

Evaluation Form

1. Inspection Schedule Details

Inspection Type: Renewal inspection

Facility Name: E.M. HENRY HEAD
START/EARLY HS CENTER

Inspector/Investigator:
jessica.vice@dhr.alabama.gov

Visit Type: Unannounced

Facility Address: 413 14TH STREET,
CLANTON, AL 35045, Chilton

Visit Date: 04/04/2025

Inspection Status: Completed

2. Inspection Questionnaire

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

S No.	Questions	Answer	Comments
1	Operational telephone for center business only	Certified/Discussed	
2	Center free of apparent hazards	Observed	
3	Clear glass doors are marked at child level	Not applicable	
4	Barriers around heaters, radiators, fans	Observed	
5	One tub (portable plastic acceptable)	Observed	
6	Heating/air conditioning provided	Observed	
7	Lighting adequate at nap/rest time to allow children to be seen	Observed	
8	Exposed electrical outlets have protective covers	Certified/Discussed	

9	Cleaning does not interfere with children's activities	Certified/Discussed	
10	Bathrooms located on same level/under same roof	Observed	
11	One handwashing sink for each 15 children	Observed	
12	Office space provided	Observed	
13	Temperature between 68-82 degrees	Observed	
14	Carpets vacuumed daily	Certified/Discussed	
15	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Certified/Discussed	
16	Designated space for each grouping of children	Observed	
17	Thermometer in each area used by children	Observed	
18	Outside windows that are open are screened	Not applicable	
19	Lighting adequate for activities	Observed	
20	Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	Certified/Discussed	
21	Bio-contaminants shall be stored in a labeled container and disposed of properly	Certified/Discussed	
22	One flush toilet for each 15 children	Observed	
23	Storage space for teacher's supplies	Observed	
24	DHR notified if telephone is out of order or if the number changes	Certified/Discussed	
25	Medications and drugs kept under lock and key or combination lock, separate from harmful items	Certified/Discussed	

26	Floors, bathrooms fixtures cleaned/disinfected	Certified/Discussed	
27	Fixtures child size or adjusted for easy use	Observed	
28	One handwashing sink with warm running water soap paper towels in each room where children are diapered	Observed	
29	Containers labeled	Observed	
30	No firearms or ammunition kept or allowed in center except law enforcement	Certified/Discussed	
31	Contaminated materials shall be disposed of properly in the bio-contaminant receptacle	Certified/Discussed	
32	Contaminated clothing items stored or washed properly	Certified/Discussed	
33	Space for ill or injured child	Certified/Discussed	
34	Items used by ill child disinfected	Certified/Discussed	
35	Hazardous substances under lock and key or combination lock	Certified/Discussed	
36	Stairways have hand-railings in child's reach	Not applicable	
37	Mops used for cleaning bodily fluids disinfected appropriately	Certified/Discussed	
38	Contaminated rugs and carpets cleaned and sanitized appropriately	Certified/Discussed	
39	Exclusive use of activity areas	Observed	
40	Child safe thermometer	Observed	
41	Outside doors kept closed	Certified/Discussed	
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	
----	---	---------------------	--

Facilities - Outdoor area (II.C.5)

S No.	Questions	Answer	Comments
1	Outdoor area adjoins or is safely accessible	Observed	
2	*Crawl-through equipment	Observed	
3	*Toys for digging	Observed	
4	Area well-drained	Observed	
5	Stairs/steps have handrails in child's reach	Not applicable	
6	Shade and sun areas provided	Observed	
7	Outdoor play area free of apparent hazardous conditions:	Observed	
8	*Wheel vehicles to pull or push - 2	Observed	
9	*Climbing apparatus	Observed	
10	Separate areas for children younger than 2	Observed	
11	Outdoor play area enclosed by a fence or wall at least 4 feet in height	Observed	
12	Equipment not designed to be portable, securely anchored	Observed	
13	Outdoor play area and equipment are free of apparent hazardous conditions	Not Met	There are active ant beds on the playgrounds.
14	*Digging or sand area	Observed	
15	Concrete/asphalt not used under equipment	Observed	
16	*Wheeled vehicles to sit on and maneuver - 2	Observed	

17	*Balls-3	Observed	
18	Off-street loading/unloading provided	Observed	
19	Fence or wall free of sharp edges	Not Met	The fence has a hole on the preschool playground's bottom left side and protruding wires.
20	Gates secured	Observed	

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

S No.	Questions	Answer	Comments
1	Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file	Not applicable	
2	One staff for each child younger than 2 years of age	Not applicable	
3	Wading structure emptied when not in use	Not applicable	
4	One staff for every 6 children ages 4 years up to 6 years of age	Not applicable	
5	Ratios determined by youngest child in the pool	Not applicable	
6	At least one staff with CPR & first aid at each wading structure	Not applicable	
7	At least two staff at each wading structure within arms-length "touch supervision"	Not applicable	
8	Persons counted in ratios meet child care worker qualifications/in the pool at all times	Not applicable	

9	Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children	Not applicable	
10	Swimming and wading at the center	No	
11	One staff for every 10 children ages 6 years and older	Not applicable	
12	Required ratios met as stated in the standards	Not applicable	
13	One staff for every 4 children ages 2 years up to 4 years of age	Not applicable	
14	Clean water provided each day	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 shall assume full authority and responsibility for away from the center activities.	Certified/Discussed	

Child Care Program (II.D)

S No.	Questions	Answer	Comments
1	2 years up to 4 years 1 to 11	Certified/Discussed	
2	Staff counted in ratio only when giving full attention to the children	Certified/Discussed	
3	Two staff with infant-child CPR and first aid present during all hours of operation	Certified/Discussed	
4	0 up to 18 months 1 to 5	Observed	
5	2 and older 1 to 36	Observed	
6	8 years and older 1 to 22	Not applicable	
7	Children younger than 2 grouped separately	Not applicable	
8	Staff free from other duties while working with the children	Certified/Discussed	
9	24 months to 36 months 1 to 8	Certified/Discussed	
10	4 years up to school age 1 to 18	Not applicable	
11	All children supervised at all times	Certified/Discussed	
12	Substitute staff available	Certified/Discussed	
13	18 up to 2 years 1 to 7	Certified/Discussed	
14	School age up to 8 years 1 to 21	Not applicable	
15	Staff assigned responsibility for same infants/toddlers each day	Certified/Discussed	
16	18 months up to 2 years 1 to 14	Observed	
17	0 up to 18 months 1 to 5	Certified/Discussed	

18	Staff person in charge when director is absent, authorized to conduct center business	Certified/Discussed	
19	Staff able to see all children	Observed	
20	Exception for group 24-36 months	Not applicable	
21	Exception for individual children's needs	Not applicable	
22	Second staff available when 7 or more children present/required ratios met	Certified/Discussed	
23	No staff on duty more than 8 continuous hours on a regular basis	Certified/Discussed	
24	Required ratios maintained at all times	Certified/Discussed	
25	Director authorized to conduct center business	Certified/Discussed	
26	Staff in each room during napping/resting	Observed	

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	Wet/soiled diapers/clothing changed promptly	Certified/Discussed	
9	No child left unattended while being diapered	Certified/Discussed	
10	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Observed	
11	Potty chairs emptied, rinsed, disinfected after each use	Not applicable	
12	Feeding schedule according to child's needs	Certified/Discussed	
13	No bottles propped	Certified/Discussed	
14	Drinking water without added sweeteners or carbonation readily available throughout the day	Observed	
15	Food not used as a reward or punishment	Certified/Discussed	
16	Time outdoors daily when weather permits	Certified/Discussed	
17	Staff talks to each child and encourages response	Certified/Discussed	
18	Changing area cleaned and disinfected	Certified/Discussed	
19	Individual, disposable wipes used at each diaper change, disposed of properly	Observed	
20	For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	Certified/Discussed	
21	Meals and snacks comply with requirements	Certified/Discussed	
22	Infants held for bottle feeding	Certified/Discussed	

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

	to eat	ed	
39	Encouraged to play with a variety of toys	Certified/Discussed	
40	No child diapered on the floor	Certified/Discussed	
41	Staff use clean disposable gloves for diapering each child/for each diaper change	Certified/Discussed	
42	Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc.	Certified/Discussed	
43	No infant put to sleep on sofa, soft mattress	Certified/Discussed	
44	Disposable utensils used only with close supervision	Certified/Discussed	
45	Foods eaten from a dish	Certified/Discussed	
46	Each child's hands washed after diapering	Certified/Discussed	
47	Staff use universal precautions when diapering	Certified/Discussed	
48	For toddlers, clean bottom sheets and top coverings weekly, more often if needed	Certified/Discussed	
49	Formula, food for infants if provided by center, planned with parent or physician	Certified/Discussed	

50	Toddlers seated while eating	Certified/Discussed	
51	Child encouraged to experiment with self-feeding, utensils provided	Certified/Discussed	
52	Dishes, bottles unbreakable	Certified/Discussed	
53	Freedom of movement outside cribs daily	Certified/Discussed	
54	Infants not seated for more than 15 minutes	Certified/Discussed	
55	Two feet between occupied cribs	Observed	
56	Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child	Certified/Discussed	
57	Bottles/food served according to parental request (microwaves not used for bottles)	Certified/Discussed	
58	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	

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	Observed	
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	Observed	
4	Staff able to see all children	Observed	
5	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Certified/Discussed	
6	Food served on individual dishes or napkins, not directly on the table	Certified/Discussed	
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	Videos previewed by staff for appropriateness	Certified/Discussed	
13	Sexually explicit, violent, frightening materials prohibited	Certified/Discussed	
14	Special dietary needs in accordance with written instructions	Certified/Discussed	
15	Meals and snacks provided by the center	Certified/Discussed	
16	Individual paper towels for each washing and drying	Observed	
17	No Corporal/physical punishment	Certified/Discussed	
18	If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	Certified/Discussed	

19	Parent of ill/injured child notified immediately and required to come for child	Certified/Discussed	
20	Used paper towels, wipes, tissues are disposed of immediately following use	Certified/Discussed	
21	Toilet paper provided for use by children and staff	Certified/Discussed	
22	According to each child's needs, each child's hands washed	Certified/Discussed	
23	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Certified/Discussed	
24	Small hard candies, nuts not served to children under four	Certified/Discussed	
25	Portions of food suited to child's needs; second portions available	Certified/Discussed	
26	Parents notified of complaint procedures	Certified/Discussed	
27	Parents provided information on child development and children's health annually	Certified/Discussed	
28	Parents notified of exposure to contagious disease/condition	Certified/Discussed	
29	Center reports contagious disease/condition to health department as required	Certified/Discussed	
30	Does the center's staff give medication/medical procedures?	Yes	
31	No child required to watch TV or videos	Certified/Discussed	
32	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Certified/Discussed	
33	Fluid milk served, no powdered milk for drinking	Certified/Discussed	
34	No child deprived of meal or snack	Certified/Discussed	

35	Catered meals and snacks meet requirements	Certified/Discussed	
36	Discipline appropriate to age and developmental level of the children	Certified/Discussed	
37	No ill child admitted	Certified/Discussed	
38	If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained	Certified/Discussed	
39	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
40	Toilet articles labeled and stored separately	Observed	
41	Time outdoors daily when weather permits for 60 to 90 minutes	Observed	
42	If a child does not sleep after 45 minutes, quiet activities permitted	Certified/Discussed	
43	Staff use Universal Precautions when diapering or handling bodily fluids	Certified/Discussed	
44	Vending machines prohibited in areas used by children	Not applicable	
45	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Certified/Discussed	
46	No discipline associated with food, naps, or bathroom procedures	Certified/Discussed	
47	Staff available for communication/conferences	Certified/Discussed	

48	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Certified/Discussed	
49	Medication administered by designated staff	Certified/Discussed	
50	Extra children's clothing available	Observed	
51	Schedule posted that includes 60 minutes of active play	Observed	
52	Clean sheet/covers provided weekly, more often if needed	Certified/Discussed	
53	At least one staff present in each room	Observed	
54	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
55	Children seated while eating	Certified/Discussed	
56	Discipline, behavior problems discussed with parent	Certified/Discussed	
57	Parents informed of their right to visit	Certified/Discussed	
58	No blanket authorization forms for medication	Certified/Discussed	
59	Medication not used beyond date of expiration	Certified/Discussed	
60	Animals confined, cages kept clean, food and water available	Not applicable	
61	Staff permit/encourage conversation among children	Observed	
62	Radio, TV, videos used only to supplement/enhance daily plan	Certified/Discussed	
63	Staff recognize differing needs of children	Certified/Discussed	

64	Rest period at least 45 minutes, not more than 2 hours	Certified/Discussed	
65	No child forced or bribed to eat	Certified/Discussed	
66	Children's hands washed before meals and snack and after toileting	Certified/Discussed	
67	Disposable gloves used for diapering	Certified/Discussed	
68	No verbal abuse	Certified/Discussed	
69	No physical restraint as punishment	Certified/Discussed	
70	Measuring device provided	Certified/Discussed	
71	Locked storage provided for medication	Observed	
72	Aggressive animals not kept in center or on grounds	Not applicable	
73	Certificate of rabies vaccination on file for animals	Not applicable	
74	Staff give individual attention to each child daily	Certified/Discussed	
75	Rest period for children in attendance more than 5 hours	Certified/Discussed	
76	Meals and snacks comply with USDA guidelines	Certified/Discussed	
77	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
78	Children not allowed in the kitchen	Certified/Discussed	
79	No punishment administered by another child	Certified/Discussed	
80	Parents provided with information on influenza annually	Certified/Discussed	
81	Parents urged to notify center if a child is exposed to a contagious disease	Certified/Discussed	

	outside the center		
82	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
83	Animals that could pose a threat to health and safety kept away from children	Not applicable	

Emergency Preparedness and Response Plan (II.D.3.G.11.H)

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

Transportation (II.E)

S No.	Questions	Answer	Comments
1	Staff accompany each child under 2 from vehicle to care of designated person	Not applicable	
2	Driver checks each seat at each location to verify no child is left on the vehicle	Not applicable	
3	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	
4	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Not applicable	
5	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	Not applicable	
6	Does the center's staff provide transportation?	No	
7	Stationary seating for child, each child seated while vehicle is moving	Not applicable	
8	Driver and all passengers secured when vehicle is moving	Not applicable	
9	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	Not applicable	
10	Children of lawful school age and older, fewer than	Not applicable	

16	Driver signs checklist, indicating he/she has checked each seat	Not applicable	
17	No child left in a vehicle without adult supervision	Not applicable	
18	Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle	Not applicable	
19	Center responsible for picking up child at designated location and delivering child to designated person	Not applicable	
20	Staff visually supervise each child 2 and older from vehicle to care of designated person	Not applicable	
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	Transportation checklists used as required	Not applicable	
23	Doors locked when vehicle is moving	Not applicable	
24	Children not transported in front seat of vehicle with passenger side air bag	Not applicable	
25	Staff-child ratio met for children younger than lawful school-age, driver not counted	Not applicable	
26	For 15 or more children of lawful school age, one staff in addition to driver	Not applicable	
27	Each child accompanied into and out of center	Not applicable	
28	Any child who arrives by walking or bus, signed in by staff	Not applicable	

Staff (II.F.)

S No.	Questions	Answer	Comments
1	Records filed alphabetically	Observed	
2	Medical exam and TB test on file at time of employment	Observed	
3	Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment	Observed	
4	By August 1, 2022, directors must complete orientation training on the department's Quality rating and Improvement System	Certified/Discussed	
5	Substitute staff meet qualifications of staff for whom substituting	Certified/Discussed	
6	By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry	Certified/Discussed	
7	Inactive files maintained separately	Observed	
8	Staff with symptoms of contagious disease/condition not in center	Certified/Discussed	
9	Aides/assistant teachers not counted in ratio	Observed	
10	Records on file at time of employment	Certified/Discussed	
11	Center director meets qualifications	Observed	
12	Child care workers/teachers/subs meet requirements for Health & Safety training	Observed	
13	Records on staff kept	Certified/Discussed	

	confidential	ed	
14	Records on staff maintained at least two years after person has left	Certified/Discussed	
15	Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	Observed	
16	Driver at least 19 years old with valid driver's license	Not applicable	

Character and Suitability (II.G.1)

S No.	Questions	Answer	Comments
1	Character and suitability review conducted on required person (every 5 years)	Certified/Discussed	
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	Change in director of center	Certified/Discussed	
2	Alterations to center or grounds	Certified/Discussed	
3	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
4	Age range of children in care conforms to ages specified	Observed	
5	Corrective/adverse action notices	Not applicable	
6	Most recent Health department inspection report and food permit or written permission for catering food	Observed	
7	Written operating policies established	Certified/Discussed	
8	Copy of operating policies provided to parent at time of child's enrollment	Certified/Discussed	
9	Any traffic accident involving day care children using transportation provided by the center	Certified/Discussed	
10	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
11	Inactive files maintained separately	Observed	
12	Daily attendance records on all staff and children	Certified/Discussed	
13	Emergency Preparedness and Response Plan	Observed	
14	Name of director/staff in charge	Observed	
15	Licensee assumes full authority and responsibility for meeting and maintaining Standards	Certified/Discussed	

16	Changes in operating policies provided to parents and DHR	Certified/Discussed	
17	Change in address or telephone number	Certified/Discussed	
18	Major damage to facility	Certified/Discussed	
19	Any disastrous event	Certified/Discussed	
20	Individual records on each child on file on first day of attendance	Certified/Discussed	
21	Sign in/sign out sheets	Observed	
22	Most recent deficiency report	Observed	
23	Medical assistance (ambulance or rescue)	Observed	
24	Any illness/injury of child or staff requiring professional medical treatment	Certified/Discussed	
25	Any death occurring in the center or during away from the center activities	Certified/Discussed	
26	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
27	Child abuse/neglect reported as required by law	Certified/Discussed	
28	Law enforcement	Observed	
29	Poison control center	Observed	
30	Change in location	Certified/Discussed	
31	Any illness/injury of child or staff requiring emergency medical treatment	Certified/Discussed	
32	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
33	Records filed alphabetically	Certified/Discussed	
34	Public notice form	Observed	

35	Fire department	Observed	
36	Change in chief executive officer of corporation or members of the board	Certified/Discussed	
37	Major change or extension of hours of program	Certified/Discussed	
38	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Observed	
39	Requirements for drop-in care met	Not applicable	
40	Most recent fire inspection report within 5 years	Observed	
41	Menu for meals and snacks/dated	Observed	
42	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Certified/Discussed	
43	Copy of operating policies submitted to DHR	Certified/Discussed	
44	Interruption of the center's electrical, telephone or gas service	Certified/Discussed	
45	Any litigation involving the center	Certified/Discussed	
46	Transportation checklists	Not applicable	
47	Vehicle safety check	Not applicable	
48	Substitute help	Not applicable	
49	Licensee provides operating funds	Certified/Discussed	
50	Operating policies do not contradict Standards	Observed	
51	Change in ownership	Certified/Discussed	
52	Children's records and information about children and their families kept confidential	Observed	

53	Children's records maintained 2 years after child has left the center	Certified/Discussed	
54	Most recent license, permit, or approval	Observed	
55	Most recent licensing evaluation	Observed	

Nighttime Centers (II.I)

S No.	Questions	Answer	Comments
1	All children supervised at all times	Not applicable	
2	At least one staff in each room of sleeping children	Not applicable	
3	Staff assist each child as needed, in dressing and grooming	Not applicable	
4	Evening meal served to children in attendance	Not applicable	
5	2 up to 4 years 1 to 18	Not applicable	
6	Required ratios for daytime maintained while children are awake	Not applicable	
7	Each child bathed separately	Not applicable	
8	Individual soap, towel and washcloth provided for each child	Not applicable	
9	Does the center provide care after 7:00 p.m.?	No	
10	All staff awake and alert to needs of children	Not applicable	
11	At least two staff in center whenever children are present/required ratios met	Not applicable	
12	Lighting maintained so children are visible while sleeping	Not applicable	
13	Nightly activity schedule posted	Not applicable	

14	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
15	Staff able to see all the children at all times	Not applicable	
16	Breakfast served to children going directly to school	Not applicable	
17	Does the center provide care after midnight?	No	
18	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
19	18 months up to 2	1 to 14	Not applicable
20	4 years and older	1 to 25	Not applicable
21	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	
22	Clean water provided for each child	Not applicable	
23	Each child supervised while bathing	Not applicable	
24	0 up to 18 months	1 to 5	Not applicable
25	Each staff assigned responsibility for same children nightly	Not applicable	
26	Outdoor time available during daylight hours	Not applicable	

3. Classroom Checklist

S No.	Questions	Answer	Comments
1	*Easel	Observed	
2	*Non-toxic playdough or clay	Observed	
3	*Large non-toxic crayons/watercolor markers	Observed	
4	*Large sheets of paper	Observed	
5	*Non-toxic finger/cold water paints-primary colors	Observed	
6	*Scissors (blunt tip) – 2 pair Per 5 children	Observed	
7	*Non-toxic glue or paste; tape	Observed	
8	*Paint brushes four and 1 inch in width	Observed	
9	*Large/medium building blocks-app. 15 non-interlocking	Observed	
10	*Small building blocks-app. 100 non-interlocking	Observed	
11	*Small cars, trucks, boats, etc. - 6	Observed	
12	*Age appropriate puzzles-8 (complete with all pieces)	Observed	
13	*Interlocking manipulative play sets, different types-6	Observed	
14	*Matching games-6 (no more than 2 electronic)	Observed	
15	*Puppets-2	Observed	
16	*Child-size stove/sink (or combo)	Observed	
17	*Small table and chairs/benches	Observed	
18	*Cooking utensils/dishes (unbreakable)	Observed	
19	*Doll bed or cradle	Observed	
20	*Dolls (complete with all parts)-2	Observed	

21	*Doll clothes and blankets	Observed	
22	*Dress-up clothes for boys and girls	Observed	
23	*Storage for dress-up clothes	Observed	
24	*Unbreakable mirror-full length	Observed	
25	*Toy telephones-2	Observed	
26	*Age Appropriate children's books-2 per child	Observed	
27	*A device that plays a variety of age appropriate music	Observed	
28	*Rhythm instruments – 1 per child in group	Observed	
29	*Magnifying glass	Observed	
30	*Magnets	Observed	
31	*Nature collections	Observed	
32	*Measuring and pouring equipment	Observed	
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	Observed	
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	Not applicable	
45	Screens on windows which are opened	Not applicable	
46	Lighting adequate	Observed	

4. Ad Hoc Deficiency

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