



# 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:** Joan O'Donnell / Best Buddys Forever

**Provider ID:** PV94292

**Address:** 1224 Warehouse, Helena, MT 59601

**Type:** Group Child Care

**Service Area:** Helena

**Assigned Worker:** Anna Haire

**Director:** Joan O'Donnell

**Phone:** (406) 443-3358

**Email:** juniemoon@hotmail.com

**Contact:** Joan O'Donnell

**Phone:** 406 443-3358

**Email:** juniemoon@hotmail.com

### Inspection

**Type:** KIS

**Date:** 04/25/2019

**Time In:** 9:45 AM **Time Out:** 11:15 AM

**Inspector:** Anna Haire

**Phone:** 406-444-1954

### Children/Caregiver Observations

**Time:** 9:45 AM

**# children:** 10

**# under 2:** 0

**# 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

## Health Issues

14. Health Prevention Yes

## Medication

16. Storage Yes

## Written Records

28. Parent Information Yes

29. Facility Records Yes

30. Child File Review **No**

37.95.

141.5. 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

Deficiency

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

*Based on record review, CCL found that the following information was not on file: emergency consent form was not signed by parent for child #1. See enclosed copy of children's record review.*

*The Plan of Correction was accepted on 5-9-19.*

32. Caregiver File Review Yes

33. First Aid Requirements Yes