

# Evaluation Form

## 1. Inspection Schedule Details

**Inspection Type:** Monitoring inspection

**Facility Name:** CYNTHIA'S HOME  
DAY CARE

**Inspector/Investigator:**  
CYNTHIA.BROWN@dhr.alabama.gov

**Visit Type:** Unannounced

**Facility Address:** 2107 NORRIS ROAD,  
HUNTSVILLE, AL 35810, Madison

**Visit Date:** 1/23/2026

**Inspection Status:** Completed

## 2. Inspection Questionnaire

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

| S No. | Questions                                                                        | Answer   | Comments |
|-------|----------------------------------------------------------------------------------|----------|----------|
| 1     | Number of children in the care of the licensee does not exceed licensed capacity | Observed |          |
| 2     | Age range of children in care conforms to ages on license                        | Observed |          |
| 3     | Current license/permit posted                                                    | Observed |          |

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

| S No. | Questions                                  | Answer   | Comments |
|-------|--------------------------------------------|----------|----------|
| 1     | Home free of apparent hazardous conditions | Observed |          |

|    |                                                                              |                |  |
|----|------------------------------------------------------------------------------|----------------|--|
| 2  | Home has electricity water gas waste disposal                                | Observed       |  |
| 3  | Home has working telephone                                                   | Observed       |  |
| 4  | Dangerous substances locked                                                  | Observed       |  |
| 5  | Aggressive animals not kept                                                  | Observed       |  |
| 6  | Animals that pose a threat kept away from children                           | Not applicable |  |
| 7  | Animal feeding/watering containers and litter boxes inaccessible to children | Observed       |  |
| 8  | Radiators heaters and fans inaccessible to children                          | Not applicable |  |
| 9  | Fireplaces not used during hours of operation                                | Not applicable |  |
| 10 | Electrical outlets covered                                                   | Observed       |  |
| 11 | Are any guns or firearms kept in the home or on the premises?                | Not applicable |  |
| 12 | Guns/firearms unloaded                                                       | Not applicable |  |
| 13 | Guns/firearms in locked storage                                              | Not applicable |  |
| 14 | Ammunition stored separately from guns/firearms in locked storage            | Not applicable |  |
| 15 | Stairs have handrails in child's reach                                       | Not applicable |  |
| 16 | Smoking prohibited during hours of care                                      | Observed       |  |
| 17 | Clear glass doors marked at child level                                      | Observed       |  |
| 18 | Tools and machinery inaccessible                                             | Observed       |  |
| 19 | Hot tubs covered securely or drained during hours of care                    | Not applicable |  |
| 20 | Working flashlight conveniently located                                      | Observed       |  |

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| 21 | Consumption of alcohol prohibited during hours of care and must be stored and locked    | Certified/Disussed |  |
| 22 | Non-prescription narcotic or illegal substances prohibited                              | Certified/Disussed |  |
| 23 | Bio-contaminants shall be stored in a labeled container and disposed of properly        | Observed           |  |
| 24 | Bio-contaminants stored outside shall be disposed of properly                           | Certified/Disussed |  |
| 25 | Bathroom clean                                                                          | Observed           |  |
| 26 | Foot stools for handwashing and toileting                                               | Observed           |  |
| 27 | Potty chairs (if used) emptied washed disinfected after each use                        | Certified/Disussed |  |
| 28 | Staff shall use Universal Precautions when diapering or being exposed to bodily fluids  | Observed           |  |
| 29 | Bodily fluids shall be cleaned up immediately and surfaces disinfected staff wash hands | Observed           |  |
| 30 | Contaminated materials shall be disposed of properly in the bio-contaminant receptacle  | Certified/Disussed |  |
| 31 | Mops used for cleaning body fluids disinfected appropriately                            | Certified/Disussed |  |
| 32 | Contaminated rugs and carpets cleaned and sanitized appropriately                       | Certified/Disussed |  |
| 33 | Contaminated clothing items stored or washed properly                                   | Certified/Disussed |  |
| 34 | Rodent/insect infestation prevented/eliminated                                          | Observed           |  |
| 35 | Garbage and trash stored in covered water-tight fly-proof                               | Observed           |  |

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|    | containers and removed regularly                                                                               |                    |  |
| 36 | Bedding toys utensils toilets sinks used by a sick person cleaned and disinfected before use by another person | Certified/Disussed |  |
| 37 | Windows and doors used for ventilation screened                                                                | Not applicable     |  |
| 38 | Rooms well-lighted ventilated comfortably cooled or heated as appropriate to the season                        | Observed           |  |
| 39 | Space for providing privacy to a child in care and members of the household as needed                          | Observed           |  |
| 40 | Clean appropriate facilities for protection storage preparation of food                                        | Observed           |  |
| 41 | Crib bed playpen or cot provided for each child for rest/sleep during hours of care                            | Observed           |  |
| 42 | Number of cribs that meet US consumer Product Safety Act of 2008:                                              | Not applicable     |  |
| 43 | Number of playpens:                                                                                            | Observed           |  |
| 44 | No child shall sleep with an adult                                                                             | Observed           |  |
| 45 | Each child younger than 12 months sleeps alone in a crib or playpen                                            | Observed           |  |
| 46 | Crib slats no more than 2 3/8 inches apart                                                                     | Not applicable     |  |
| 47 | Crib mattress waterproof in good condition                                                                     | Not applicable     |  |
| 48 | No infant put to sleep on sofa soft mattress or other soft surface                                             | Observed           |  |
| 49 | Doors not closed in any area where children are sleeping                                                       | Observed           |  |

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| 50 | Each child 12-18 months sleeps alone in a crib play pen or low cot                               | Observed           |  |
| 51 | Children 18 months and older must sleep on a cot or bed                                          | Observed           |  |
| 52 | Two children of the same sex may share a double or larger bed or may sleep alone                 | Not applicable     |  |
| 53 | Beds cribs cots or playpens clean and sanitary and free of hazards maintained in good condition  | Observed           |  |
| 54 | Lighting adequate at nap/rest time to allow children to be seen                                  | Observed           |  |
| 55 | Bedding adequate appropriate to season                                                           | Observed           |  |
| 56 | Sheets and covers laundered weekly or more often when soiled                                     | Certified/Disussed |  |
| 57 | When not in use by family members beds covered with clean linens before used by children in care | Not applicable     |  |
| 58 | Upper/top bunk beds not used by a child                                                          | Not applicable     |  |
| 59 | No child sleeps/naps on floor                                                                    | Observed           |  |
| 60 | Required indoor equipment provided                                                               | Observed           |  |
| 61 | Recorded/printed material shall be previewed for appropriateness before shown to children        | Certified/Disussed |  |
| 62 | All material with sexually explicit frightening or violent content kept inaccessible to children | Certified/Disussed |  |

## Equipment Checklist - Children Up to 2 Years

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

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|    | made from boxes                                          |                |  |
| 26 | Toys, dishes, pans, spoons, plastic containers with lids | Not applicable |  |
| 27 | Toy telephone                                            | Not applicable |  |
| 28 | Puppets                                                  | Not applicable |  |

### Equipment Checklist - Children 2 Years up to 6 Years

| S No. | Questions                                                                  | Answer         | Comments |
|-------|----------------------------------------------------------------------------|----------------|----------|
| 1     | Sand or digging area with items for digging, filling, sifting, and pouring | Not applicable |          |
| 2     | Climbing structure with soft surface underneath                            | Not applicable |          |
| 3     | Wheel toys                                                                 | Not applicable |          |
| 4     | Buckets for water play, items for pouring, measuring, floating             | Not applicable |          |
| 5     | Puzzles                                                                    | Not applicable |          |
| 6     | Beads or spools and string for stringing                                   | Not applicable |          |
| 7     | Peg boards and pegs                                                        | Not applicable |          |
| 8     | Matching games such as lotto, picture dominoes and other simple games      | Not applicable |          |
| 9     | Creative construction sets                                                 | Not applicable |          |
| 10    | Blocks                                                                     | Not applicable |          |
| 11    | Small cars, trucks, boats, trains                                          | Not applicable |          |
| 12    | Dolls, with clothes, blankets, storage area                                | Not applicable |          |
| 13    | Doll stroller                                                              | Not applicable |          |
| 14    | Doll bed or cradle                                                         | Not applicable |          |
| 15    | Dress-up clothes                                                           | Not applicable |          |
| 16    | Home living area-kitchen appliances may be                                 | Not applicable |          |

|    |                                                                                                                                                                                                        |                |  |
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|    | purchased or made from cardboard boxes                                                                                                                                                                 |                |  |
| 17 | Play dishes, plastic baby bottles, pots and pans, measuring spoons                                                                                                                                     | Not applicable |  |
| 18 | Puppets                                                                                                                                                                                                | Not applicable |  |
| 19 | Sheet or bedspread for making a tent                                                                                                                                                                   | Not applicable |  |
| 20 | Cardboard boxes in assorted sizes                                                                                                                                                                      | Not applicable |  |
| 21 | Mirror                                                                                                                                                                                                 | Not applicable |  |
| 22 | Toy telephone                                                                                                                                                                                          | Not applicable |  |
| 23 | Dish pan                                                                                                                                                                                               | Not applicable |  |
| 24 | Sponges                                                                                                                                                                                                | Not applicable |  |
| 25 | Bubble mixture                                                                                                                                                                                         | Not applicable |  |
| 26 | Strainers                                                                                                                                                                                              | Not applicable |  |
| 27 | Funnels                                                                                                                                                                                                | Not applicable |  |
| 28 | Egg beaters                                                                                                                                                                                            | Not applicable |  |
| 29 | Small boats and other floating toys                                                                                                                                                                    | Not applicable |  |
| 30 | Non-toxic art materials - large pencils and crayons, watercolor markers, paper, chalk, blunt-end scissors, paste, glue, playdough, paints (tempera or watercolor), long handled brushes, finger paints | Not applicable |  |
| 31 | A variety of age-appropriate books accessible to the children                                                                                                                                          | Not applicable |  |
| 32 | A device that plays a variety of age-appropriate music                                                                                                                                                 | Not applicable |  |
| 33 | Rhythm instruments                                                                                                                                                                                     | Not applicable |  |
| 34 | Collections of rocks, leaves, seeds, etc.                                                                                                                                                              | Not applicable |  |
| 35 | Aquarium with fish (must be covered)                                                                                                                                                                   | Not applicable |  |
| 36 | Magnifying glass                                                                                                                                                                                       | Not applicable |  |

|    |                     |                |  |
|----|---------------------|----------------|--|
| 37 | Magnets             | Not applicable |  |
| 38 | Measuring equipment | Not applicable |  |

### Equipment Checklist - Children 6 Years and Older

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

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

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

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

| S No. | Questions                                                                                                                               | Answer         | Comments |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|
| 1     | Is there a pool on the premises?                                                                                                        | No             |          |
| 2     | Swimming pool 2 feet or more in depth enclosed by fence or solid wall at least 4 feet in height with no doors windows or other openings | Not applicable |          |
| 3     | Swimming pool has locking gate; and gate and other access areas are locked when pool is not in use                                      | Not applicable |          |
| 4     | Do children in care use a pool/wading structure?                                                                                        | NA             |          |
| 5     | Adult to child ratio in pool area within arms-length (touch supervision)                                                                | Not applicable |          |
| 6     | One adult to each child younger than 2 years old                                                                                        | Not applicable |          |
| 7     | One adult to three children 2 to 6 years old                                                                                            | Not applicable |          |
| 8     | One adult to five children 6 years and older                                                                                            | Not applicable |          |
| 9     | Person with current American Red Cross Lifeguard Training Certificate in pool area at all times pool is in use                          | Not applicable |          |
| 10    | Copy of Lifeguard Training Certificate on file in home                                                                                  | Not applicable |          |
| 11    | Wading structure less than 2 feet in depth has continuous adult supervision                                                             | Not applicable |          |
| 12    | Wading structure/pool filled with clean water each day emptied when not in use                                                          | Not applicable |          |
| 13    | The licensee is present during any                                                                                                      | Not applicable |          |

|  |                            |  |  |
|--|----------------------------|--|--|
|  | swimming/wading activities |  |  |
|--|----------------------------|--|--|

### The Home - Transportation (II. C. 4)

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

|    |                                                                                                                                        |                |  |
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|    | in good condition                                                                                                                      |                |  |
| 11 | Each child secured in passenger restraint system appropriate to age and size                                                           | Not applicable |  |
| 12 | Each child younger than 1 year or weighing less than 20 pounds secured in infant only or convertible seat used in rear-facing position | Not applicable |  |
| 13 | Each child younger than 5 years or weighing less than 40 pounds secured in convertible/forward facing seat                             | Not applicable |  |
| 14 | Each child younger than 6 years secured in a booster seat                                                                              | Not applicable |  |
| 15 | Each child 6 years and older secured in an individual seat belt                                                                        | Not applicable |  |
| 16 | No child transported in front seat of vehicle with passenger side air bag                                                              | Not applicable |  |
| 17 | Vehicle safety check done annually signed and dated by a certified mechanic                                                            | Not applicable |  |

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

| S No. | Questions                                                                                                 | Answer   | Comments |
|-------|-----------------------------------------------------------------------------------------------------------|----------|----------|
| 1     | Emergency list posted by the telephone                                                                    | Observed |          |
| 2     | Substitutes/caregivers informed of responsibilities in case of an emergency                               | Observed |          |
| 3     | Licensee and each caregiver has current infant-child CPR and first aid certificate copies on file in home | Observed |          |

|    |                                                                                 |                    |  |
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| 4  | Current and complete emergency plans and procedures submitted to the Department | Observed           |  |
| 5  | Fire                                                                            | Observed           |  |
| 6  | Tornado                                                                         | Observed           |  |
| 7  | Lockdown                                                                        | Observed           |  |
| 8  | Relocation                                                                      | Observed           |  |
| 9  | Available to all staff and employees                                            | Observed           |  |
| 10 | Posted in a conspicuous place                                                   | Observed           |  |
| 11 | Copies provided to all parents/guardians                                        | Certified/Disussed |  |

#### Licensee and Members of the Household (II. D)

| S No. | Questions                                                                                                                                             | Answer             | Comments                                    |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------|
| 1     | By August 1 2022 the licensee must complete an orientation training on the assessment tools utilized by the Department's QRIS                         | Not applicable     |                                             |
| 2     | By August 1 2022 all home staff including licensee/substitutes/assistant caregivers must enroll in Alabama Pathways Professional Development Registry | Not Met            | Substitute needs to be added into Pathways. |
| 3     | Financial resources available                                                                                                                         | Observed           |                                             |
| 4     | At least one substitute available                                                                                                                     | Observed           |                                             |
| 5     | Licensee does not work or attend school during hours of childcare                                                                                     | Certified/Disussed |                                             |

## Care of the Children (II. E)

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

|    |                                                                                                                        |                    |  |
|----|------------------------------------------------------------------------------------------------------------------------|--------------------|--|
|    | medication/medical procedures?                                                                                         |                    |  |
| 14 | Medication/medical procedures administered only with written authorization from parent and child's health professional | Not applicable     |  |
| 15 | Blanket authorization forms are prohibited                                                                             | Not applicable     |  |
| 16 | Prescription or over-the-counter drugs in original container                                                           | Not applicable     |  |
| 17 | Prescription drugs have pharmacy label or written physician's written instructions                                     | Not applicable     |  |
| 18 | Over-the-counter drugs labeled with child's name and directions                                                        | Not applicable     |  |
| 19 | Medication not used beyond date of expiration                                                                          | Not applicable     |  |
| 20 | Measuring device provided (if measuring required)                                                                      | Not applicable     |  |
| 21 | Medication for children or household members locked                                                                    | Observed           |  |
| 22 | Medicines returned to child's parent when no longer needed                                                             | Not applicable     |  |
| 23 | Time and date of medication documented in writing and kept in child's file in home                                     | Not applicable     |  |
| 24 | Copies of documentation available to parents on request                                                                | Not applicable     |  |
| 25 | Each infant placed on back to sleep unless he/she has a written physician's instructions                               | Observed           |  |
| 26 | Each infant placed on stomach part of the time he/she is awake and observed                                            | Certified/Disussed |  |

|    |                                                                                                                           |                     |  |
|----|---------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| 27 | Caregivers engage with infants on the ground each day                                                                     | Certified/Discussed |  |
| 28 | Infants not seated more than 15 minutes at a time                                                                         | Observed            |  |
| 29 | Positioning devices that restrict movement not used without written physician's instructions                              | Certified/Discussed |  |
| 30 | Soft materials including pillows quilts comforters sheepskins bumper pads stuffed toys prohibited in sleeping environment | Certified/Discussed |  |
| 31 | Diapering area washable cleaned and disinfected after each use                                                            | Observed            |  |
| 32 | Clean diapers and clothing provided for infants/toddlers                                                                  | Observed            |  |
| 33 | Wet soiled diapers and clothing changed promptly                                                                          | Observed            |  |
| 34 | Soiled diapers disposed of in plastic-lined containers                                                                    | Observed            |  |
| 35 | Licensee/caregivers use Universal Precautions after diapering or assisting with toileting and contact with bodily fluids  | Observed            |  |
| 36 | Individual disposable paper towels used for hand drying                                                                   | Observed            |  |
| 37 | Clean disposable gloves used for diapering each child                                                                     | Observed            |  |
| 38 | Each child's hands washed after diapering                                                                                 | Observed            |  |
| 39 | No child left unattended while being diapered                                                                             | Observed            |  |
| 40 | Diapering area separate from food service preparation and storage areas                                                   | Observed            |  |
| 41 | Infants handled gently each                                                                                               | Observed            |  |

|    |                                                                                                                                                                                                        |                     |  |
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|    | infant's head supported<br>rough or harsh handling<br>prohibited.                                                                                                                                      |                     |  |
| 42 | No screen time for children<br>under the age of 2 years old                                                                                                                                            | Certified/Discussed |  |
| 43 | Screen time for children 2<br>years and older: 30 minutes<br>for a half-day 1 hour for full<br>day programs                                                                                            | Certified/Discussed |  |
| 44 | Drinking water with no<br>added sweeteners or<br>carbonation offered during<br>the day                                                                                                                 | Certified/Discussed |  |
| 45 | A variety of indoor/outdoor<br>activities which included 60<br>minutes of active physical<br>activity for full day and 30<br>minutes for half day                                                      | Certified/Discussed |  |
| 46 | Known or suspected child<br>abuse/neglect reported as<br>required                                                                                                                                      | Certified/Discussed |  |
| 47 | Child abuse/neglect reports<br>confidential                                                                                                                                                            | Certified/Discussed |  |
| 48 | Licensee caregivers and<br>household members<br>cooperate with DHR or any<br>child abuse/neglect<br>investigation including<br>providing information and<br>allowing access to children<br>and records | Certified/Discussed |  |
| 49 | Meals and snacks provided<br>as required                                                                                                                                                               | Observed            |  |
| 50 | Formula or food for infants &<br>other special diets prepared<br>as directed or provided by<br>parent/guardian                                                                                         | Observed            |  |
| 51 | Special foods for children<br>labeled with child's name<br>and stored as directed                                                                                                                      | Certified/Discussed |  |
| 52 | Formula provided by parent<br>must be ready to feed<br>labeled and refrigerated                                                                                                                        | Observed            |  |
| 53 | Bottles (breastmilk/formula)                                                                                                                                                                           | Certified/Discussed |  |

|    |                                                                                          |                    |  |
|----|------------------------------------------------------------------------------------------|--------------------|--|
|    | and food served according to parental request<br>microwaves not used for bottles         | d                  |  |
| 54 | Unused breastmilk returned to parent in bottle/container                                 | Certified/Disussed |  |
| 55 | Fluid milk served; no powdered milk used for drinking                                    | Observed           |  |
| 56 | Small hard candies or nuts not served to children younger than 4 years old               | Certified/Disussed |  |
| 57 | Foods that may cause choking prepared appropriately for the children                     | Certified/Disussed |  |
| 58 | Foods served only under close supervision as required                                    | Observed           |  |
| 59 | Licensee caregivers each child washes hands with soap and warm running water as required | Observed           |  |
| 60 | Individual disposable paper towels used for hand drying                                  | Observed           |  |
| 61 | Feeding chairs provided for infants                                                      | Observed           |  |
| 62 | Feeding chairs and tables cleaned and disinfected before and after meals and snacks      | Observed           |  |
| 63 | Each child's food served from an individual dish                                         | Observed           |  |
| 64 | Each infant/toddler encouraged to experiment with self-feeding                           | Observed           |  |
| 65 | Utensils provided for each child                                                         | Observed           |  |
| 66 | Disposable utensils and cups used only under close supervision                           | Certified/Disussed |  |
| 67 | Formula and food brought from child's home labeled                                       | Observed           |  |

|    |                                                                                       |                    |  |
|----|---------------------------------------------------------------------------------------|--------------------|--|
|    | and stored properly                                                                   |                    |  |
| 68 | Milk and formula refrigerated immediately                                             | Certified/Disussed |  |
| 69 | Previously opened baby food jars not accepted                                         | Certified/Disussed |  |
| 70 | Formula left in bottle after feeding discarded                                        | Observed           |  |
| 71 | Each infant held for bottle feeding. No bottles propped                               | Observed           |  |
| 72 | Size of servings adequate to meet child's needs                                       | Observed           |  |
| 73 | Food not forced or withheld                                                           | Observed           |  |
| 74 | Each child seated while eating                                                        | Observed           |  |
| 75 | Food in good condition                                                                | Observed           |  |
| 76 | No home-canned foods used                                                             | Certified/Disussed |  |
| 77 | Food protected from contamination                                                     | Observed           |  |
| 78 | Food preparation surfaces and utensils cleaned before and after use                   | Observed           |  |
| 79 | Food that has been served to a child not served again                                 | Certified/Disussed |  |
| 80 | Tableware utensils food contact surfaces cleaned after each use                       | Certified/Disussed |  |
| 81 | Animals not allowed in food storage preparation or service areas during hours of care | Certified/Disussed |  |
| 82 | Floors in food preparation and service areas swept or vacuumed daily mopped as needed | Certified/Disussed |  |
| 83 | Appropriate seasonal clothing for each child provided by parent                       | Observed           |  |
| 84 | Sufficient clean dry diapers and clothing provided for each infant/toddler            | Observed           |  |

|     |                                                                                |                     |  |
|-----|--------------------------------------------------------------------------------|---------------------|--|
| 85  | Space for each child for storing personal belongings                           | Observed            |  |
| 86  | Discipline appropriate to the age and developmental level of the children      | Certified/Discussed |  |
| 87  | No corporal/physical punishment                                                | Certified/Discussed |  |
| 88  | No verbal abuse                                                                | Certified/Discussed |  |
| 89  | Discipline not associated with food naps or bathroom procedures                | Certified/Discussed |  |
| 90  | No physical restraint as punishment                                            | Certified/Discussed |  |
| 91  | No punishment administered by another child                                    | Certified/Discussed |  |
| 92  | Rough or harsh handling prohibited                                             | Certified/Discussed |  |
| 93  | Physical activity/outdoor time taken away as punishment is prohibited          | Certified/Discussed |  |
| 94  | Infants spend time outdoors 2-3 times daily weather permitting                 | Certified/Discussed |  |
| 95  | Toddlers/preschoolers spend 60 to 90 minutes outdoors weather permitting       | Certified/Discussed |  |
| 96  | Each child signed in and signed out with a written signature or a biometric ID | Observed            |  |
| 97  | No child released to anyone without written authorization from parent          | Certified/Discussed |  |
| 98  | Photo ID required for unfamiliar designated persons picking up a child         | Certified/Discussed |  |
| 99  | Parents have the right to visit at any time                                    | Certified/Discussed |  |
| 100 | Parents informed of the right to visit                                         | Certified/Discussed |  |
| 101 | Parents provided with                                                          | Certified/Discussed |  |

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|  | information on child development and children's health annually | d |  |
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### Administration - General Administrative Responsibilities (II. F.1)

| S No. | Questions                                                                   | Answer              | Comments |
|-------|-----------------------------------------------------------------------------|---------------------|----------|
| 1     | Current license/permit posted                                               | Observed            |          |
| 2     | Most recent licensing evaluation posted                                     | Observed            |          |
| 3     | Most recent deficiency report posted                                        | Observed            |          |
| 4     | Public notice form posted                                                   | Observed            |          |
| 5     | Corrective/adverse action notices posted                                    | Not applicable      |          |
| 6     | Emergency Preparedness and Response Plan posted                             | Observed            |          |
| 7     | Daily schedule posted that includes 60 minutes of physical activity         | Observed            |          |
| 8     | Information about children kept confidential                                | Certified/Discussed |          |
| 9     | Written rules and policies provided to parents when child is enrolled       | Certified/Discussed |          |
| 10    | Parents and DHR notified of changes in written rules and policies           | Certified/Discussed |          |
| 11    | Licensee's social security number or tax ID available to parents on request | Certified/Discussed |          |
| 12    | Enrollment reports submitted as requested                                   | Certified/Discussed |          |
| 13    | Child abuse/neglect reported as required by law                             | Certified/Discussed |          |
| 14    | The following reported to DHR within 24 hours written report within 5 days: | Certified/Discussed |          |

|    |                                                                                                                               |                     |  |
|----|-------------------------------------------------------------------------------------------------------------------------------|---------------------|--|
| 15 | Any illness/injury requiring professional medical treatment                                                                   | Certified/Discussed |  |
| 16 | Any illness/injury requiring emergency medical treatment                                                                      | Certified/Discussed |  |
| 17 | Any death occurring in the home                                                                                               | Certified/Discussed |  |
| 18 | Changes in caregivers or substitutes                                                                                          | Certified/Discussed |  |
| 19 | Change in licensee's name                                                                                                     | Certified/Discussed |  |
| 20 | Change in name or number of street address                                                                                    | Certified/Discussed |  |
| 21 | Change in telephone number                                                                                                    | Certified/Discussed |  |
| 22 | Serious accident or illness of the licensee or members of the household                                                       | Certified/Discussed |  |
| 23 | Serious damage to the home or grounds                                                                                         | Certified/Discussed |  |
| 24 | Changes in members of the household                                                                                           | Certified/Discussed |  |
| 25 | Any arrest of licensee household member caregiver substitute volunteer                                                        | Certified/Discussed |  |
| 26 | Final disposition of any child abuse/neglect investigation involving licensee household member caregiver substitute volunteer | Certified/Discussed |  |
| 27 | Any disastrous events                                                                                                         | Certified/Discussed |  |
| 28 | Physical/structural changes to home or grounds reported in advance                                                            | Certified/Discussed |  |
| 29 | Any change in location reported in advance (New license required)                                                             | Certified/Discussed |  |
| 30 | Record for licensee/household member                                                                                          | Certified/Discussed |  |

|    |                                                                                        |                    |  |
|----|----------------------------------------------------------------------------------------|--------------------|--|
| 31 | Records for caregivers/substitutes                                                     | Certified/Disussed |  |
| 32 | Records on caregivers/substitutes kept at least two years after the person leaves      | Certified/Disussed |  |
| 33 | Certificate of rabies vaccination                                                      | Observed           |  |
| 34 | Children's records complete                                                            | Observed           |  |
| 35 | Children's records kept at least two years after the child leaves                      | Certified/Disussed |  |
| 36 | Children's records and information about children and their families kept confidential | Certified/Disussed |  |
| 37 | Confidential information accessible only to authorized persons                         | Certified/Disussed |  |
| 38 | Transportation checklist kept for current year plus two additional years               | Not applicable     |  |
| 39 | Sign-in/sign-out sheets kept for current year plus two additional years                | Certified/Disussed |  |
| 40 | Vehicle safety checklist                                                               | Not applicable     |  |

### Nighttime Care (II.G)

| S No. | Questions                                                                               | Answer         | Comments |
|-------|-----------------------------------------------------------------------------------------|----------------|----------|
| 1     | This Section to be completed for homes providing care after 7:00 p.m.                   | Not applicable |          |
| 2     | Number and age range of children does not exceed number and age range on license/permit | Not applicable |          |
| 3     | Clean water provided for each child                                                     | Not applicable |          |

|    |                                                                                                |                |  |
|----|------------------------------------------------------------------------------------------------|----------------|--|
| 4  | Each child bathed separately                                                                   | Not applicable |  |
| 5  | Each child supervised while bathing                                                            | Not applicable |  |
| 6  | Individual soap towel and washcloth provided for each child                                    | Not applicable |  |
| 7  | Each child younger than 18 months sleeps alone in crib                                         | Not applicable |  |
| 8  | Infants place on back to sleep                                                                 | Not applicable |  |
| 9  | Each child 18 months and older sleeps in a bed                                                 | Not applicable |  |
| 10 | Each child's toilet articles labeled with name kept separate kept in sanitary condition        | Not applicable |  |
| 11 | Breakfast served to each child who goes directly to school unless provided by school or parent | Not applicable |  |
| 12 | Evening meal provided for each child continuing from daytime care                              | Not applicable |  |

### Group Day Care Homes (II. H)

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

|  |          |  |  |
|--|----------|--|--|
|  | provided |  |  |
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### Group Nighttime Homes (II.I)

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

### 3. Classroom Checklist

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

### 4. Ad Hoc Deficiency

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

\_\_Cynthia McDonald\_\_

Provider's Signature

