

Evaluation Form

1. Inspection Schedule Details

Inspection Type: Annual inspection

Facility Name: TERE'S TOTS
CHILDCARE

Inspector/Investigator:
stephanie.hardy@dhr.alabama.gov

Visit Type: Unannounced

Facility Address: 3102 SOUTH RAILROAD
ST., PHENIX CITY, AL, 36867, Russell

Visit Date: 7/17/2025

Inspection Status: Completed

2. Inspection Questionnaire

Facilities - Indoor area (II.C.4.)

S No.	Questions	Answer	Comments
1	Exclusive use of activity areas	Observed	
2	Child safe thermometer	Observed	
3	Outside doors kept closed	Observed	
4	Smoking or use of tobacco prohibited on premises/center vehicles	Certified/Discussed	
5	Bio-contaminants stored outside shall be disposed of properly	Certified/Discussed	
6	Bathrooms located on same level/under same roof	Observed	
7	One handwashing sink for each 15 children	Observed	
8	Office space provided	Observed	
9	Temperature between	Observed	

	68-82 degrees		
10	Carpets vacuumed daily	Observed	
11	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Certified/Discussed	
12	Space for ill or injured child	Observed	
13	Items used by ill child disinfected	Certified/Discussed	
14	Hazardous substances under lock and key or combination lock	Certified/Discussed	
15	Stairways have hand-railings in child's reach	Not applicable	
16	Mops used for cleaning bodily fluids disinfected appropriately	Certified/Discussed	
17	Contaminated rugs and carpets cleaned and sanitized appropriately	Certified/Discussed	
18	Designated space for each grouping of children	Observed	
19	Thermometer in each area used by children	Observed	
20	Outside windows that are open are screened	Not applicable	
21	Lighting adequate for activities	Observed	

22	Consumption of alcohol or use of 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	Operational telephone for center business only	Observed	
25	Center free of apparent hazards	Observed	
26	Clear glass doors are marked at child level	Not applicable	
27	Barriers around heaters, radiators, fans	Not applicable	
28	One flush toilet for each 15 children	Observed	
29	Storage space for teacher's supplies	Observed	
30	DHR notified if telephone is out of order or if the number changes	Certified/Discussed	
31	Medications and drugs kept under lock and key or combination lock, separate from harmful items	Certified/Discussed	
32	Floors, bathrooms fixtures cleaned/disinfected	Observed	
33	One tub (portable plastic acceptable)	Observed	
34	Heating/air conditioning provided	Observed	
35	Lighting adequate at nap/rest time to allow children to be seen	Observed	
36	Exposed electrical outlets have protective covers	Observed	
37	Cleaning does not interfere with children's activities	Observed	
38	Fixtures child size or adjusted for easy use	Observed	
39	One handwashing sink with warm running water soap paper towels in each room	Observed	

S No.	Questions	Answer	Comments
1	Outdoor area adjoins or is safely accessible	Observed	
2	*Wheel vehicles to pull or push - 2	Observed	
3	*Climbing apparatus	Observed	
4	Separate areas for children younger than 2	Observed	
5	Outdoor play area enclosed by a fence or wall at least 4 feet in height	Observed	
6	Equipment not designed to be portable, securely anchored	Observed	
7	*Crawl-through equipment	Observed	
8	*Toys for digging	Observed	
9	Area well-drained	Observed	
10	Stairs/steps have handrails in child's reach	Not applicable	
11	*Wheeled vehicles to sit on and maneuver - 2	Observed	
12	*Balls-3	Observed	
13	Outdoor play area and equipment are free of apparent hazardous conditions	Observed	
14	*Digging or sand area	Observed	
15	Concrete/asphalt not used under equipment	Observed	
16	Shade and sun areas provided	Observed	
17	Outdoor play area free of apparent hazardous conditions:	Observed	
18	Off-street loading/unloading provided	Observed	
19	Fence or wall free of sharp edges	Observed	
20	Gates secured	Observed	

Facilities - Swimming and wading at the center (II.C.6)

S No.	Questions	Answer	Comments
1	Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file	Not applicable	
2	One staff for each child younger than 2 years of age	Not applicable	
3	Wading structure emptied when not in use	Not applicable	
4	Persons counted in ratios meet child care worker qualifications/in the pool at all times	Not applicable	
5	Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children	Not applicable	
6	One staff for every 6 children ages 4 years up to 6 years of age	Not applicable	
7	Ratios determined by youngest child in the pool	Not applicable	
8	At least one staff with CPR & first aid at each wading structure	Not applicable	
9	At least two staff at each wading structure within arms-length "touch supervision"	Not applicable	
10	Lifeguard at poolside at all times pool is in use	Not applicable	
11	Lifeguard not counted in ratios	Not applicable	
12	One staff for every 4 children ages 2 years up to 4 years of age	Not applicable	
13	Clean water provided each day	Not applicable	
14	Staff provided to supervise children in pool area, but not in the pool	Not applicable	

15	If any part of a child's body is in the water, the child is considered in the pool	Not applicable	
16	Swimming and wading at the center	No	
17	One staff for every 10 children ages 6 years and older	Not applicable	
18	Required ratios met as stated in the standards	Not applicable	

Away from center activities (II.C.7)

S No.	Questions	Answer	Comments
1	Note: The Department of Human Resources does not inspect activities away from the center, including swimming and wading activities. The licensee shall assume full authority and responsibility for away from the center activities.	Certified/Discussed	

Child Care Program (II.D)

S No.	Questions	Answer	Comments
1	2 years up to 4 years 1 to 11	Observed	
2	Staff counted in ratio only when giving full attention to the children	Observed	
3	Two staff with infant-child CPR and first aid present during all hours of operation	Observed	
4	Required ratios maintained at all times	Observed	
5	Director authorized to conduct center business	Observed	

6	Staff in each room during napping/resting	Observed	
7	0 up to 18 months 1 to 5	Observed	
8	Staff person in charge when director is absent, authorized to conduct center business	Certified/Discussed	
9	Staff able to see all children	Observed	
10	8 years and older 1 to 22	Observed	
11	Children younger than 2 grouped separately	Observed	
12	Staff free from other duties while working with the children	Certified/Discussed	
13	0 up to 18 months 1 to 5	Observed	
14	2 and older 1 to 36	Observed	
15	24 months to 36 months 1 to 8	Observed	
16	4 years up to school age 1 to 18	Observed	
17	All children supervised at all times	Observed	
18	Substitute staff available	Certified/Discussed	
19	Exception for group 24-36 months	Certified/Discussed	
20	Exception for individual children's needs	Certified/Discussed	
21	Second staff available when 7 or more children present/required ratios met	Observed	
22	No staff on duty more than 8 continuous hours on a regular basis	Certified/Discussed	
23	18 up to 2 years 1 to 7	Observed	
24	School age up to 8 years 1 to 21	Observed	
25	Staff assigned responsibility for same infants/toddlers each day	Observed	

26	18 months up to 2 years 1 to 14	Observed	
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Infant/Toddler Program (II.D.2.)

S No.	Questions	Answer	Comments
1	Freedom of movement outside cribs daily	Observed	
2	Infants not seated for more than 15 minutes	Observed	
3	Two feet between occupied cribs	Observed	
4	Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child	Certified/Discussed	
5	Bottles/food served according to parental request (microwaves not used for bottles)	Certified/Discussed	
6	Expressed human milk sent in container labeled with infant's full name/date, and specific written instructions on how to prepare, store, and use	Certified/Discussed	
7	Placed on tummy part of time while awake and observed	Certified/Discussed	
8	Clean, dry diaper/clothing provided	Observed	
9	Diapering area separate from food service area	Observed	
10	Cots positioned to allow space for access or emergency exit	Observed	
11	If formula provided by center, ready to feed, properly stored and handled	Certified/Discussed	
12	When able, infants allowed to sit in feeding chair	Observed	
13	Child not forced or bribed	Observed	

	to eat		
14	Encouraged to play with a variety of toys	Observed	
15	No child diapered on the floor	Observed	
16	Staff use clean disposable gloves for diapering each child/for each diaper change	Observed	
17	Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc.	Observed	
18	No infant put to sleep on sofa, soft mattress	Observed	
19	Disposable utensils used only with close supervision	Observed	
20	Foods eaten from a dish	Observed	
21	Wet/soiled diapers/clothing changed promptly	Observed	
22	No child left unattended while being diapered	Observed	
23	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Observed	
24	Potty chairs emptied, rinsed, disinfected after each use	Certified/Discussed	
25	Feeding schedule according to child's needs	Observed	

26	No bottles propped	Observed	
27	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
28	Food not used as a reward or punishment	Observed	
29	No screen time for children under 2 years of age	Observed	
30	Daily schedule posted that includes 60 minutes of physical activity (toddlers)	Observed	
31	Infants allowed to form own sleep patterns	Observed	
32	Infants who can easily turn placed on back but allowed to adopt preferred position	Observed	
33	Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns	Observed	
34	Infant formula for a breastfed infant should only be used with parental consent	Certified/Discussed	
35	Small hard candies, nuts not served to children under 4 years old	Observed	
36	Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	Observed	
37	Each child's hands washed after diapering	Observed	
38	Staff use universal precautions when diapering	Observed	
39	For toddlers, clean bottom sheets and top coverings weekly, more often if needed	Observed	
40	Formula, food for infants if provided by center, planned with parent or physician	Certified/Discussed	

41	Toddlers seated while eating	Observed	
42	Child encouraged to experiment with self-feeding, utensils provided	Observed	
43	Dishes, bottles unbreakable	Observed	
44	Time outdoors daily when weather permits	Certified/Discussed	
45	Staff talks to each child and encourages response	Observed	
46	Changing area cleaned and disinfected	Observed	
47	Individual, disposable wipes used at each diaper change, disposed of properly	Observed	
48	For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	Observed	
49	Meals and snacks comply with requirements	Observed	
50	Infants held for bottle feeding	Observed	
51	Child's hands washed before and after snacks, after diapering, toileting	Observed	
52	Cries/signs of distress investigated immediately	Observed	
53	60 Minutes of physical activity full day/ 30 minutes half-day	Certified/Discussed	
54	Infants placed on back to sleep unless physician's statement indicates otherwise	Observed	
55	No positioning device used unless specified by physician	Certified/Discussed	
56	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Observed	

57	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
58	Individual paper towels for each washing and drying	Observed	

Preschool/School-age Program (II.D.3)

S No.	Questions	Answer	Comments
1	Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	Observed	
2	Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	Certified/Discussed	
3	Cots positioned to allow space for access or emergency exit	Observed	
4	Staff able to see all children	Observed	
5	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Observed	
6	Food served on individual dishes or napkins, not directly on the table	Observed	
7	Physical activity/outdoor time cannot be taken away as punishment	Observed	
8	Center open to visits from parents at any time	Certified/Discussed	
9	Medication administered only with written authorization from parent and child's health professional	Certified/Discussed	
10	Medication in original container, labeled	Certified/Discussed	

11	Children and staff wash hands after handling animals	Not applicable	
12	Schedule posted that includes 60 minutes of active play	Observed	
13	Clean sheet/covers provided weekly, more often if needed	Certified/Discussed	
14	At least one staff present in each room	Observed	
15	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
16	Children seated while eating	Observed	
17	Discipline, behavior problems discussed with parent	Certified/Discussed	
18	Parents informed of their right to visit	Certified/Discussed	
19	No blanket authorization forms for medication	Certified/Discussed	
20	Medication not used beyond date of expiration	Certified/Discussed	
21	Animals confined, cages kept clean, food and water available	Not applicable	
22	Time outdoors daily when weather permits for 60 to 90 minutes	Observed	
23	If a child does not sleep after 45 minutes, quiet activities permitted	Certified/Discussed	
24	Staff use Universal Precautions when diapering or handling bodily fluids	Certified/Discussed	
25	Vending machines prohibited in areas used by children	Not applicable	
26	Staff hands washed before food preparation and service, and after assisting	Observed	

	with toileting or contact with bodily fluids		
27	No discipline associated with food, naps, or bathroom procedures	Observed	
28	Staff available for communication/conferences	Certified/Discussed	
29	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Certified/Discussed	
30	Medication administered by designated staff	Certified/Discussed	
31	Extra children's clothing available	Observed	
32	No child required to watch TV or videos	Certified/Discussed	

33	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Certified/Discussed	
34	Fluid milk served, no powdered milk for drinking	Observed	
35	No child deprived of meal or snack	Observed	
36	Catered meals and snacks meet requirements	Certified/Discussed	
37	Discipline appropriate to age and developmental level of the children	Observed	
38	No ill child admitted	Certified/Discussed	
39	If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained	Certified/Discussed	
40	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
41	Toilet articles labeled and stored separately	Certified/Discussed	
42	According to each child's needs, each child's hands washed	Observed	
43	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Observed	
44	Small hard candies, nuts not served to children under four	Not applicable	
45	Portions of food suited to child's needs; second portions available	Observed	
46	Parents notified of complaint procedures	Certified/Discussed	
47	Parents provided information on child development and children's health annually	Certified/Discussed	
48	Parents notified of	Certified/Discuss	

	exposure to contagious disease/condition	ed	
49	Center reports contagious disease/condition to health department as required	Certified/Discussed	
50	Does the center's staff give medication/medical procedures?	Yes	
51	Staff give individual attention to each child daily	Observed	
52	Rest period for children in attendance more than 5 hours	Observed	
53	Meals and snacks comply with USDA guidelines	Observed	
54	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	

55	Children not allowed in the kitchen	Observed	
56	No punishment administered by another child	Observed	
57	Parents provided with information on influenza annually	Certified/Discussed	
58	Parents urged to notify center if a child is exposed to a contagious disease outside the center	Certified/Discussed	
59	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
60	Animals that could pose a threat to health and safety kept away from children	Not applicable	
61	Staff permit/encourage conversation among children	Observed	
62	Radio, TV, videos used only to supplement/enhance daily plan	Certified/Discussed	
63	Staff recognize differing needs of children	Certified/Discussed	
64	Rest period at least 45 minutes, not more than 2 hours	Observed	
65	No child forced or bribed to eat	Observed	
66	Children's hands washed before meals and snack and after toileting	Observed	
67	Disposable gloves used for diapering	Observed	
68	No verbal abuse	Observed	
69	No physical restraint as punishment	Observed	
70	Measuring device provided	Certified/Discussed	
71	Locked storage provided for medication	Observed	

72	Aggressive animals not kept in center or on grounds	Observed	
73	Certificate of rabies vaccination on file for animals	Not applicable	
74	Videos previewed by staff for appropriateness	Certified/Discussed	
75	Sexually explicit, violent, frightening materials prohibited	Certified/Discussed	
76	Special dietary needs in accordance with written instructions	Certified/Discussed	
77	Meals and snacks provided by the center	Observed	
78	Individual paper towels for each washing and drying	Observed	
79	No Corporal/physical punishment	Observed	
80	If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	Certified/Discussed	
81	Parent of ill/injured child notified immediately and required to come for child	Certified/Discussed	
82	Used paper towels, wipes, tissues are disposed of immediately following use	Observed	
83	Toilet paper provided for use by children and staff	Observed	

Emergency Preparedness and Response Plan (II.D.3.G.11.H)

S No.	Questions	Answer	Comments
1	Fire	Observed	
2	Available to all staff and employees	Observed	
3	Copies provided to all parents/guardians	Certified/Discussed	

4	Relocation	Observed	
5	Posted in a conspicuous place	Observed	
6	Lockdown	Observed	
7	Current and complete emergency plans and procedures submitted to the Department	Observed	
8	Tornado	Observed	

Transportation (II.E)

S No.	Questions	Answer	Comments
1	Children of lawful school age and older, fewer than 15 transported with only the driver	Certified/Discussed	
2	For 30 or more children of lawful school age, two staff in addition to driver	Certified/Discussed	
3	Each child signed in and signed out with a written signature or bio-metric ID	Observed	
4	Photo ID required when releasing child to unfamiliar, designated person	Certified/Discussed	
5	Staff-child ratio met for children younger than lawful school-age, driver not counted	Certified/Discussed	
6	For 15 or more children of lawful school age, one staff in addition to driver	Certified/Discussed	
7	Each child accompanied into and out of center	Certified/Discussed	
8	Any child who arrives by walking or bus, signed in by staff	Certified/Discussed	
9	NOTE: The Department of Human Resources does not inspect activities away from the center, including	Certified/Discussed	

	swimming and wading activities. The licensee shall assume full authority		
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	and responsibility for away from the center activities		
10	Does the center's staff provide transportation?	Yes	school age only
11	Stationary seating for child, each child seated while vehicle is moving	Certified/Discussed	
12	Driver and all passengers secured when vehicle is moving	Certified/Discussed	
13	Each child under 1 year or weighing less than 20 pounds secured in rear facing child restraint, installed according to manufacturer's instructions, maintained in good condition	Not applicable	
14	Driver signs checklist, indicating he/she has	Observed	

	checked each seat		
15	No child left in a vehicle without adult supervision	Certified/Discussed	
16	Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle	Certified/Discussed	
17	Transportation checklists used as required	Observed	
18	Doors locked when vehicle is moving	Certified/Discussed	
19	Children not transported in front seat of vehicle with passenger side air bag	Certified/Discussed	
20	Designated staff complete and sign checklist	Observed	
21	Checklist kept on file for the current year plus two additional years	Certified/Discussed	
22	Center responsible for picking up child at designated location and delivering child to designated person	Certified/Discussed	
23	Staff visually supervise each child 2 and older from vehicle to care of designated person	Certified/Discussed	
24	Each child under 5 years or weighing less than 40 pounds secured in forward facing child restraint,	Certified/Discussed	

	installed according to manufacturer's instructions, maintained in		
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	good condition		
25	Staff accompany each child under 2 from vehicle to care of designated person	Not applicable	
26	Driver checks each seat at each location to verify no child is left on the vehicle	Certified/Discussed	
27	Each child under 6 years shall be properly secured in a booster seat which is properly anchored to the vehicle, installed according to manufacturer's instructions, maintained in good condition	Certified/Discussed	
28	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Observed	

Staff (II.F.)

S No.	Questions	Answer	Comments
1	Records filed alphabetically	Certified/Discussed	
2	Medical exam and TB test on file at time of employment	Certified/Discussed	
3	Child care workers/teachers/subs	Certified/Discussed	

	meet qualification and have 12 hours of training within 30 days of employment		
4	By August 1, 2022, directors must complete orientation training on the department's Quality rating	Not applicable	

	and Improvement System		
5	Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	Certified/Discussed	
6	Driver at least 19 years old with valid driver's license	Certified/Discussed	
7	Inactive files maintained separately	Certified/Discussed	
8	Staff with symptoms of contagious disease/condition not in center	Certified/Discussed	
9	Center director meets qualifications	Observed	
10	Child care workers/teachers/subs meet requirements for Health & Safety training	Certified/Discussed	
11	Records on staff kept confidential	Certified/Discussed	
12	Records on staff maintained at least two years after person has left	Certified/Discussed	
13	Substitute staff meet qualifications of staff for whom substituting	Certified/Discussed	

14	By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry	Observed	
15	Aides/assistant teachers not counted in ratio	Certified/Discussed	
16	Records on file at time of employment	Certified/Discussed	

Character and Suitability (II.G.1)

S No.	Questions	Answer	Comments
1	Licensee informs DHR of any criminal convictions or current charges	Certified/Discussed	
2	Character and suitability review conducted on required person (every 5 years)	Certified/Discussed	
3	Persons with determination of unsuitable character terminated	Certified/Discussed	

Administration (II.H)

S No.	Questions	Answer	Comments
1	Change in director of center	Certified/Discussed	
2	Alterations to center or grounds	Certified/Discussed	
3	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
4	Age range of children in care conforms to ages specified	Observed	

5	Corrective/adverse action notices	Observed	
6	Most recent Health department inspection report and food permit or written permission for catering food	Observed	
7	Licensee provides operating funds	Certified/Discussed	
8	Operating policies do not contradict Standards	Observed	
9	Change in ownership	Certified/Discussed	
10	Children's records and information about children and their families kept confidential	Certified/Discussed	
11	Children's records maintained 2 years after child has left the center	Certified/Discussed	
12	Most recent license, permit, or approval	Observed	
13	Most recent licensing evaluation	Observed	
14	Change in chief executive officer of corporation or members of the board	Certified/Discussed	
15	Major change or extension of hours of program	Certified/Discussed	
16	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Observed	
17	Requirements for drop-in care met	Certified/Discussed	
18	Most recent fire inspection report within 5 years	Observed	
19	Menu for meals and snacks/dated	Observed	
20	Written operating policies established	Observed	

21	Copy of operating policies provided to parent at time of child's enrollment	Certified/Discussed	
22	Any traffic accident involving day care children using transportation provided by the center	Certified/Discussed	
23	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
24	Inactive files maintained separately	Certified/Discussed	
25	Daily attendance records on all staff and children	Certified/Discussed	
26	Emergency Preparedness and Response Plan	Observed	
27	Name of director/staff in charge	Observed	
28	Any illness/injury of child or staff requiring professional medical treatment	Certified/Discussed	
29	Any death occurring in the center or during away from the center activities	Certified/Discussed	
30	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
31	Child abuse/neglect reported as required by law	Certified/Discussed	
32	Law enforcement	Observed	
33	Poison control center	Observed	
34	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Certified/Discussed	
35	Copy of operating policies submitted to DHR	Observed	
36	Interruption of the center's electrical, telephone or gas service	Certified/Discussed	
37	Any litigation involving the center	Certified/Discussed	

38	Transportation checklists	Certified/Discussed	
39	Vehicle safety check	Certified/Discussed	
40	Substitute help	Certified/Discussed	
41	Change in location	Certified/Discussed	
42	Any illness/injury of child or staff requiring emergency medical treatment	Certified/Discussed	
43	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
44	Records filed alphabetically	Certified/Discussed	
45	Public notice form	Observed	
46	Fire department	Observed	
47	Licensee assumes full authority and responsibility for meeting and maintaining Standards	Certified/Discussed	
48	Changes in operating policies provided to parents and DHR	Certified/Discussed	
49	Change in address or telephone number	Certified/Discussed	
50	Major damage to facility	Certified/Discussed	
51	Any disastrous event	Certified/Discussed	
52	Individual records on each child on file on first day of attendance	Certified/Discussed	
53	Sign in/sign out sheets	Certified/Discussed	
54	Most recent deficiency report	Observed	
55	Medical assistance (ambulance or rescue)	Observed	

Nighttime Centers (II.I)

S No.	Questions	Answer	Comments
1	2 up to 4 years 1 to 18	Not applicable	
2	Required ratios for daytime maintained while children are awake	Not applicable	
3	Each child bathed separately	Not applicable	
4	Individual soap, towel and washcloth provided for each child	Not applicable	
5	All children supervised at all times	Not applicable	
6	At least one staff in each room of sleeping children	Not applicable	
7	Staff assist each child as needed, in dressing and grooming	Not applicable	
8	Evening meal served to children in attendance	Not applicable	
9	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
10	Staff able to see all the children at all times	Not applicable	
11	Breakfast served to children going directly to school	Not applicable	
12	Does the center provide care after midnight?	No	
13	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
14	Lighting maintained so children are visible while sleeping	Not applicable	
15	Nightly activity schedule posted	Not applicable	

16	18 months up to 2 1 to 14	Not applicable	
17	4 years and older 1 to 25	Not applicable	
18	At least two staff, at least 18 years old meeting child care worker qualification, with CPR and first aid in center during hours of operation	Not applicable	
19	Clean water provided for each child	Not applicable	
20	Each child supervised while bathing	Not applicable	
21	Does the center provide care after 7:00 p.m.?	No	
22	All staff awake and alert to needs of children	Not applicable	
23	At least two staff in center whenever children are present/required ratios met	Not applicable	
24	0 up to 18 months 1 to 5	Not applicable	
25	Each staff assigned responsibility for same children nightly	Not applicable	
26	Outdoor time available during daylight hours	Not applicable	

3. Classroom Checklist

Furnishings and equipment (II.C.8) - Checklist for School-Age - After School(CI03054)

S No.	Questions	Answer	Comments
1	*Jig-saw puzzle-1 per 5 children	Observed	
2	*Games: choose outdoor or active games suited to age of children-1 per 5 children	Observed	

3	*Books suited to age of children-2 per child	Observed	
4	*Non-toxic playdough or modeling clay	Observed	
5	*Non-toxic tempera paint	Observed	
6	*Brushes	Observed	
7	*Non-toxic glue, paste, tape	Observed	
8	*Scissors	Observed	
9	*A device that plays a variety of age appropriate music	Observed	
10	*Interlocking manipulative play sets – 1 per 5 children	Observed	
11	Table space and chair for each child	Observed	
12	Cots/sheets/covers for each child who naps	Observed	
13	Indoor thermometer (child safe)	Observed	
14	Written schedule posted with 60-90 minutes of active play	Observed	
15	Labeled storage space at child level	Observed	
16	Shelving for equipment and supplies/anchored	Observed	
17	Designated activity areas	Observed	
18	Electrical outlets covered	Observed	
19	Barriers around heaters, fans	Observed	
20	Hazardous substances locked	Observed	
21	Containers labeled	Observed	
22	Medication locked	Not applicable	
23	Screens on windows which are opened	Not applicable	
24	Lighting adequate	Observed	

4. Ad Hoc Deficiency

S No.	Deficiency
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Provider's Signature