

Confidential Information**DO NOT POST**Name of Center: Many Little Lamb's Childcare CenterDate of Visit: 12/12/2024**Children's Records Checklist****Codes:**

(O) indicates compliance observed by DHR Licensing Representative

(✓) indicates not in compliance

(X) indicates not applicable

Child's Name	Date of Birth	Pre-admission Form	Immunization Certificate	Record of Injury or Illness	Medication Authorization
Reign Aaron	1/11/24	OK Att 12/20/24	O	X	X
Keylani Barlow	5/11/21	O	O	X	X
Kaius Barlow	1/27/93	O	O	X	X
Ace Bedgood	5/25/24	OK Att 12/20/24	O	X	X
Adonis Bledsoe	1/2/24	OK Att 12/20/24	O	X	X
Olive Bledsoe	11/24/20	OK Att 12/20/24	O	X	X
Hollin Clarke III	6/25/21	O	O	X	X
Jelani Dill	11/8/21	OK Att 12/20/24	O	X	X
Manah Flowers	5/5/20	O	O	X	X
James Hampton III	2/2/21	OK Att 12/20/24	O	X	X
Kylan Hogan	8/17/20	OK Att 12/20/24	O	X	X
Kairo Jones	10/13/19	O	O	X	X
Anora Lawson	1/6/93	O	O	X	X
Prince Lawson	9/9/21	O	O	X	X
Casey Lee	6/1/82	OK Att 12/20/24	O	X	X

Nighttime Staff Records Checklist Confidential Information **DO NOT POST**

Name of Center: Manly's Little Camp Child Care Center Date of Visit: 12/12/2024

(For Licensee, Director, Child Care Worker, Service Staff, Substitutes, Volunteers)

Codes: (x*) indicates on file at State Office (O) indicates compliance observed (✓) indicates not in compliance (X) indicates not applicable

	Name	Position	Medical (Every 4 years)	TB test or Chest X- Ray/Date and Results	Driver' s License or CDL	Lifeguard Training Certificate	Infant-Child CPR Certification	First Aid Certificate	Written Verification Standards Read (30 days)	Hire Date	Separation Date
1	X	X	X	X	X	X	X	X	X	X	X
	Date of Compliance									X	X
2										X	X
	Date of Compliance									X	X
3										X	X
	Date of Compliance									X	X
4										X	X
	Date of Compliance									X	X
5										X	X
	Date of Compliance									X	X
6										X	X
	Date of Compliance									X	X
7										X	X
	Date of Compliance									X	X
8										X	X
	Date of Compliance									X	X

Nighttime Staff Records Checklist, Confidential Information

DO NOT POST

Name of Center: Manly Little Lamb Center Date of Visit: 12/12/2024

(For Licensee, Director, Child Care Worker, Service Staff, Substitutes, Volunteers)

Codes: (x*) indicates on file at State Office (O) indicates compliance observed (✓) indicates not in compliance) (X) indicates not applicable

	Name	Position	Date of Birth	Application	References	CA/N Clearance Form (every 5 years)	Interstate CA/N if applicable (within 5 years)	Suitability Determination (every 5 years)	Photo ID Verification	Verification of Education	Verification of Training (within 30 days)	Health & Safety Training	Ongoing Training
1		X	X	X	X	X	X	X	X	X	X	X	X
	Date of Compliance												
2													
	Date of Compliance												
3													
	Date of Compliance												
4													
	Date of Compliance												
5													
	Date of Compliance												
6													
	Date of Compliance												
7													
	Date of Compliance												
8													
	Date of Compliance												

Health & Safety Training Areas

Confidential Information

DO NOT POST

Name of Center: Mary's Little Lamb's Child Care Center Date of Visit: 12/12/2024

(For Licensee, Director, Child Care Worker, Service Staff, Substitutes, Volunteers)

Codes:

(O) indicates compliance observed

(✓) indicates not in compliance

(X) indicates not applicable

	Name	Position	Prevention and Control of Infectious Diseases (Including Immunization)	Sudden Infant Death Syndrome Prevention & Use of Safe Sleeping Practices	Medication Administration	Prevention of a Response to Emergencies Due to Food and Allergic Reactions	Building and Physical Premises Safety	Prevention of Shaken Baby Syndrome & Abusive Head Trauma	Emergency Preparedness and Response Planning	Handling & Storage of Hazardous Materials/Correct Disposal of Bio-contaminants	Transportation	Infant/child First Aid & CPR	Recognition & Reporting of Child Abuse and Neglect
1	Alexis Lewis	Teacher	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
2	Shianna McEl	Teacher	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
3	Latonya Jackson	Teacher	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
4	Shunk Russell	Teacher	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
5	Ann Williams	Teacher	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
6	Marion Williams	Director	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
7	Mary Williams	Director	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												
8	Deanna Mathes	Teacher	O	O	O	O	O	O	O	O	O	O	O
	Date of Compliance												

Day Care Staff Records Checklist Confidential Information DO NOT POST

Name of Center: Mary's Little Lamb Childcare Center Date of Visit: 12/12/2024

(For Licensee, Director, Child Care Worker, Service Staff, Substitutes, Volunteers)

Codes: (x*) indicates on file at State Office (O) indicates compliance observed (✓) indicates not in compliance (X) indicates not applicable

	Name	Position	Medical (Every 4 years)	TB test or Chest X- Ray/Date and Results	Driver's License or CDL	Lifeguard Training Certificate	Infant-Child CPR Certification	First Aid Certificate	Written Verification Standards Read (30 days)	Hire Date	Separation Date
1	Alexis Lewis	Teacher	O	O	O	X	O	O	O	2/28/23	X
	Date of Compliance									X	X
2	Tashiana McLean	Teacher	O	O	O	X	O	O	O	4/25/24	X
	Date of Compliance									X	X
3	Tonya Jackson	Teacher	O	O	O	X	O	O	O	9/15/23	X
	Date of Compliance									X	X
4	Shante Russell	Teacher	O	O	O	X	O	O	O	2/1/23	X
	Date of Compliance									X	X
5	John Williams	Teacher	O	O	O	X	O	O	O	1/7/22	X
	Date of Compliance									X	X
6	Marian Williams	Director	O	O	O	X	O	O	O	9/15/17	X
	Date of Compliance									X	X
7	Mary Williams	Director	✓ OK 12/20/24	O	O	X	O	O	O	10/17	X
	Date of Compliance									X	X
8	Deanna Matthews	Teacher	O	O	O	X	O	O	O	2/19	X
	Date of Compliance									X	X

Day Care Staff Records Checklist Confidential Information **DO NOT POST**

Name of Center: Mary's Little Lamb Child Care Center Date of Visit: 12/12/2024

(For Licensee, Director, Child Care Worker, Service Staff, Substitutes, Volunteers)

Codes: (x*) indicates on file at State Office (O) indicates compliance observed (✓) indicates not in compliance (X) indicates not applicable

	Name	Position	Date of Birth	Application	References	CAN Clearance Form (every 5 years)	Interstate CAN if applicable (within 5 years)	Suitability Determination (every 5 years)	Photo ID Verification	Verification of Education	Verification of Training (within 30 days)	Health & Safety Training	Ongoing Training
1	Alexis Lewis	Teacher	4/23/97	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												
✓ 2	Tashanna McCoo	Teacher	2/2/04	O	O	O	X	O	O	O	O	X	X
	Date of Compliance												
3	Latoya Jackson	Teacher	4/16/80	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												
4	Frank Russel	Teacher	6/25/98	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												
5	John Williams	Teacher	5/2/00	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												
6	Marion Williams	Asst	4/6/83	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												
7	Mary Williams	Director	12/10/88	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												
✓ 8	Derrina Matthews	Teacher	1/7/96	O	O	O	X	O	O	O	X	O	O
	Date of Compliance												

Playground Checklist

(O) indicates compliance observed by DHR Licensing Representative
(✓) indicates not in compliance

(X) indicates not applicable

**Equipment checklist is optional at the annual visit, and is required when issuing a license
(Pre-licensing and renewal years)*

Minimum Equipment Required for Each Group of Children					
Art/Music					
Location or age group					
*Wheeled vehicles to sit on and maneuver - 2	O				
*Wheel vehicles to pull or push - 2	O				
*Balls-3	O				
*Climbing apparatus	O				
*Crawl-through equipment	O				
*Digging or sand area	O				
*Toys for digging	O				
Below sections are required at each visit:					
Facilities					
Outdoor play area enclosed by a fence or wall at least 4 feet in height	O				
Fence or wall free of sharp edges	O				
Gates secured	O				
Shade and sun areas provided	O				
Outdoor play area free of apparent hazardous conditions:	O				
Concrete/asphalt not used under equipment	O				
Area well-drained	O				
Equipment not designed to be portable, securely anchored	O				
Stairs/steps have handrails in child's reach	O				

leading out of building to playground

Checklist for School-Age

(O) indicates compliance observed by DHR Licensing Representative
(✓) indicates not in compliance

(X) indicates not applicable

Name of teacher/room #				
Age of children				
Number of children				
Number of staff				

**Equipment checklist is optional at the annual visit, and is required when issuing a license
(Pre-licensing and renewal years)*

Minimum Equipment Required for Each Group of Children					
Art/Music					
*Jig-saw puzzle-1 per 5 children	O				
*Games: choose indoor or table games suited to age of children-1 per 5 children	O				
*Games: choose outdoor or active games suited to age of children-1 per 5 children	O				
*Books suited to age of children-2 per child	O				
*Non-toxic playdough or modeling clay	O				
*Non-toxic tempera paint	O				
*Brushes	O				
*Non-toxic glue, paste, tape	O				
*Scissors	O				
*A device that plays a variety of age appropriate music	O				
*Interlocking manipulative play sets – 1 per 5 children	O				
Below sections are required at each visit:					
Additional Furnishings and Equipment					
Table space and chair for each child	O				
Cots/sheets/covers for each child who naps	O				
Indoor thermometer (child safe)	O				
Written schedule posted with 60-90 minutes of active play	O				
Labeled storage space at child level	O				
Shelving for equipment and supplies/anchored	O				
Designated activity areas	O				
Facilities					
Electrical outlets covered	O				
Barriers around heaters, fans	X				
Hazardous substances locked	X				
Containers labeled	X				
Medication locked	X				
Screens on windows which are opened	X				
Lighting adequate	O				

Checklist for Preschool (age 2½ years to school age)

O) indicates compliance observed by DHR Licensing Representative
(✓) indicates not in compliance

(X) indicates not applicable

Name of teacher/room #									
Age of children									
Number of children									
Number of staff									
<i>*Equipment checklist is optional at the annual visit, and is required when issuing a license (Pre-licensing and renewal years)</i>									
Minimum Equipment Required for Each Group of Children									
Art									
*Easel									
*Non-toxic playdough or clay									
*Large non-toxic crayons/watercolor markers									
*Large sheets of paper									
*Non-toxic finger/cold water paints-primary colors									
*Scissors (blunt tip) – 2 pair Per 5 children									
*Non-toxic glue or paste; tape									
*Paint brushes four ½ and 1 inch in width									
Educational and Creative Toys									
*Large/medium building blocks-app. 15 non-interlocking									
*Small building blocks-app. 100 non-interlocking									
*Small cars, trucks, boats, etc. - 6									
*Age appropriate puzzles-8 (complete with all pieces)									
*Interlocking manipulative play sets, different types-6									
*Matching games-6 (no more than 2 electronic)									
*Puppets-2									
Home-living Area									
*Child-size stove/sink (or combo)									
*Small table and chairs/benches									
*Cooking utensils/dishes (unbreakable)									
*Doll bed or cradle									
*Dolls (complete with all parts)-2									
*Doll clothes and blankets									
*Dress-up clothes for boys and girls									
*Storage for dress-up clothes									
*Unbreakable mirror-full length									
*Toy telephones-2									
Literature and Music									
*Age Appropriate children's books-2 per child									
*A device that plays a variety of age appropriate music									
*Rhythm instruments – 1 per child in group									
Nature Study and Science									
*Magnifying glass									
*Magnets									
*Nature collections									
*Measuring and pouring equipment									
Below sections are required at each visit:									
Additional Furnishings and Equipment									
Table space and chair for each child									
Cots, sheets, covers for each child									
Indoor thermometer (child safe)									
Written daily schedule posted with 60-90 minutes of active play									
Labeled storage space at child level									
Shelving for equipment and supplies/anchored									
Designated activity areas									
Facilities									
Electrical outlets covered									
Barriers around heaters, fans									
Hazardous substances locked									
Containers labeled									
Medication locked									
Screens on windows which are opened									
Lighting adequate									

Checklist for 24 Months up to 36 Months

(O) indicates compliance observed by DHR Licensing Representative
(✓) indicates not in compliance

(X) indicates not applicable

Name of teacher/room #	X				
Age of children	X				
Number of children	X				
Number of staff	X				

**Equipment checklist is optional at the annual visit, and is required when issuing a license
(Pre-licensing and renewal years)*

Minimum Equipment Required for Each Group of Children					
Art					
*Non-toxic playdough	X				
*Large non-toxic crayons/markers	X				
*Colorful pictures and posters	X				
*Paper	X				
*Non-toxic finger-paints in primary colors	X				
*Scissors (blunt-tipped)	X				
Literature/Music					
*Books - 2 per child	X				
*A device that plays a variety of age appropriate music	X				
*Rhythm instruments-one for each child in group	X				
Home-living/Dramatic Play					
*Baby dolls - 2 (complete with all parts)	X				
*Child-size stove and sink or combination	X				
*Cooking utensils and dishes	X				
*Doll bed	X				
*Doll clothes and blankets	X				
*Dress-up clothes	X				
*Toy telephones - 2	X				
Educational/Creative					
*Building blocks - approximately 50 non-interlocking	X				
*Cars, trucks, boats, etc. - 3	X				
*Age appropriate puzzles - 4 complete with all pieces	X				
*Interlocking manipulative play sets of different types - 3 sets	X				
Below sections are required at each visit:					
Additional Furnishings and Equipment					
Diapering area	X				
Sink, warm water, soap, paper towels	X				
Plastic-lined, covered container	X				
Table space and chair for each child	X				
Cots/sheets and covers	X				
Indoor thermometer (child safe)	X				
Posted Daily schedule w/ 60-90 minutes of active play	X				
Labeled storage space at child level	X				
Shelving for equipment and supplies/anchored	X				
Designated activity areas	X				
Facilities					
Electrical outlets covered	X				
Barriers around heaters, fans	X				
Hazardous substances locked	X				
Containers labeled	X				
Medication locked	X				
Screens on windows which are opened	X				
Lighting adequate	X				

Checklist for Toddlers

(O) indicates compliance observed by DHR Licensing Representative
(✓) indicates not in compliance

(X) indicates not applicable

Name of teacher/room #				
Age of children				
Number of children				
Number of staff				

**Equipment checklist is optional at the annual visit, and is required when issuing a license
(Pre-licensing and renewal years)*

Minimum Equipment Required for Each Group of Children				
Art/Music				
*Large non-toxic crayons/markers	O			
*Paper (variety)	O			
*Colorful pictures and posters	O			
*Non-toxic playdough	O			
*A device that plays a variety of age appropriate music	O			
*Musical toys - 2	O			
Active Play				
*Push and pull toys 2	O			
*Large cars, trucks, boats, etc. - 2	O			
*Sit on riding toys - 2	O			
*Large soft balls - 2	O			
Quiet Play				
*Books - 2 per child	O			
*Age appropriate puzzles - 2 (complete with all pieces)	O			
*Nesting and stacking toys - 2 sets	O			
*Non-wooden building blocks (approximately 20 non-interlocking)	O			
Home-living/Dramatic Play				
*Baby dolls - 2 (complete with all parts)	O			
*Doll clothes and blankets	O			
*Doll bed - 1	O			
*Toy telephones - 2	O			
*Pots, pans, buckets, large plastic spoons	O			
*Child sized stove	O			
*Dress-up clothes	O			
Below sections are required at each visit:				
Additional Furnishings and Equipment				
Diapering area	O			
Sink, warm water, soap, paper towels	O			
Plastic-lined, covered container	O			
Tub (portable plastic acceptable)	O			
Potty chairs cleaned/disinfected/empties	O			
Feeding chair(s) or table and chairs	O			
Cribs/cots	O			
Waterproof mattress(es), sheets, coverings	O			
Indoor thermometer (child safe)	O			
Shelving for equipment and supplies/anchored	O			
Individual, labeled storage space for each child	O			
Furniture child size, clean, good condition	O			
Posted Daily schedule w/ 60 minutes of active play	O			
Facilities				
Electrical outlets covered	O			
Barriers around heaters, fans	O			
Hazardous substances locked	O			
Containers labeled	O			
Medication locked	O			
Screens on windows which are opened	O			
Lighting adequate	O			

Checklist for Infants

(O) indicates compliance observed by DHR Licensing Representative
(✓) indicates not in compliance

(X) indicates not applicable

Name of teacher/room #	Tee				Tonya
Age of children	0-12mos				12mos-18mos
Number of children	2				5
Number of staff	1				1

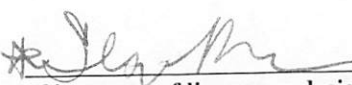
*Equipment checklist is optional at the annual visit, and is required when issuing a license
(Pre-licensing and renewal years)

Minimum Equipment Required for Each Group of Children					
*Washable soft crib toys – 2 per child	O			O	
*Push and pull toys – 1	O			O	
*A device that plays a variety of age appropriate music	O			O	
*Age appropriate books – 2 per child	O			O	
*Large balls (8 + inches) – 1	O			O	
*Nesting and stacking toys – 2 sets	O			O	
*Washable baby doll – 1	O			O	
*Musical toy – 1	O			O	
*Colorful pictures and posters	O			O	
*Activity boxes, such as busy boxes – 3	O			O	
<i>Below sections are required at each visit:</i>					
Additional Furnishings and Equipment					
Diapering area	O			O	
Sink, warm water, soap, paper towels	O			O	
Plastic-lined, covered container	O			O	
Tub (portable plastic acceptable)	O			O	
Feeding chairs	O			O	
Cribs/2 feet of space between occupied cribs	O			O	
Waterproof mattress, sheets	O			O	
Indoor thermometer (child safe)	O			O	
Shelving for equipment and supplies/anchored	O			O	
Individual, labeled storage space for each child	O			O	
Furniture child size, clean, good condition	O			O	
Cribs in accordance with US Consumer Product Safety Act of 2008	O			O	
Facilities					
Electrical outlets covered	O			X	
Barriers around heaters, fans	X			X	
Hazardous substances locked	O			O	
Containers labeled	O			O	
Medication locked	X			X	
Screens on windows which are opened	O			O	
Lighting adequate	O			O	

Emergency Preparedness and Response Plans Checklist

- (O) indicates compliance observed by DHR Licensing Representative
 (✓) indicates not in compliance
 (S) indicates certified by staff in charge
 (D) indicates discussed with provider (for pre-licensing only)*

Regulations		
Current and <u>complete</u> emergency plans and procedures submitted to the Department	✓	OK 12/12/24
Documentation of the following quarterly drills:		
Fire		S
Tornado		S
Lockdown		S
Relocation		S
The emergency preparedness and response plan should be:		
Available to all staff and employees		S
Posted in a conspicuous place		S
Copies provided to all parents/guardians		S

Regulations		Compliance	Non-compliance	Not Applicable	Regulations		Compliance	Non-compliance	Not Applicable
b. In centers operating past midnight, there shall be at least one bathing facility for every 15 children				X	c. Food				X
					(1) Breakfast served to children going directly to school				X
2. Child Care Program					(2) Evening meal served to children in attendance				X
a. Staffing					Food served on date of visit if observed				
(1) Staff-child ratio for sleeping children:									
(a) 0 up to 18 months	1 to 5			X	d. Bathing				
					If any child is bathed				
(b) 18 months up to 2½	1 to 14			X	(1) Clean water provided for each child				X
(c) 2½ up to 4 years	1 to 18			X	(2) Each child bathed separately				X
(d) 4 years and older	1 to 25			X	(3) Each child supervised while bathing				X
(2) Required ratios for daytime maintained while children are awake				X	(4) Individual soap, towel and washcloth provided for each child				X
(3) 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				X					
(4) All children supervised at all times				X					
(5) Each staff assigned responsibility for same children nightly				X					
(6) At least one staff in each room of sleeping children				X					
(7) Staff able to see all the children at all times				X					
(8) All staff awake and alert to needs of children				X					
(9) At least two staff in center whenever children are present/required ratios met				X					
(10) Lighting maintained so children are visible while sleeping				X					
b. Nightly activity schedule posted				X					
(1) Outdoor time available during daylight hours				X					
(2) Staff assist each child as needed, in dressing and grooming				X					
The deficiencies noted have been discussed with me. Failure to correct the deficiencies can be the basis for adverse action. None of these requirements are to be interpreted to allow anyone to operate in violation of the <u>Standards</u>. A facility licensed/approved by the Department must meet <u>Standards</u> at all times. It is the responsibility of the licensee to operate in compliance with the <u>Standards</u>.									
								1/12/11	
Signature of license or designated staff								Date	

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(5) Interruption of the center's electrical, telephone or gas service	S			d. Sign in/sign out sheets	0		
(6) Any litigation involving the center	S			6. Documents to be posted			
(7) Any traffic accident involving day care children using transportation provided by the center	S			a. Most recent license, permit, or approval	0		
(8) Any arrest of licensee, staff, employee, volunteer	S			b. Public notice form	0		
(9) Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	S			c. Most recent licensing evaluation	OK Att 12/24	0	
(10) Any incident in which the health, welfare, or safety of a child is at risk	S			d. Most recent deficiency report	0		
(11) Any disastrous event	S			e. Corrective/adverse action notices			X
c. Child abuse/neglect reported as required by law	S			f. Most recent fire inspection report within 5 years	0		
d. Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	S			g. Most recent Health department inspection report and food permit or written permission for catering food	0		
3. Admission Procedures				h. Menu for meals and snacks/dated	0		
a. Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	0			i. Name and telephone number for			
b. Age range of children in care conforms to ages specified	0			(1) Fire department	0		
c. Requirements for drop-in care met	S			(2) Law enforcement	0		
4. Children's Records (see children's checklist) OK Att 12/24/24		0		(3) Medical assistance (ambulance or rescue)	0		
a. Children's records and information about children and their families kept confidential	S			(4) Poison control center	0		
b. Individual records on each child on file on first day of attendance	0			(5) Substitute help	0		
(1) Children's records maintained 2 years after child has left the center	S			j. Emergency Preparedness and Response Plan	0		
(2) Records filed alphabetically	0			k. Name of director/staff in charge	0		
(3) Inactive files maintained separately	0			Nighttime Centers (II, I.)			
5. Center Records				In addition to the regulations set forth for day care centers, centers providing nighttime care (after 7 p.m.) shall meet the following regulations			
The following records kept on file for the current year plus 2 additional years				Does the center provide care after 7:00 p.m.?			
a. Daily attendance records on all staff and children	S			☐ Yes ☒ No			
b. Transportation checklists			X	Does the center provide care after midnight?			
c. Vehicle safety check			X	☐ Yes ☒ No			
				1. Equipment and furnishings (see checklist)			X
				a. In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child			X

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
d. Photo ID required when releasing child to unfamiliar, designated person	S			a. Persons with determination of unsuitable character terminated	S		
Staff (II., F.)				b. Licensee informs DHR of any criminal convictions or current charges	S		
I. Qualifications				Administration (II., H.)			
a. Center director meets qualifications	O			I. Applicant/licensee			
b. Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment	O			a. Licensee assumes full authority and responsibility for meeting and maintaining Standards	S		
c. Child care workers/teachers/subs meet requirements for Health & Safety training	O			b. Licensee provides operating funds	S		
d. Aides/assistant teachers not counted in ratio	S			c. Licensee designates director and delegates authority and responsibility for operation and management of center to director	O		
e. Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	S			d. Written operating policies established	O		
f. Driver at least 19 years old with valid driver's license			X	(1) Copy of operating policies provided to parent at time of child's enrollment	S		
g. Substitute staff meet qualifications of staff for whom substituting <i>on file</i>	O			(2) Copy of operating policies submitted to DHR <i>on file</i>	O		
h. By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry	O			(3) Operating policies do not contradict Standards	O		
i. By August 1, 2022, directors must complete orientation training on the department's Quality rating and Improvement System	S			(4) Changes in operating policies provided to parents and DHR	S		
2. Records on staff (see staff checklist)				2. Reports to the Department			
a. Records on staff kept confidential	S			a. The following reported to DHR <u>prior</u> to occurrence:			
b. Records on file at time of employment	O			(1) Change in ownership	S		
c. Records on staff maintained at least two years after person has left	S			(2) Change in location	S		
d. Records filed alphabetically <i>cabinet</i>	O			(3) Change in director of center	S		
e. Inactive files maintained separately <i>cabinet</i>	O			(4) Change in chief executive officer of corporation or members of the board	S		
3. Health				(5) Alterations to center or grounds	S		
a. Medical exam and TB test on file at time of employment <i>OK At 12/20/24</i>	S	O		(6) Major change or extension of hours of program	S		
b. Staff with symptoms of contagious disease/condition not in center	S			(7) Change in address or telephone number	S		
Character and Suitability (II., G.)				b. The following reported to DHR within 24 hours, written report within 5 days:			
I. Character and suitability review conducted on required person (every 5 years)	S			(1) Any illness/injury of child or staff requiring professional medical treatment	S		
				(2) Any illness/injury of child or staff requiring emergency medical treatment	S		
				(3) Any death occurring in the center or during away from the center activities	S		
				(4) Major damage to facility	S		

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(d) Extra children's clothing available	0			(5) No child left in a vehicle without adult supervision			X
(11) Animals on the premises				(6) Staff accompany each child under 2½ from vehicle to care of designated person			X
(a) Aggressive animals not kept in center or on grounds			X	(7) Staff visually supervise each child 2½ and older from vehicle to care of designated person			X
(b) Animals that could pose a threat to health and safety kept away from children			X	(8) Driver checks each seat at each location to verify no child is left on the vehicle			X
(c) Certificate of rabies vaccination on file for animals			X	g. Safety precautions in vehicles			
(d) Animals confined, cages kept clean, food and water available			X	(1) Stationary seating for child, each child seated while vehicle is moving			X
(e) Children and staff wash hands after handling animals			X	(2) Doors locked when vehicle is moving			X
h. Emergency Preparedness and Response Plan (see checklist)			X	(3) Children not transported in front seat of vehicle with passenger side air bag			X
Transportation (II., E.)				(4) Driver and all passengers secured when vehicle is moving			X
1. Transportation provided by the center				(a) Each child under 1 year or weighing less than 20 pounds secured in rear facing child restraint, installed according to manufacturer's instructions, maintained in good condition			X
<i>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</i>	D			(b) 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			X
Does the center's staff provide transportation? ☐ Yes ☒ No				(c) 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			X
a. Transportation checklists used as required			X	(d) Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle			X
b. Designated staff complete and sign checklist			X	h. Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center			X
c. Driver signs checklist, indicating he/she has checked each seat			X	2. Transportation provided by parent/guardian			
d. Checklist kept on file for the current year plus two additional years			X	a. Each child accompanied into and out of center	5		
e. Center responsible for picking up child at designated location and delivering child to designated person			X	b. Each child signed in and signed out with a written signature or bio-metric ID	0		
f. Supervision in vehicles				c. Any child who arrives by walking or bus, signed in by staff	5		
(1) Staff-child ratio met for children younger than lawful school-age, driver not counted			X				
(2) Children of lawful school age and older, fewer than 15 transported with only the driver			X				
(3) For 15 or more children of lawful school age, one staff in addition to driver			X				
(4) For 30 or more children of lawful school age, two staff in addition to driver			X				

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(17) Children's hands washed before meals and snack and after toileting	0			(4) If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained	S		
(18) Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	S			(5) Parents notified of exposure to contagious disease/condition	S		
(19) Disposable gloves used for diapering	0			(6) Parents urged to notify center if a child is exposed to a contagious disease outside the center	S		
(20) Individual paper towels for each washing and drying	0			(7) Center reports contagious disease/condition to health department as required	S		
(21) Catered meals and snacks meet requirements	0			(8) Children with food allergies should have a written plan with required components that is available and known by the child's teacher	S		
e. Disciplinary Practices				(9) Medication/Medical Procedures Does the center's staff give medication/medical procedures? ☐ Yes ☒ No			
(1) Discipline appropriate to age and developmental level of the children	S			(a) Medication administered only with written authorization from parent and child's health professional			X
(2) No Corporal/physical punishment	S			(b) No blanket authorization forms for medication			X
(3) No verbal abuse	S			(c) Medication in original container, labeled			X
(4) No discipline associated with food, naps, or bathroom procedures	S			(d) Medication not used beyond date of expiration			X
(5) No physical restraint as punishment	S			(e) Measuring device provided			X
(6) No punishment administered by another child	S			(f) Medication administered by designated staff			X
(7) Physical activity/outdoor time cannot be taken away as punishment	S			(g) Locked storage provided for medication			X
f. Staff-Parent Communication				(h) Medication returned to parent or disposed of when no longer needed			X
(1) Discipline, behavior problems discussed with parent	S			(i) Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request			X
(2) Center open to visits from parents at any time	S			(10) Hygienic practices			
(3) Parents informed of their right to visit	S			(a) Toilet articles labeled and stored separately	0		
(4) Staff available for communication/conferences	S			(b) Used paper towels, wipes, tissues are disposed of immediately following use	0		
(5) Parents notified of complaint procedures	S			(c) Toilet paper provided for use by children and staff	0		
(6) Parents provided with information on influenza annually	S						
(7) Parents provided information on child development and children's health annually	S						
g. Health Information							
(1) No ill child admitted	S						
(2) If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	0						
(3) Parent of ill/injured child notified immediately and required to come for child	0						

ill
Infant
Called
Parent

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(19) Drinking water without added sweeteners or carbonation readily available throughout the day	S			(6) Clean sheet/covers provided weekly, more often if needed	S		
(20) Child not forced or bribed to eat	O			(7) Cots positioned to allow space for access or emergency exit	O		
(21) Food not used as a reward or punishment <i>observed @ visit</i>	O			(8) At least one staff present in each room	O		
(22) Child's hands washed before and after snacks, after diapering, toileting	O			(9) Staff able to see all children <i>observed @ visit</i>	O		
(23) Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	S			c. Toileting			
(24) Individual paper towels for each washing and drying	O			(1) According to each child's needs, each child's hands washed	O		
6. Preschool/School-age Program (II., D., 3.)				(2) Staff use Universal Precautions when diapering or handling bodily fluids	S		
a. Learning/growth activities				d. Feeding			
(1) Schedule posted that includes 60 minutes of active play	O			(1) Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	O		
(2) Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	S			Menu or food served on date of visit if observed <i>Milk Bectaroni Proll Fruit</i>			
(3) Time outdoors daily when weather permits for 60 to 90 minutes	S			(2) Meals and snacks comply with USDA guidelines	O		
(4) Staff permit/encourage conversation among children	O			(3) Fluid milk served, no powdered milk for drinking	O		
(5) Staff give individual attention to each child daily	O			(4) No child deprived of meal or snack	O		
(6) Radio, TV, videos used only to supplement/enhance daily plan	S			(5) Special dietary needs in accordance with written instructions	S		
(7) No child required to watch TV or videos	S			(6) Meals and snacks provided by the center <i>observed lunch</i>	O		
(8) Videos previewed by staff for appropriateness	S			(7) Vending machines prohibited in areas used by children			X
(9) Sexually explicit, violent, frightening materials prohibited	S			(8) Small hard candies, nuts not served to children under four	S		
(10) Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	S			(9) Foods that may cause choking prepared appropriately for the child	O		
b. Napping/resting				(10) Portions of food suited to child's needs; second portions available	O		
(1) Staff recognize differing needs of children	S			(11) Unbreakable or single-use cups or glasses or a drinking fountain provided for water	O		
(2) Rest period for children in attendance more than 5 hours	O			(12) Drinking water without added sweeteners or carbonation readily available throughout the day	S		
(3) Rest period at least 45 minutes, not more than 2½ hours	O			(13) Food served on individual dishes or napkins, not directly on the table	O		
(4) If a child does not sleep after 45 minutes, quiet activities permitted	S			(14) Children seated while eating	O		
(5) Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	S			(15) No child forced or bribed to eat	O		
				(16) Children not allowed in the kitchen	O		

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(7) Cries/signs of distress investigated immediately	O			(3) Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child	S		
(8) No screen time for children under 2 years of age <i>observed @ visit</i>	O			(4) For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	S		
(9) 60 Minutes of physical activity full day/ 30 minutes half-day	S			(5) Soft <u>material prohibited</u> in infant's sleeping environment, no pillows, quilts, comforters, etc.	O		
(10) Daily schedule posted that includes 60 minutes of physical activity (toddlers)	O						
b. Diapering/toileting:							
(1) Clean, dry diaper/clothing provided	O			(6) No infant put to sleep on sofa, soft mattress	S		
(2) Wet/soiled diapers/clothing changed promptly	O			(7) For toddlers, clean bottom sheets and top coverings weekly, more often if needed	S		
(3) Changing area cleaned and disinfected	O			e. Feeding (breastmilk/formula)			
(4) No child left unattended while being diapered	O			(1) Formula, food for infants if provided by center, planned with parent or physician			X
(5) No child diapered on the floor	O			(2) If formula provided by center, ready to feed, properly stored and handled			X
(6) Each child's hands washed after diapering	O			(3) Bottles/food served according to parental request (microwaves not used for bottles)	O		
(7) Staff use universal precautions when diapering	O			(4) Meals and snacks comply with requirements	O		
(8) Staff use clean disposable gloves for diapering each child/for each diaper change	O			(5) Expressed human milk sent in container labeled with infant's full name/date, and specific written instructions on how to prepare, store, and use	S		
(9) Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	O			(6) Infant formula for a breastfed infant should only be used with parental consent	S		
(10) Individual, disposable wipes used at each diaper change, disposed of properly	O			(7) Formula provided by parent, must be labeled, ready to feed, and refrigerated	O		
(11) Potty chairs emptied, rinsed, disinfected after each use	S			(8) Small hard candies, nuts not served to children under 4 years old	S		
(12) Diapering area separate from food service area	O			(9) Foods that may cause choking prepared appropriately for the child	O		
c. Napping/resting				(10) Feeding schedule according to child's needs	O		
(1) Infants allowed to form own sleep patterns	O			(11) Infants <u>held</u> for bottle feeding	O		
(2) Infants placed on back to sleep unless physician's statement indicates otherwise	O			(12) <u>No bottles</u> propped	O		
(3) Infants who can easily turn placed on back but allowed to adopt preferred position	O			(13) When able, infants allowed to sit in feeding chair	O		
(4) No positioning device used unless specified by physician	O			(14) Toddlers seated while eating	O		
(5) Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns	O			(15) Child encouraged to experiment with self-feeding, utensils provided	O		
d. Cribs, cots, and bedding				(16) Disposable utensils used only with close supervision	O		
(1) Two feet between occupied cribs	O			(17) Foods eaten from a dish	O		
(2) Cots positioned to allow space for access or emergency exit	O			(18) Dishes, bottles unbreakable	O		

Regulations	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(6) Persons counted in ratios meet child care worker qualifications/in the pool at all times			X				
(7) Staff provided to supervise children in pool area, but not in the pool			X	3. Staff counted in ratio only when giving full attention to the children	0		
(8) If any part of a child's body is in the water, the child is considered in the pool			X	4. Staff coverage			
(9) Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children			X	a. All children supervised at all times	0		
				b. Staff assigned responsibility for same infants/toddlers each day	3		
b. Wading structures less than 2 feet in depth				c. Substitute staff available	0		
(1) At least one staff with CPR & first aid at each wading structure			X	d. Director authorized to conduct center business	0		
(2) Required ratios met as stated in the standards			X	e. Staff person in charge when director is absent, authorized to conduct center business	0		
(3) At least two staff at each wading structure within arms-length "touch supervision"			X	f. Staff in each room during napping/resting	0		
(4) Clean water provided each day			X	g. Staff able to see all children	0		
(5) Wading structure emptied when not in use			X	h. Ratio during napping/resting			
4. Away from center activities (II., C., 7.)				(1) 0 up to 18 months 1 to 5	0		
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.	D			(2) 18 months up to 2½ years 1 to 14	0		
				(3) 2½ and older 1 to 36	0		
5. Furnishings and equipment (II., C., 8) (see checklist)	0			i. Two staff with infant-child CPR and first aid present during all hours of operation	0		
Child Care Program (II., D.)				j. Second staff available when 7 or more children present/required ratios met	3		
1. Required ratios maintained at all times	0			k. No staff on duty more than 8 continuous hours on a regular basis	3		
a. 0 up to 18 months 1 to 5	0			l. Staff free from other duties while working with the children	0		
b. 18 up to 2½ years 1 to 7	0						
c. 24 months to 36 months 1 to 8			X	5. Infant/Toddler Program (II., D., 2.)			
d. 2½ years up to 4 years 1 to 11	0			a. Learning/growth activities			
e. 4 years up to school age 1 to 18	0			(1) Encouraged to play with a variety of toys	0		
f. School age up to 8 years 1 to 21	3			(2) Time outdoors daily when weather permits	0		
g. 8 years and older 1 to 22	3			(3) Freedom of movement outside cribs daily	0		
2. Children younger than 2½ grouped separately	0			(4) Placed on tummy part of time while awake and observed	0		
a. Exception for group 24-36 months			X	(5) Infants not seated for more than 15 minutes	0		
b. Exception for individual children's needs	3			(6) Staff talks to each child and encourages response	0		

Regulations

	Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
(4) Child safe thermometer	O			(4) Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	S		
(5) Outside windows that are open are screened			X	(5) Contaminated materials shall be disposed of properly in the bio-contaminant receptacle	S		
(6) Outside doors kept closed	O			(6) Mops used for cleaning bodily fluids disinfected appropriately	S		
(7) Lighting adequate for activities	O			(7) Contaminated rugs and carpets cleaned and sanitized appropriately	S		
(8) Lighting adequate at nap/rest time to allow children to be seen	O			(8) Contaminated clothing items stored or washed properly	S		
j. Operational telephone for center business only	O			2. Outdoor area (II., C., 5.) (see checklist)	O		
k. DHR notified if telephone is out of order or if the number changes	S			a. Off-street loading/unloading provided	O		
1. Hazard prevention (indoor area)				b. Separate areas for children younger than 2½ (may be achieved by scheduling)	O		
(1) Center free of apparent hazards		O		c. Outdoor area adjoins or is safely accessible	O		
(2) Hazardous substances under lock and key or combination lock		O		d. Outdoor play area and equipment are free of apparent hazardous conditions	O		
(3) Containers labeled	O			3. Swimming and wading at the center (II., C., 6.)			
(4) No firearms or ammunition kept or allowed in center except law enforcement	S			☐ Yes ☒ No			
(5) Stairways have hand-railings in child's reach			X	a. Pools two feet or more in depth			
(6) Clear glass doors are marked at child level	O			(1) Lifeguard at poolside at all times pool is in use			X
(7) Medications and drugs kept under lock and key or combination lock, separate from harmful items	S			(2) Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file			X
(8) Barriers around heaters, radiators, fans			X	(3) Lifeguard not counted in ratios			X
(9) Exposed electrical outlets have protective covers	O			(4) Staff-child ratios for children at pool			
(10) Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	S			(a) One staff for each child younger than 2½ years of age			X
(11) Smoking or use of tobacco prohibited on premises/center vehicles	S			(b) One staff for every 4 children ages 2½ years up to 4 years of age			X
(12) Bio-contaminants shall be stored in a labeled container and disposed of properly	S			(c) One staff for every 6 children ages 4 years up to 6 years of age			X
(13) Bio-contaminants stored outside shall be disposed of properly	S			(d) One staff for every 10 children ages 6 years and older			X
m. Center kept clean/cleaning done daily				(5) Ratios determined by youngest child in the pool			X
(1) Floors, bathrooms fixtures cleaned/disinfected	S						
(2) Carpets vacuumed daily	S						
(3) Cleaning does not interfere with children's activities	S						

ALABAMA DEPARTMENT OF HUMAN RESOURCES CHILD CARE CENTER LICENSING EVALUATION

Name of Center: <u>Mary's Little Lambs Childcare Center</u>			Date(s) of Evaluation: <u>12/12/2024</u>						
Address: <u>4017 Troy Highway Montgomery, AL 36116</u>			Date(s) of Follow-up(s): <u>12/20/2024</u>						
			Purpose of Visit: <u>Renewal</u>						
County: <u>Montgomery</u>			Director: <u>Mary Williams</u>						
Licensee: <u>Mary's Little Lambs Childcare Center LLC</u>			Effective Dates of License:						
Telephone #: <u>(334) 593-9956</u>			From: <u>10/21/2024</u> To: <u>10/21/2026</u>						
License Number: <u>L51000328</u>	License Capacity: Day: <u>55</u> Night: <u>N/A</u>	Days of Operation: Day: <u>MON-FRI</u> Night: <u>N/A</u>							
Age Range: Day: <u>0WKS-15YRS</u> Night: <u>N/A</u>	Hours of Operation: Day: <u>6:30 AM-5:20 PM</u> Night: <u>N/A</u>								
Participating in QRIS? ☒ Yes ☐ No			Code:						
☒ Day ☐ Night ☒ Subsidy			O - Observed by DHR Licensing Representative S - Certified by Licensee/Staff in-charge D - Discussed with Licensee/Staff in-charge X - Not Applicable - Not reviewed with Licensee/Staff in-charge						
Deficiencies Noted: ☒ Yes ☐ No			DHR Licensing Representative: <u>Amy Hoen</u> <u>12/20/24</u>						
Deficiencies Corrected Date: <u>12/20/2024</u>									
H&S 90-day Deadline date: <u>03/12/2025</u>									
Sections to be completed at the discretion of the DHR Licensing Representative									
Regulations			Compliance	Non-compliance	Not Applicable	Regulations	Compliance	Non-compliance	Not Applicable
Facilities: (II, C.)						d. One handwashing sink with warm running water, soap, paper towels in each room where children are diapered	<u>0</u>		
1. Indoor area (II, C., 4.)						e. Space for ill or injured child	<u>0</u>		
a. Exclusive use of activity areas			<u>0</u>			f. Items used by ill child disinfected	<u>0</u>		
b. Designated space for each grouping of children			<u>0</u>			g. Storage space for teacher's supplies	<u>0</u>		
c. Bathrooms located on same level/under same roof			<u>0</u>			h. Office space provided	<u>0</u>		
(1) One flush toilet for each 15 children			<u>0</u>			i. Ventilation, lighting, heating			
(2) One handwashing sink for each 15 children			<u>0</u>			(1) Heating/air conditioning provided	<u>0</u>		
(3) One tub (portable plastic acceptable)			<u>0</u>			(2) Temperature between 68-82 degrees	<u>0</u>		
(4) Fixtures child size adjusted for easy use			<u>0</u>			(3) Thermometer in each area used by children	<u>0</u>		

working copy