



# Department of Public Health and Human Services

Child Care Licensing-QAD ♦ PO Box 202953 ♦ Helena, MT 59620-2953 ♦ phone: 444-2012 ♦ fax: 444-1742

## SURVEY TOOL

### Facility

Name: Jan Litton

Provider ID: PV93896

Address: 3694 Mount Rushmore Ave., Billings, MT 59102

Type: Group Child Care

Service Area: Billings

Assigned Worker: Ryane Holzwarth

Director: Jan Carol Litton

Phone: (406) 652-2290

Email: litton601@gmail.com

Contact: same

Phone: same

Email: same

### Inspection

Type: Renewal Inspection

Date: 02/14/2020

Time In: 12:11 PM Time Out: 1:41 PM

Inspector: Ryane Holzwarth

Phone: 406-655-7632

### Children/Caregiver Observations

Time: 12:11 PM

# children: 11

# under 2: 5

# caregivers: 3

Time:

# children:

# under 2:

# caregivers:

Time:

# children:

# under 2:

# caregivers:

### Staff Ratios

1. License

Yes

2. Overlap

Yes

### Building/Fire Requirements

3. Inside Facility

Yes

4. Fire Safety

Yes

5. Equipment

Yes

6. Exiting

Yes

### Outdoor Tour

7. Play Area

Yes

8. Swimming

N/A

**Program Issues**

9. Supervision	Yes
10. Provider Responsibilities	Yes
11. Activities	Yes
12. Night Care	Yes

**Health Issues**

13. Illness Exclusion	Yes
14. Health Prevention	Yes

**Medication**

15. Administration	N/A
16. Storage	N/A

**Infants/Toddlers**

17. Diapering	Yes
18. Feeding	Yes
19. Bathing	Yes
20. Sleeping	Yes
21. Activities	Yes
22. Outdoor Activities	Yes

**Nutrition/Food Issues**

23. Sanitation	Yes
24. Meal Frequency	Yes
25. Special Diet	Yes

**Transportation**

26. Basic Requirements	N/A
27. Child Passenger Safety	N/A

**Written Records**

28. Parent Information	Yes
29. Facility Records	Yes
30. Child File Review	Yes
31. Medication File	Yes
32. Caregiver File Review	Yes
33. First Aid Requirements	Yes

**Administrative Records**

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