



Department of Public Health and Human Services

CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

INSPECTION INFORMATION

Facility: RMDC Helena Housing Authority Head Start

Type: Key Indicator Survey **Date:** 12/13/2017 **Time:** 10:30 AM

Director: Ashley Pena-Larsen

Contact: _____

Licensing Worker: Gloria Tatchell **Phone #:** (406) 444-1954

Time: 10:30 AM # **children:** 15 # **under 2:** 0 # **caregivers:** 3
Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____
Time: _____ # **children:** _____ # **under 2:** _____ # **caregivers:** _____

STAFF RATIOS

Yes 1. License

BUILDING/FIRE REQUIREMENTS

Yes 2. Inside Facility

N/A 3. Equipment

OUTDOOR TOUR

Yes 6. Play Area

INFANTS/TODDLERS

N/A 19. Sleeping

WRITTEN RECORDS

Yes 25. Parent Information

Yes 26. Facility Records

Yes 27. Child File Review

Yes 29. Caregiver File Review