



# 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:** Elysian McIntyre / Trailhead Schoolhouse

**Type:** Initial-New Inspection      **Date:** 06/20/2017      **Time:** 12:15 PM

**Director:** Elysian Bright McIntyre

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

**Licensing Worker:** Diana Lamers      **Phone #:** (406) 751-5962

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**Time:** 12:15 PM **# children:** 2 **# under 2:** 0 **# caregivers:** 1

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

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

**STAFF RATIOS**

Yes	1. License
N/A	2. Overlap

**BUILDING/FIRE REQUIREMENTS**

Yes	3. Inside Facility
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
Yes	22. Outdoor Activities

**NUTRITION/FOOD ISSUES**

Yes	23. Sanitation
Yes	24. Meal Frequency

### NUTRITION/FOOD ISSUES

N/A	25. Special Diet
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### TRANSPORTATION

Yes	26. Basic Requirements
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Yes	27. Child Passenger Safety
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### WRITTEN RECORDS

No	28. Parent Information
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**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 interview, this information is on the provider's computer, so she currently does not have written information/policies available to give to parents and for the CCL to review.  
The Plan of Correction was accepted on August 4, 2017.

Yes	29. Facility Records
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No	30. Child File Review
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**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 for the Provider's child that is enrolled in the Child Care.  
The Plan of Correction was accepted on August 4, 2017.

N/A	31. Medication File
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Yes	32. Caregiver File Review
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Yes	33. First Aid Requirements
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### ADMINISTRATIVE RECORDS

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