

Evaluation Form

1. Inspection Schedule Details

Inspection Type: Renewal inspection

Facility Name: STARLIGHT
LEARNING CENTER LLC

Inspector/Investigator:
Shundre.Nevels@dhr.alabama.gov

Visit Type: Unannounced

Facility Address: 1266 Calvert School Street,
Mount Vernon, AL 36560, Mobile

Visit Date: 04/04/2025

Inspection Status: Completed

2. Inspection Questionnaire

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

S No.	Questions	Answer	Comments
1	Space for ill or injured child	Observed	
2	Items used by ill child disinfected	Observed	
3	Hazardous substances under lock and key or combination lock	Observed	
4	Stairways have hand-railings in child's reach	Observed	
5	Mops used for cleaning bodily fluids disinfected appropriately	Certified/Discussed	
6	Contaminated rugs and carpets cleaned and sanitized appropriately	Certified/Discussed	
7	Bathrooms located on same level/under same roof	Observed	

8	One handwashing sink for each 15 children	Observed	
9	Office space provided	Observed	
10	Temperature between 68-82 degrees	Observed	
11	Carpets vacuumed daily	Certified/Discussed	
12	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Certified/Discussed	
13	Designated space for each grouping of children	Observed	
14	Thermometer in each area used by children	Not Met	Missing indoor thermometers in the Infant and School-age classrooms.
15	Outside windows that are open are screened	Not applicable	
16	Lighting adequate for activities	Observed	
17	Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	Certified/Discussed	
18	Bio-contaminants shall be stored in a labeled container and disposed of properly	Observed	
19	Fixtures child size or adjusted for easy use	Observed	
20	One handwashing sink with warm running water soap paper towels in each room where children are diapered	Observed	
21	Containers labeled	Observed	
22	No firearms or ammunition kept or allowed in center except law enforcement	Certified/Discussed	
23	Contaminated materials shall be disposed of properly in the bio-contaminant receptable	Certified/Discussed	

24	Contaminated clothing items stored or washed properly	Certified/Discussed	
25	One tub (portable plastic acceptable)	Observed	
26	Heating/air conditioning provided	Observed	
27	Lighting adequate at nap/rest time to allow children to be seen	Observed	
28	Exposed electrical outlets have protective covers	Observed	
29	Cleaning does not interfere with children's activities	Certified/Discussed	
30	One flush toilet for each 15 children	Observed	
31	Storage space for teacher's supplies	Observed	
32	DHR notified if telephone is out of order or if the number changes	Observed	
33	Medications and drugs kept under lock and key or combination lock, separate from harmful items	Certified/Discussed	
34	Floors, bathrooms fixtures cleaned/disinfected	Certified/Discussed	
35	Operational telephone for center business only	Observed	
36	Center free of apparent hazards	Observed	
37	Clear glass doors are marked at child level	Not applicable	
38	Barriers around heaters, radiators, fans	Not applicable	
39	Exclusive use of activity areas	Observed	
40	Child safe thermometer	Observed	
41	Outside doors kept closed	Observed	
42	Smoking or use of tobacco prohibited on premises/center vehicles	Certified/Discussed	

43	Bio-contaminants stored outside shall be disposed of properly	Certified/Discussed	
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Facilities - Outdoor area (II.C.5)

S No.	Questions	Answer	Comments
1	*Wheel vehicles to pull or push - 2	Observed	
2	*Climbing apparatus	Observed	
3	Outdoor area adjoins or is safely accessible	Observed	
4	Shade and sun areas provided	Observed	
5	Outdoor play area free of apparent hazardous conditions:	Observed	
6	Off-street loading/unloading provided	Observed	
7	Fence or wall free of sharp edges	Observed	
8	Gates secured	Observed	
9	*Wheeled vehicles to sit on and maneuver - 2	Observed	
10	*Balls-3	Observed	
11	Separate areas for children younger than 2	Observed	
12	Outdoor play area enclosed by a fence or wall at least 4 feet in height	Observed	
13	Equipment not designed to be portable, securely anchored	Observed	
14	*Crawl-through equipment	Observed	
15	*Toys for digging	Observed	
16	Area well-drained	Observed	
17	Stairs/steps have handrails in child's reach	Observed	

18	Outdoor play area and equipment are free of apparent hazardous conditions	Observed	
19	*Digging or sand area	Observed	
20	Concrete/asphalt not used under equipment	Observed	

Facilities - Swimming and wading at the center (II.C.6)

S No.	Questions	Answer	Comments
1	Persons counted in ratios meet child care worker qualifications/in the pool at all times	Not applicable	
2	Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children	Not applicable	
3	One staff for every 4 children ages 2 years up to 4 years of age	Not applicable	
4	Clean water provided each day	Not applicable	
5	Swimming and wading at the center	No	
6	One staff for every 10 children ages 6 years and older	Not applicable	
7	Required ratios met as stated in the standards	Not applicable	
8	Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file	Not applicable	
9	One staff for each child younger than 2 years of age	Not applicable	
10	Wading structure emptied when not in use	Not applicable	
11	One staff for every 6 children ages 4 years up to	Not applicable	

	6 years of age		
12	Ratios determined by youngest child in the pool	Not applicable	
13	At least one staff with CPR & first aid at each wading structure	Not applicable	
14	At least two staff at each wading structure within arms-length "touch supervision"	Not applicable	
15	Staff provided to supervise children in pool area, but not in the pool	Not applicable	
16	If any part of a child's body is in the water, the child is considered in the pool	Not applicable	
17	Lifeguard at poolside at all times pool is in use	Not applicable	
18	Lifeguard not counted in ratios	Not applicable	

Away from center activities (II.C.7)

S No.	Questions	Answer	Comments
1	Note: The Department of Human Resources does not inspect activities away from the center, including swimming and wading activities. The licensee	Certified/Discussed	

shall assume full authority

and responsibility for away

from the center activities.

Child Care Program (II.D)

S No.	Questions	Answer	Comments
1	24 months to 36 months 1 to 8	Certified/Discussed	
2	4 years up to school age 1 to 18	Certified/Discussed	
3	All children supervised at all times	Certified/Discussed	
4	Substitute staff available	Certified/Discussed	
5	0 up to 18 months 1 to 5	Certified/Discussed	
6	Staff person in charge when director is absent, authorized to conduct center business	Observed	
7	Staff able to see all children	Certified/Discussed	
8	0 up to 18 months 1 to 5	Certified/Discussed	
9	2 and older 1 to 36	Certified/Discussed	
10	18 up to 2 years 1 to 7	Certified/Discussed	
11	School age up to 8 years 1 to 21	Certified/Discussed	
12	Staff assigned responsibility for same infants/toddlers each day	Certified/Discussed	
13	18 months up to 2 years 1 to 14	Certified/Discussed	
14	8 years and older 1 to 22	Certified/Discussed	
15	Children younger than 2 grouped separately	Certified/Discussed	
16	Staff free from other duties while working with the children	Certified/Discussed	
17	2 years up to 4 years 1 to 11	Certified/Discussed	

18	Staff counted in ratio only when giving full attention to the children	Certified/Discussed	
19	Two staff with infant-child CPR and first aid present during all hours of operation	Observed	
20	Required ratios maintained at all times	Certified/Discussed	
21	Director authorized to conduct center business	Observed	
22	Staff in each room during napping/resting	Certified/Discussed	
23	Exception for group 24-36 months	Observed	
24	Exception for individual children's needs	Certified/Discussed	
25	Second staff available when 7 or more children present/required ratios met	Certified/Discussed	
26	No staff on duty more than 8 continuous hours on a regular basis	Certified/Discussed	

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

S No.	Questions	Answer	Comments
1	Cries/signs of distress investigated immediately	Certified/Discussed	
2	60 Minutes of physical activity full day/ 30 minutes half-day	Certified/Discussed	
3	Infants placed on back to sleep unless physician's statement indicates otherwise	Certified/Discussed	
4	No positioning device used unless specified by physician	Certified/Discussed	
5	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Certified/Discussed	

6	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
7	Individual paper towels for each washing and drying	Observed	
8	Freedom of movement outside cribs daily	Certified/Discussed	
9	Infants not seated for more than 15 minutes	Certified/Discussed	
10	Two feet between occupied cribs	Observed	
11	Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child	Certified/Discussed	
12	Bottles/food served according to parental request (microwaves not used for bottles)	Certified/Discussed	
13	Expressed human milk sent in container labeled with infant's full name/date, and specific written instructions on how to prepare, store, and use	Certified/Discussed	
14	Encouraged to play with a variety of toys	Observed	
15	No child diapered on the floor	Certified/Discussed	
16	Staff use clean disposable gloves for diapering each child/for each diaper change	Observed	
17	Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc.	Certified/Discussed	
18	No infant put to sleep on sofa, soft mattress	Certified/Discussed	
19	Disposable utensils used only with close supervision	Observed	
20	Foods eaten from a dish	Observed	
21	Placed on tummy part of time while awake and observed	Certified/Discussed	

22	Clean, dry diaper/clothing provided	Observed	
23	Diapering area separate from food service area	Certified/Discussed	
24	Cots positioned to allow space for access or emergency exit	Observed	
25	If formula provided by center, ready to feed, properly stored and handled	Certified/Discussed	
26	When able, infants allowed to sit in feeding chair	Certified/Discussed	
27	Child not forced or bribed to eat	Certified/Discussed	
28	No screen time for children under 2 years of age	Certified/Discussed	
29	Daily schedule posted that includes 60 minutes of physical activity (toddlers)	Observed	
30	Infants allowed to form own sleep patterns	Certified/Discussed	
31	Infants who can easily turn placed on back but allowed to adopt preferred position	Certified/Discussed	
32	Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns	Certified/Discussed	
33	Infant formula for a breastfed infant should only be used with parental consent	Certified/Discussed	
34	Small hard candies, nuts not served to children under 4 years old	Certified/Discussed	
35	Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	Certified/Discussed	
36	Time outdoors daily when weather permits	Observed	
37	Staff talks to each child and encourages response	Observed	

38	Changing area cleaned and disinfected	Certified/Discussed	
39	Individual, disposable wipes used at each diaper change, disposed of properly	Certified/Discussed	
40	For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	Certified/Discussed	
41	Meals and snacks comply with requirements	Observed	
42	Infants held for bottle feeding	Certified/Discussed	
43	Child's hands washed before and after snacks, after diapering, toileting	Certified/Discussed	
44	Each child's hands washed after diapering	Certified/Discussed	
45	Staff use universal precautions when diapering	Observed	
46	For toddlers, clean bottom sheets and top coverings weekly, more often if needed	Certified/Discussed	
47	Formula, food for infants if provided by center, planned with parent or physician	Certified/Discussed	
48	Toddlers seated while eating	Observed	
49	Child encouraged to experiment with self-feeding, utensils provided	Certified/Discussed	
50	Dishes, bottles unbreakable	Observed	
51	Wet/soiled diapers/clothing changed promptly	Certified/Discussed	
52	No child left unattended while being diapered	Certified/Discussed	
53	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Certified/Discussed	

54	Potty chairs emptied, rinsed, disinfected after each use	Not applicable	
55	Feeding schedule according to child's needs	Certified/Discussed	
56	No bottles propped	Certified/Discussed	
57	Drinking water without added sweeteners or carbonation readily available throughout the day	Observed	
58	Food not used as a reward or punishment	Certified/Discussed	

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

S No.	Questions	Answer	Comments
1	Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	Certified/Discussed	
2	Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	Certified/Discussed	
3	Cots positioned to allow space for access or emergency exit	Certified/Discussed	
4	Staff able to see all children	Observed	
5	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Observed	
6	Food served on individual dishes or napkins, not directly on the table	Observed	
7	Physical activity/outdoor time cannot be taken away as punishment	Certified/Discussed	

8	Center open to visits from parents at any time	Certified/Discussed	
9	Medication administered only with written authorization from parent and child's health professional	Certified/Discussed	
10	Medication in original container, labeled	Certified/Discussed	
11	Children and staff wash hands after handling animals	Not applicable	
12	Staff permit/encourage conversation among children	Certified/Discussed	
13	Radio, TV, videos used only to supplement/enhance daily plan	Certified/Discussed	
14	Staff recognize differing needs of children	Certified/Discussed	
15	Rest period at least 45 minutes, not more than 2 hours	Certified/Discussed	
16	No child forced or bribed to eat	Certified/Discussed	
17	Children's hands washed before meals and snack and after toileting	Observed	
18	Disposable gloves used for diapering	Certified/Discussed	
19	No verbal abuse	Certified/Discussed	
20	No physical restraint as punishment	Certified/Discussed	
21	Measuring device provided	Certified/Discussed	
22	Locked storage provided for medication	Certified/Discussed	
23	Aggressive animals not kept in center or on grounds	Not applicable	
24	Certificate of rabies vaccination on file for animals	Not applicable	

25	According to each child's needs, each child's hands washed	Certified/Discussed	
26	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Observed	
27	Small hard candies, nuts not served to children under four	Certified/Discussed	
28	Portions of food suited to child's needs; second portions available	Certified/Discussed	
29	Parents notified of complaint procedures	Certified/Discussed	
30	Parents provided information on child development and children's health annually	Observed	
31	Parents notified of exposure to contagious disease/condition	Certified/Discussed	
32	Center reports contagious disease/condition to health department as required	Certified/Discussed	
33	Does the center's staff give medication/medical procedures?	Yes	
34	Time outdoors daily when weather permits for 60 to 90 minutes	Observed	
35	If a child does not sleep after 45 minutes, quiet activities permitted	Certified/Discussed	
36	Staff use Universal Precautions when diapering or handling bodily fluids	Certified/Discussed	
37	Vending machines prohibited in areas used by children	Observed	
38	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Certified/Discussed	
39	No discipline associated with food, naps, or	Certified/Discussed	

	bathroom procedures		
40	Staff available for communication/conferences	Certified/Discussed	
41	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Observed	
42	Medication administered by designated staff	Certified/Discussed	
43	Extra children's clothing available	Observed	
44	Videos previewed by staff for appropriateness	Certified/Discussed	
45	Sexually explicit, violent, frightening materials prohibited	Certified/Discussed	
46	Special dietary needs in accordance with written instructions	Certified/Discussed	
47	Meals and snacks provided by the center	Observed	
48	Individual paper towels for each washing and drying	Observed	
49	No Corporal/physical punishment	Certified/Discussed	
50	If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	Certified/Discussed	

51	Parent of ill/injured child notified immediately and required to come for child	Certified/Discussed	
52	Used paper towels, wipes, tissues are disposed of immediately following use	Certified/Discussed	
53	Toilet paper provided for use by children and staff	Observed	
54	No child required to watch TV or videos	Certified/Discussed	
55	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Certified/Discussed	
56	Fluid milk served, no powdered milk for drinking	Observed	
57	No child deprived of meal or snack	Certified/Discussed	
58	Catered meals and snacks meet requirements	Certified/Discussed	
59	Discipline appropriate to age and developmental level of the children	Observed	
60	No ill child admitted	Certified/Discussed	
61	If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained	Certified/Discussed	
62	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
63	Toilet articles labeled and stored separately	Observed	
64	Staff give individual attention to each child daily	Certified/Discussed	
65	Rest period for children in attendance more than 5 hours	Certified/Discussed	
66	Meals and snacks comply with USDA guidelines	Observed	

67	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
68	Children not allowed in the kitchen	Certified/Discussed	
69	No punishment administered by another child	Certified/Discussed	
70	Parents provided with information on influenza annually	Observed	
71	Parents urged to notify center if a child is exposed to a contagious disease outside the center	Certified/Discussed	
72	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
73	Animals that could pose a threat to health and safety kept away from children	Not applicable	
74	Schedule posted that includes 60 minutes of active play	Observed	
75	Clean sheet/covers provided weekly, more often if needed	Certified/Discussed	
76	At least one staff present in each room	Observed	
77	Drinking water without added sweeteners or carbonation readily available throughout the day	Observed	
78	Children seated while eating	Observed	
79	Discipline, behavior problems discussed with parent	Certified/Discussed	
80	Parents informed of their right to visit	Certified/Discussed	
81	No blanket authorization forms for medication	Certified/Discussed	
82	Medication not used beyond date of expiration	Certified/Discussed	

83	Animals confined, cages kept clean, food and water available	Not applicable	
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Emergency Preparedness and Response Plan (II.D.3.G.11.H)

S No.	Questions	Answer	Comments
1	Fire	Observed	
2	Available to all staff and employees	Observed	
3	Copies provided to all parents/guardians	Certified/Discussed	
4	Relocation	Observed	
5	Posted in a conspicuous place	Observed	
6	Current and complete emergency plans and procedures submitted to the Department	Observed	
7	Tornado	Observed	
8	Lockdown	Observed	

Transportation (II.E)

S No.	Questions	Answer	Comments
1	Children of lawful school age and older, fewer than 15 transported with only the driver	Certified/Discussed	
2	For 30 or more children of lawful school age, two staff in addition to driver	Certified/Discussed	
3	Each child signed in and signed out with a written signature or bio-metric ID	Certified/Discussed	

4	Photo ID required when releasing child to unfamiliar, designated person	Certified/Discussed	
5	Driver signs checklist, indicating he/she has checked each seat	Observed	
6	No child left in a vehicle without adult supervision	Certified/Discussed	
7	Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle	Certified/Discussed	
8	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	
9	Does the center's staff provide transportation?	Yes	Rose Skanes Kristen Weaver
10	Stationary seating for child, each child seated while vehicle is moving	Certified/Discussed	
11	Driver and all passengers secured when vehicle is moving	Certified/Discussed	
12	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	Certified/Discussed	
13	Designated staff complete and sign checklist	Observed	
14	Checklist kept on file for the current year plus two additional years	Certified/Discussed	
15	Staff accompany each child under 2 from vehicle to care of designated person	Certified/Discussed	

16	Driver checks each seat at each location to verify no child is left on the vehicle	Certified/Discussed	
17	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	Certified/Discussed	
18	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Observed	
19	Transportation checklists used as required	Observed	
20	Doors locked when vehicle is moving	Certified/Discussed	
21	Children not transported in front seat of vehicle with passenger side air bag	Certified/Discussed	
22	Center responsible for picking up child at designated location and delivering child to designated person	Certified/Discussed	
23	Staff visually supervise each child 2 and older from vehicle to care of designated person	Certified/Discussed	
24	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	Certified/Discussed	
25	Staff-child ratio met for children younger than lawful school-age, driver not counted	Certified/Discussed	
26	For 15 or more children of lawful school age, one staff in addition to driver	Certified/Discussed	
27	Each child accompanied into and out of center	Certified/Discussed	

28	Any child who arrives by walking or bus, signed in by staff	Certified/Discussed	
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Staff (II.F.)

S No.	Questions	Answer	Comments
1	Records filed alphabetically	Certified/Discussed	
2	Medical exam and TB test on file at time of employment	Observed	
3	Aides/assistant teachers not counted in ratio	Certified/Discussed	
4	Records on file at time of employment	Certified/Discussed	
5	Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	Certified/Discussed	
6	Driver at least 19 years old with valid driver's license	Observed	
7	Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment	Certified/Discussed	
8	By August 1, 2022, directors must complete orientation training on the department's Quality rating and Improvement System	Not applicable	
9	Substitute staff meet qualifications of staff for whom substituting	Observed	
10	By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry	Observed	
11	Center director meets qualifications	Observed	

12	Child care workers/teachers/subs meet requirements for Health & Safety training	Certified/Discussed	
13	Records on staff kept confidential	Certified/Discussed	
14	Records on staff maintained at least two years after person has left	Certified/Discussed	
15	Inactive files maintained separately	Certified/Discussed	
16	Staff with symptoms of contagious disease/condition not in center	Certified/Discussed	

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	Licensee informs DHR of any criminal convictions or current charges	Certified/Discussed	
3	Persons with determination of unsuitable character terminated	Certified/Discussed	

Administration (II.H)

S No.	Questions	Answer	Comments
1	Licensee assumes full authority and responsibility for meeting and maintaining Standards	Certified/Discussed	
2	Changes in operating policies provided to parents and DHR	Certified/Discussed	

3	Change in address or telephone number	Certified/Discussed	
4	Major damage to facility	Certified/Discussed	
5	Any disastrous event	Certified/Discussed	
6	Individual records on each child on file on first day of attendance	Certified/Discussed	
7	Sign in/sign out sheets	Observed	
8	Most recent deficiency report	Observed	
9	Medical assistance (ambulance or rescue)	Observed	
10	Any illness/injury of child or staff requiring professional medical treatment	Certified/Discussed	
11	Any death occurring in the center or during away from the center activities	Certified/Discussed	
12	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
13	Child abuse/neglect reported as required by law	Certified/Discussed	
14	Law enforcement	Observed	
15	Poison control center	Observed	
16	Written operating policies established	Observed	
17	Copy of operating policies provided to parent at time of child's enrollment	Certified/Discussed	
18	Any traffic accident involving day care children using transportation provided by the center	Certified/Discussed	
19	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
20	Inactive files maintained separately	Certified/Discussed	
21	Daily attendance records on all staff and children	Certified/Discussed	

22	Emergency Preparedness and Response Plan	Observed	
23	Name of director/staff in charge	Certified/Discussed	
24	Change in chief executive officer of corporation or members of the board	Certified/Discussed	
25	Major change or extension of hours of program	Certified/Discussed	
26	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Certified/Discussed	
27	Requirements for drop-in care met	Certified/Discussed	
28	Most recent fire inspection report within 5 years	Observed	
29	Menu for meals and snacks/dated	Observed	
30	Licensee provides operating funds	Certified/Discussed	
31	Operating policies do not contradict Standards	Certified/Discussed	
32	Change in ownership	Certified/Discussed	
33	Children's records and information about children and their families kept confidential	Certified/Discussed	
34	Children's records maintained 2 years after child has left the center	Certified/Discussed	
35	Most recent license, permit, or approval	Observed	
36	Most recent licensing evaluation	Observed	
37	Change in location	Certified/Discussed	
38	Any illness/injury of child or staff requiring emergency medical treatment	Certified/Discussed	

39	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
40	Records filed alphabetically	Certified/Discussed	
41	Public notice form	Observed	
42	Fire department	Observed	
43	Change in director of center	Certified/Discussed	
44	Alterations to center or grounds	Certified/Discussed	
45	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
46	Age range of children in care conforms to ages specified	Certified/Discussed	
47	Corrective/adverse action notices	Not applicable	
48	Most recent Health department inspection report and food permit or written permission for catering food	Observed	
49	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Certified/Discussed	
50	Copy of operating policies submitted to DHR	Observed	
51	Interruption of the center's electrical, telephone or gas service	Certified/Discussed	
52	Any litigation involving the center	Certified/Discussed	
53	Transportation checklists	Not applicable	
54	Vehicle safety check	Not applicable	
55	Substitute help	Certified/Discussed	

Nighttime Centers (II.I)

S No.	Questions	Answer	Comments
1	18 months up to 2 1 to 14	Not applicable	
2	4 years and older 1 to 25	Not applicable	
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	Not applicable	
4	Clean water provided for each child	Not applicable	
5	Each child supervised while bathing	Not applicable	
6	0 up to 18 months 1 to 5	Not applicable	
7	Each staff assigned responsibility for same children nightly	Not applicable	
8	Outdoor time available during daylight hours	Not applicable	
9	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
10	Staff able to see all the children at all times	Not applicable	
11	Breakfast served to children going directly to school	Not applicable	
12	Lighting maintained so children are visible while sleeping	Not applicable	
13	Nightly activity schedule posted	Not applicable	
14	All children supervised at all times	Not applicable	
15	At least one staff in each room of sleeping children	Not applicable	

16	Staff assist each child as needed, in dressing and grooming	Not applicable	
17	Evening meal served to children in attendance	Not applicable	
18	Does the center provide care after midnight?	No	
19	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
20	2 up to 4 years 1 to 18	Not applicable	
21	Required ratios for daytime maintained while children are awake	Not applicable	
22	Each child bathed separately	Not applicable	
23	Individual soap, towel and washcloth provided for each child	Not applicable	
24	Does the center provide care after 7:00 p.m.?	No	
25	All staff awake and alert to needs of children	Not applicable	
26	At least two staff in center whenever children are present/required ratios met	Not applicable	

3. Classroom Checklist

Furnishings and equipment (II.C.8) - Checklist for School-Age - School Age(CI00515)

S No.	Questions	Answer	Comments
1	*Jig-saw puzzle-1 per 5 children	Observed	
2	*Games: choose indoor or table games suited to age of children-1 per 5 children	Observed	

3	*Games: choose outdoor or active games suited to age of children-1 per 5 children	Observed	
4	*Books suited to age of children-2 per child	Observed	
5	*Non-toxic playdough or modeling clay	Observed	
6	*Non-toxic tempera paint	Observed	
7	*Brushes	Observed	
8	*Non-toxic glue, paste, tape	Observed	
9	*Scissors	Observed	
10	*A device that plays a variety of age appropriate music	Observed	
11	*Interlocking manipulative play sets – 1 per 5 children	Observed	
12	Table space and chair for each child	Observed	
13	Cots/sheets/covers for each child who naps	Observed	
14	Indoor thermometer (child safe)	Not Met	Missing indoor thermometer
15	Written schedule posted with 60-90 minutes of active play	Observed	
16	Labeled storage space at child level	Observed	
17	Shelving for equipment and supplies/anchored	Observed	
18	Designated activity areas	Observed	
19	Electrical outlets covered	Observed	
20	Barriers around heaters, fans	Observed	
21	Hazardous substances locked	Observed	
22	Containers labeled	Observed	
23	Medication locked	Observed	
24	Screens on windows which are opened	Observed	

25	Lighting adequate	Observed	
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4. Ad Hoc Deficiency

S No.	Deficiency
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