

# Evaluation Form

## 1. Inspection Schedule Details

**Inspection Type:** Renewal inspection

**Facility Name:** JESSIE RUTH  
FOSTER HEAD START/EARLY  
HSC

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

**Visit Type:** Unannounced

**Facility Address:** 262 QUEEN ANN ROAD,  
WETUMPKA, AL 36092, Elmore

**Visit Date:** 04/03/2025

**Inspection Status:** Completed

## 2. Inspection Questionnaire

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

S No.	Questions	Answer	Comments
1	Exclusive use of activity areas	Observed	
2	Child safe thermometer	Observed	
3	Outside doors kept closed	Certified/Discussed	
4	Smoking or use of tobacco prohibited on premises/center vehicles	Certified/Discussed	
5	Bio-contaminants stored outside shall be disposed of properly	Certified/Discussed	
6	Space for ill or injured child	Certified/Discussed	
7	Items used by ill child disinfected	Certified/Discussed	

8	Hazardous substances under lock and key or combination lock	Certified/Discussed	
9	Stairways have hand-railings in child's reach	Not applicable	
10	Mops used for cleaning bodily fluids disinfected appropriately	Certified/Discussed	
11	Contaminated rugs and carpets cleaned and sanitized appropriately	Certified/Discussed	
12	Bathrooms located on same level/under same roof	Observed	
13	One handwashing sink for each 15 children	Observed	
14	Office space provided	Observed	
15	Temperature between 68-82 degrees	Observed	
16	Carpets vacuumed daily	Certified/Discussed	
17	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Certified/Discussed	
18	One tub (portable plastic acceptable)	Observed	
19	Heating/air conditioning provided	Observed	
20	Lighting adequate at nap/rest time to allow children to be seen	Observed	
21	Exposed electrical outlets have protective covers	Certified/Discussed	
22	Cleaning does not interfere with children's activities	Certified/Discussed	
23	Fixtures child size or adjusted for easy use	Observed	
24	One handwashing sink with warm running water soap paper towels in each room where children are diapered	Certified/Discussed	

25	Containers labeled	Observed	
26	No firearms or ammunition kept or allowed in center except law enforcement	Observed	
27	Contaminated materials shall be disposed of properly in the bio-contaminant receptable	Certified/Discussed	
28	Contaminated clothing items stored or washed properly	Certified/Discussed	
29	Designated space for each grouping of children	Observed	
30	Thermometer in each area used by children	Observed	
31	Outside windows that are open are screened	Observed	
32	Lighting adequate for activities	Observed	
33	Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	Certified/Discussed	
34	Bio-contaminants shall be stored in a labeled container and disposed of properly	Certified/Discussed	
35	One flush toilet for each 15 children	Observed	
36	Storage space for teacher's supplies	Observed	
37	DHR notified if telephone is out of order or if the number changes	Observed	
38	Medications and drugs kept under lock and key or combination lock, separate from harmful items	Certified/Discussed	
39	Floors, bathrooms fixtures cleaned/disinfected	Certified/Discussed	
40	Operational telephone for center business only	Observed	
41	Center free of apparent hazards	Certified/Discussed	

42	Clear glass doors are marked at child level	Observed	
43	Barriers around heaters, radiators, fans	Certified/Discussed	

### Facilities - Outdoor area (II.C.5)

S No.	Questions	Answer	Comments
1	Outdoor area adjoins or is safely accessible	Certified/Discussed	
2	*Wheel vehicles to pull or push - 2	Observed	
3	*Climbing apparatus	Observed	
4	Shade and sun areas provided	Observed	
5	Outdoor play area free of apparent hazardous conditions:	Observed	
6	Separate areas for children younger than 2	Observed	
7	Outdoor play area enclosed by a fence or wall at least 4 feet in height	Observed	
8	Equipment not designed to be portable, securely anchored	Observed	
9	*Crawl-through equipment	Observed	
10	*Toys for digging	Observed	
11	Area well-drained	Observed	
12	Stairs/steps have handrails in child's reach	Not applicable	
13	Outdoor play area and equipment are free of apparent hazardous conditions	Certified/Discussed	
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	Observed	
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	Persons counted in ratios meet child care worker qualifications/in the pool at all times	Not applicable	
5	Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children	Not applicable	
6	One staff for every 6 children ages 4 years up to 6 years of age	Not applicable	
7	Ratios determined by youngest child in the pool	Not applicable	
8	At least one staff with CPR & first aid at each wading structure	Not applicable	
9	At least two staff at each wading structure within arms-length "touch supervision"	Not applicable	

10	One staff for every 4 children ages 2 years up to 4 years of age	Not applicable	
11	Clean water provided each day	Not applicable	
12	Swimming and wading at the center	No	
13	One staff for every 10 children ages 6 years and older	Not applicable	
14	Required ratios met as stated in the standards	Not applicable	
15	Lifeguard at poolside at all times pool is in use	Not applicable	
16	Lifeguard not counted in ratios	Not applicable	
17	Staff provided to supervise children in pool area, but not in the pool	Not applicable	
18	If any part of a child's body is in the water, the child is considered in the pool	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	0 up to 18 months    1 to 5	Observed	

2	2 and older 1 to 36	Observed	
3	Required ratios maintained at all times	Certified/Discussed	
4	Director authorized to conduct center business	Observed	
5	Staff in each room during napping/resting	Observed	
6	18 up to 2 years 1 to 7	Observed	
7	School age up to 8 years 1 to 21	Not applicable	
8	Staff assigned responsibility for same infants/toddlers each day	Certified/Discussed	
9	18 months up to 2 years 1 to 14	Observed	
10	8 years and older 1 to 22	Not applicable	
11	Children younger than 2 grouped separately	Certified/Discussed	
12	Staff free from other duties while working with the children	Certified/Discussed	
13	2 years up to 4 years 1 to 11	Observed	
14	Staff counted in ratio only when giving full attention to the children	Certified/Discussed	
15	Two staff with infant-child CPR and first aid present during all hours of operation	Certified/Discussed	
16	0 up to 18 months 1 to 5	Observed	
17	Staff person in charge when director is absent, authorized to conduct center business	Observed	
18	Staff able to see all children	Observed	
19	24 months to 36 months 1 to 8	Observed	
20	4 years up to school age 1 to 18	Observed	

21	All children supervised at all times	Certified/Discussed	
22	Substitute staff available	Certified/Discussed	
23	Exception for group 24-36 months	Certified/Discussed	
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	Wet/soiled diapers/clothing changed promptly	Certified/Discussed	
2	No child left unattended while being diapered	Certified/Discussed	
3	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Observed	
4	Potty chairs emptied, rinsed, disinfected after each use	Not applicable	
5	Feeding schedule according to child's needs	Certified/Discussed	
6	No bottles propped	Certified/Discussed	
7	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
8	Food not used as a reward or punishment	Certified/Discussed	
9	Encouraged to play with a variety of toys	Observed	

10	No child diapered on the floor	Certified/Discussed	
11	Staff use clean disposable gloves for diapering each child/for each diaper change	Observed	
12	Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc.	Certified/Discussed	
13	No infant put to sleep on sofa, soft mattress	Certified/Discussed	
14	Disposable utensils used only with close supervision	Certified/Discussed	
15	Foods eaten from a dish	Certified/Discussed	
16	Placed on tummy part of time while awake and observed	Certified/Discussed	
17	Clean, dry diaper/clothing provided	Certified/Discussed	
18	Diapering area separate from food service area	Certified/Discussed	
19	Cots positioned to allow space for access or emergency exit	Certified/Discussed	
20	If formula provided by center, ready to feed, properly stored and handled	Certified/Discussed	
21	When able, infants allowed to sit in feeding chair	Certified/Discussed	
22	Child not forced or bribed to eat	Observed	
23	Cries/signs of distress investigated immediately	Certified/Discussed	
24	60 Minutes of physical activity full day/ 30 minutes half-day	Certified/Discussed	
25	Infants placed on back to sleep unless physician's statement indicates otherwise	Certified/Discussed	

26	No positioning device used unless specified by physician	Certified/Discussed	
27	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Certified/Discussed	
28	Foods that may cause choking prepared appropriately for the child	Certified/Discussed	
29	Individual paper towels for each washing and drying	Certified/Discussed	
30	Each child's hands washed after diapering	Certified/Discussed	
31	Staff use universal precautions when diapering	Observed	
32	For toddlers, clean bottom sheets and top coverings weekly, more often if needed	Certified/Discussed	
33	Formula, food for infants if provided by center, planned with parent or physician	Certified/Discussed	
34	Toddlers seated while eating	Certified/Discussed	
35	Child encouraged to experiment with self-feeding, utensils provided	Certified/Discussed	
36	Dishes, bottles unbreakable	Certified/Discussed	
37	No screen time for children under 2 years of age	Certified/Discussed	
38	Daily schedule posted that includes 60 minutes of physical activity (toddlers)	Observed	
39	Infants allowed to form own sleep patterns	Certified/Discussed	
40	Infants who can easily turn placed on back but allowed to adopt preferred position	Certified/Discussed	
41	Staff recognize differing needs of toddlers/allowed to follow their own sleep	Certified/Discussed	

	patterns		
42	Infant formula for a breastfed infant should only be used with parental consent	Certified/Discussed	
43	Small hard candies, nuts not served to children under 4 years old	Certified/Discussed	
44	Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	Certified/Discussed	
45	Time outdoors daily when weather permits	Observed	
46	Staff talks to each child and encourages response	Certified/Discussed	
47	Changing area cleaned and disinfected	Certified/Discussed	
48	Individual, disposable wipes used at each diaper change, disposed of properly	Observed	
49	For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	Certified/Discussed	
50	Meals and snacks comply with requirements	Certified/Discussed	
51	Infants held for bottle feeding	Certified/Discussed	

52	Child's hands washed before and after snacks, after diapering, toileting	Certified/Discussed	
53	Freedom of movement outside cribs daily	Observed	
54	Infants not seated for more than 15 minutes	Certified/Discussed	
55	Two feet between occupied cribs	Certified/Discussed	
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	No child required to watch TV or videos	Observed	
2	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Observed	
3	Fluid milk served, no powdered milk for drinking	Observed	
4	No child deprived of meal or snack	Observed	
5	Catered meals and snacks meet requirements	Not applicable	
6	Discipline appropriate to age and developmental level of the children	Certified/Discussed	
7	No ill child admitted	Certified/Discussed	

		ed	
8	If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained	Certified/Discussed	
9	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
10	Toilet articles labeled and stored separately	Certified/Discussed	
11	Schedule posted that includes 60 minutes of active play	Observed	
12	Clean sheet/covers provided weekly, more often if needed	Certified/Discussed	
13	At least one staff present in each room	Observed	
14	Drinking water without added sweeteners or carbonation readily available throughout the day	Observed	
15	Children seated while eating	Observed	
16	Discipline, behavior problems discussed with parent	Certified/Discussed	
17	Parents informed of their right to visit	Certified/Discussed	

18	No blanket authorization forms for medication	Certified/Discussed	
19	Medication not used beyond date of expiration	Certified/Discussed	
20	Animals confined, cages kept clean, food and water available	Not applicable	
21	According to each child's needs, each child's hands washed	Observed	
22	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Observed	
23	Small hard candies, nuts not served to children under four	Observed	
24	Portions of food suited to child's needs; second portions available	Observed	
25	Parents notified of complaint procedures	Certified/Discussed	
26	Parents provided information on child development and children's health annually	Certified/Discussed	
27	Parents notified of exposure to contagious disease/condition	Certified/Discussed	
28	Center reports contagious disease/condition to health department as required	Certified/Discussed	
29	Does the center's staff give medication/medical procedures?	Yes	
30	Time outdoors daily when weather permits for 60 to 90 minutes	Observed	
31	If a child does not sleep after 45 minutes, quiet activities permitted	Certified/Discussed	
32	Staff use Universal Precautions when diapering or handling bodily fluids	Observed	
33	Vending machines prohibited in areas used by	Not applicable	

	children		
34	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Certified/Discussed	
35	No discipline associated with food, naps, or bathroom procedures	Certified/Discussed	
36	Staff available for communication/conferences	Certified/Discussed	
37	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Certified/Discussed	
38	Medication administered by designated staff	Certified/Discussed	
39	Extra children's clothing available	Certified/Discussed	
40	Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	Observed	
41	Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	Certified/Discussed	
42	Cots positioned to allow space for access or emergency exit	Certified/Discussed	

43	Staff able to see all children	Observed	
44	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Observed	
45	Food served on individual dishes or napkins, not directly on the table	Observed	
46	Physical activity/outdoor time cannot be taken away as punishment	Certified/Discussed	
47	Center open to visits from parents at any time	Certified/Discussed	
48	Medication administered only with written authorization from parent and child's health professional	Certified/Discussed	
49	Medication in original container, labeled	Certified/Discussed	
50	Children and staff wash hands after handling animals	Not applicable	
51	Staff give individual attention to each child daily	Observed	
52	Rest period for children in attendance more than 5 hours	Certified/Discussed	
53	Meals and snacks comply with USDA guidelines	Observed	
54	Foods that may cause choking prepared appropriately for the child	Observed	
55	Children not allowed in the kitchen	Certified/Discussed	
56	No punishment administered by another child	Certified/Discussed	
57	Parents provided with information on influenza annually	Certified/Discussed	
58	Parents urged to notify center if a child is exposed to a contagious disease outside the center	Certified/Discussed	

59	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
60	Animals that could pose a threat to health and safety kept away from children	Not applicable	
61	Staff permit/encourage conversation among children	Observed	
62	Radio, TV, videos used only to supplement/enhance daily plan	Observed	
63	Staff recognize differing needs of children	Observed	
64	Rest period at least 45 minutes, not more than 2 hours	Certified/Discussed	
65	No child forced or bribed to eat	Observed	
66	Children's hands washed before meals and snack and after toileting	Certified/Discussed	
67	Disposable gloves used for diapering	Observed	
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	Certified/Discussed	
72	Aggressive animals not kept in center or on grounds	Not applicable	
73	Certificate of rabies vaccination on file for animals	Not applicable	
74	Videos previewed by staff for appropriateness	Observed	
75	Sexually explicit, violent, frightening materials prohibited	Observed	

76	Special dietary needs in accordance with written instructions	Observed	
77	Meals and snacks provided by the center	Observed	
78	Individual paper towels for each washing and drying	Observed	
79	No Corporal/physical punishment	Certified/Discussed	
80	If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	Certified/Discussed	
81	Parent of ill/injured child notified immediately and required to come for child	Certified/Discussed	
82	Used paper towels, wipes, tissues are disposed of immediately following use	Certified/Discussed	
83	Toilet paper provided for use by children and staff	Certified/Discussed	

### 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	Current and complete emergency plans and procedures submitted to the Department	Observed	
4	Tornado	Certified/Discussed	
5	Relocation	Certified/Discussed	
6	Posted in a conspicuous place	Observed	
7	Lockdown	Certified/Discussed	

8	Copies provided to all parents/guardians	Certified/Discussed	
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### Transportation (II.E)

S No.	Questions	Answer	Comments
1	NOTE: The Department of Human Resources does not inspect activities away from the center, including swimming and wading activities. The licensee shall assume full authority and responsibility for away from the center activities	Not applicable	
2	Does the center's staff provide transportation?	No	
3	Stationary seating for child, each child seated while vehicle is moving	Not applicable	
4	Driver and all passengers secured when vehicle is moving	Not applicable	
5	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	
6	Children of lawful school age and older, fewer than 15 transported with only the driver	Not applicable	
7	For 30 or more children of lawful school age, two staff in addition to driver	Not applicable	
8	Each child signed in and signed out with a written signature or bio-metric ID	Not applicable	
9	Photo ID required when releasing child to unfamiliar, designated person	Not applicable	

10	Staff accompany each child under 2 from vehicle to care of designated person	Not applicable	
11	Driver checks each seat at each location to verify no child is left on the vehicle	Not applicable	
12	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	
13	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Not applicable	
14	Designated staff complete and sign checklist	Not applicable	
15	Checklist kept on file for the current year plus two additional years	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	Transportation checklists used as required	Not applicable	
20	Doors locked when vehicle is moving	Not applicable	
21	Children not transported in front seat of vehicle with passenger side air bag	Not applicable	
22	Staff-child ratio met for children younger than lawful school-age, driver not counted	Not applicable	
23	For 15 or more children of lawful school age, one staff	Not applicable	

	in addition to driver		
24	Each child accompanied into and out of center	Not applicable	
25	Any child who arrives by walking or bus, signed in by staff	Not applicable	
26	Center responsible for picking up child at designated location and delivering child to designated person	Not applicable	
27	Staff visually supervise each child 2 and older from vehicle to care of designated person	Not applicable	
28	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	

### Staff (II.F.)

S No.	Questions	Answer	Comments
1	Inactive files maintained separately	Observed	
2	Staff with symptoms of contagious	Certified/Discussed	



8	Records on staff maintained at least two years after person has left	Observed	
9	Substitute staff meet qualifications of staff for whom substituting	Certified/Discussed	
10	By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway's Professional Development Registry	Not applicable	
11	Records filed alphabetically	Observed	
12	Medical exam and TB test on file at time of employment	Certified/Discussed	
13	Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	Certified/Discussed	
14	Driver at least 19 years old with valid driver's license	Certified/Discussed	
15	Aides/assistant teachers not counted in ratio	Observed	
16	Records on file at time of employment	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 provides operating funds	Certified/Discussed	
2	Operating policies do not contradict Standards	Certified/Discussed	
3	Change in ownership	Certified/Discussed	
4	Children's records and information about children and their families kept confidential	Certified/Discussed	
5	Children's records maintained 2 years after child has left the center	Certified/Discussed	
6	Most recent license, permit, or approval	Observed	
7	Most recent licensing evaluation	Observed	
8	Written operating policies established	Observed	
9	Copy of operating policies provided to parent at time of child's enrollment	Certified/Discussed	
10	Any traffic accident involving day care children using transportation provided by the center	Not applicable	
11	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
12	Inactive files maintained separately	Certified/Discussed	
13	Daily attendance records on all staff and children	Certified/Discussed	
14	Emergency Preparedness and Response Plan	Observed	
15	Name of director/staff in charge	Observed	
16	Any illness/injury of child or staff requiring professional medical treatment	Certified/Discussed	

17	Any death occurring in the center or during away from the center activities	Certified/Discussed	
18	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
19	Child abuse/neglect reported as required by law	Certified/Discussed	
20	Law enforcement	Observed	
21	Poison control center	Observed	
22	Change in chief executive officer of corporation or members of the board	Certified/Discussed	
23	Major change or extension of hours of program	Certified/Discussed	
24	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Certified/Discussed	
25	Requirements for drop-in care met	Certified/Discussed	
26	Most recent fire inspection report within 5 years	Observed	
27	Menu for meals and snacks/dated	Observed	
28	Licensee designates director and delegates authority and responsibility for operation and management of center to director	Certified/Discussed	
29	Copy of operating policies submitted to DHR	Certified/Discussed	
30	Interruption of the center's electrical, telephone or gas service	Certified/Discussed	
31	Any litigation involving the center	Certified/Discussed	
32	Transportation checklists	Not applicable	
33	Vehicle safety check	Not applicable	
34	Substitute help	Observed	

35	Licensee assumes full authority and responsibility for meeting and maintaining Standards	Certified/Discussed	
36	Changes in operating policies provided to parents and DHR	Certified/Discussed	
37	Change in address or telephone number	Certified/Discussed	
38	Major damage to facility	Certified/Discussed	
39	Any disastrous event	Certified/Discussed	
40	Individual records on each child on file on first day of attendance	Certified/Discussed	
41	Sign in/sign out sheets	Observed	
42	Most recent deficiency report	Observed	
43	Medical assistance (ambulance or rescue)	Observed	
44	Change in director of center	Certified/Discussed	
45	Alterations to center or grounds	Certified/Discussed	
46	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
47	Age range of children in care conforms to ages specified	Certified/Discussed	
48	Corrective/adverse action notices	Not applicable	
49	Most recent Health department inspection report and food permit or written permission for catering food	Observed	
50	Change in location	Certified/Discussed	
51	Any illness/injury of child or staff requiring emergency medical treatment	Certified/Discussed	

52	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
53	Records filed alphabetically	Certified/Discussed	
54	Public notice form	Observed	
55	Fire department	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	Does the center provide care after midnight?	No	
6	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
7	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
8	Staff able to see all the children at all times	Not applicable	
9	Breakfast served to children going directly to school	Not applicable	
10	Lighting maintained so children are visible while sleeping	Not applicable	
11	Nightly activity schedule	Not applicable	

	posted		
12	Does the center provide care after 7:00 p.m.?	No	
13	All staff awake and alert to needs of children	Not applicable	
14	At least two staff in center whenever children are present/required ratios met	Not applicable	
15	18 months up to 2 1 to 14	Not applicable	
16	4 years and older 1 to 25	Not applicable	
17	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	
18	Clean water provided for each child	Not applicable	
19	Each child supervised while bathing	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	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

#### Furnishings and equipment (II.C.8) - Checklist for Preschool (age 2 years to school age) - Head Start B(CI00487)

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	Observed	
45	Screens on windows which are opened	Observed	
46	Lighting adequate	Observed	

**Furnishings and equipment (II.C.8) - Checklist for Preschool (age 2 years to school age) - Head Start C(CI00488)**

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	*Storage for dress-up clothes	Observed	
23	*Unbreakable mirror-full length	Observed	
24	*Toy telephones-2	Observed	
25	*Age Appropriate children's books-2 per child	Observed	
26	*A device that plays a variety of age appropriate music	Observed	
27	*Rhythm instruments – 1 per child in group	Observed	
28	*Magnifying glass	Observed	
29	*Magnets	Observed	
30	*Nature collections	Observed	
31	*Measuring and pouring	Observed	

	equipment		
32	Table space and chair for each child	Observed	
33	Cots, sheets, covers for each child	Observed	
34	Indoor thermometer (child safe)	Observed	
35	Written daily schedule posted with 60-90 minutes of active play	Observed	
36	Labeled storage space at child level	Observed	
37	Shelving for equipment and supplies/anchored	Observed	
38	Designated activity areas	Observed	
39	Electrical outlets covered	Observed	
40	Barriers around heaters, fans	Observed	
41	Hazardous substances locked	Observed	
42	Containers labeled	Observed	
43	Medication locked	Observed	
44	Screens on windows which are opened	Observed	
45	Lighting adequate	Observed	

**school age) - Head Start Pre-K(CI00489)**

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	Observed	
45	Screens on windows which are opened	Observed	
46	Lighting adequate	Observed	

#### 4. Ad Hoc Deficiency

S No.	Deficiency
1	No deficiencies observed in areas visited on 4/3/25.