

Evaluation Form

1. Inspection Schedule Details

Inspection Type: Renewal inspection

Facility Name: LORNA GILLIS

Inspector/Investigator: amy.horn@dhr.alabama.gov

Visit Type: Unannounced

Facility Address: 308 N. MERRITT STREET,
GENEVA, AL 36340, Geneva

Visit Date: 05/28/2025

Inspection Status: Completed

2. Inspection Questionnaire

Licensing Procedures - Provisions of License/Permit (II. B. 7)

S No.	Questions	Answer	Comments
1	Number of children in the care of the licensee does not exceed licensed capacity	Not Met	The number of children in care exceeds the licensed capacity.
2	Age range of children in care conforms to ages on license	Not Met	The age range of children in care does not conform to the ages on the license.
3	Current license/permit posted	Observed	

The Home - Indoor Area (II.C. 2)

S No.	Questions	Answer	Comments
1	Home free of apparent hazardous conditions	Not Met	Hazards in bathroom (antibacterial soap, shaving foam, mouthwash and etc.) are not under lock and key or combination lock.
2	Home has electricity water gas waste disposal	Observed	
3	Home has working telephone	Observed	
4	Dangerous substances locked	Not Met	Hazards in bathroom (antibacterial soap, shaving foam, mouthwash and etc.) are not under lock and key or combination lock.
5	Aggressive animals not kept	Observed	
6	Animals that pose a threat kept	Certified/Discussed	

	away from children		
7	Animal feeding/watering containers and litter boxes inaccessible to children	Observed	
8	Radiators heaters and fans inaccessible to children	Observed	
9	Fireplaces not used during hours of operation	Observed	
10	Electrical outlets covered	Not Met	Surge protector outlet in the dining area
11	Are any guns or firearms kept in the home or on the premises?	Not applicable	
12	Guns/firearms unloaded	Not applicable	
13	Guns/firearms in locked storage	Not applicable	
14	Ammunition stored separately from guns/firearms in locked storage	Not applicable	
15	Stairs have handrails in child's reach	Not applicable	
16	Smoking prohibited during hours of care	Certified/Discussed	
17	Clear glass doors marked at child level	Observed	
18	Tools and machinery inaccessible	Observed	
19	Hot tubs covered securely or drained during hours of care	Not applicable	
20	Working flashlight conveniently located	Observed	
21	Consumption of alcohol prohibited during hours of care and must be stored and locked	Certified/Discussed	
22	Non-prescription narcotic or illegal substances prohibited	Certified/Discussed	
23	Bio-contaminants shall be stored in a labeled container and disposed of properly	Certified/Discussed	
24	Bio-contaminants stored outside shall be disposed of properly	Certified/Discussed	
25	Bathroom clean	Observed	
26	Foot stools for handwashing and toileting	Observed	
27	Potty chairs (if used) emptied washed disinfected after each use	Certified/Discussed	
28	Staff shall use Universal Precautions when diapering or being exposed to bodily fluids	Certified/Discussed	
29	Bodily fluids shall be cleaned up immediately and surfaces disinfected staff wash hands	Certified/Discussed	
30	Contaminated materials shall be disposed of properly in the bio-contaminant receptacle	Certified/Discussed	
31	Mops used for cleaning body fluids disinfected appropriately	Certified/Discussed	
32	Contaminated rugs and carpets cleaned and sanitized appropriately	Certified/Discussed	

33	Contaminated clothing items stored or washed properly	Certified/Discussed	
34	Rodent/insect infestation prevented/eliminated	Observed	
35	Garbage and trash stored in covered water-tight fly-proof containers and removed regularly	Observed	
36	Bedding toys utensils toilets sinks used by a sick person cleaned and disinfected before use by another person	Certified/Discussed	
37	Windows and doors used for ventilation screened	Certified/Discussed	
38	Rooms well-lighted ventilated comfortably cooled or heated as appropriate to the season	Observed	
39	Space for providing privacy to a child in care and members of the household as needed	Observed	
40	Clean appropriate facilities for protection storage preparation of food	Observed	
41	Crib bed playpen or cot provided for each child for rest/sleep during hours of care	Observed	
42	Number of cribs that meet US consumer Product Safety Act of 2008:	Not applicable	
43	Number of playpens:	Observed	
44	No child shall sleep with an adult	Certified/Discussed	
45	Each child younger than 12 months sleeps alone in a crib or playpen	Not Met	4 month old infant asleep in bouncer seat
46	Crib slats no more than 2 3/8 inches apart	Not applicable	
47	Crib mattress waterproof in good condition	Not applicable	
48	No infant put to sleep on sofa soft mattress or other soft surface	Observed	
49	Doors not closed in any area where children are sleeping	Observed	
50	Each child 12-18 months sleeps alone in a crib play pen or low cot	Certified/Discussed	
51	Children 18 months and older must sleep on a cot or bed	Certified/Discussed	
52	Two children of the same sex may share a double or larger bed or may sleep alone	Not applicable	
53	Beds cribs cots or playpens clean and sanitary and free of hazards maintained in good condition	Observed	
54	Lighting adequate at nap/rest time to allow children to be seen	Observed	
55	Bedding adequate appropriate to season	Observed	
56	Sheets and covers laundered	Certified/Discussed	

	weekly or more often when soiled		
57	When not in use by family members beds covered with clean linens before used by children in care	Not applicable	
58	Upper/top bunk beds not used by a child	Not applicable	
59	No child sleeps/naps on floor	Certified/Discussed	
60	Required indoor equipment provided	Not Met	Missing some indoor equipment
61	Recorded/printed material shall be previewed for appropriateness before shown to children	Certified/Discussed	
62	All material with sexually explicit frightening or violent content kept inaccessible to children	Certified/Discussed	

Equipment Checklist - Children Up to 2½ Years

S No.	Questions	Answer	Comments
1	Small wheel toys	Observed	
2	Push and pull toys	Observed	
3	Boxes of assorted sizes	Not applicable	
4	Swings with safety seat, infant swing	Not applicable	
5	Sand or digging area, toys for digging, pouring, sifting	Not applicable	
6	Large Balls	Observed	
7	Simple puzzles	Not applicable	
8	Nesting and stacking toys	Not Met	missing items
9	Soft dolls and clothes	Not applicable	
10	Cars, trucks, trains	Not applicable	
11	Large beads or spools to string	Not applicable	
12	Picture books	Not applicable	
13	Paper	Not Met	Missing items
14	Non-toxic crayons	Not Met	Missing items
15	Non-toxic watercolor markers	Not applicable	
16	Non-toxic play dough	Not applicable	
17	Crib mobiles (for infants younger than 5 months)	Not applicable	
18	Washable teething rings	Not applicable	
19	Rattle toys	Not applicable	
20	Squeeze toys	Not Met	Missing items
21	Soft cuddly toys	Observed	
22	Busy boxes	Not applicable	
23	Dolls, and clothes and blankets	Not applicable	
24	Dress-up clothes	Not applicable	
25	Home-living area-pretend kitchen appliances may be made from boxes	Observed	

26	Toys, dishes, pans, spoons, plastic containers with lids	Observed	
27	Toy telephone	Not applicable	
28	Puppets	Not applicable	

Equipment Checklist - Children 2½ Years up to 6 Years

S No.	Questions	Answer	Comments
1	Sand or digging area with items for digging, filling, sifting, and pouring	Not applicable	
2	Climbing structure with soft surface underneath	Observed	
3	Wheel toys	Observed	
4	Buckets for water play, items for pouring, measuring, floating	Not applicable	
5	Puzzles	Not applicable	
6	Beads or spools and string for stringing	Not applicable	
7	Peg boards and pegs	Not applicable	
8	Matching games such as lotto, picture dominoes and other simple games	Not applicable	
9	Creative construction sets	Not applicable	
10	Blocks	Observed	
11	Small cars, trucks, boats, trains	Observed	
12	Dolls, with clothes, blankets, storage area	Not applicable	
13	Doll stroller	Not applicable	
14	Doll bed or cradle	Not applicable	
15	Dress-up clothes	Not applicable	
16	Home living area-kitchen appliances may be purchased or made from cardboard boxes	Observed	
17	Play dishes, plastic baby bottles, pots and pans, measuring spoons	Observed	
18	Puppets	Not applicable	
19	Sheet or bedspread for making a tent	Not applicable	
20	Cardboard boxes in assorted sizes	Not applicable	
21	Mirror	Not applicable	
22	Toy telephone	Not applicable	
23	Dish pan	Not applicable	
24	Sponges	Not applicable	
25	Bubble mixture	Not Met	Missing items
26	Strainers	Not applicable	
27	Funnels	Not applicable	
28	Egg beaters	Not applicable	
29	Small boats and other floating toys	Not Met	Missing items

30	Non-toxic art materials - large pencils and crayons, watercolor markers, paper, chalk, blunt-end scissors, paste, glue, playdough, paints (tempera or watercolor), long handled brushes, finger paints	Not Met	Missing items
31	A variety of age-appropriate books accessible to the children	Not Met	Missing items
32	A device that plays a variety of age-appropriate music	Not applicable	
33	Rhythm instruments	Not applicable	
34	Collections of rocks, leaves, seeds, etc.	Not applicable	
35	Aquarium with fish (must be covered)	Not applicable	
36	Magnifying glass	Not applicable	
37	Magnets	Not Met	Missing items
38	Measuring equipment	Not Met	Missing items

Equipment Checklist - Children 6 Years and Older

S No.	Questions	Answer	Comments
1	Children shall have a separate area for storing their personal items and projects	Observed	
2	Non-toxic art materials: a variety of kinds of paper, scissors, glue, crayons, markers, chalk, paints, clay, playdough	Not Met	Missing items
3	Books and magazines appropriate to the ages of the children	Not Met	Missing items
4	A device that plays a variety of age-appropriate music and stories	Not applicable	
5	Dress-up clothes	Not Met	Missing items
6	Dolls and dolls clothes	Not Met	Missing items
7	Costumes and masks	Not applicable	
8	Interlocking manipulative play sets	Not Met	Missing items
9	Jigsaw puzzles	Not Met	Missing items
10	Board games and playing cards	Not applicable	
11	Balls	Observed	
12	Bats	Not applicable	
13	Tether ball	Not applicable	
14	Croquet set	Not applicable	
15	Badminton set	Not applicable	
16	Horseshoes	Not applicable	
17	Wheel toys	Observed	

The Home - Outdoor Area (II. C. 3)

S No.	Questions	Answer	Comments
1	Children supervised at all times	Certified/Discussed	
2	Outdoor play area and equipment free from apparent hazards	Observed	
3	Fence at least 4 feet in height free from sharp protruding edges (except where prohibited by federal law)	Observed	
4	Required outdoor equipment provided	Observed	
5	Outdoor play equipment not designed to be portable anchored	Observed	
6	Concrete or asphalt not used under equipment	Observed	
7	Area free of stacked lumber construction materials firewood	Observed	
8	Stair/steps have handrails in child's reach	Not applicable	
9	Home and grounds free of apparent hazards including abandoned automobiles unused appliances uncovered wells and cisterns stacked lumber with exposed nails explosives	Not Met	Home has indoor hazards
10	Tools and machinery inaccessible to children	Observed	
11	All poison kept in locked area	Observed	
12	Water hazards on or adjacent to home inaccessible to children	Not applicable	

Swimming and Wading (II. C. 3.c)

S No.	Questions	Answer	Comments
1	Is there a pool on the premises?	No	
2	Swimming pool 2 feet or more in depth enclosed by fence or solid wall at least 4 feet in height with no doors windows or other openings	Not applicable	
3	Swimming pool has locking gate; and gate and other access areas are locked when pool is not in use	Not applicable	
4	Do children in care use a pool/wading structure?	NA	
5	Adult to child ratio in pool area within arms-length (touch supervision)	Not applicable	
6	One adult to each child younger than 2½ years old	Not applicable	

7	One adult to three children 2½ to 6 years old	Not applicable	
8	One adult to five children 6 years and older	Not applicable	
9	Person with current American Red Cross Lifeguard Training Certificate in pool area at all times pool is in use	Not applicable	
10	Copy of Lifeguard Training Certificate on file in home	Not applicable	
11	Wading structure less than 2 feet in depth has continuous adult supervision	Not applicable	
12	Wading structure/pool filled with clean water each day emptied when not in use	Not applicable	
13	The licensee is present during any swimming/wading activities	Not applicable	

The Home - Transportation (II. C. 4)

S No.	Questions	Answer	Comments
1	Does the licensee provide transportation for the children in care?	Yes	walking emergencies only
2	NOTE: The Department of Human Resources does not inspect activities away from the home. The licensee shall assume full authority and responsibility for away from the home activities	Certified/Discussed	
3	Licensee responsible for children they transport	Certified/Discussed	
4	Licensee responsible for picking child up at the designated location and delivering the child to the care of the designated person	Certified/Discussed	
5	Transportation Checklist used for transporting by vehicle or walking	Certified/Discussed	
6	Written consent to transport child	Observed	
7	No child left unsupervised in vehicle	Not applicable	
8	Driver has valid driver's license	Not applicable	
9	Vehicle doors locked when moving	Not applicable	
10	All passengers and driver secured in a seatbelt or child restraint which is properly anchored to the vehicle installed and used according to manufacturer's instructions and maintained in good condition	Not applicable	
11	Each child secured in passenger restraint system appropriate to age	Not applicable	

	and size		
12	Each child younger than 1 year or weighing less than 20 pounds secured in infant only or convertible seat used in rear-facing position	Not applicable	
13	Each child younger than 5 years or weighing less than 40 pounds secured in convertible/forward facing seat	Not applicable	
14	Each child younger than 6 years secured in a booster seat	Not applicable	
15	Each child 6 years and older secured in an individual seat belt	Not applicable	
16	No child transported in front seat of vehicle with passenger side air bag	Not applicable	
17	Vehicle safety check done annually signed and dated by a certified mechanic	Not applicable	

Emergency Preparedness and Response Plan (II. C.4)

S No.	Questions	Answer	Comments
1	Emergency list posted by the telephone	Observed	
2	Substitutes/caregivers informed of responsibilities in case of an emergency	Observed	
3	Licensee and each caregiver has current infant-child CPR and first aid certificate copies on file in home	Not Met	Expired
4	Current and complete emergency plans and procedures submitted to the Department	Observed	
5	Fire	Observed	
6	Tornado	Observed	
7	Lockdown	Observed	
8	Relocation	Observed	
9	Available to all staff and employees	Observed	
10	Posted in a conspicuous place	Observed	
11	Copies provided to all parents/guardians	Certified/Discussed	

Licensee and Members of the Household (II. D)

S No.	Questions	Answer	Comments
-------	-----------	--------	----------

1	By August 1 2022 the licensee must complete an orientation training on the assessment tools utilized by the Department's QRIS	Not applicable	
2	By August 1 2022 all home staff including licensee/substitutes/assistant caregivers must enroll in Alabama Pathways Professional Development Registry	Not Met	None of the facility staff are enrolled in the Alabama Pathway's Registry.
3	Financial resources available	Certified/Discussed	
4	At least one substitute available	Observed	
5	Licensee does not work or attend school during hours of childcare	Certified/Discussed	

Care of the Children (II. E)

S No.	Questions	Answer	Comments
1	Children supervised at all times	Observed	
2	Licensee responsible for care and supervision at all times	Certified/Discussed	
3	Infants and children handled gently	Observed	
4	Each child observed for illness or injury upon arrival	Certified/Discussed	
5	Illness injury change in health reported to parent	Certified/Discussed	
6	Exposure to contagious disease reported to parent	Certified/Discussed	
7	No child who is ill admitted to home	Certified/Discussed	
8	Ill injured child separated from group but continuously supervised	Certified/Discussed	
9	Ill or injured child's parents notified immediately and required to come for the child or arrange for designated person to come for child	Certified/Discussed	
10	If parent/designated person cannot be reached or if illness/injury is severe licensee shall obtain emergency treatment	Certified/Discussed	
11	Parents urged to notify licensee if child is exposed to contagious disease	Certified/Discussed	
12	Children with food allergies should have a written plan with required components that is available and known by the child's caregiver	Certified/Discussed	
13	Does the Licensee Administer medication/medical procedures?	No	
14	Medication/medical procedures administered only with written authorization from parent and	Not applicable	

	child's health professional		
15	Blanket authorization forms are prohibited	Not applicable	
16	Prescription or over-the-counter drugs in original container	Not applicable	
17	Prescription drugs have pharmacy label or written physician's written instructions	Not applicable	
18	Over-the-counter drugs labeled with child's name and directions	Not applicable	
19	Medication not used beyond date of expiration	Not applicable	
20	Measuring device provided (if measuring required)	Not applicable	
21	Medication for children or household members locked	Observed	
22	Medicines returned to child's parent when no longer needed	Not applicable	
23	Time and date of medication documented in writing and kept in child's file in home	Not applicable	
24	Copies of documentation available to parents on request	Not applicable	
25	Each infant placed on back to sleep unless he/she has a written physician's instructions	Not Met	4mth infant asleep in bouncer seat
26	Each infant placed on stomach part of the time he/she is awake and observed	Certified/Discussed	
27	Caregivers engage with infants on the ground each day	Certified/Discussed	
28	Infants not seated more than 15 minutes at a time	Not Met	4mth old infant were seating in the bouncer seat more than 15 minutes.
29	Positioning devices that restrict movement not used without written physician's instructions	Certified/Discussed	
30	Soft materials including pillows quilts comforters sheepskins bumper pads stuffed toys prohibited in sleeping environment	Observed	
31	Diapering area washable cleaned and disinfected after each use	Not applicable	
32	Clean diapers and clothing provided for infants/toddlers	Observed	
33	Wet soiled diapers and clothing changed promptly	Certified/Discussed	
34	Soiled diapers disposed of in plastic-lined containers	Certified/Discussed	
35	Licensee/caregivers use Universal Precautions after diapering or assisting with toileting and contact with bodily fluids	Certified/Discussed	
36	Individual disposable paper towels used for hand drying	Certified/Discussed	

37	Clean disposable gloves used for diapering each child	Certified/Discussed	
38	Each child's hands washed after diapering	Certified/Discussed	
39	No child left unattended while being diapered	Certified/Discussed	
40	Diapering area separate from food service preparation and storage areas	Observed	
41	Infants handled gently each infant's head supported rough or harsh handling prohibited.	Observed	
42	No screen time for children under the age of 2 years old	Not Met	4mth old infant sitting in the bouncer seat facing the television for the first 30 minutes of the visit.
43	Screen time for children 2 years and older: 30 minutes for a half-day 1 hour for full day programs	Not Met	The children in care were having screen time the entire licensing visit.
44	Drinking water with no added sweeteners or carbonation offered during the day	Certified/Discussed	
45	A variety of indoor/outdoor activities which included 60 minutes of active physical activity for full day and 30 minutes for half day	Certified/Discussed	
46	Known or suspected child abuse/neglect reported as required	Certified/Discussed	
47	Child abuse/neglect reports confidential	Certified/Discussed	
48	Licensee caregivers and household members cooperate with DHR or any child abuse/neglect investigation including providing information and allowing access to children and records	Certified/Discussed	
49	Meals and snacks provided as required	Observed	
50	Formula or food for infants & other special diets prepared as directed or provided by parent/guardian	Certified/Discussed	
51	Special foods for children labeled with child's name and stored as directed	Not Met	Bottle not labelled
52	Formula provided by parent must be ready to feed labeled and refrigerated	Observed	
53	Bottles (breastmilk/formula) and food served according to parental request microwaves not used for bottles	Observed	
54	Unused breastmilk returned to parent in bottle/container	Not applicable	
55	Fluid milk served; no powdered milk used for drinking	Observed	

56	Small hard candies or nuts not served to children younger than 4 years old	Certified/Discussed	
57	Foods that may cause choking prepared appropriately for the children	Observed	
58	Foods served only under close supervision as required	Observed	
59	Licensee caregivers each child washes hands with soap and warm running water as required	Not Met	Children did not wash hands with soap and warm running water before eating lunch.
60	Individual disposable paper towels used for hand drying	Not Met	Children did not wash hands with soap and warm running water before eating lunch.
61	Feeding chairs provided for infants	Observed	
62	Feeding chairs and tables cleaned and disinfected before and after meals and snacks	Not Met	High chair and table was not cleaned and disinfected before serving lunch.
63	Each child's food served from an individual dish	Observed	
64	Each infant/toddler encouraged to experiment with self-feeding	Observed	
65	Utensils provided for each child	Observed	
66	Disposable utensils and cups used only under close supervision	Observed	
67	Formula and food brought from child's home labeled and stored properly	Not Met	Bottle not labelled with child's name
68	Milk and formula refrigerated immediately	Observed	
69	Previously opened baby food jars not accepted	Not applicable	
70	Formula left in bottle after feeding discarded	Observed	
71	Each infant held for bottle feeding. No bottles propped	Observed	
72	Size of servings adequate to meet child's needs	Observed	
73	Food not forced or withheld	Observed	
74	Each child seated while eating	Observed	
75	Food in good condition	Observed	
76	No home-canned foods used	Observed	
77	Food protected from contamination	Observed	
78	Food preparation surfaces and utensils cleaned before and after use	Observed	
79	Food that has been served to a child not served again	Certified/Discussed	
80	Tableware utensils food contact surfaces cleaned after each use	Observed	
81	Animals not allowed in food storage preparation or service areas	Observed	

	during hours of care		
82	Floors in food preparation and service areas swept or vacuumed daily mopped as needed	Certified/Discussed	
83	Appropriate seasonal clothing for each child provided by parent	Observed	
84	Sufficient clean dry diapers and clothing provided for each infant/toddler	Observed	
85	Space for each child for storing personal belongings	Observed	
86	Discipline appropriate to the age and developmental level of the children	Certified/Discussed	
87	No corporal/physical punishment	Certified/Discussed	
88	No verbal abuse	Certified/Discussed	
89	Discipline not associated with food naps or bathroom procedures	Certified/Discussed	
90	No physical restraint as punishment	Certified/Discussed	
91	No punishment administered by another child	Certified/Discussed	
92	Rough or harsh handling prohibited	Certified/Discussed	
93	Physical activity/outdoor time taken away as punishment is prohibited	Certified/Discussed	
94	Infants spend time outdoors 2-3 times daily weather permitting	Certified/Discussed	
95	Toddlers/preschoolers spend 60 to 90 minutes outdoors weather permitting	Certified/Discussed	
96	Each child signed in and signed out with a written signature or a biometric ID	Not Met	One child not signed out upon departure. Two children not signed in upon arrival.
97	No child released to anyone without written authorization from parent	Certified/Discussed	
98	Photo ID required for unfamiliar designated persons picking up a child	Certified/Discussed	
99	Parents have the right to visit at any time	Certified/Discussed	
100	Parents informed of the right to visit	Certified/Discussed	
101	Parents provided with information on child development and children's health annually	Certified/Discussed	

Administration - General Administrative Responsibilities (II. F.1)

S No.	Questions	Answer	Comments
-------	-----------	--------	----------

1	Current license/permit posted	Observed	
2	Most recent licensing evaluation posted	Observed	
3	Most recent deficiency report posted	Observed	
4	Public notice form posted	Observed	
5	Corrective/adverse action notices posted	Not applicable	
6	Emergency Preparedness and Response Plan posted	Observed	
7	Daily schedule posted that includes 60 minutes of physical activity	Observed	
8	Information about children kept confidential	Certified/Discussed	
9	Written rules and policies provided to parents when child is enrolled	Certified/Discussed	
10	Parents and DHR notified of changes in written rules and policies	Certified/Discussed	
11	Licensee's social security number or tax ID available to parents on request	Certified/Discussed	
12	Enrollment reports submitted as requested	Certified/Discussed	
13	Child abuse/neglect reported as required by law	Certified/Discussed	
14	The following reported to DHR within 24 hours written report within 5 days:	Certified/Discussed	
15	Any illness/injury requiring professional medical treatment	Certified/Discussed	
16	Any illness/injury requiring emergency medical treatment	Certified/Discussed	
17	Any death occurring in the home	Certified/Discussed	
18	Changes in caregivers or substitutes	Certified/Discussed	
19	Change in licensee's name	Certified/Discussed	
20	Change in name or number of street address	Certified/Discussed	
21	Change in telephone number	Certified/Discussed	
22	Serious accident or illness of the licensee or members of the household	Certified/Discussed	
23	Serious damage to the home or grounds	Certified/Discussed	
24	Changes in members of the household	Certified/Discussed	
25	Any arrest of licensee household member caregiver substitute volunteer	Certified/Discussed	
26	Final disposition of any child abuse/neglect investigation involving licensee household member caregiver substitute volunteer	Certified/Discussed	

27	Any disastrous events	Certified/Discussed	
28	Physical/structural changes to home or grounds reported in advance	Certified/Discussed	
29	Any change in location reported in advance (New license required)	Certified/Discussed	
30	Record for licensee/household member	Not Met	Missing Documentation
31	Records for caregivers/substitutes	Not Met	Missing Documentation
32	Records on caregivers/substitutes kept at least two years after the person leaves	Certified/Discussed	
33	Certificate of rabies vaccination	Observed	
34	Children's records complete	Not Met	Missing Documentation
35	Children's records kept at least two years after the child leaves	Not applicable	
36	Children's records and information about children and their families kept confidential	Not applicable	
37	Confidential information accessible only to authorized persons	Not applicable	
38	Transportation checklist kept for current year plus two additional years	Certified/Discussed	
39	Sign-in/sign-out sheets kept for current year plus two additional years	Certified/Discussed	
40	Vehicle safety checklist	Not applicable	

Nighttime Care (II.G)

S No.	Questions	Answer	Comments
1	This Section to be completed for homes providing care after 7:00 p.m.	Not applicable	
2	Number and age range of children does not exceed number and age range on license/permit	Not applicable	
3	Clean water provided for each child	Not applicable	
4	Each child bathed separately	Not applicable	
5	Each child supervised while bathing	Not applicable	
6	Individual soap towel and washcloth provided for each child	Not applicable	
7	Each child younger than 18 months sleeps alone in crib	Not applicable	
8	Infants place on back to sleep	Not applicable	
9	Each child 18 months and older sleeps in a bed	Not applicable	
10	Each child's toilet articles labeled	Not applicable	

	with name kept separate kept in sanitary condition		
11	Breakfast served to each child who goes directly to school unless provided by school or parent	Not applicable	
12	Evening meal provided for each child continuing from daytime care	Not applicable	

Group Day Care Homes (II. H)

S No.	Questions	Answer	Comments
1	At least two adults present and supervising the children when seven or more children are present	Not applicable	
2	If a substitute is used the licensee or assistant caregiver is present	Not applicable	
3	Complete record for assistant caregiver	Not applicable	
4	Outdoor play area fenced	Not applicable	
5	Required equipment provided	Not applicable	

Group Nighttime Homes (II.I)

S No.	Questions	Answer	Comments
1	At least two adults present and supervising the children when seven or more are present	Not applicable	
2	Number and age range of children does not exceed number and age range on license/permit	Not applicable	

3. Classroom Checklist

--	--	--	--

S No.	Questions	Answer	Comments

4. Ad Hoc Deficiency

S No.	Deficiency
1	Two children in care at the home are missing Pre-Admission Forms & Immunization Certificates.
2	The home has an expired Fire Inspection.

Soma Hillis