



Department of Public Health and Human Services

CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

INSPECTION INFORMATION

Facility: Head Start Day Care/Opportunities Inc.

Type: Renewal Inspection **Date:** 04/27/2017 **Time:** 11:30 AM

Director: Beverly Matsko

Contact: _____

Licensing Worker: Pam West **Phone #:** (406) 262-9790

Time: 01:20 PM # **children:** 94 # **under 2:** 0 # **caregivers:** 11

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

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

STAFF RATIOS

No	<p>1. License</p> <p>37.95.623(1)(a-d)</p> <p>(1) The child to staff ratio for day care center is:</p> <p style="padding-left: 20px;">(a) 4:1 for children zero months through 23 months;</p> <p style="padding-left: 20px;">(b) 8:1 for children two years through three years;</p> <p style="padding-left: 20px;">(c) 10:1 for children four years through five years; and</p> <p style="padding-left: 20px;">(d) 14:1 for six years and over</p> <p>The intent of this rule was not met:</p> <p>Based on observation, CCL found that there were 18 children ages 3-5 years old in care with two caregivers. In discussion with Head Start staff and caregivers it was found that the third caregiver was on lunch at the time and further alternating is done so the two caregivers may take a lunch break as well.</p> <p>This plan of correction was accepted on May 24, 2017.</p>
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BUILDING/FIRE REQUIREMENTS

Yes	2. Inside Facility
Yes	3. Equipment
N/A	4. Exiting
N/A	5. Space

OUTDOOR TOUR

Yes	6. Play Area
Not Observed	7. Swimming

PROGRAM ISSUES

Yes	8. Supervision
Yes	9. Provider Responsibilities
Yes	10. Activities
N/A	11. Night Care

HEALTH ISSUES

Yes	12. Illness Exclusion
Yes	13. Health Prevention

MEDICATION

Not Observed	14. Administration
Yes	15. Storage

INFANTS/TODDLERS

N/A	16. Diapering
N/A	17. Feeding
N/A	18. Bathing

INFANTS/TODDLERS

N/A	19. Sleeping
N/A	20. Activities
N/A	21. Outdoor Activities
N/A	22. Special Requirements

TRANSPORTATION

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

WRITTEN RECORDS

Yes	25. Parent Information
No	<p>26. Facility Records</p> <p>37.95.155(2) (2) The department must be given access to all records and an opportunity to copy the records whenever children are in care. The intent of this rule was not met:</p> <p>Based on interview, CCL found that caregiver files were not available for review by the Department at the time of inspection. It was found that the records were locked and could not be accessed by any employee on site.</p> <p>This plan of correction was accepted on May 24, 2017.</p>
N/A	27. Child File Review
Not Observed	28. Medication File
Not Observed	29. Caregiver File Review
Yes	30. First Aid Requirements

ADMINISTRATIVE RECORDS

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