



# Department of Public Health and Human Services

## CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

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### INSPECTION INFORMATION

**Facility:** Hands/Loy Elem School

**Type:** Key Indicator Survey      **Date:** 02/14/2018      **Time:** 04:00 PM

**Director:** Kim Yarlott

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

**Licensing Worker:** Jodi Linne      **Phone #:** (406) 453-0526

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**Time:** 04:00 PM # **children:** 27 # **under 2:** 0 # **caregivers:** 3

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

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**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, CCL found that the following information was not on file: Two children did not have names of emergency contact persons. See enclosed copy of children's record review.

**Plan of Correction accepted 2/28/18.**

Yes 29. Caregiver File Review