

72	Locked storage provided for medication	Certified/Discussed	
73	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
74	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
75	Toilet articles labeled and stored separately	Observed	
76	Used paper towels, wipes, tissues are disposed of immediately following use	Observed	
77	Toilet paper provided for use by children and staff	Observed	
78	Extra children's clothing available	Observed	
79	Aggressive animals not kept in center or on grounds	Certified/Discussed	
80	Animals that could pose a threat to health and safety kept away from children	Certified/Discussed	
81	Certificate of rabies vaccination on file for animals	Certified/Discussed	
82	Animals confined, cages kept clean, food and water available	Certified/Discussed	
83	Children and staff wash hands after handling animals	Certified/Discussed	

**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	Observed	

	Department		
2	Fire	Observed	
3	Tornado	Observed	
4	Lockdown	Observed	
5	Relocation	Observed	
6	Available to all staff and employees	Certified/Discussed	
7	Posted in a conspicuous place	Observed	
8	Copies provided to all parents/guardians	Observed	

### 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	Certified/Discussed	
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	

	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	

	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 (I.I.F.)**

1	Center director meets qualifications	Certified/Discussed	
2	Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment	Certified/Discussed	
3	Child care workers/teachers/subs meet requirements for Health & Safety training	Observed	
4	Aides/assistant teachers not counted in ratio	Observed	
5	Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	Observed	
6	Driver at least 19 years old with valid driver's license	Not applicable	
7	Substitute staff meet qualifications of staff for whom substituting	Observed	
8	By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry	Not Met	incomplete
9	By August 1, 2022, directors must complete orientation training on the department's Quality rating and Improvement System	Certified/Discussed	
10	Records on staff kept confidential	Observed	
11	Records on file at time of employment	Observed	
12	Records on staff maintained at least two years after person has left	Observed	
13	Records filed alphabetically	Observed	
14	Inactive files maintained	Observed	

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

### Character and Suitability (II.G.1)

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

### Administration (II.H)

S No.	Questions	Answer	Comments
1	Licensee assumes full authority and responsibility for meeting and maintaining Standards	Observed	
2	Licensee provides operating funds	Certified/Discussed	
3	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Observed	
4	Written operating policies	Observed	

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

	center	d	
22	Any traffic accident involving day care children using transportation provided by the center	Certified/Discussed	
23	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
24	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
25	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
26	Any disastrous event	Certified/Discussed	
27	Child abuse/neglect reported as required by law	Certified/Discussed	
28	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
29	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Observed	
30	Age range of children in care conforms to ages specified	Observed	
31	Requirements for drop-in care met	Observed	
32	Children's records and information about children and their families kept confidential	Observed	
33	Individual records on each child on file on first day of attendance	Observed	
34	Children's records maintained 2 years after	Observed	

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	child has left the center		
35	Records filed alphabetically	Observed	
36	Inactive files maintained separately	Observed	
37	Daily attendance records on all staff and children	Observed	
38	Transportation checklists	Certified/Discussed	
39	Vehicle safety check	Certified/Discussed	
40	Sign in/sign out sheets	Observed	
41	Most recent license, permit, or approval	Observed	
42	Public notice form	Observed	
43	Most recent licensing evaluation	Observed	
44	Most recent deficiency report	Observed	
45	Corrective/adverse action notices	Certified/Discussed	
46	Most recent fire inspection report within 5 years	Observed	
47	Most recent Health department inspection report and food permit or written permission for catering food	Observed	
48	Menu for meals and snacks/dated	Observed	
49	Fire department	Observed	
50	Law enforcement	Observed	
51	Medical assistance (ambulance or rescue)	Observed	
52	Poison control center	Observed	
53	Substitute help	Observed	
54	Emergency Preparedness and Response Plan	Observed	
55	Name of director/staff in charge	Observed	

## Nighttime Centers (II.I)

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

	needs of children		
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

<b>Name of Teacher / Room #</b>	
<b>Age of Children</b>	
<b>Number of Children</b>	
<b>Number of Staff</b>	

**Furnishings and equipment (II.C.8) - Checklist for Infants - Infant and Toddler Room(C03106)**

S/N			Comments
1	*Washable soft crib toys – 2 per child	Not applicable	
2	*Push and pull toys – 1	Not applicable	
3	*A device that plays a variety of age appropriate music	Not applicable	
4	*Age appropriate books – 2 per child	Not applicable	
5	*Large balls (8 + inches) – 1	Not applicable	
6	*Nesting and stacking toys – 2 sets	Not applicable	
7	*Washable baby doll – 1	Not applicable	
8	*Musical toy – 1	Not applicable	
9	*Colorful pictures and posters	Not applicable	
10	*Activity boxes, such as busy boxes – 3	Not applicable	
11	Diapering area	Not applicable	
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	Not Met	One shelf
20	Individual, labeled storage space for each child	Observed	
21	Furniture child size, clean, good condition	Observed	
22	Cribs in accordance with US	Observed	

	Consumer Product Safety Act of 2008		
23	Electrical outlets covered	Observed	
24	Barriers around heaters, fans	Observed	
25	Hazardous substances locked	Observed	
26	Containers labeled	Observed	
27	Medication locked	Observed	
28	Screens on windows which are opened	Observed	
29	Lighting adequate	Observed	

<b>Name of Teacher / Room #</b>	
<b>Age of Children</b>	
<b>Number of Children</b>	
<b>Number of Staff</b>	

**Furnishings and equipment (II.C.8) - Checklist for Toddlers - Toddler 1(C03085)**

S No.	Questions	Answer	Comments
1	*Large non-toxic crayons/markers	Not applicable	
2	*Paper (variety)	Not applicable	
3	*Colorful pictures and posters	Not applicable	
4	*Non-toxic playdough	Not applicable	
5	*A device that plays a variety of age appropriate music	Not applicable	
6	*Musical toys – 2	Not applicable	
7	*Push and pull toys 2	Not applicable	
8	*Large cars, trucks, boats, etc. – 2	Not applicable	
9	*Sit on riding toys – 2	Not applicable	
10	*Large soft balls – 2	Not applicable	

11	*Books – 2 per child	Not applicable	
12	*Age appropriate puzzles – 2 (complete with all pieces)	Not applicable	
13	*Nesting and stacking toys – 2 sets	Not applicable	
14	*Non-wooden building blocks (approximately 20 non-interlocking)	Not applicable	
15	*Baby dolls – 2 (complete with all parts)	Not applicable	
16	*Doll clothes and blankets	Not applicable	
17	*Doll bed – 1	Not applicable	
18	*Toy telephones – 2	Not applicable	
19	*Pots, pans, buckets, large plastic spoons	Not applicable	
20	*Child sized stove	Not applicable	
21	*Dress-up clothes	Not applicable	
22	Diapering area	Observed	
23	Sink, warm water, soap, paper towels	Observed	
24	Plastic-lined, covered container	Observed	
25	Tub (portable plastic acceptable)	Observed	
26	Potty chairs cleaned/disinfected/empties	Observed	
27	Feeding chair(s) or table and chairs	Observed	
28	Cribs/cots	Observed	
29	Waterproof mattress(es), sheets, coverings	Observed	
30	Indoor thermometer (child safe)	Observed	
31	Shelving for equipment and supplies/anchored	Not Met	incomplete
32	Individual, labeled storage space for each child	Observed	
33	Furniture child size, clean,	Observed	

	good condition		
34	Posted Daily schedule w/ 60 minutes of active play	Observed	
35	Electrical outlets covered	Observed	
36	Barriers around heaters, fans	Observed	
37	Hazardous substances locked	Observed	
38	Containers labeled	Observed	
39	Medication locked	Observed	
40	Screens on windows which are opened	Observed	
41	Lighting adequate	Observed	

<b>Name of Teacher / Room #</b>	
<b>Age of Children</b>	
<b>Number of Children</b>	
<b>Number of Staff</b>	

**Furnishings and equipment (II.C.8) - Checklist for Preschool (age 2 years to school age) - Preschool 1(C03091)**

S No.	Questions	Answer	Comments
1	*Easel	Not applicable	
2	*Non-toxic playdough or clay	Not applicable	
3	*Large non-toxic crayons/watercolor markers	Not applicable	
4	*Large sheets of paper	Not applicable	
5	*Non-toxic finger/cold water paints-primary colors	Not applicable	
6	*Scissors (blunt tip) – 2 pair Per 5 children	Not applicable	
7	*Non-toxic glue or paste; tape	Not applicable	
8	*Paint brushes four and 1 inch in width	Not applicable	

9	*Large/medium building blocks-app. 15 non-interlocking	Not applicable	
10	*Small building blocks-app. 100 non-interlocking	Not applicable	
11	*Small cars, trucks, boats, etc. - 6	Not applicable	
12	*Age appropriate puzzles-8 (complete with all pieces)	Not applicable	
13	*Interlocking manipulative play sets, different types-6	Not applicable	
14	*Matching games-6 (no more than 2 electronic)	Not applicable	
15	*Puppets-2	Not applicable	
16	*Child-size stove/sink (or combo)	Not applicable	
17	*Small table and chairs/benches	Not applicable	
18	*Cooking utensils/dishes (unbreakable)	Not applicable	
19	*Doll bed or cradle	Not applicable	
20	*Dolls (complete with all parts)-2	Not applicable	
21	*Doll clothes and blankets	Not applicable	
22	*Dress-up clothes for boys and girls	Not applicable	
23	*Storage for dress-up clothes	Not applicable	
24	*Unbreakable mirror-full length	Not applicable	
25	*Toy telephones-2	Not applicable	
26	*Age Appropriate children's books-2 per child	Not applicable	
27	*A device that plays a variety of age appropriate music	Not applicable	
28	*Rhythm instruments – 1 per child in group	Not applicable	
29	*Magnifying glass	Not applicable	

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30	*Magnets	Not applicable	
31	*Nature collections	Not applicable	
32	*Measuring and pouring equipment	Not applicable	
33	Table space and chair for each child	Observed	
34	Cots, sheets, covers for each child	Observed	
35	Indoor thermometer (child safe)	Observed	
36	Written daily schedule posted with 60-90 minutes of active play	Observed	
37	Labeled storage space at child level	Observed	
38	Shelving for equipment and supplies/anchored	Not Met	One shelf broken in the back
39	Designated activity areas	Observed	
40	Electrical outlets covered	Observed	
41	Barriers around heaters, fans	Observed	
42	Hazardous substances locked	Observed	
43	Containers labeled	Observed	
44	Medication locked	Observed	
45	Screens on windows which are opened	Observed	
46	Lighting adequate	Observed	

<b>Name of Teacher / Room #</b>	
<b>Age of Children</b>	
<b>Number of Children</b>	
<b>Number of Staff</b>	

**Furnishings and equipment (II.C.8) - Checklist for Preschool (age 2 years to school age) - Preschool 2(C03089)**

S No.	Questions	Answer	Comments
1	*Easel	Not applicable	
2	*Non-toxic playdough or clay	Not applicable	
3	*Large non-toxic crayons/watercolor markers	Not applicable	
4	*Large sheets of paper	Not applicable	
5	*Non-toxic finger/cold water paints-primary colors	Not applicable	
6	*Scissors (blunt tip) – 2 pair Per 5 children	Not applicable	
7	*Non-toxic glue or paste; tape	Not applicable	
8	*Paint brushes four and 1 inch in width	Not applicable	
9	*Large/medium building blocks-app. 15 non-interlocking	Not applicable	
10	*Small building blocks-app. 100 non-interlocking	Not applicable	
11	*Small cars, trucks, boats, etc. - 6	Not applicable	
12	*Age appropriate puzzles-8 (complete with all pieces)	Not applicable	
13	*Interlocking manipulative play sets, different types-6	Not applicable	
14	*Matching games-6 (no more than 2 electronic	Not applicable	
15	*Puppets-2	Not applicable	
16	*Child-size stove/sink (or combo)	Not applicable	
17	*Small table and chairs/benches	Not applicable	
18	*Cooking utensils/dishes (unbreakable)	Not applicable	
19	*Doll bed or cradle	Not applicable	
20	*Dolls (complete with all parts)-2	Not applicable	
21	*Doll clothes and blankets	Not applicable	

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22	*Dress-up clothes for boys and girls	Not applicable	
23	*Storage for dress-up clothes	Not applicable	
24	*Unbreakable mirror-full length	Not applicable	
25	*Toy telephones-2	Not applicable	
26	*Age Appropriate children's books-2 per child	Not applicable	
27	*A device that plays a variety of age appropriate music	Not applicable	
28	*Rhythm instruments – 1 per child in group	Not applicable	
29	*Magnifying glass	Not applicable	
30	*Magnets	Not applicable	
31	*Nature collections	Not applicable	
32	*Measuring and pouring equipment	Not applicable	
33	Table space and chair for each child	Observed	
34	Cots, sheets, covers for each child	Observed	
35	Indoor thermometer (child safe)	Observed	
36	Written daily schedule posted with 60-90 minutes of active play	Observed	
37	Labeled storage space at child level	Observed	
38	Shelving for equipment and supplies/anchored	Not Met	Incomplete
39	Designated activity areas	Observed	
40	Electrical outlets covered	Observed	
41	Barriers around heaters, fans	Observed	
42	Hazardous substances locked	Observed	

43	Containers labeled	Observed	
44	Medication locked	Observed	
45	Screens on windows which are opened	Observed	
46	Lighting adequate	Observed	

**4. Ad Hoc Deficiency**

S No.	Deficiency
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*[Handwritten Signature]*

Provider's Signature