



# 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:** Sharon Richardson

**Provider ID:** PV75833

**Address:** 329 7th Ave, Havre, MT 59501

**Type:** Family Child Care

**Service Area:** Harve

**Assigned Worker:** Pamela West

**Director:** Sharon Richardson

**Phone:** (406) 265-6502

**Email:** .

**Contact:** .

**Phone:** .

**Email:** .

### Inspection

**Type:** Complaint Investigation

**Date:** 04/24/2019

**Time In:** 9:00 AM **Time Out:** 9:20 AM

**Inspector:** Pam West

**Phone:** 406-262-9790

### Children/Caregiver Observations

**Time:** 9:20 AM

**# children:** 2

**# under 2:** 2

**# caregivers:** 1

**Time:**

**# children:**

**# under 2:**

**# caregivers:**

**Time:**

**# children:**

**# under 2:**

**# caregivers:**

### Staff Ratios

1. License

Yes

2. Overlap

Not Observed

### Building/Fire Requirements

3. Inside Facility

Not Observed

4. Fire Safety

Not Observed

5. Equipment

Not Observed

6. Exiting

Not Observed

### Outdoor Tour

7. Play Area

Not Observed

Program Issues (*continued*)

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8. Swimming	<i>Not Observed</i>
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## Program Issues

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9. Supervision	<i>Yes</i>
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10. Provider Responsibilities	<i>Not Observed</i>
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11. Activities	<i>Yes</i>
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12. Night Care	<i>N/A</i>
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## Health Issues

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13. Illness Exclusion	<i>Not Observed</i>
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14. Health Prevention	<i>Not Observed</i>
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## Medication

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15. Administration	<i>Not Observed</i>
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16. Storage	<i>Not Observed</i>
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## Infants/Toddlers

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17. Diapering	<i>Not Observed</i>
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18. Feeding	<i>Not Observed</i>
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19. Bathing	<i>Not Observed</i>
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20. Sleeping	<i>Not Observed</i>
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21. Activities	<i>Yes</i>
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22. Outdoor Activities	<i>Not Observed</i>
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## Nutrition/Food Issues

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23. Sanitation	<i>Not Observed</i>
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24. Meal Frequency	<i>Not Observed</i>
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25. Special Diet	<i>Not Observed</i>
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## Transportation

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

## Written Records

28. Parent Information	Not Observed
29. Facility Records	Yes
30. Child File Review	Not Observed
31. Medication File	Not Observed
32. Caregiver File Review	N/A
33. First Aid Requirements	Not Observed

## Administrative Records

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