

<b>Facility Name:</b>	<b>PCID:</b>
<b>Certification Representative:</b>	<b>Inspection Date:</b>

**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)**

**Interview**

✓ or O	Code	Description	Notes
	§ 3270.24	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
	§ 3270.17	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	
	§ 3270.19	Child abuse reporting	
	§ 3270.20	Reporting injury, death or fire	
	§ 3270.22	Communication with parents	
	§ 3270.23	Parent access and participation	
	§ 3270.25	Regulations (access to parents) (a)	
	§ 3270.26	Compliance with nondiscrimination statutes	
	§ 3270.122	Admission interview	
	§ 3270.136	Reporting diseases	
	§ 3270.137	Children with symptoms of disease	
	§ 3270.138	Discrimination based on illness	
	§ 3270.153	Facility persons with symptoms of disease	
	§ 3270.154	Facility persons with skin disorders	
	§ 3270.155	Discrimination based on illness	
	§ 3270.183	Confidentiality of records (Child)	
	§ 3270.184	Release of information	
	§ 3270.185	Record retention	
	§ 3270.193	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
	§ 3270.25(a)	Certificate of Compliance (a-d)	
	§ 3270.25(a)	DHS contact information	
	§ 3270.27(d)	Emergency plan	
	§3270.171(c)	Pick-up and drop-off procedures	
	§ 3270.165	Menu (if applicable)	
	§ 3270.94(5)	Evacuation routes on each floor	

**Required Paperwork on File**

✓ or O	Code	Description	Notes
	§ 3270.14/§ 3270.21 SA only in a 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.	
	§ 3270.18(a)	Liability insurance	
	§ 3270.15(b)	Certificate of occupancy	
	§ 3270.94(1-4)(9)	Fire drill log	
	§ 3270.27(a)	Emergency plan including:	
	(a)(1)	Shelter and lockdown	
	(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 infants, toddlers, children with disabilities, and children with chronic medical conditions (if applicable)	
	(a)(6)	Emergency drill log	
	(f)	Emergency plan and subsequent plan updates sent to the local municipality and county emergency management agency	
	§ 3270.20(e) §3270.182(7)	Reporting injury, death or fire/ Reports of accidents/injuries/illnesses	
	§ 3270.121	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)	
	§ 3270.132	Emergency medical care	
	§ 3270.118	Pets (a-c)	
	§ 3270.171	Annual written notification to local traffic safety authorities of location of facility & program’s use of pedestrian and vehicular routes around facility (a).	
	§ 3270.183	Child records are confidential and stored in locked cabinet (a)	
	§ 3270.33(d)	One or more facility persons competent in pediatric first aid and CPR at the facility	

	<b>§ 3270.191</b>	An individual record is required for each facility person	
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**Transportation / Vehicle Inspection / Excursions (if applicable)**

✓ or O	Code	Description	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
	<b>§ 3270.124</b>	Emergency contact forms (d)				
	<b>§ 3270.172</b>	Written parental consent to transport, N/A for transportation of school-age in vehicles owned or operated by the school district (a)				
	<b>§ 3270.173</b>	Transportation ratios				
	<b>§ 3270.174</b>	Age of driver; valid operator's license				
	<b>§ 3270.175</b>	Safety restraints (a-d)				
	<b>§ 3270.176</b>	Vehicles (a-f)				
	<b>§ 3270.177</b>	Children may not be left unattended in vehicle				
	<b>§ 3270.178</b>	Transportation first-aid kit				

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

**Ratio & Supervision**

Regulation	Room # / Name	1	2	3	4
	Capacity:				
<b>§3270.51</b> Similar age level ratio <b>§3270.53</b> Children of operator/staff <b>§3270.54</b> Minimum number of facility persons <b>§3270.113</b> 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

**Physical Site**

✓ or O	Regulation	Room Number	1	2	3	4
	<b>§ 3270.111</b>	Daily activities (a-c)				
	<b>§ 3270.124</b>	Emergency contact forms (c)				
		Transportation plan posted (e)				
	<b>§ 3270.133</b>	Medication				
	<b>§ 3270.101</b>	Type of play equipment (a-c)				
	<b>§ 3270.102</b>	Condition of play equipment(a-c, g)				
	<b>§ 3270.104</b>	Furniture (a-b)				
	<b>§ 3270.134</b>	Child hygiene (a)				
	<b>§ 3270.152</b>	Adult hygiene / Handwashing				
	<b>§ 3270.161</b>	Food / Kitchen (a-g)				
	<b>§ 3270.162</b>	Meals (a-d)				
	<b>§ 3270.163</b>	Food groups (a-b)				
	<b>§ 3270.164</b>	Food servings				

	§ 3270.107	Refrigerator (45° F or below)				
	§ 3270.108	Utensils (a-c)				
	§ 3270.115	Water activity / Pool accessibility				
	§ 3270.116	School-age children / Homework				
	§ 3270.14/§ 3270.21 (Effective 10/1/2024)	<p><b>Cleaning materials and other toxics shall be:</b></p> <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.				
	§ 3270.14/§ 3270.21 (Effective 10/1/2024)	<p><b>Sanitation:</b></p> <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.				

**Fire Safety**

✓ or O	Code	Description	Notes
	§ 3270.91	Exits (a)	
	§ 3270.92	Space heaters (a-c)	
	§ 3270.93	Fireplaces and stoves	
	§ 3270.94	Fire drills and evacuation plan (6-8)	

✓ or O	Code	Description	Notes
	§ 3270.21	Conditions at the facility may not pose a threat to the health or safety of the children.	

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

✓ or O	Regulation	Room Number	1	2	3	4
	<b>§ 3270.14/§ 3270.21 (Effective 10/1/2024)</b>	<b>Cleaning materials and other toxics shall be:</b> <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.				
	<b>§ 3270.74</b>	Emergency telephone numbers				
	<b>§ 3270.133</b>	Medication (i-viii)				
	<b>§ 3270.61</b>	Measurement and use of indoor space				
	<b>§ 3270.62</b>	Measurement and use of play space				
	<b>§ 3270.67</b>	Sanitation (a-d)				
	<b>§ 3270.69</b>	Water				
	<b>§ 3270.72</b>	Ventilation (a)				
	<b>§ 3270.73</b>	Telephone				
	<b>§ 3270.76</b>	Building surface				
	<b>§ 3270.78</b>	Lighting				
	<b>§ 3270.82</b>	Toilet areas (a, b, h)				
	<b>§ 3270.64</b>	Outside Walkways				