



Department of Public Health and Human Services

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

INSPECTION INFORMATION

Facility: Doreen Ginn / Doe's Daycare

Type: Renewal Inspection **Date:** 05/08/2017 **Time:** 09:01

Director: Doreen Ginn

Contact: _____

Licensing Worker: Crystal Wavrick **Phone #:** (406) 329-1589

Time: 09:01 # **children:** 8 # **under 2:** 2 # **caregivers:** 1

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

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

STAFF RATIOS

No	<p>1. License</p> <p>37.95.702(5) (4) Except for approved overlap care, the provider may not provide care for a child if caring for that child would cause the provider to exceed the number of children the provider is registered to care for on the registration certificate.</p> <p>The intent of this rule was not met:</p> <p>Based on observation CCL found that there were 8 children in care. Provider is registered as a family facility with 2 overlap children; provider was outside her overlap hours, therefore there should have only been 6 children in care at that time.</p>
N/A	2. Overlap

BUILDING/FIRE REQUIREMENTS

No	<p>3. Inside Facility</p> <p>37.95.705(10) (10) Protective receptacle covers must be installed on electrical outlets in all areas occupied by children under 5 years of age.</p> <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that outlets were not covered in the bathroom and one in the main room .</p>
Yes	4. Fire Safety
No	<p>5. Equipment</p> <p>37.95.720(3) (3) High chairs, when used, must have a wide base and a safety strap. Portable high chairs that hook onto tables are not allowed.</p> <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that 2 of the 4 highs chair did not have safety straps.</p>
Yes	6. Exiting

OUTDOOR TOUR

Yes	7. Play Area
N/A	8. Swimming

PROGRAM ISSUES

No	<p>9. Supervision</p> <p>37.95.172(1)(2) (1) Caregivers must supervise children at all times. (2) The provider and all caregivers shall be responsible for direct care, protection, supervision, and guidance of children through active involvement or direct observation.</p> <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that caregivers did not supervise children at all times. CCL witnessed a caregiver leave an infant of approximately 5-9 months old sitting on a couch unsupervised while she went over to the other side of the room to tend to another child posing a risk of falling.</p>
Yes	10. Provider Responsibilities

PROGRAM ISSUES

Yes	11. Activities
N/A	12. Night Care

HEALTH ISSUES

Not Observed	13. Illness Exclusion
No	<p>14. Health Prevention</p> <p>37.95.183(2)(a-g)</p> <p>(2) A first aid kit must be kept on site at all times and must at a minimum contain :</p> <ul style="list-style-type: none"> (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); (b) Sterile, absorbent bandages; (c) A cold pack; (d) Tape and a variety of band-aids; (e) Tweezers and scissors; (f) The toll free number for the Emergency Montana Poison Control Center, 1(800) 222-1222; (g) Disposable single use gloves. <p>The intent of this rule was not met:</p> <p>Based on observation and interview, CCL found that the provider had no first aid kit.</p>

MEDICATION

No	<p>15. Administration</p> <p>37.95.181(1)</p> <p>(1) No day care employee, owner, or operator may administer any medication to a child without the written authorization of the parents including the child's name, date or dates for which the authorization is applicable, dosage instructions, and the signature of the child's parent or guardian.</p> <p>The intent of this rule was not met:</p> <p>Based on interview, CCL found that an owner did not receive written parental authorization to administer medication to children in care. Provider indicated that she was unaware of the need to obtain OTC medication administration forms for each child in order to administer non-ingestible medications such as diaper creme and sunscreen.</p>
No	<p>16. Storage</p> <p>37.95.182(2)</p> <p>(2) Any nonprescription medication brought into the facility for use by a specific child shall be labeled with the following information:</p> <ul style="list-style-type: none"> (a) the date; (b) child's first and last name; (c) specific legible instructions for administration and storage (i.e., the manufacturer's instructions); and (d) the name of the health care provider, parent, or guardian who made the recommendation. <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that non-prescription medication was not labeled with the following information: the date; the child's first and last name; the name of the health care provider, parent, or guardian who made the recommendation. CCL observed ingestible non-prescription medications that were not labeled properly with first and last names and over the counter medications that were not labeled properly with first and last names.</p>

INFANTS/TODDLERS

<p>No</p>	<p>17. Diapering</p> <p>37.95.1001(3) (3) 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. The intent of this rule was not met:</p> <p>Based on observation, CCL found that diaper-changing surfaces were not able to be sufficiently cleaned after each use. Diaper-changing surface consisted of a foam pad without any plastic lining, covered by a cloth that appeared to be of terry cloth material.</p>
<p>Not Observed</p>	<p>18. Feeding</p>
<p>N/A</p>	<p>19. Bathing</p>
<p>No</p>	<p>20. Sleeping</p> <p>37.95.1005(3)(b) (b) Cot or mat surfaces may be of plastic or canvas or other material, which can be cleaned with detergent solution and allowed to air dry. The intent of this rule was not met:</p> <p>Based on observation, CCL found that the cots or mats were not made out of material which is easily cleaned . Nap mats were made of foam pad covered with flannel material. When asked how nap mats are cleaned, provider stated she sews a new cover on periodically.</p> <p>37.95.1005(8) (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. The intent of this rule was not met:</p> <p>Based on observation and interview, CCL found that bedding was not stored separately from other bedding.</p>
<p>Not Observed</p>	<p>21. Activities</p>
<p>Not Observed</p>	<p>22. Outdoor Activities</p>

NUTRITION/FOOD ISSUES

<p>Not Observed</p>	<p>23. Sanitation</p>
<p>Not Observed</p>	<p>24. Meal Frequency</p>
<p>Not Observed</p>	<p>25. Special Diet</p>

TRANSPORTATION

<p>N/A</p>	<p>26. Basic Requirements</p>
<p>N/A</p>	<p>27. Child Passenger Safety</p>

WRITTEN RECORDS

<p>No</p>	<p>28. Parent Information</p> <p>37.95.115(1) (1) The following written information shall be made available to all parents: (a) A typical daily schedule of activities;</p>
-----------	--

WRITTEN RECORDS

- (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 observation and interview; review of facility records, provider was unable to produce the following written information: regulations concerning sick children; discipline policies.

<p>No</p>	<p>29. Facility Records</p> <p>37.95.1005(11)</p> <p>(11) Providers must develop a written policy that describes the practices to be used to promote a safe sleep environment when children under age two are napping or sleeping.</p> <p>The intent of this rule was not met:</p> <p>Based on observation and interview, CCL found the provider did not have a written policy describing practices used to promote a safe sleep environment.</p>
<p>No</p>	<p>30. Child File Review</p> <p>37.95.141(5)(a-d)</p> <p>(5) Prior to a child being enrolled or entered into a day care facility, the following information must be on file:</p> <ul style="list-style-type: none"> (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 <p>The intent of this rule was not met:</p> <p>Based on record review, CCL found that the following information was not on file: 1 child was missing an emergency consent form, 3 other children had emergency consent forms that were not signed and of those three, two of those children that were siblings were sharing an emergency consent form. Each child should have their own emergency consent form. See enclosed copy of children's record review.</p>
<p>Not Observed</p>	<p>31. Medication File</p>
<p>Not Observed</p>	<p>32. Caregiver File Review</p>
<p>No</p>	<p>33. First Aid Requirements</p> <p>37.95.183(1)</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> <ul style="list-style-type: none"> (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 (b) directions for calling parents or someone else designated as responsible for the child when a child is sick or injured. <p>The intent of this rule was not met:</p> <p>Based on observation and interview; review of facility records, 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</p>

WRITTEN RECORDS

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.

ADMINISTRATIVE RECORDS

<p>No</p>	<p>34. License-Certificate</p> <p>37.95.153(1) (1) The department must be notified of any changes, including changes in staff, changes in the category of children in day care, or changes to the day care property, that would affect the terms of the registration or licensure.</p> <p>The intent of this rule was not met:</p> <p>Based on observation and interview CCL found that the provider was operating as a group when she was only licensed as a family daycare before submitting an application to the department to change her license.</p>
<p>Not Observed</p>	<p>35. Facility Requirements</p>
<p>No</p>	<p>36. Registration/License Process</p> <p>37.95.106(5) (5) Applications for renewal shall be made by the provider at least 30 days prior to expiration of the license or registration certificate.</p> <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that the provider's application for renewal was not submitted to the department 30 days prior to expiration.</p>