



# Department of Public Health and Human Services

## FAMILY and GROUP DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

---

---

### INSPECTION INFORMATION

Facility: Melissa Sever / Caterpillar Clubhouse

Type: Key Indicator Survey

Date: 09/14/2017

Time: 01:30 AM

Director: Melissa Lynn Sever

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

Licensing Worker: Anna Haire

Phone #: (406) 444-1954

---

---

**Time:** 01:30 PM # **children:** 2 # **under 2:** 1 # **caregivers:** 1  
**Time:** \_\_\_\_\_ # **children:** \_\_\_\_\_ # **under 2:** \_\_\_\_\_ # **caregivers:** \_\_\_\_\_  
**Time:** \_\_\_\_\_ # **children:** \_\_\_\_\_ # **under 2:** \_\_\_\_\_ # **caregivers:** \_\_\_\_\_

**STAFF RATIOS**

Yes	1. License
Yes	2. Overlap

**BUILDING/FIRE REQUIREMENTS**

No	<p>3. Inside Facility</p> <p><b>37.95.121(1)</b>                  (1) Cleaning materials, flammable liquids, detergents, aerosol cans, and toxic materials must be kept in their original containers and in a place inaccessible to children. They must be used in such a way that will not contaminate play surfaces, food, food preparation areas, or constitute a hazard to the children.  <b>The intent of this rule was not met:</b></p> <p>Based on observation and interview, CCL found that in the bathroom, there were toiletries and cleaning products that were accessible to the children.</p> <p><b>The Plan of Correction was accepted on 10-13-17.</b></p> <p><b>37.95.121(5)</b>                  (5) The indoor and outdoor play areas must be clean, reasonably neat, and free from accumulation of dirt, rubbish, or other health hazards.  <b>The intent of this rule was not met:</b></p> <p>Based on observation and interview, CCL found that the children's play room was clean however it needed some maintenance:  <b>1) tile was peeling from floor</b>  <b>2) exposed bottom of sheetrock needs baseboard molding</b></p> <p><b>The Plan of Correction was accepted on 10-13-17.</b></p>
No	<p>4. Fire Safety</p> <p><b>37.95.706(3)</b>                  (3) All day care facilities must have operating UL smoke detecting devices on each floor of the facility , installed in accordance with the manufacturer's specifications. Smoke detectors must be installed in front of the doors to stairways and in corridor of all floors occupied by the day care. Smoke detectors must be installed in any room in which children sleep. If individual battery-operated smoke detectors are used, the following maintenance is required:  <b>The intent of this rule was not met:</b></p> <p>Based on observation and interview, CCL found that there were not smoke detectors in the napping rooms .</p> <p><b>The Plan of Correction was accepted on 10-13-17.</b></p>
Yes	5. Equipment
Yes	6. Exiting

**OUTDOOR TOUR**

No	<p>7. Play Area</p> <p><b>37.95.121(6)(a)</b>                  (a) Outdoor play areas shall be designed so that all parts are always visible and easily supervised by staff .  <b>The intent of this rule was not met:</b></p> <p>Based on observation and interview, CCL found that the outdoor area was not designed so that all parts are visible and easily supervised by staff. One part of the yard needs a fence in order to create a square or</p>
----	--

**OUTDOOR TOUR**

rectangular shape yard that can be easily supervised.

**The Plan of Correction was accepted on 10-13-17.**

**HEALTH ISSUES**

Yes 14. Health Prevention

**MEDICATION**

Yes 16. Storage

**INFANTS/TODDLERS**

**No** 17. Diapering  
**37.95.1001(3)**  
**(3)** Diaper-changing surfaces shall be cleaned after each use by washing or by changing a pad or disposable sheeting and sanitized or covered for reuse.  
**The intent of this rule was not met:**  
 Based on interview, CCL found that diaper-changing surfaces were not being sanitized with the proper bleach solution.  
**The Plan of Correction was accepted on 10-13-17.**

Yes 20. Sleeping

**WRITTEN RECORDS**

Yes 28. Parent Information

**No** 29. Facility Records  
**37.95.141(2)**  
**(2)** The facility shall have a master list of the name, address, and phone number of all children in their care and their parents.  
**The intent of this rule was not met:**  
 Based on interview, CCL found that the provider did not have a current master list.  
**The Plan of Correction was accepted on 10-13-17.**

**No** 30. Child File Review  
**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.  
**(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,

**WRITTEN RECORDS**

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 record review, CCL found that children #1 and #2 did not have immunizations on file. See enclosed copy of children's record review.

**The Plan of Correction was accepted on 10-13-17.**

Yes	32. Caregiver File Review
Yes	33. First Aid Requirements