

Evaluation Form

1. Inspection Schedule Details

Inspection Type: Monitoring inspection

Facility Name: MATTHEW AND MARTHA'S CHRISTIAN ACADEMY

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

Visit Type: Unannounced

Facility Address: 2813 East South Boulevard,
Montgomery, AL 36116, Montgomery

Visit Date: 11/21/2025

Inspection Status: Completed

2. Inspection Questionnaire

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

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

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| | where children are diapered | | |
| 9 | Space for ill or injured child | Not applicable | |
| 10 | Items used by ill child disinfected | Not applicable | |
| 11 | Storage space for teacher's supplies | Not applicable | |
| 12 | Office space provided | Not applicable | |
| 13 | Heating/air conditioning provided | Not applicable | |
| 14 | Temperature between 68-82 degrees | Not applicable | |
| 15 | Thermometer in each area used by children | Not applicable | |
| 16 | Child safe thermometer | Not applicable | |
| 17 | Outside windows that are open are screened | Not applicable | |
| 18 | Outside doors kept closed | Not applicable | |
| 19 | Lighting adequate for activities | Not applicable | |
| 20 | Lighting adequate at nap/rest time to allow children to be seen | Not applicable | |
| 21 | Operational telephone for center business only | Not applicable | |
| 22 | DHR notified if telephone is out of order or if the number changes | Not applicable | |
| 23 | Center free of apparent hazards | Not applicable | |
| 24 | Hazardous substances under lock and key or combination lock | Not applicable | |
| 25 | Containers labeled | Not applicable | |
| 26 | No firearms or ammunition kept or allowed in center except law enforcement | Not applicable | |
| 27 | Stairways have hand-railings in child's reach | Not applicable | |
| 28 | Clear glass doors are | Not applicable | |

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| | marked at child level | | |
| 29 | Medications and drugs kept under lock and key or combination lock, separate from harmful items | Not applicable | |
| 30 | Barriers around heaters, radiators, fans | Not applicable | |
| 31 | Exposed electrical outlets have protective covers | Not applicable | |
| 32 | Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited | Not applicable | |
| 33 | Smoking or use of tobacco prohibited on premises/center vehicles | Not applicable | |
| 34 | Bio-contaminants shall be stored in a labeled container and disposed of properly | Not applicable | |
| 35 | Bio-contaminants stored outside shall be disposed of properly | Not applicable | |
| 36 | Floors, bathrooms fixtures cleaned/disinfected | Not applicable | |
| 37 | Carpets vacuumed daily | Not applicable | |
| 38 | Cleaning does not interfere with children's activities | Not applicable | |
| 39 | Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands | Not applicable | |
| 40 | Contaminated materials shall be disposed of properly in the bio-contaminant receptacle | Not applicable | |
| 41 | Mops used for cleaning bodily fluids disinfected appropriately | Not applicable | |
| 42 | Contaminated rugs and carpets cleaned and sanitized appropriately | Not applicable | |
| 43 | Contaminated clothing items | Not applicable | |

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| | stored or washed properly | | |
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Facilities - Outdoor area (II.C.5)

| S No. | Questions | Answer | Comments |
|-------|---|----------------|----------|
| 1 | Off-street loading/unloading provided | Not applicable | |
| 2 | Separate areas for children younger than 2 | Not applicable | |
| 3 | Outdoor area adjoins or is safely accessible | Not applicable | |
| 4 | Outdoor play area and equipment are free of apparent hazardous conditions | Not applicable | |
| 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 | Not applicable | |
| 14 | Gates secured | Not applicable | |
| 15 | Shade and sun areas provided | Not applicable | |
| 16 | Outdoor play area free of apparent hazardous conditions: | Not applicable | |
| 17 | Concrete/asphalt not used under equipment | Not applicable | |

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| 18 | Area well-drained | Not applicable | |
| 19 | Equipment not designed to be portable, securely anchored | Not applicable | |
| 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 |
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| 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 older | Not applicable | |
| 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 | Not applicable | |

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| | in the pool | | |
| 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. | Not applicable | |

Child Care Program (II.D)

| S No. | Questions | Answer | Comments |
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| 1 | Required ratios maintained at all times | Not applicable | |
| 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 | Not applicable | |
| 6 | 4 years up to school age 1 to 18 | Not applicable | |
| 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 | Not applicable | |
| 13 | All children supervised at all times | Not applicable | |
| 14 | Staff assigned responsibility for same infants/toddlers each day | Not applicable | |
| 15 | Substitute staff available | Not applicable | |
| 16 | Director authorized to conduct center business | Not applicable | |
| 17 | Staff person in charge when director is absent, authorized to conduct center business | Not applicable | |
| 18 | Staff in each room during napping/resting | Not applicable | |
| 19 | Staff able to see all children | Not applicable | |
| 20 | 0 up to 18 months 1 to 5 | Not applicable | |
| 21 | 18 months up to 2 years 1 | Not applicable | |

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| | to 14 | | |
| 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 | Not applicable | |
| 26 | Staff free from other duties while working with the children | Not applicable | |

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

| S No. | Questions | Answer | Comments |
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| 1 | Encouraged to play with a variety of toys | Certified/Discussed | |
| 2 | Time outdoors daily when weather permits | Certified/Discussed | |
| 3 | Freedom of movement outside cribs daily | Certified/Discussed | |
| 4 | Placed on tummy part of time while awake and observed | Certified/Discussed | |
| 5 | Infants not seated for more than 15 minutes | Certified/Discussed | |
| 6 | Staff talks to each child and encourages response | Certified/Discussed | |
| 7 | Cries/signs of distress investigated immediately | Certified/Discussed | |
| 8 | No screen time for children under 2 years of age | Certified/Discussed | |
| 9 | 60 Minutes of physical activity full day/ 30 minutes half-day | Not applicable | |

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| 10 | Daily schedule posted that includes 60 minutes of physical activity (toddlers) | Observed | |
| 11 | Clean, dry diaper/clothing provided | Certified/Discussed | |
| 12 | Wet/soiled diapers/clothing changed promptly | Certified/Discussed | |
| 13 | Changing area cleaned and disinfected | Certified/Discussed | |
| 14 | No child left unattended while being diapered | Certified/Discussed | |
| 15 | No child diapered on the floor | Certified/Discussed | |
| 16 | Each child's hands washed after diapering | Certified/Discussed | |
| 17 | Staff use universal precautions when diapering | Certified/Discussed | |
| 18 | Staff use clean disposable gloves for diapering each child/for each diaper change | Certified/Discussed | |
| 19 | Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily | Certified/Discussed | |
| 20 | Individual, disposable wipes used at each diaper change, disposed of properly | Certified/Discussed | |
| 21 | Potty chairs emptied, rinsed, disinfected after each use | Certified/Discussed | |
| 22 | Diapering area separate from food service area | Certified/Discussed | |
| 23 | Infants allowed to form own sleep patterns | Certified/Discussed | |
| 24 | Infants placed on back to sleep unless physician's statement indicates otherwise | Certified/Discussed | |
| 25 | Infants who can easily turn placed on back but allowed to adopt preferred position | Certified/Discussed | |
| 26 | No positioning device used | Certified/Discussed | |

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| | unless specified by physician | d | |
| 27 | Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns | Certified/Discussed | |
| 28 | Two feet between occupied cribs | Certified/Discussed | |
| 29 | Cots positioned to allow space for access or emergency exit | Certified/Discussed | |
| 30 | Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child | Certified/Discussed | |
| 31 | For infants, clean bottom sheets daily or more often if needed, sheets fit snugly | Observed | |
| 32 | Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc. | Certified/Discussed | |
| 33 | No infant put to sleep on sofa, soft mattress | Certified/Discussed | |
| 34 | For toddlers, clean bottom sheets and top coverings weekly, more often if needed | Certified/Discussed | |
| 35 | Formula, food for infants if provided by center, planned with parent or physician | Certified/Discussed | |
| 36 | If formula provided by center, ready to feed, properly stored and handled | Certified/Discussed | |
| 37 | Bottles/food served according to parental request (microwaves not used for bottles) | Certified/Discussed | |
| 38 | Meals and snacks comply with requirements | Not applicable | |
| 39 | Expressed human milk sent in container labeled with infant's full name/date, and | Certified/Discussed | |

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| | specific written instructions on how to prepare, store, and use | | |
| 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 | Certified/Discussed | |
| 42 | Small hard candies, nuts not served to children under 4 years old | Certified/Discussed | |
| 43 | Foods that may cause choking prepared appropriately for the child | Certified/Discussed | |
| 44 | Feeding schedule according to child's needs | Certified/Discussed | |
| 45 | Infants held for bottle feeding | Certified/Discussed | |
| 46 | No bottles propped | Certified/Discussed | |
| 47 | When able, infants allowed to sit in feeding chair | Not applicable | |
| 48 | Toddlers seated while eating | Certified/Discussed | |
| 49 | Child encouraged to experiment with self-feeding, utensils provided | Certified/Discussed | |
| 50 | Disposable utensils used only with close supervision | Certified/Discussed | |
| 51 | Foods eaten from a dish | Certified/Discussed | |
| 52 | Dishes, bottles unbreakable | Certified/Discussed | |
| 53 | Drinking water without added sweeteners or carbonation readily available throughout the day | Certified/Discussed | |
| 54 | Child not forced or bribed to eat | Certified/Discussed | |

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| 55 | Food not used as a reward or punishment | Certified/Discussed | |
| 56 | Child's hands washed before and after snacks, after diapering, toileting | Certified/Discussed | |
| 57 | Staff's hands washed before food preparation and service, after assisting with toileting, after diapering | Certified/Discussed | |
| 58 | Individual paper towels for each washing and drying | Certified/Discussed | |

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

| S No. | Questions | Answer | Comments |
|-------|--|----------------|----------|
| 1 | Schedule posted that includes 60 minutes of active play | Not applicable | |
| 2 | Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day | Not applicable | |
| 3 | Time outdoors daily when weather permits for 60 to 90 minutes | Not applicable | |
| 4 | Staff permit/encourage conversation among children | Not applicable | |
| 5 | Staff give individual attention to each child daily | Not applicable | |
| 6 | Radio, TV, videos used only to supplement/enhance daily plan | Not applicable | |
| 7 | No child required to watch TV or videos | Not applicable | |
| 8 | Videos previewed by staff for appropriateness | Not applicable | |
| 9 | Sexually explicit, violent, frightening materials | Not applicable | |

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| | prohibited | | |
| 10 | Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day | Not applicable | |
| 11 | Staff recognize differing needs of children | Not applicable | |
| 12 | Rest period for children in attendance more than 5 hours | Not applicable | |
| 13 | Rest period at least 45 minutes, not more than 2 hours | Not applicable | |
| 14 | If a child does not sleep after 45 minutes, quiet activities permitted | Not applicable | |
| 15 | Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child | Not applicable | |
| 16 | Clean sheet/covers provided weekly, more often if needed | Not applicable | |
| 17 | Cots positioned to allow space for access or emergency exit | Not applicable | |
| 18 | At least one staff present in each room | Not applicable | |
| 19 | Staff able to see all children | Not applicable | |
| 20 | According to each child's needs, each child's hands washed | Not applicable | |
| 21 | Staff use Universal Precautions when diapering or handling bodily fluids | Not applicable | |
| 22 | Children in attendance served breakfast or a.m. snack, lunch, p.m. snack | Not applicable | |
| 23 | Meals and snacks comply with USDA guidelines | Not applicable | |
| 24 | Fluid milk served, no powdered milk for drinking | Not applicable | |

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| 25 | No child deprived of meal or snack | Not applicable | |
| 26 | Special dietary needs in accordance with written instructions | Not applicable | |
| 27 | Meals and snacks provided by the center | Not applicable | |
| 28 | Vending machines prohibited in areas used by children | Not applicable | |
| 29 | Small hard candies, nuts not served to children under four | Not applicable | |
| 30 | Foods that may cause choking prepared appropriately for the child | Not applicable | |
| 31 | Portions of food suited to child's needs; second portions available | Not applicable | |
| 32 | Unbreakable or single-use cups or glasses or a drinking fountain provided for water | Not applicable | |
| 33 | Drinking water without added sweeteners or carbonation readily available throughout the day | Not applicable | |
| 34 | Food served on individual dishes or napkins, not directly on the table | Not applicable | |
| 35 | Children seated while eating | Not applicable | |
| 36 | No child forced or bribed to eat | Not applicable | |
| 37 | Children not allowed in the kitchen | Not applicable | |
| 38 | Children's hands washed before meals and snack and after toileting | Not applicable | |
| 39 | Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids | Not applicable | |
| 40 | Disposable gloves used for | Not applicable | |

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| | diapering | | |
| 41 | Individual paper towels for each washing and drying | Not applicable | |
| 42 | Catered meals and snacks meet requirements | Not applicable | |
| 43 | Discipline appropriate to age and developmental level of the children | Not applicable | |
| 44 | No Corporal/physical punishment | Not applicable | |
| 45 | No verbal abuse | Not applicable | |
| 46 | No discipline associated with food, naps, or bathroom procedures | Not applicable | |
| 47 | No physical restraint as punishment | Not applicable | |
| 48 | No punishment administered by another child | Not applicable | |
| 49 | Physical activity/outdoor time cannot be taken away as punishment | Not applicable | |
| 50 | Discipline, behavior problems discussed with parent | Not applicable | |
| 51 | Center open to visits from parents at any time | Not applicable | |
| 52 | Parents informed of their right to visit | Not applicable | |
| 53 | Staff available for communication/ conferences | Not applicable | |
| 54 | Parents notified of complaint procedures | Not applicable | |
| 55 | Parents provided with information on influenza annually | Not applicable | |
| 56 | Parents provided information on child development and children's health annually | Not applicable | |
| 57 | No ill child admitted | Not applicable | |

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| 58 | If a child becomes ill or is injured, he/she is separated from group, but continuously supervised | Not applicable | |
| 59 | Parent of ill/injured child notified immediately and required to come for child | Not applicable | |
| 60 | If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained | Not applicable | |
| 61 | Parents notified of exposure to contagious disease/condition | Not applicable | |
| 62 | Parents urged to notify center if a child is exposed to a contagious disease outside the center | Not applicable | |
| 63 | Center reports contagious disease/condition to health department as required | Not applicable | |
| 64 | Children with food allergies should have a written plan with required components that is available and known by the child's teacher | Not applicable | |
| 65 | Does the center's staff give medication/medical procedures? | No | |
| 66 | Medication administered only with written authorization from parent and child's health professional | Not applicable | |
| 67 | No blanket authorization forms for medication | Not applicable | |
| 68 | Medication in original container, labeled | Not applicable | |
| 69 | Medication not used beyond date of expiration | Not applicable | |
| 70 | Measuring device provided | Not applicable | |
| 71 | Medication administered by designated staff | Not applicable | |

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| 72 | Locked storage provided for medication | Not applicable | |
| 73 | Medication returned to parent or disposed of when no longer needed | Not applicable | |
| 74 | Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request | Not applicable | |
| 75 | Toilet articles labeled and stored separately | Not applicable | |
| 76 | Used paper towels, wipes, tissues are disposed of immediately following use | Not applicable | |
| 77 | Toilet paper provided for use by children and staff | Not applicable | |
| 78 | Extra children's clothing available | Not applicable | |
| 79 | Aggressive animals not kept in center or on grounds | Not applicable | |
| 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 | Not applicable | |

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| | Department | | |
| 2 | Fire | Not applicable | |
| 3 | Tornado | Not applicable | |
| 4 | Lockdown | Not applicable | |
| 5 | Relocation | Not applicable | |
| 6 | Available to all staff and employees | Not applicable | |
| 7 | Posted in a conspicuous place | Not applicable | |
| 8 | Copies provided to all parents/guardians | Not applicable | |

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 | Not applicable | |

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| | delivering child to designated person | | |
| 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, | Not applicable | |

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| | installed according to manufacturer's instructions, maintained in good condition | | |
| 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 person | Not applicable | |

Staff (II.F.)

| S No. | Questions | Answer | Comments |
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| 1 | Center director meets qualifications | Not applicable | |
| 2 | Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment | Not applicable | |
| 3 | Child care workers/teachers/subs meet requirements for Health & Safety training | Not applicable | |
| 4 | Aides/assistant teachers not counted in ratio | Not applicable | |
| 5 | Service staff not counted in ratio unless they meet qualifications of staff for whom substituting | Not applicable | |
| 6 | Driver at least 19 years old with valid driver's license | Not applicable | |
| 7 | Substitute staff meet qualifications of staff for whom substituting | Not applicable | |
| 8 | By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry | Not applicable | |
| 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 | Not applicable | |
| 11 | Records on file at time of employment | Not applicable | |
| 12 | Records on staff maintained at least two years after person has left | Not applicable | |
| 13 | Records filed alphabetically | Not applicable | |
| 14 | Inactive files maintained | Not applicable | |

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| | separately | | |
| 15 | Medical exam and TB test on file at time of employment | Not applicable | |
| 16 | Staff with symptoms of contagious disease/condition not in center | Not applicable | |

Character and Suitability (II.G.1)

| S No. | Questions | Answer | Comments |
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| 1 | Character and suitability review conducted on required person (every 5 years) | Not applicable | |
| 2 | Persons with determination of unsuitable character terminated | Not applicable | |
| 3 | Licensee informs DHR of any criminal convictions or current charges | Not applicable | |

Administration (II.H)

| S No. | Questions | Answer | Comments |
|-------|--|----------------|----------|
| 1 | Licensee assumes full authority and responsibility for meeting and maintaining Standards | Not applicable | |
| 2 | Licensee provides operating funds | Not applicable | |
| 3 | Licensee designates director and delegates authority and responsibility for operation and management of center to director | Not applicable | |
| 4 | Written operating policies | Not applicable | |

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| | established | | |
| 5 | Copy of operating policies provided to parent at time of child's enrollment | Not applicable | |
| 6 | Copy of operating policies submitted to DHR | Not applicable | |
| 7 | Operating policies do not contradict Standards | Not applicable | |
| 8 | Changes in operating policies provided to parents and DHR | Not applicable | |
| 9 | Change in ownership | Not applicable | |
| 10 | Change in location | Not applicable | |
| 11 | Change in director of center | Not applicable | |
| 12 | Change in chief executive officer of corporation or members of the board | Not applicable | |
| 13 | Alterations to center or grounds | Not applicable | |
| 14 | Major change or extension of hours of program | Not applicable | |
| 15 | Change in address or telephone number | Not applicable | |
| 16 | Any illness/injury of child or staff requiring professional medical treatment | Not applicable | |
| 17 | Any illness/injury of child or staff requiring emergency medical treatment | Not applicable | |
| 18 | Any death occurring in the center or during away from the center activities | Not applicable | |
| 19 | Major damage to facility | Not applicable | |
| 20 | Interruption of the center's electrical, telephone or gas service | Not applicable | |
| 21 | Any litigation involving the center | Not applicable | |
| 22 | Any traffic accident involving day care children using | Not applicable | |

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| | transportation provided by the center | | |
| 23 | Any arrest of licensee, staff, employee, volunteer | Not applicable | |
| 24 | Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer | Not applicable | |
| 25 | Any incident in which the health, welfare, or safety of a child is at risk | Not applicable | |
| 26 | Any disastrous event | Not applicable | |
| 27 | Child abuse/neglect reported as required by law | Not applicable | |
| 28 | Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation | Not applicable | |
| 29 | Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified | Not applicable | |
| 30 | Age range of children in care conforms to ages specified | Not applicable | |
| 31 | Requirements for drop-in care met | Not applicable | |
| 32 | Children's records and information about children and their families kept confidential | Not applicable | |
| 33 | Individual records on each child on file on first day of attendance | Not applicable | |
| 34 | Children's records maintained 2 years after child has left the center | Not applicable | |
| 35 | Records filed alphabetically | Not applicable | |
| 36 | Inactive files maintained | Not applicable | |

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| | separately | | |
| 37 | Daily attendance records on all staff and children | Not applicable | |
| 38 | Transportation checklists | Not applicable | |
| 39 | Vehicle safety check | Not applicable | |
| 40 | Sign in/sign out sheets | Not applicable | |
| 41 | Most recent license, permit, or approval | Not applicable | |
| 42 | Public notice form | Not applicable | |
| 43 | Most recent licensing evaluation | Not applicable | |
| 44 | Most recent deficiency report | Not applicable | |
| 45 | Corrective/adverse action notices | Not applicable | |
| 46 | Most recent fire inspection report within 5 years | Not applicable | |
| 47 | Most recent Health department inspection report and food permit or written permission for catering food | Not applicable | |
| 48 | Menu for meals and snacks/dated | Not applicable | |
| 49 | Fire department | Not applicable | |
| 50 | Law enforcement | Not applicable | |
| 51 | Medical assistance (ambulance or rescue) | Not applicable | |
| 52 | Poison control center | Not applicable | |
| 53 | Substitute help | Not applicable | |
| 54 | Emergency Preparedness and Response Plan | Not applicable | |
| 55 | Name of director/staff in charge | Not applicable | |

| 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 care worker qualification, with CPR and first aid in center during hours of operation | Not applicable | |
| 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 | |

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|----|--|----------------|--|
| 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 Infants - classroom C(CI07898)


| S No. | Questions | Answer | Comments |
|-------|---|----------|----------|
| 1 | *Washable soft crib toys – 2 per child | Observed | |
| 2 | *Push and pull toys – 1 | Observed | |
| 3 | *A device that plays a variety of age appropriate music | Observed | |
| 4 | *Age appropriate books – 2 per child | Observed | |

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| 5 | *Large balls (8 + inches) – 1 | Observed | |
| 6 | *Nesting and stacking toys – 2 sets | Observed | |
| 7 | *Washable baby doll – 1 | Observed | |
| 8 | *Musical toy – 1 | Observed | |
| 9 | *Colorful pictures and posters | Observed | |
| 10 | *Activity boxes, such as busy boxes – 3 | Observed | |
| 11 | Diapering area | Observed | |
| 12 | Sink, warm water, soap, paper towels | Observed | |
| 13 | Plastic-lined, covered container | Observed | |
| 14 | Tub (portable plastic acceptable) | Observed | |
| 15 | Feeding chairs | Observed | |
| 16 | Cribs/2 feet of space between occupied cribs | Observed | |
| 17 | Waterproof mattress, sheets | Observed | |
| 18 | Indoor thermometer (child safe) | Observed | |
| 19 | Shelving for equipment and supplies/anchored | Observed | |
| 20 | Individual, labeled storage space for each child | Observed | |
| 21 | Furniture child size, clean, good condition | Observed | |
| 22 | Cribs in accordance with US Consumer Product Safety Act of 2008 | Observed | |
| 23 | Electrical outlets covered | Observed | |
| 24 | Barriers around heaters, fans | Certified/Discussed | |
| 25 | Hazardous substances locked | Observed | |
| 26 | Containers labeled | Observed | |
| 27 | Medication locked | Not applicable | |

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|----|-------------------------------------|---------------------|--|
| 28 | Screens on windows which are opened | Certified/Discussed | |
| 29 | Lighting adequate | Observed | |

4. Ad Hoc Deficiency

| S No. | Deficiency |
|-------|------------|
|-------|------------|


Provider's Signature