

Facility Name:	PCID:
Certification Representative:	Inspection Date:

Key: ✓ = Compliant O = Non-compliant, notes if applicable N/A = Not Applicable EX = Exemption on file UA = Unable to assess

School Building Yes or No (If no, complete additional section on last page)

Entrance Interview

✓ or O	Code	Description	Notes
	§ 3280.23	Departmental access, as applicable	

- Introduce self and show ID
- Inform Legal Entity (LE /Director) of the reason for inspection
- Verify ID for Director/Responsible Staff Person

✓ or O	Code	Description	Notes
	§ 3280.16(a-c)	Program's services to children with special needs (a) reasonable accommodation (b) specialized services provided as specified in IEP, IFSP or behavioral plan (c) staff persons and parents aware of community resources	
	§ 3280.18	Child abuse reporting	
	§ 3280.19	Reporting injury, death or fire	
	§ 3280.21	Communication with parents	
	§ 3280.22	Parent access and participation	
	§ 3280.24(a)	Regulations (access to parents)	
	§ 3280.25	Compliance with nondiscrimination statutes	
	§ 3280.122	Admission interview	
	§ 3280.136	Reporting diseases	
	§ 3280.137	Children with symptoms of disease	
	§ 3280.138	Discrimination based on illness	
	§ 3280.153	Facility persons with symptoms of disease	
	§ 3280.154(a)	Facility persons with skin disorders	
	§ 3280.155	Discrimination based on illness	
	§ 3270.165	Menu (if applicable)	
	§ 3280.183	Confidentiality of records (Child)	
	§ 3280.184	Release of information	
	§ 3280.185	Record retention	
	§ 3280.193	Confidentiality of records (Adult)	

Exit Interview

✓ Review areas of non-compliance prior to leaving	✓ Address any provider questions
✓ Allow provider opportunity to locate paperwork	✓ Obtain plans of correction if time permits
✓ Provide technical assistance as needed	✓ Review next steps in the process

Posted Notices

✓ or O	Code	Description	Notes
	§ 3280.24(a)	Certificate of Compliance	
	§ 3280.24(b)	Outstanding Inspection Summary (if applicable)	
	§ 3280.26(d)	Emergency plan	
	§3280.171(c)	Pick-up and drop-off procedures	
	§ 3280.94(a)(5)	Evacuation routes on each floor	

Required Paperwork on File

✓ or O	Code	Description	Notes
	§ 3280.15(b)	Certificate of Occupancy <ul style="list-style-type: none"> - Ask about structural changes - Any noted restrictions - Check regional office file _____ or on site _____ 	
	§ 3280.14/ 3280.20	Written policy to address the following: ___ Recognition of potential signs/symptoms of shaken baby syndrome and abusive head trauma ___ Strategies for coping with a crying, fussing, or distraught child ___ The prevention and identification of child maltreatment	
	§ 3280.14/ 3280.20 SA only in School Building (Effective 10/1/2024)	If applicable: Written agreement between school and child care program's legal entity documenting the school's process for the disposal of hazardous materials and biological contaminants if the child care program's facility is unable to meet requirements of Announcement C-24-01.	
	§ 3280.17	Liability insurance	
	§ 3280.94(a)(1-4)(9)	Fire drill log	
	§ 3280.20	ONLY for programs not located in a school building: ___ Documentation of testing every 30 days OR ___ Documentation of annual testing from a fire safety professional (if unable to test) ___ Proof of purchase of interconnected system (if applicable)	
	§ 3280.26(a)(e)	Emergency plan including:	facility's written plan
	(a)(1)	Shelter and lockdown	parent letter
	(a)(2)	Evacuation	
	(a)(3)	Method to contact parents	
	(a)(4)	Method to inform parents emergency has ended and instructions for how to safely be reunited with their children	
	(a)(5)	Accommodations for N/A infants, N/A toddlers, ___ children with disabilities, and ___ children with chronic medical conditions (if applicable)	
	(a)(6)	Annual emergency drill log *maximum 12 months between drills	
	(b)	Emergency plan reviewed annually	

	(f)	Emergency plan and subsequent plan updates sent to the ___ local municipality and ___ county EMA	
	§ 3280.14/ 3280.20	Emergency plan addresses continuity of operations & specifies role of volunteers (if applicable)	
	§ 3280.19(e) §3280.182(7)	Reporting injury, death or fire/ Reports of accidents/injuries/illnesses, including accident file	
	§ 3280.121(a)(b)	Application (a) operator reviews general daily schedule, hours, fees, meals, clothing, health policies, supervision policies, night care policies, dismissal policies, transportation and pick-up arrangements (b) parent shall receive in writing the information described in subsection (a)	
	§ 3280.132	Emergency medical care	
	§ 3280.118(a-c)	Pets	
	§ 3280.171(a)	Written notification to local traffic safety authorities of location of facility & program's use of pedestrian and vehicular routes around facility	
	§ 3280.33(c)	One or more facility persons competent in pediatric first aid and CPR at the facility	
	§ 3280.191	An individual record is required for each facility person	

Fire Safety

✓ or O	Code	Description	Notes
	§ 3280.91(a)	Exits	
	§ 3280.92(a-d)	Space heaters	
	§ 3280.93	Fireplaces and stoves	
	§ 3280.94(a)(6-8)	Fire drills and evacuation plan	
	§ 3280.20	ONLY for programs not located in a school building: Act 62; operability of fire detection devices/systems	

✓ or O	Code	Description	Notes
	§ 3280.20	Conditions at the facility may not pose a threat to the health or safety of the children.	

Transportation / Vehicle Inspection / Excursions (if applicable)

✓ or O	Code	Description	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
	§ 3280.124(d)	Emergency contact forms				
	§ 3280.124(e)	Written emergency transportation plan				
	§ 3280.172(a-c)	Written parental consent to transport, N/A for transportation of school-age in vehicles owned or operated by the school district. Written parental instruction on treatment of problem or special need requiring special care during transportation				
	§ 3280.173	Transportation ratios				
	§ 3280.174	Age of driver; valid operator's license				

	§ 3280.175(a-d)	Safety restraints				
	§ 3280.176(a-f)	Vehicles				
	§ 3280.177	Children may not be left unattended in vehicle				
	§ 3280.178	Transportation first-aid kit				

Child Age	Staff:Child	Max Grp Size
Young School Age – K-4 th	1:12	24
Older School Age – 4 th to 15yrs	1:15	30

Ratio & Supervision

Regulation	Room # / Name	1	2	3	4
		Capacity:			
§3280.51 Maximum number of children §3280.52(b) Ratio requirements §3280.53 Children of operator/facility person §3280.113 Supervision of children	Indicate time (AM or PM):				
	Staff Name(s)/Position(s):				
	# of children and age levels (YSA, OSA) present:				
	All children present, identified and supervised?	Y N	Y N	Y N	Y N
	§ 3280.14/ 3280.20 Pre-service Training: Are staff being supervised appropriately?				

Physical Site

✓ or O	Regulation	Room # / Name	1	2	3	4
	§ 3280.111(a-c)	Daily activities				
	§ 3280.124(c)(e)	Emergency contact forms				
		Transportation plan posted				
	§ 3280.133	Medication				
	§ 3280.101(a-c)	Type of play equipment				
	§ 3280.102(a-c)	Condition of play equipment				
	§ 3280.108(a)(b)	Furniture				
	§ 3280.134(a)	Child hygiene				
	§ 3280.152	Adult hygiene / Handwashing				
	§ 3280.161(a-f)	Food / Kitchen				
	§ 3280.162(a-d)	Meals				
	§ 3280.163(a)(b)	Food groups				
	§ 3280.164	Food servings				
	§ 3280.107(a-c)	Utensils				

	§ 3280.115(a)(b)	Water activity / Pool accessibility				
	§ 3280.116	School-age children / Homework				
	§ 3280.221.17	Telephone Access				
	§ 3280.14/§ 3280.20 (Effective 10/1/2024)	<p>Cleaning materials and other toxics shall be:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Kept in an area or container that is locked or made inaccessible to children. <input type="checkbox"/> Stored in an original labeled container or in a container that specifies the content. <input type="checkbox"/> Stored away from food and food prep areas and child care spaces. <input type="checkbox"/> Used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children. 				
	§ 3280.14/§ 3280.20 (Effective 10/1/2024)	<p>Sanitation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trash shall be removed from the facility at least once per day. <input type="checkbox"/> Trash shall be removed from the facility grounds at least once per week. <input type="checkbox"/> Trash that has been contaminated by human secretions or excrement shall be contained in closed, plastic lined receptacles. 				

APPLICABLE ONLY TO SCHOOL-AGE PROGRAMS NOT LOCATED IN A SCHOOL BUILDING

✓ or O	Regulation	Room # / Name	1	2	3	4
	<p>§ 3280.14/§ 3280.20</p> <p>(Effective 10/1/2024)</p>	<p>Cleaning materials and other toxics shall be:</p> <p><input type="checkbox"/> Kept in an area or container that is locked or made inaccessible to children.</p> <p><input type="checkbox"/> Stored in an original labeled container or in a container that specifies the content.</p> <p><input type="checkbox"/> Stored away from food and food prep areas and child care spaces.</p> <p><input type="checkbox"/> Used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children.</p>				
	§ 3280.74	Emergency telephone numbers				
	§ 3280.61	Measurement and use of indoor space				
	§ 3280.62	Measurement and use of play space				
	§ 3280.67(a-d)	Sanitation				
	§ 3280.69	Water				
	§ 3280.72(a)	Ventilation				
	§ 3280.73	Telephone				
	§ 3280.76	Building surface				
	§ 3280.78	Lighting				
	§ 3280.79	Firearms				
	§ 3280.81(a)(c)	Toilet areas				
	§ 3270.64	Outside Walkways				