



# Department of Public Health and Human Services

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

---

---

### INSPECTION INFORMATION

**Facility:** Tomiko Hewitt

**Type:** Renewal Inspection      **Date:** 01/26/2018      **Time:** 01:00 PM

**Director:** Tomiko Alison Hewitt

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

**Licensing Worker:** Anna Haire      **Phone #:** (406) 444-1954

---

---

**Time:** 01:00 PM # **children:** 7 # **under 2:** 4 # **caregivers:** 2

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

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

**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

Yes 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**

Yes 26. Basic Requirements

Yes 27. Child Passenger Safety

**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 review of facility records, CCL found that the facility master list did not have addresses of parents listed.

The Plan of Correction was accepted on 3-2-18.

**No** 30. Child File Review

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

The Plan of Correction was accepted on 3-2-18.

Yes 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