

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	Certified/Discussed	
39	Vehicle safety check	Certified/Discussed	
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	Not applicable	
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	
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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 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	
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 School-Age - school age(CI08451)

S No.	Questions	Answer	Comments
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1	*Jig-saw puzzle-1 per 5 children	Observed	
2	*Games: choose indoor or table games suited to age of children-1 per 5 children	Observed	
3	*Games: choose outdoor or active games suited to age of children-1 per 5 children	Observed	
4	*Books suited to age of children-2 per child	Observed	
5	*Non-toxic playdough or modeling clay	Observed	
6	*Non-toxic tempera paint	Observed	
7	*Brushes	Observed	
8	*Non-toxic glue, paste, tape	Observed	
9	*Scissors	Observed	
10	*A device that plays a variety of age appropriate music	Observed	
11	*Interlocking manipulative play sets – 1 per 5 children	Observed	
12	Table space and chair for each child	Observed	
13	Cots/sheets/covers for each child who naps	Observed	
14	Indoor thermometer (child safe)	Observed	
15	Written schedule posted with 60-90 minutes of active play	Observed	
16	Labeled storage space at child level	Observed	
17	Shelving for equipment and supplies/anchored	Observed	
18	Designated activity areas	Observed	
19	Electrical outlets covered	Observed	
20	Barriers around heaters, fans	Not applicable	
21	Hazardous substances	Observed	

	locked		
22	Containers labeled	Not applicable	
23	Medication locked	Not applicable	
24	Screens on windows which are opened	Not applicable	
25	Lighting adequate	Observed	

4. Ad Hoc Deficiency

S No.	Deficiency
1	Two staff missing a staff file
2	Two staff missing the required suitability letter and CAN form
3	Two staff missing the required CCDF training hours
4	Two staff missing the required references
5	Two staff missing the required verification of education
6	Two staff missing the required medical report and TB skin test results
7	Two staff missing written verification standards read
8	Two staff missing photo ID
9	Boys bathroom not in good repair - hole in the wall between the toilets

Draci Gregory 12-18-25
 Provider's Signature