



# 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:** Jessica Shourds-Cannon/Munchkin Junction

**Type:** Initial-New Inspection

**Date:** 10/25/2017

**Time:** 12:20 PM

**Director:** Jessica Shourds-Cannon

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

**Licensing Worker:** Fern Sutherland

**Phone #:** (406) 751-5932

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**Time:** 12:20 PM **# children:** 11 **# under 2:** 4 **# caregivers:** 3

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

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**STAFF RATIOS**

Yes 1. License

Yes 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

Yes 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**

Yes 15. Administration

Yes 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

Yes 25. Special Diet

## TRANSPORTATION

N/A 26. Basic Requirements

N/A 27. Child Passenger Safety

## WRITTEN RECORDS

No 28. Parent Information

### 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 observation and interview, facility's written policies did not include the following topics: transportation and trip arrangements and department day care licensing requirements.

**The Plan of Correction was accepted on November 17, 2017.**

Yes 29. Facility Records

No 30. Child File Review

### 37.95.128(1)(a-d)

(1) A day care facility must have on file a health record form, provided by the department, concerning any special health risks that would affect other children. This must be obtained and kept on file by the provider prior to residence or enrollment of any child under age two at the day care facility. The health record form must be signed by:

- (a) A physician licensed to practice medicine in Montana pursuant to Title 37, chapter 3, MCA; or
- (b) A physician assistant-certified licensed to practice in Montana and practicing under a utilization plan approved by the board of medical examiners; or
- (c) A person licensed in Montana as a professional nurse and recognized by the board of nursing as a nurse practitioner or clinical nurse specialist; or
- (d) A naturopathic physician licensed under Title 37, chapter 26, MCA.

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

Based on review of 13 children's records, CCL found 1 child under age two did not have a pediatric health record. See enclosed copy of children's record review.

**The Plan of Correction was accepted on November 17, 2017.**

### 37.95.140(1)-(4)

(1) Before a child under the age of five may attend a Montana day care facility, that facility must be provided with the documentation required by (4) that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, and Haemophilus influenza type B, unless the child qualifies for conditional attendance in accordance with (9):

(2) If the child is at least 12 months old but not less than 60 months of age and has not received any Hib vaccine, the child must receive a dose prior to entry.

## WRITTEN RECORDS

- (3) DT vaccine administered to a child less than 7 years of age is acceptable for purposes of this rule only if accompanied by a medical exemption meeting the requirements of ARM 16.28.707 that exempts the child from pertussis vaccination.
- (4) Before a child between the ages of five and 12 may attend a day care facility providing care to school aged children, that facility must be provided with documentation required by (5) that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, and Haemophiles influenza type B, unless the child qualifies for conditional attendance in accordance with (9).

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

Based on review of 13 children's records, CCL found 4 children did not have immunizations on file. See enclosed copy of children's record review.

**The Plan of Correction was accepted on November 17, 2017.**

### 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 review of 13 children's records, CCL found 6 files did not contain Emergency Consent forms and 2 files had incomplete Emergency Consent forms. See enclosed copy of children's record review.

**The Plan of Correction was accepted on November 17, 2017.**

### 37.95.1003(1)

- (1) An individualized diet and feeding schedule shall be provided according to a written plan submitted by the parents or by the infant's physician with the knowledge and consent of the parents, guardian, or placement agency. A change of diet and schedule shall be noted on each infant's daily diet and feeding schedule.

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

Based on review of 13 children's records, CCL found 1 infant did not have an individualized feeding schedule on file. See enclosed copy of children's record review.

**The Plan of Correction was accepted on November 17, 2017.**

Not Observed	31. Medication File
Yes	32. Caregiver File Review
Yes	33. First Aid Requirements

## ADMINISTRATIVE RECORDS

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