



# Department of Public Health and Human Services

## CHILD DAY CARE FACILITIES (includes infant regulations) SURVEY TOOL

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### INSPECTION INFORMATION

**Facility:** Young Parents Education Center

**Type:** Renewal Inspection      **Date:** 10/12/2017      **Time:** 12:30 PM

**Director:** Cortney Rivenes

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

**Licensing Worker:** Pam West      **Phone #:** (406) 262-9790

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**Time:** 12:30 PM # **children:** 0 # **under 2:** 7 # **caregivers:** 3  
**Time:** \_\_\_\_\_ # **children:** \_\_\_\_\_ # **under 2:** \_\_\_\_\_ # **caregivers:** \_\_\_\_\_  
**Time:** \_\_\_\_\_ # **children:** \_\_\_\_\_ # **under 2:** \_\_\_\_\_ # **caregivers:** \_\_\_\_\_

**STAFF RATIOS**

Yes 1. License

**BUILDING/FIRE REQUIREMENTS**

No 2. Inside Facility  
**37.95.613(6)**  
**(6)** Telephone numbers of the parents, the hospital, police department, fire department, ambulance, and the Emergency Montana Poison Control Center (1 (800) 222-1222) must be posted by each telephone.  
**The intent of this rule was not met:**  
  
 Based on observation and interview, CCL found that all emergency phone numbers were not posted clearly. Some of the numbers were not posted at all.  
  
**This plan of correction was accepted on October 30, 2017.**

Yes 3. Equipment

Yes 4. Exiting

Yes 5. Space

**OUTDOOR TOUR**

Yes 6. Play Area

N/A 7. Swimming

**PROGRAM ISSUES**

Yes 8. Supervision

Yes 9. Provider Responsibilities

Yes 10. Activities

N/A 11. Night Care

**HEALTH ISSUES**

Yes 12. Illness Exclusion

Yes 13. Health Prevention

**MEDICATION**

N/A 14. Administration

Yes 15. Storage

**INFANTS/TODDLERS**

Yes 16. Diapering

Yes 17. Feeding

N/A 18. Bathing

Yes 19. Sleeping

Yes 20. Activities

**INFANTS/TODDLERS**

N/A 21. Outdoor Activities

N/A 22. Special Requirements

**TRANSPORTATION**

N/A 23. Basic Requirements

N/A 24. Child Passenger Safety

**WRITTEN RECORDS**

No 25. Parent Information

**37.95.115(1)**

(1) The following written information shall be made available to all parents:

- (a) A typical daily schedule of activities;
- (b) Admission requirements, enrollment procedures, hours of operation;
- (c) Frequency and type of meals and snacks served;
- (d) Fees and payment plan;
- (e) Regulations concerning sick children;
- (f) Transportation and trip arrangements;
- (g) Discipline policies; and
- (h) Department day care licensing requirements.

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

Based on review of facility records, provider was unable to produce the following written information: department day care licensing requirements.

**This plan of correction was accepted on October 30, 2017.**

**37.95.115(2)**

(2) Day care facility shall post a copy of the facility registration or license and the phone number of state and local quality assurance division offices in a conspicuous place. Parents should be encouraged to contact the division if they have questions regarding the license or the day care regulations.

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

Based on interview, CCL found that phone number of the state and local quality assurance division was not posted in a conspicuous place.

**This plan of correction was accepted on October 30, 2017.**

No 26. Facility Records

**37.95.141(1)**

(1) The facility shall keep a daily attendance record of the children for whom care is provided.

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

Based on review of facility records, CCL found that the provider did not have a daily attendance record that accurately reflected the children in care. One child present was not signed in.

**This was corrected immediately at the time of inspection.**

**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 observation and interview, CCL found that the provider did not have a master list tht contained

**WRITTEN RECORDS**

addresses.

**This plan of correction was accepted on October 30, 2017.**

**37.95.1005(12)**

(12) All caregivers shall sign an acknowledgement indicating that they have read and understood the provider's policy outlined in (11).

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

Based on interview, CCL found that there was no safe sleep policy that was signed by the caregivers .

**This plan of correction was accepted on October 30, 2017.**

Yes	27. Child File Review
Not Observed	28. Medication File
<b>No</b>	<p>29. Caregiver File Review</p> <p><b>37.95.622(6)(a-c)</b></p> <p>(6) An aide must be directly supervised by a primary care-giver and shall be at least 16 years of age and must:</p> <ul style="list-style-type: none"> <li>(a) Have sufficient language skills to communicate with children and adults ;</li> <li>(b) Have at least one day of one the job orientation; and</li> <li>(c) Receive a minimum of at least eight hours of verified education or training annually as provided in ARM 37.95.162.</li> </ul> <p><b>The intent of this rule was not met:</b></p> <p>Based on observation and interview, CCL found that aide(s) were not directly supervised by a primary caregiver. There was one aide alone with two children approximately 18 months of age.</p> <p><b>This was immediately corrected by the director at the time of the inspection.</b></p>
<b>No</b>	<p>30. First Aid Requirements</p> <p><b>37.95.183(1)</b></p> <p>(1) Each provider shall adopt and follow written policies for first aid consistent with recommendations from the American Red Cross. These policies must include but are not limited to:</p> <ul style="list-style-type: none"> <li>(a) procedures for handling medical emergencies, including calling the Emergency Montana Poison Control Center at 1 (800) 222-1222 when a child is suspected of having ingested any poisonous or toxic substance; and</li> <li>(b) directions for calling parents or someone else designated as responsible for the child when a child is sick or injured.</li> </ul> <p><b>The intent of this rule was not met:</b></p> <p>Based on interview, CCL found that the provider did not have written policies for first aid consistent with recommendations from the American Red Cross that includes the following information : procedures for handling medical emergencies, including calling the Montana Poison Control Center; directions for calling parents or someone parents or someone else designated as responsible for the child when a child is sick or injured.</p> <p><b>This plan of correction was accepted on October 30, 2017.</b></p>

**ADMINISTRATIVE RECORDS**

Yes	31. License-Certificate
Yes	32. Facility Requirements
Yes	33. Registration/License Process