



# Department of Public Health and Human Services

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

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### INSPECTION INFORMATION

**Facility:** Hands/West Elementary School

**Type:** Renewal Inspection      **Date:** 03/20/2017      **Time:** 04:00 PM

**Director:** Kim Yarlott

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

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

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**Time:** 04:10 PM # **children:** 15 # **under 2:** 0 # **caregivers:** 3

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

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

**STAFF RATIOS**

Yes 1. License

**BUILDING/FIRE REQUIREMENTS**

Yes 2. Inside Facility

Yes 3. Equipment

Yes 4. Exiting

Yes 5. Space

**OUTDOOR TOUR**

Yes 6. Play Area

Not Observed 7. Swimming

**PROGRAM ISSUES**

Yes 8. Supervision

Yes 9. Provider Responsibilities

Yes 10. Activities

Not Observed 11. Night Care

**HEALTH ISSUES**

Yes 12. Illness Exclusion

**No** 13. Health Prevention

**37.95.183(2)(a-g)**

(2) A first aid kit must be kept on site at all times and must at a minimum contain :

- (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.

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

Based on review of first aid kit, CCL found that the kit did not contain the following items: a cold pack; disposable single use gloves.

**Plan of Correction accepted 4/5/17.**

**MEDICATION**

Yes 14. Administration

Yes 15. Storage

**INFANTS/TODDLERS**

N/A 16. Diapering

**INFANTS/TODDLERS**

N/A	17. Feeding
N/A	18. Bathing
N/A	19. Sleeping
N/A	20. Activities
N/A	21. Outdoor Activities
N/A	22. Special Requirements

**TRANSPORTATION**

Yes	23. Basic Requirements
Not Observed	24. Child Passenger Safety

**WRITTEN RECORDS**

No	<p>25. Parent Information</p> <p><b>37.95.115(2)</b>                  (2) 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 the phone number of the state and local quality assurance division was not posted in a conspicuous place.</p> <p><b>Corrected on site 3/20/17. CCL posted the local Quality Assurance Division business card near license.</b></p>
Yes	26. Facility Records
No	<p>27. Child File Review</p> <p><b>37.95.141(5)(a-d)</b>                  (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  <b>The intent of this rule was not met:</b></p> <p>Based on record review, CCL found that the following information was not on file: names of emergency contact persons. See enclosed copy of children's record review.  <b>Plan of Correction accepted 4/5/17.</b></p>
Yes	28. Medication File
No	<p>29. Caregiver File Review</p> <p><b>37.95.622(6)(a-c)</b>                  (6) An aide must be directly supervised by a primary care-giver and shall be at least 16 years of age and must:                  (a) Have sufficient language skills to communicate with children and adults;</p>

**WRITTEN RECORDS**

- (b) Have at least one day of one the job orientation; and
- (c) Receive a minimum of at least eight hours of verified education or training annually as provided in ARM 37.95.162.

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

Based on observation; review of facility records, CCL found that all three caregivers present were aides and there was no primary caregiver on site.

**Plan of Correction accepted 4/5/17.**

Yes	30. First Aid Requirements
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**ADMINISTRATIVE RECORDS**

Yes	31. License-Certificate
Yes	32. Facility Requirements
Yes	33. Registration/License Process