Evaluation Form

1. Inspection Schedule Details

Inspection Type: Annual inspection

Inspector/Investigator: karen.jackson-moulton@dhr.alabama.gov

Facility Address: 145 TIGER DRIVE, ELBA, AL, 36323, Coffee

Inspection Status: Completed

Facility Name: ELBA HEAD START

Visit Type: Unannounced

Visit Date: 8/8/2025

2. Inspection Questionnaire

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

S No.	Questions	Answer	Comments
1	Exclusive use of activity areas	Observed	
2	Designated space for each grouping of children	Observed	
3	Bathrooms located on same level/under same roof	Observed	
4	One flush toilet for each 15 children	Observed	
5	One handwashing sink for each 15 children	Observed	
6	One tub (portable plastic acceptable)	Observed	
7	Fixtures child size or adjusted for easy use	Observed	
8	One handwashing sink with warm running water soap paper towels in each room where children are	Not applicable	

	diapered		
9	Space for ill or injured child	Observed	
10	Items used by ill child disinfected	Observed	
11	Storage space for teacher’s supplies	Observed	
12	Office space provided	Observed	
13	Heating/air conditioning provided	Observed	
14	Temperature between 68-82 degrees	Observed	
15	Thermometer in each area used by children	Observed	
16	Child safe thermometer	Observed	
17	Outside windows that are open are screened	Certified/Discussed	
18	Outside doors kept closed	Observed	
19	Lighting adequate for activities	Observed	
20	Lighting adequate at nap/rest time to allow children to be seen	Certified/Discussed	
21	Operational telephone for center business only	Observed	
22	DHR notified if telephone is out of order or if the number changes	Certified/Discussed	
23	Center free of apparent hazards	Observed	

24	Hazardous substances under lock and key or combination lock	Observed	
25	Containers labeled	Observed	
26	No firearms or ammunition kept or allowed in center except law enforcement	Certified/Discussed	
27	Stairways have hand-railings in child's reach	Not applicable	
28	Clear glass doors are marked at child level	Observed	
29	Medications and drugs kept under lock and key or combination lock, separate from harmful items	Certified/Discussed	
30	Barriers around heaters, radiators, fans	Certified/Discussed	
31	Exposed electrical outlets have protective covers	Observed	
32	Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	Certified/Discussed	
33	Smoking or use of tobacco prohibited on premises/center vehicles	Certified/Discussed	
34	Bio-contaminants shall be stored in a labeled container and disposed of properly	Certified/Discussed	
35	Bio-contaminants stored outside shall be disposed of properly	Certified/Discussed	
36	Floors, bathrooms fixtures cleaned/disinfected	Certified/Discussed	
37	Carpets vacuumed daily	Certified/Discussed	
38	Cleaning does not interfere with children's activities	Certified/Discussed	
39	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Certified/Discussed	

40	Contaminated materials shall be disposed of properly in the bio-contaminant receptable	Certified/Discussed	
41	Mops used for cleaning bodily fluids disinfected appropriately	Certified/Discussed	
42	Contaminated rugs and carpets cleaned and sanitized appropriately	Certified/Discussed	
43	Contaminated clothing items stored or washed properly	Certified/Discussed	

Facilities - Outdoor area (II.C.5)

S No.	Questions	Answer	Comments
1	Off-street loading/unloading provided	Observed	
2	Separate areas for children younger than 2	Not applicable	
3	Outdoor area adjoins or is safely accessible	Observed	
4	Outdoor play area and equipment are free of apparent hazardous conditions	Observed	
5	*Wheeled vehicles to sit on and maneuver - 2	Not applicable	
6	*Wheel vehicles to pull or push - 2	Not applicable	
7	*Balls-3	Not applicable	
8	*Climbing apparatus	Not applicable	
9	*Crawl-through equipment	Not applicable	
10	*Digging or sand area	Not applicable	
11	*Toys for digging	Not applicable	
12	Outdoor play area enclosed by a fence or wall at least 4 feet in height	Not applicable	

13	Fence or wall free of sharp edges	Observed	
14	Gates secured	Observed	
15	Shade and sun areas provided	Observed	
16	Outdoor play area free of apparent hazardous conditions:	Observed	
17	Concrete/asphalt not used under equipment	Observed	
18	Area well-drained	Observed	
19	Equipment not designed to be portable, securely anchored	Observed	
20	Stairs/steps have handrails in child's reach	Not applicable	

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

S No.	Questions	Answer	Comments
1	Swimming and wading at the center	No	
2	Lifeguard at poolside at all times pool is in use	Not applicable	
3	Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file	Not applicable	
4	Lifeguard not counted in ratios	Not applicable	
5	One staff for each child younger than 2 years of age	Not applicable	
6	One staff for every 4 children ages 2 years up to 4 years of age	Not applicable	
7	One staff for every 6 children ages 4 years up to 6 years of age	Not applicable	
8	One staff for every 10 children ages 6 years and	Not applicable	

	older		
9	Ratios determined by youngest child in the pool	Not applicable	
10	Persons counted in ratios meet child care worker qualifications/in the pool at all times	Not applicable	
11	Staff provided to supervise children in pool area, but not in the pool	Not applicable	
12	If any part of a child's body is in the water, the child is considered in the pool	Not applicable	
13	Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children	Not applicable	
14	At least one staff with CPR & first aid at each wading structure	Not applicable	
15	Required ratios met as stated in the standards	Not applicable	
16	At least two staff at each wading structure within arms-length "touch supervision"	Not applicable	
17	Clean water provided each day	Not applicable	
18	Wading structure emptied when not in use	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	Required ratios maintained at all times	Certified/Discussed	
2	0 up to 18 months 1 to 5	Not applicable	
3	18 up to 2 years 1 to 7	Not applicable	
4	24 months to 36 months 1 to 8	Not applicable	
5	2 years up to 4 years 1 to 11	Certified/Discussed	
6	4 years up to school age 1 to 18	Certified/Discussed	
7	School age up to 8 years 1 to 21	Not applicable	
8	8 years and older 1 to 22	Not applicable	
9	Children younger than 2 grouped separately	Not applicable	
10	Exception for group 24-36 months	Not applicable	
11	Exception for individual children's needs	Not applicable	
12	Staff counted in ratio only when giving full attention to the children	Certified/Discussed	

13	All children supervised at all times	Certified/Discussed	
14	Staff assigned responsibility for same infants/toddlers each day	Certified/Discussed	
15	Substitute staff available	Certified/Discussed	
16	Director authorized to conduct center business	Certified/Discussed	
17	Staff person in charge when director is absent, authorized to conduct center business	Certified/Discussed	
18	Staff in each room during napping/resting	Certified/Discussed	
19	Staff able to see all children	Certified/Discussed	
20	0 up to 18 months 1 to 5	Not applicable	
21	18 months up to 2 years 1 to 14	Not applicable	
22	2 and older 1 to 36	Not applicable	
23	Two staff with infant-child CPR and first aid present during all hours of operation	Not applicable	
24	Second staff available when 7 or more children present/required ratios met	Not applicable	
25	No staff on duty more than 8 continuous hours on a regular basis	Certified/Discussed	
26	Staff free from other duties while working with the children	Certified/Discussed	

Infant/Toddler Program (II.D.2.)

S No.	Questions	Answer	Comments
1	Encouraged to play with a variety of toys	Not applicable	
2	Time outdoors daily when	Not applicable	

	weather permits		
3	Freedom of movement outside cribs daily	Not applicable	
4	Placed on tummy part of time while awake and observed	Not applicable	
5	Infants not seated for more than 15 minutes	Not applicable	
6	Staff talks to each child and encourages response	Not applicable	
7	Cries/signs of distress investigated immediately	Not applicable	
8	No screen time for children under 2 years of age	Not applicable	
9	60 Minutes of physical activity full day/ 30 minutes half-day	Not applicable	
10	Daily schedule posted that includes 60 minutes of physical activity (toddlers)	Not applicable	
11	Clean, dry diaper/clothing provided	Not applicable	
12	Wet/soiled diapers/clothing changed promptly	Not applicable	
13	Changing area cleaned and disinfected	Not applicable	
14	No child left unattended while being diapered	Not applicable	
15	No child diapered on the floor	Not applicable	

16	Each child’s hands washed after diapering	Not applicable	
17	Staff use universal precautions when diapering	Not applicable	
18	Staff use clean disposable gloves for diapering each child/for each diaper change	Not applicable	
19	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Not applicable	
20	Individual, disposable wipes used at each diaper change, disposed of properly	Not applicable	
21	Potty chairs emptied, rinsed, disinfected after each use	Not applicable	
22	Diapering area separate from food service area	Not applicable	
23	Infants allowed to form own sleep patterns	Not applicable	
24	Infants placed on back to sleep unless physician’s statement indicates otherwise	Not applicable	
25	Infants who can easily turn placed on back but allowed to adopt preferred position	Not applicable	
26	No positioning device used unless specified by physician	Not applicable	
27	Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns	Not applicable	
28	Two feet between occupied cribs	Not applicable	
29	Cots positioned to allow space for access or emergency exit	Not applicable	
30	Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child	Not applicable	

31	For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	Not applicable	
32	Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc.	Not applicable	
33	No infant put to sleep on sofa, soft mattress	Not applicable	
34	For toddlers, clean bottom sheets and top coverings weekly, more often if needed	Not applicable	
35	Formula, food for infants if provided by center, planned with parent or physician	Not applicable	
36	If formula provided by center, ready to feed, properly stored and handled	Not applicable	
37	Bottles/food served according to parental request (microwaves not used for bottles)	Not applicable	
38	Meals and snacks comply with requirements	Not applicable	
39	Expressed human milk sent in container labeled with infant's full name/date, and specific written instructions on how to prepare, store, and use	Not applicable	
40	Infant formula for a breastfed infant should only be used with parental consent	Not applicable	
41	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Not applicable	
42	Small hard candies, nuts not served to children under 4 years old	Not applicable	
43	Foods that may cause choking prepared appropriately for the child	Not applicable	

44	Feeding schedule according to child's needs	Not applicable	
45	Infants held for bottle feeding	Not applicable	
46	No bottles propped	Not applicable	
47	When able, infants allowed to sit in feeding chair	Not applicable	
48	Toddlers seated while eating	Not applicable	
49	Child encouraged to experiment with self-feeding, utensils provided	Not applicable	
50	Disposable utensils used only with close supervision	Not applicable	
51	Foods eaten from a dish	Not applicable	
52	Dishes, bottles unbreakable	Not applicable	
53	Drinking water without added sweeteners or carbonation readily available throughout the day	Not applicable	
54	Child not forced or bribed to eat	Not applicable	
55	Food not used as a reward or punishment	Not applicable	
56	Child's hands washed before and after snacks, after diapering, toileting	Not applicable	
57	Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	Not applicable	
58	Individual paper towels for each washing and drying	Not applicable	

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

S No.	Questions	Answer	Comments

1	Schedule posted that includes 60 minutes of active play	Observed	
2	Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	Certified/Discussed	
3	Time outdoors daily when weather permits for 60 to 90 minutes	Certified/Discussed	
4	Staff permit/encourage conversation among children	Certified/Discussed	
5	Staff give individual attention to each child daily	Certified/Discussed	
6	Radio, TV, videos used only to supplement/enhance daily plan	Certified/Discussed	
7	No child required to watch TV or videos	Certified/Discussed	
8	Videos previewed by staff for appropriateness	Certified/Discussed	
9	Sexually explicit, violent, frightening materials prohibited	Certified/Discussed	
10	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Certified/Discussed	
11	Staff recognize differing needs of children	Certified/Discussed	
12	Rest period for children in attendance more than 5 hours	Certified/Discussed	
13	Rest period at least 45 minutes, not more than 2 hours	Certified/Discussed	
14	If a child does not sleep after 45 minutes, quiet activities permitted	Certified/Discussed	
15	Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	Certified/Discussed	

16	Clean sheet/covers provided weekly, more often if needed	Certified/Discussed	
17	Cots positioned to allow space for access or emergency exit	Certified/Discussed	
18	At least one staff present in each room	Certified/Discussed	
19	Staff able to see all children	Certified/Discussed	
20	According to each child's needs, each child's hands washed	Certified/Discussed	
21	Staff use Universal Precautions when diapering or handling bodily fluids	Certified/Discussed	
22	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Certified/Discussed	
23	Meals and snacks comply with USDA guidelines	Certified/Discussed	
24	Fluid milk served, no powdered milk for drinking	Certified/Discussed	
25	No child deprived of meal or snack	Certified/Discussed	
26	Special dietary needs in accordance with written instructions	Certified/Discussed	
27	Meals and snacks provided by the center	Certified/Discussed	
28	Vending machines prohibited in areas used by children	Certified/Discussed	
29	Small hard candies, nuts not served to children under four	Certified/Discussed	
30	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
31	Portions of food suited to child's needs; second portions available	Certified/Discussed	
32	Unbreakable or single-use cups or glasses or a drinking fountain provided	Certified/Discussed	

	for water		
33	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
34	Food served on individual dishes or napkins, not directly on the table	Certified/Discussed	
35	Children seated while eating	Certified/Discussed	
36	No child forced or bribed to eat	Certified/Discussed	
37	Children not allowed in the kitchen	Certified/Discussed	
38	Children’s hands washed before meals and snack and after toileting	Certified/Discussed	
39	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Certified/Discussed	
40	Disposable gloves used for diapering	Certified/Discussed	
41	Individual paper towels for each washing and drying	Certified/Discussed	
42	Catered meals and snacks meet requirements	Not applicable	
43	Discipline appropriate to age and developmental level of the children	Certified/Discussed	

44	No Corporal/physical punishment	Certified/Discussed	
45	No verbal abuse	Certified/Discussed	
46	No discipline associated with food, naps, or bathroom procedures	Certified/Discussed	
47	No physical restraint as punishment	Certified/Discussed	
48	No punishment administered by another child	Certified/Discussed	
49	Physical activity/outdoor time cannot be taken away as punishment	Certified/Discussed	
50	Discipline, behavior problems discussed with parent	Certified/Discussed	
51	Center open to visits from parents at any time	Certified/Discussed	
52	Parents informed of their right to visit	Certified/Discussed	
53	Staff available for communication/ conferences	Certified/Discussed	
54	Parents notified of complaint procedures	Certified/Discussed	
55	Parents provided with information on influenza annually	Certified/Discussed	
56	Parents provided information on child development and children's health annually	Certified/Discussed	
57	No ill child admitted	Certified/Discussed	
58	If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	Certified/Discussed	
59	Parent of ill/injured child notified immediately and required to come for child	Certified/Discussed	
60	If parent cannot be reached or illness/injury severe, emergency	Certified/Discussed	

	medical attention shall be obtained		
61	Parents notified of exposure to contagious disease/condition	Certified/Discussed	
62	Parents urged to notify center if a child is exposed to a contagious disease outside the center	Certified/Discussed	
63	Center reports contagious disease/condition to health department as required	Certified/Discussed	
64	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Certified/Discussed	
65	Does the center's staff give medication/medical procedures?	Yes	

66	Medication administered only with written authorization from parent and child's health professional	Certified/Discussed	
67	No blanket authorization forms for medication	Certified/Discussed	
68	Medication in original container, labeled	Certified/Discussed	
69	Medication not used beyond date of expiration	Certified/Discussed	
70	Measuring device provided	Certified/Discussed	
71	Medication administered by designated staff	Certified/Discussed	
72	Locked storage provided for medication	Certified/Discussed	
73	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
74	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
75	Toilet articles labeled and stored separately	Certified/Discussed	
76	Used paper towels, wipes, tissues are disposed of immediately following use	Certified/Discussed	
77	Toilet paper provided for use by children and staff	Certified/Discussed	
78	Extra children's clothing available	Certified/Discussed	
79	Aggressive animals not kept in center or on grounds	Certified/Discussed	
80	Animals that could pose a threat to health and safety kept away from children	Not applicable	
81	Certificate of rabies vaccination on file for animals	Not applicable	

82	Animals confined, cages kept clean, food and water available	Not applicable	
83	Children and staff wash hands after handling animals	Not applicable	

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

S No.	Questions	Answer	Comments
1	Current and complete emergency plans and procedures submitted to the Department	Observed	
2	Fire	Observed	
3	Tornado	Observed	
4	Lockdown	Observed	
5	Relocation	Observed	
6	Available to all staff and employees	Observed	
7	Posted in a conspicuous place	Observed	
8	Copies provided to all parents/guardians	Certified/Discussed	

Transportation (II.E)

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	Not applicable	
2	Does the center's staff provide transportation?	No	

3	Transportation checklists used as required	Not applicable	
4	Designated staff complete and sign checklist	Not applicable	
5	Driver signs checklist, indicating he/she has checked each seat	Not applicable	
6	Checklist kept on file for the current year plus two additional years	Not applicable	
7	Center responsible for picking up child at designated location and delivering child to designated person	Not applicable	
8	Staff-child ratio met for children younger than lawful school-age, driver not counted	Not applicable	
9	Children of lawful school age and older, fewer than 15 transported with only the driver	Not applicable	
10	For 15 or more children of lawful school age, one staff in addition to driver	Not applicable	
11	For 30 or more children of lawful school age, two staff in addition to driver	Not applicable	
12	No child left in a vehicle without adult supervision	Not applicable	
13	Staff accompany each child under 2 from vehicle to care of designated person	Not applicable	
14	Staff visually supervise each child 2 and older from vehicle to care of designated person	Not applicable	
15	Driver checks each seat at each location to verify no child is left on the vehicle	Not applicable	
16	Stationary seating for child, each child seated while vehicle is moving	Not applicable	
17	Doors locked when vehicle is moving	Not applicable	

18	Children not transported in front seat of vehicle with passenger side air bag	Not applicable	
19	Driver and all passengers secured when vehicle is moving	Not applicable	
20	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	
21	Each child under 5 years or weighing less than 40 pounds secured in forward facing child restraint, installed according to manufacturer's instructions, maintained in good condition	Not applicable	
22	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	Not applicable	
23	Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle	Not applicable	
24	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Not applicable	
25	Each child accompanied into and out of center	Not applicable	
26	Each child signed in and signed out with a written signature or bio-metric ID	Not applicable	
27	Any child who arrives by walking or bus, signed in by staff	Not applicable	
28	Photo ID required when releasing child to unfamiliar, designated	Not applicable	

	person		

Staff (II.F.)

S No.	Questions	Answer	Comments
1	Center director meets qualifications	Observed	
2	Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment	Certified/Discussed	
3	Child care workers/teachers/subs meet requirements for Health & Safety training	Certified/Discussed	
4	Aides/assistant teachers not counted in ratio	Certified/Discussed	
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	Substitute staff meet qualifications of staff for whom substituting	Certified/Discussed	
8	By August 1, 2022, director/all teachers/substitutes/all	Not applicable	

	service staff must be enrolled in the Alabama Pathway's Professional		

	Development Registry		
9	By August 1, 2022, directors must complete orientation training on the department's Quality rating and Improvement System	Not applicable	
10	Records on staff kept confidential	Certified/Discussed	
11	Records on file at time of employment	Certified/Discussed	
12	Records on staff maintained at least two years after person has left	Certified/Discussed	
13	Records filed alphabetically	Observed	
14	Inactive files maintained separately	Certified/Discussed	
15	Medical exam and TB test on file at time of employment	Certified/Discussed	
16	Staff with symptoms of contagious disease/condition not in center	Certified/Discussed	

Character and Suitability (II.G.1)

S No.	Questions	Answer	Comments
1	Character and suitability review conducted on	Certified/Discussed	

	required person (every 5 years)		
2	Persons with determination of unsuitable character terminated	Certified/Discussed	
3	Licensee informs DHR of any criminal convictions or current charges	Certified/Discussed	

Administration (II.H)

S No.	Questions	Answer	Comments
1	Licensee assumes full authority and responsibility for meeting and maintaingng Standards	Certified/Discussed	

2	Licensee provides operating funds	Certified/Discussed	
3	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Certified/Discussed	
4	Written operating policies established	Observed	
5	Copy of operating policies provided to parent at time of child's enrollment	Certified/Discussed	
6	Copy of operating policies submitted to DHR	Observed	
7	Operating policies do not contradict Standards	Observed	
8	Changes in operating policies provided to parents and DHR	Observed	
9	Change in ownership	Certified/Discussed	
10	Change in location	Certified/Discussed	
11	Change in director of center	Certified/Discussed	
12	Change in chief executive officer of corporation or members of the board	Certified/Discussed	
13	Alterations to center or grounds	Certified/Discussed	
14	Major change or extension of hours of program	Certified/Discussed	
15	Change in address or telephone number	Certified/Discussed	
16	Any illness/injury of child or staff requiring professional medical treatment	Certified/Discussed	
17	Any illness/injury of child or staff requiring emergency medical treatment	Certified/Discussed	
18	Any death occurring in the center or during away from the center activities	Certified/Discussed	

19	Major damage to facility	Certified/Discussed	
20	Interruption of the center's electrical, telephone or gas service	Certified/Discussed	
21	Any litigation involving the center	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	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
25	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
26	Any disastrous event	Certified/Discussed	
27	Child abuse/neglect reported as required by law	Certified/Discussed	
28	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
29	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Certified/Discussed	
30	Age range of children in care conforms to ages specified	Certified/Discussed	
31	Requirements for drop-in care met	Certified/Discussed	
32	Children's records and information about children and their families kept confidential	Certified/Discussed	
33	Individual records on each child on file on first day of	Certified/Discussed	

	attendance		
34	Children’s records maintained 2 years after child has left the center	Certified/Discussed	
35	Records filed alphabetically	Observed	
36	Inactive files maintained separately	Certified/Discussed	
37	Daily attendance records on all staff and children	Certified/Discussed	
38	Transportation checklists	Not applicable	
39	Vehicle safety check	Not applicable	
40	Sign in/sign out sheets	Certified/Discussed	
41	Most recent license, permit, or approval	Observed	
42	Public notice form	Observed	
43	Most recent licensing evaluation	Observed	
44	Most recent deficiency report	Observed	
45	Corrective/adverse action notices	Certified/Discussed	
46	Most recent fire inspection report within 5 years	Observed	
47	Most recent Health department inspection report and food permit or written permission for catering food	Observed	

48	Menu for meals and snacks/dated	Observed	
49	Fire department	Observed	
50	Law enforcement	Observed	
51	Medical assistance (ambulance or rescue)	Observed	
52	Poison control center	Observed	
53	Substitute help	Observed	
54	Emergency Preparedness and Response Plan	Observed	
55	Name of director/staff in charge	Observed	

Nighttime Centers (II.I)

S No.	Questions	Answer	Comments
1	Does the center provide care after 7:00 p.m.?	No	
2	Does the center provide care after midnight?	No	
3	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
4	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
5	0 up to 18 months 1 to 5	Not applicable	
6	18 months up to 2 1 to 14	Not applicable	
7	2 up to 4 years 1 to 18	Not applicable	
8	4 years and older 1 to 25	Not applicable	
9	Required ratios for daytime maintained while children are awake	Not applicable	
10	At least two staff, at least 18 years old meeting child	Not applicable	

	care worker qualification, with CPR and first aid in center during hours of		

	operation		
11	All children supervised at all times	Not applicable	
12	Each staff assigned responsibility for same children nightly	Not applicable	
13	At least one staff in each room of sleeping children	Not applicable	
14	Staff able to see all the children at all times	Not applicable	
15	All staff awake and alert to needs of children	Not applicable	
16	At least two staff in center whenever children are present/required ratios met	Not applicable	
17	Lighting maintained so children are visible while sleeping	Not applicable	
18	Nightly activity schedule posted	Not applicable	
19	Outdoor time available during daylight hours	Not applicable	
20	Staff assist each child as needed, in dressing and grooming	Not applicable	
21	Breakfast served to children going directly to school	Not applicable	
22	Evening meal served to children in attendance	Not applicable	

23	Clean water provided for each child	Not applicable	
24	Each child bathed separately	Not applicable	
25	Each child supervised while bathing	Not applicable	
26	Individual soap, towel and washcloth provided for each child	Not applicable	

3. Classroom Checklist

Furnishings and equipment (II.C.8) - Checklist for Preschool (age 2 years to school age) - Elba (CI03926)

S No.	Questions	Answer	Comments
1	*Easel	Not applicable	
2	*Non-toxic playdough or clay	Not applicable	
3	*Large non-toxic crayons/watercolor markers	Not applicable	
4	*Large sheets of paper	Not applicable	
5	*Non-toxic finger/cold water paints-primary colors	Not applicable	
6	*Scissors (blunt tip) – 2 pair Per 5 children	Not applicable	
7	*Non-toxic glue or paste; tape	Not applicable	
8	*Paint brushes four and 1 inch in width	Not applicable	
9	*Large/medium building blocks-app. 15 non-interlocking	Not applicable	
10	*Small building blocks-app. 100 non-interlocking	Not applicable	
11	*Small cars, trucks, boats, etc. - 6	Not applicable	

12	*Age appropriate puzzles-8 (complete with all pieces)	Not applicable	
13	*Interlocking manipulative play sets, different types-6	Not applicable	
14	*Matching games-6 (no more than 2 electronic	Not applicable	
15	*Puppets-2	Not applicable	
16	*Child-size stove/sink (or combo)	Not applicable	
17	*Small table and chairs/benches	Not applicable	
18	*Cooking utensils/dishes (unbreakable)	Not applicable	
19	*Doll bed or cradle	Not applicable	
20	*Dolls (complete with all parts)-2	Not applicable	
21	*Doll clothes and blankets	Not applicable	
22	*Dress-up clothes for boys and girls	Not applicable	
23	*Storage for dress-up clothes	Not applicable	
24	*Unbreakable mirror-full length	Not applicable	
25	*Toy telephones-2	Not applicable	
26	*Age Appropriate children's books-2 per child	Not applicable	
27	*A device that plays a variety of age appropriate music	Not applicable	
28	*Rhythm instruments – 1 per child in group	Not applicable	
29	*Magnifying glass	Not applicable	
30	*Magnets	Not applicable	
31	*Nature collections	Not applicable	
32	*Measuring and pouring equipment	Not applicable	
33	Table space and chair for each child	Observed	
34	Cots, sheets, covers for each child	Observed	

35	Indoor thermometer (child safe)	Observed	
36	Written daily schedule posted with 60-90 minutes of active play	Observed	
37	Labeled storage space at child level	Observed	
38	Shelving for equipment and supplies/anchored	Observed	
39	Designated activity areas	Observed	
40	Electrical outlets covered	Observed	
41	Barriers around heaters, fans	Certified/Discussed	
42	Hazardous substances locked	Observed	
43	Containers labeled	Observed	
44	Medication locked	Certified/Discussed	
45	Screens on windows which are opened	Certified/Discussed	
46	Lighting adequate	Observed	

4. Ad Hoc Deficiency

S No.	Deficiency

Anna Burrows

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Provider's Signature