



Department of Public Health and Human Services

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

INSPECTION INFORMATION

Facility: Carla McWilliams

Type: Renewal Inspection **Date:** 05/30/2017 **Time:** 02:00 PM

Director: Carla McWilliams

Contact: _____

Licensing Worker: Gloria Tatchell **Phone #:** (406) 444-1954

Time: 02:00 PM # **children:** 8 # **under 2:** 2 # **caregivers:** 3
Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____
Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

STAFF RATIOS

Yes	1. License
Yes	2. Overlap

BUILDING/FIRE REQUIREMENTS

No	<p>3. Inside Facility</p> <p>37.95.708(3) (3) Telephone numbers of the parents, the hospital, police department, fire department, ambulance, and the emergency Montana poison control center (1 (800) 222-1222) must be posted by each telephone. The intent of this rule was not met:</p> <p>Based on interview, CCL found that phone numbers for the parents, hospital, fire department, and ambulance were not posted near the telephone. Plan of correction accepted June 19, 2017.</p>
Yes	4. Fire Safety
Yes	5. Equipment
Yes	6. Exiting

OUTDOOR TOUR

Yes	7. Play Area
N/A	8. Swimming

PROGRAM ISSUES

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

HEALTH ISSUES

Yes	13. Illness Exclusion
Yes	14. Health Prevention

MEDICATION

N/A	15. Administration
N/A	16. Storage

INFANTS/TODDLERS

Yes	17. Diapering
Yes	18. Feeding
Yes	19. Bathing
Yes	20. Sleeping
Yes	21. Activities

INFANTS/TODDLERS

Yes 22. Outdoor Activities

NUTRITION/FOOD ISSUES

Yes 23. Sanitation

Yes 24. Meal Frequency

Yes 25. Special Diet

TRANSPORTATION

N/A 26. Basic Requirements

N/A 27. Child Passenger Safety

WRITTEN RECORDS

No 28. Parent Information

37.95.115(1)

(1) The following written information shall be made available to all parents:

- (a) A typical daily schedule of activities;
- (b) Admission requirements, enrollment procedures, hours of operation;
- (c) Frequency and type of meals and snacks served;
- (d) Fees and payment plan;
- (e) Regulations concerning sick children;
- (f) Transportation and trip arrangements;
- (g) Discipline policies; and
- (h) Department day care licensing requirements.

The intent of this rule was not met:

Based on review of facility records, the parent information didn't include a policy on child guidance, and the transportation policy did not reflect the provider's actual practice of not transporting the children.

Plan of correction accepted June 19, 2017.

Yes 29. Facility Records

No 30. 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 emergency consent forms were not signed by the parents/guardians for two children attending the day care. See enclosed copy of children's record review.

Plan of correction accepted June 19, 2017.

Yes 31. Medication File

No 32. Caregiver File Review

37.95.703(2)

(2) The provider and all staff, including care-givers, aides, volunteers, kitchen and custodial staff, and persons over age 18 residing in the day care facility or staying in the facility on a regular or frequent basis, must

WRITTEN RECORDS

obtain a completed criminal background check, a completed child protective services check, and a statement of health. For those persons who are considered care-givers, this information must be completed before providing direct unsupervised care to the children attending the day care facility. The director or provider/owner of the facility is responsible for ensuring these reports and other pertinent information are completed and submitted to the department within 15 actual days of the care-giver providing care.

The intent of this rule was not met:

Based on interview, CCL found that one caregiver/volunteer working in the facility since April 1, 2017 had not submitted the required cover sheet and release of information to allow the department to conduct background checks.

Plan of correction accepted June 19, 2017.

Yes	33. First Aid Requirements
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ADMINISTRATIVE RECORDS

Yes	34. License-Certificate
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Yes	35. Facility Requirements
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Yes	36. Registration/License Process
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