  <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: tweezers.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p>

### MEDICATION

Yes	15. Administration
Yes	16. Storage

### INFANTS/TODDLERS

No	<p>17. Diapering</p> <p><b>37.95.1001(3)</b>  <b>(3)</b> Diaper-changing surfaces shall be cleaned after each use by washing or by changing a pad or disposable sheeting and sanitized or covered for reuse.  <b>The intent of this rule was not met:</b></p> <p>Based on interview, CCL found that diaper-changing surfaces were not adequately cleaned after each use as</p>
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## INFANTS/TODDLERS

the provider stated that sometimes wipes are used instead of a disinfectant spray.

**This plan of correction was approved on May 4, 2017.**

**37.95.1001(8)**

(8) Diapering and toileting areas shall contain a wash basin that is separate from that used for food preparation.

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

Based on observation and interview, CCL found that the caregiver washed their hands in the food prep sink after changing diapers.

**This plan of correction was approved on May 4, 2017.**

No	<p>18. Feeding</p> <p><b>37.95.1003(3)(a-d)</b></p> <p>(3) Bottles shall not be propped. Infants too young to sit in high chairs shall be held in a semi-sitting position for all bottle feedings.</p> <p>(a) Infants and toddlers who use a bottle shall not be allowed to lie on their backs when drinking from the bottle.</p> <p>(b) Older infants and toddlers shall be provided age appropriate feeding equipment when being fed. This includes safe high chairs, baby feeding tables, booster seats, and child-size tables and chairs. Use of these types of equipment must be used in accordance with the manufacturer's instructions and must be appropriate for the age of the child using the equipment.</p> <p>(c) Infants six months of age or over who show a preference for holding their own bottles may do so provided an adult remains in the room and within observation of the infant.</p> <p>(d) Bottles and spill-proof cups (sippy cups) must be taken from the infant or toddler when they finish feeding, when the bottle or cup is empty, and while they are sleeping.</p> <p><b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found that infant's are laid on their backs while drinking from a bottle.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p>
N/A	19. Bathing
No	<p>20. Sleeping</p> <p><b>37.95.1005(8)</b></p> <p>(8) Each infant and toddler shall have been provided by the parent with a clean washable blanket or other suitable covering for his/her use while sleeping. Each infant's and toddler's bedding shall be stored separate from bedding used by other children.</p> <p><b>The intent of this rule was not met:</b></p> <p>Based on observation and interview, CCL found that bedding was not stored separately from other bedding.</p> <p><b>37.95.1005(7)</b></p> <p>(7) All pillows quilts, comforters, heavy blankets, sheepskins, bumper pads, stuffed toys, and other soft products shall be removed from the crib and play pen.</p> <p><b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found the following in the crib while the infant or toddler was sleeping : stuffed toys.</p>
Yes	21. Activities
Yes	22. Outdoor Activities

### NUTRITION/FOOD ISSUES

N/A	23. Sanitation
N/A	24. Meal Frequency
N/A	25. Special Diet

### TRANSPORTATION

Yes	26. Basic Requirements
Yes	27. Child Passenger Safety

### WRITTEN RECORDS

No	<p>28. Parent Information</p> <p><b>37.95.115(2)</b>  <b>(2)</b> 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.  <b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found that phone number of the state and local quality assurance division was not posted in a conspicuous place.</p> <p><b>This deficiency was corrected immediately at the time of the inspection.</b></p>
No	<p>29. Facility Records</p> <p><b>37.95.1005(12)</b>  <b>(12)</b> All caregivers shall sign an acknowledgement indicating that they have read and understood the provider's policy outlined in (11).  <b>The intent of this rule was not met:</b></p> <p>Based on observation, CCL found that the safe sleep policy was not signed by all caregivers.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p>
No	<p>30. Child File Review</p> <p><b>our37.95.128(1)(a-d)</b>  <b>(1)</b> A day care facility must have on file a health record form, provided by the department, concerning any special health risks that would affect other children. This must be obtained and kept on file by the provider prior to residence or enrollment of any child under age two at the day care facility. The health record form must be signed by:  <b>(a)</b> A physician licensed to practice medicine in Montana pursuant to Title 37, chapter 3, MCA; or  <b>(b)</b> A physician assistant-certified licensed to practice in Montana and practicing under a utilization plan approved by the board of medical examiners; or  <b>(c)</b> A person licensed in Montana as a professional nurse and recognized by the board of nursing as a nurse practitioner or clinical nurse specialist; or  <b>(d)</b> A naturopathic physician licensed under Title 37, chapter 26, MCA.  <b>The intent of this rule was not met:</b></p> <p>Based on record review, CCL found that there were four children under age two that did not have a pediatric health record on file. See enclosed copy of children's record review.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p> <p><b>37.95.1003(1)</b>  <b>(1)</b> An individualized diet and feeding schedule shall be provided according to a written plan submitted by the parents or by the infant's physician with the knowledge and consent of the parents, guardian, or</p>

## WRITTEN RECORDS

placement agency. A change of diet and schedule shall be noted on each infant's daily diet and feeding schedule.

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

Based on record review, CCL found that there were two infant(s) that did not have an individualized feeding schedule on file. See enclosed copy of children's record review.

**This plan of correction was approved on May 4, 2017.**

**37.95.140(1)-(4)**

- (1) Before a child under the age of five may attend a Montana day care facility, that facility must be provided with the documentation required by (4) that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, and Haemophilus influenza type B, unless the child qualifies for conditional attendance in accordance with (9):
- (2) If the child is at least 12 months old but not less than 60 months of age and has not received any Hib vaccine, the child must receive a dose prior to entry.
- (3) DT vaccine administered to a child less than 7 years of age is acceptable for purposes of this rule only if accompanied by a medical exemption meeting the requirements of ARM 16.28.707 that exempts the child from pertussis vaccination.
- (4) Before a child between the ages of five and 12 may attend a day care facility providing care to school aged children, that facility must be provided with documentation required by (5) that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, and Haemophiles influenza type B, unless the child qualifies for conditional attendance in accordance with (9).

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

Based on record review, CCL found that there were two children that did not have immunizations on file. See enclosed copy of children's record review.

**This plan of correction was approved on May 4, 2017.**

Not Observed	31. Medication File
Yes	32. Caregiver File Review
No	<p>33. First Aid Requirements</p> <p><b>37.95.183(1)</b></p> <p>(1) Each provider shall adopt and follow written policies for first aid consistent with recommendations from the American Red Cross. These policies must include but are not limited to:</p> <ol style="list-style-type: none"> <li>(a) procedures for handling medical emergencies, including calling the Emergency Montana Poison Control Center at 1 (800) 222-1222 when a child is suspected of having ingested any poisonous or toxic substance; and</li> <li>(b) directions for calling parents or someone else designated as responsible for the child when a child is sick or injured.</li> </ol> <p><b>The intent of this rule was not met:</b></p> <p>Based on interview, CCL found that the provider did not have written policies for first aid consistent with recommendations from the American Red Cross that includes the following information : procedures for handling medical emergencies, including calling the Montana Poison Control Center; directions for calling parents or someone parents or someone else designated as responsible for the child when a child is sick or injured.</p> <p><b>This plan of correction was approved on May 4, 2017.</b></p>

## ADMINISTRATIVE RECORDS

Yes	34. License-Certificate
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**Facility:** Velma Seymour / Charlie Highsmith

**Date:** 04/06/2017

## ADMINISTRATIVE RECORDS

Yes	35. Facility Requirements
Yes	36. Registration/License Process