# Evaluation Form

## 1. Inspection Schedule Details

**Inspection Type:** Annual inspection

**Inspector/Investigator:** Jay.Dalton@dhr.alabama.gov

**Facility Address:** 1746 COTTONWOOD ROAD, DOTHAN, AL 36301, Houston

**Inspection Status:** Completed

**Facility Name:** SOUTHSIDE KIDDIE KOLLEGE

**Visit Type:** Unannounced

**Visit Date:** 9/17/2026

## 2. Inspection Questionnaire

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

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | Exclusive use of activity areas | Observed | |
| 2 | Designated space for each grouping of children | Observed | |
| 3 | Bathrooms located on same level/under same roof | Observed | |
| 4 | One flush toilet for each 15 children | Observed | |
| 5 | One handwashing sink for each 15 children | Observed | |
| 6 | One tub (portable plastic acceptable) | Observed | |
| 7 | Fixtures child size or adjusted for easy use | Observed | |
| 8 | One handwashing sink with warm running water soap paper towels in each room | Observed | |

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| | where children are diapered | | |
| 9 | Space for ill or injured child | Certified/Discussed | |
| 10 | Items used by ill child disinfected | Certified/Discussed | |
| 11 | Storage space for teacher's supplies | Observed | |
| 12 | Office space provided | Observed | |
| 13 | Heating/air conditioning provided | Observed | |
| 14 | Temperature between 68-82 degrees | Observed | |
| 15 | Thermometer in each area used by children | Observed | |
| 16 | Child safe thermometer | Observed | |
| 17 | Outside windows that are open are screened | Not applicable | |
| 18 | Outside doors kept closed | Observed | |
| 19 | Lighting adequate for activities | Observed | |
| 20 | Lighting adequate at nap/rest time to allow children to be seen | Observed | |
| 21 | Operational telephone for center business only | Observed | |
| 22 | DHR notified if telephone is out of order or if the number changes | Certified/Discussed | |
| 23 | Center free of apparent hazards | Observed | |
| 24 | Hazardous substances under lock and key or combination lock | Observed | |
| 25 | Containers labeled | Observed | |
| 26 | No firearms or ammunition kept or allowed in center except law enforcement | Certified/Discussed | |
| 27 | Stairways have hand-railings in child's reach | Not applicable | |

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| 28 | Clear glass doors are marked at child level | Not applicable | |
| 29 | Medications and drugs kept under lock and key or combination lock, separate from harmful items | Not applicable | |
| 30 | Barriers around heaters, radiators, fans | Not applicable | |
| 31 | Exposed electrical outlets have protective covers | Observed | |
| 32 | Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited | Certified/Discussed | |
| 33 | Smoking or use of tobacco prohibited on premises/center vehicles | Certified/Discussed | |
| 34 | Bio-contaminants shall be stored in a labeled container and disposed of properly | Certified/Discussed | |
| 35 | Bio-contaminants stored outside shall be disposed of properly | Observed | |
| 36 | Floors, bathrooms fixtures cleaned/disinfected | Observed | |
| 37 | Carpets vacuumed daily | Certified/Discussed | |
| 38 | Cleaning does not interfere with children’s activities | Observed | |
| 39 | Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands | Certified/Discussed | |
| 40 | Contaminated materials shall be disposed of properly in the bio-contaminant receptable | Certified/Discussed | |
| 41 | Mops used for cleaning bodily fluids disinfected appropriately | Certified/Discussed | |
| 42 | Contaminated rugs and carpets cleaned and | Certified/Discussed | |

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| | sanitized appropriately | | |
| 43 | Contaminated clothing items stored or washed properly | Certified/Discussed | |

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

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | Off-street loading/unloading provided | Observed | |
| 2 | Separate areas for children younger than 2 | Observed | |
| 3 | Outdoor area adjoins or is safely accessible | Observed | |
| 4 | Outdoor play area and equipment are free of apparent hazardous conditions | Observed | |
| 5 | *Wheeled vehicles to sit on and maneuver - 2 | Not applicable | |
| 6 | *Wheel vehicles to pull or push - 2 | Not applicable | |
| 7 | *Balls-3 | Not applicable | |
| 8 | *Climbing apparatus | Not applicable | |
| 9 | *Crawl-through equipment | Not applicable | |
| 10 | *Digging or sand area | Not applicable | |
| 11 | *Toys for digging | Not applicable | |
| 12 | Outdoor play area enclosed by a fence or wall at least 4 feet in height | Observed | |
| 13 | Fence or wall free of sharp edges | Observed | |
| 14 | Gates secured | Observed | |
| 15 | Shade and sun areas provided | Observed | |
| 16 | Outdoor play area free of apparent hazardous conditions: | Observed | |

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| 17 | Concrete/asphalt not used under equipment | Observed | |
| 18 | Area well-drained | Observed | |
| 19 | Equipment not designed to be portable, securely anchored | Observed | |
| 20 | Stairs/steps have handrails in child's reach | Observed | |

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

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | Swimming and wading at the center | No | |
| 2 | Lifeguard at poolside at all times pool is in use | Not applicable | |
| 3 | Lifeguard Training Certificate, First Aid Certificate, CPR Certification on file | Not applicable | |
| 4 | Lifeguard not counted in ratios | Not applicable | |
| 5 | One staff for each child younger than 2 years of age | Not applicable | |
| 6 | One staff for every 4 children ages 2 years up to 4 years of age | Not applicable | |
| 7 | One staff for every 6 children ages 4 years up to 6 years of age | Not applicable | |
| 8 | One staff for every 10 children ages 6 years and older | Not applicable | |
| 9 | Ratios determined by youngest child in the pool | Not applicable | |
| 10 | Persons counted in ratios meet child care worker qualifications/in the pool at all times | Not applicable | |

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| 11 | Staff provided to supervise children in pool area, but not in the pool | Not applicable | |
| 12 | If any part of a child's body is in the water, the child is considered in the pool | Not applicable | |
| 13 | Pool enclosed with fence or solid wall at least 4 feet in height, constructed to prevent accessibility by children | Not applicable | |
| 14 | At least one staff with CPR & first aid at each wading structure | Not applicable | |
| 15 | Required ratios met as stated in the standards | Not applicable | |
| 16 | At least two staff at each wading structure within arms-length "touch supervision" | Not applicable | |
| 17 | Clean water provided each day | Not applicable | |
| 18 | Wading structure emptied when not in use | 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 | Required ratios maintained at all times | Observed | |
| 2 | 0 up to 18 months 1 to 5 | Observed | |
| 3 | 18 up to 2 years 1 to 7 | Observed | |
| 4 | 24 months to 36 months 1 to 8 | Certified/Discussed | |
| 5 | 2 years up to 4 years 1 to 11 | Observed | |
| 6 | 4 years up to school age 1 to 18 | Observed | |
| 7 | School age up to 8 years 1 to 21 | Certified/Discussed | |
| 8 | 8 years and older 1 to 22 | Certified/Discussed | |
| 9 | Children younger than 2 grouped separately | Observed | |
| 10 | Exception for group 24-36 months | Certified/Discussed | |
| 11 | Exception for individual children’s needs | Certified/Discussed | |
| 12 | Staff counted in ratio only when giving full attention to the children | Observed | |
| 13 | All children supervised at all times | Observed | |
| 14 | Staff assigned responsibility for same infants/toddlers each day | Observed | |
| 15 | Substitute staff available | Observed | |
| 16 | Director authorized to conduct center business | Observed | |
| 17 | Staff person in charge when director is absent, authorized to conduct center business | Observed | |
| 18 | Staff in each room during napping/resting | Observed | |
| 19 | Staff able to see all children | Observed | |

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| 20 | 0 up to 18 months 1 to 5 | Observed | |
| 21 | 18 months up to 2 years 1 to 14 | Observed | |
| 22 | 2 and older 1 to 36 | Observed | |
| 23 | Two staff with infant-child CPR and first aid present during all hours of operation | Observed | |
| 24 | Second staff available when 7 or more children present/required ratios met | Observed | |
| 25 | No staff on duty more than 8 continuous hours on a regular basis | Observed | |
| 26 | Staff free from other duties while working with the children | Observed | |

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

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | Encouraged to play with a variety of toys | Observed | |
| 2 | Time outdoors daily when weather permits | Observed | |
| 3 | Freedom of movement outside cribs daily | Observed | |
| 4 | Placed on tummy part of time while awake and observed | Observed | |
| 5 | Infants not seated for more than 15 minutes | Observed | |
| 6 | Staff talks to each child and encourages response | Observed | |
| 7 | Cries/signs of distress investigated immediately | Observed | |
| 8 | No screen time for children under 2 years of age | Observed | |
| 9 | 60 Minutes of physical | Observed | |

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| | activity full day/ 30 minutes half-day | | |
| 10 | Daily schedule posted that includes 60 minutes of physical activity (toddlers) | Observed | |
| 11 | Clean, dry diaper/clothing provided | Observed | |
| 12 | Wet/soiled diapers/clothing changed promptly | Observed | |
| 13 | Changing area cleaned and disinfected | Observed | |
| 14 | No child left unattended while being diapered | Observed | |
| 15 | No child diapered on the floor | Observed | |
| 16 | Each child’s hands washed after diapering | Observed | |
| 17 | Staff use universal precautions when diapering | Observed | |
| 18 | Staff use clean disposable gloves for diapering each child/for each diaper change | Observed | |
| 19 | Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily | Observed | |
| 20 | Individual, disposable wipes used at each diaper change, disposed of properly | Observed | |
| 21 | Potty chairs emptied, rinsed, disinfected after each use | Not applicable | |
| 22 | Diapering area separate from food service area | Observed | |
| 23 | Infants allowed to form own sleep patterns | Not applicable | |
| 24 | Infants placed on back to sleep unless physician’s statement indicates otherwise | Observed | |
| 25 | Infants who can easily turn placed on back but allowed | Observed | |

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| | to adopt preferred position | | |
| 26 | No positioning device used unless specified by physician | Observed | |
| 27 | Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns | Observed | |
| 28 | Two feet between occupied cribs | Observed | |
| 29 | Cots positioned to allow space for access or emergency exit | Observed | |
| 30 | Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child | Certified/Discussed | |
| 31 | For infants, clean bottom sheets daily or more often if needed, sheets fit snugly | Certified/Discussed | |
| 32 | Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc. | Observed | |
| 33 | No infant put to sleep on sofa, soft mattress | Observed | |
| 34 | For toddlers, clean bottom sheets and top coverings weekly, more often if needed | Certified/Discussed | |
| 35 | Formula, food for infants if provided by center, planned with parent or physician | Certified/Discussed | |
| 36 | If formula provided by center, ready to feed, properly stored and handled | Certified/Discussed | |
| 37 | Bottles/food served according to parental request (microwaves not used for bottles) | Observed | |
| 38 | Meals and snacks comply with requirements | Observed | |

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| 39 | 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 | |
| 40 | Infant formula for a breastfed infant should only be used with parental consent | Certified/Discussed | |
| 41 | Formula provided by parent, must be labeled, ready to feed, and refrigerated | Observed | |
| 42 | Small hard candies, nuts not served to children under 4 years old | Certified/Discussed | |
| 43 | Foods that may cause choking prepared appropriately for the child | Observed | |
| 44 | Feeding schedule according to child's needs | Observed | |
| 45 | Infants held for bottle feeding | Observed | |
| 46 | No bottles propped | Observed | |
| 47 | When able, infants allowed to sit in feeding chair | Observed | |
| 48 | Toddlers seated while eating | Observed | |
| 49 | Child encouraged to experiment with self-feeding, utensils provided | Observed | |
| 50 | Disposable utensils used only with close supervision | Observed | |
| 51 | Foods eaten from a dish | Observed | |
| 52 | Dishes, bottles unbreakable | Observed | |
| 53 | Drinking water without added sweeteners or carbonation readily available throughout the day | Observed | |
| 54 | Child not forced or bribed to eat | Observed | |
| 55 | Food not used as a reward | Observed | |

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| | or punishment | | |
| 56 | Child’s hands washed before and after snacks, after diapering, toileting | Observed | |
| 57 | Staff’s hands washed before food preparation and service, after assisting with toileting, after diapering | Observed | |
| 58 | Individual paper towels for each washing and drying | Observed | |

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

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | Schedule posted that includes 60 minutes of active play | Observed | |
| 2 | Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day | Observed | |
| 3 | Time outdoors daily when weather permits for 60 to 90 minutes | Observed | |
| 4 | Staff permit/encourage conversation among children | Observed | |
| 5 | Staff give individual attention to each child daily | Observed | |
| 6 | Radio, TV, videos used only to supplement/enhance daily plan | Certified/Discussed | |
| 7 | No child required to watch TV or videos | Certified/Discussed | |
| 8 | Videos previewed by staff for appropriateness | Certified/Discussed | |
| 9 | Sexually explicit, violent, frightening materials prohibited | Certified/Discussed | |

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| 10 | Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day | Certified/Discussed | |
| 11 | Staff recognize differing needs of children | Observed | |
| 12 | Rest period for children in attendance more than 5 hours | Observed | |
| 13 | Rest period at least 45 minutes, not more than 2 hours | Observed | |
| 14 | If a child does not sleep after 45 minutes, quiet activities permitted | Certified/Discussed | |
| 15 | Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child | Not applicable | |
| 16 | Clean sheet/covers provided weekly, more often if needed | Certified/Discussed | |
| 17 | Cots positioned to allow space for access or emergency exit | Observed | |
| 18 | At least one staff present in each room | Observed | |
| 19 | Staff able to see all children | Observed | |
| 20 | According to each child's needs, each child's hands washed | Observed | |
| 21 | Staff use Universal Precautions when diapering or handling bodily fluids | Observed | |
| 22 | Children in attendance served breakfast or a.m. snack, lunch, p.m. snack | Observed | |
| 23 | Meals and snacks comply with USDA guidelines | Observed | |
| 24 | Fluid milk served, no powdered milk for drinking | Observed | |
| 25 | No child deprived of meal or | Observed | |

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| | snack | | |
| 26 | Special dietary needs in accordance with written instructions | Observed | |
| 27 | Meals and snacks provided by the center | Observed | |
| 28 | Vending machines prohibited in areas used by children | Not applicable | |
| 29 | Small hard candies, nuts not served to children under four | Certified/Discussed | |
| 30 | Foods that may cause choking prepared appropriately for the child | Observed | |
| 31 | Portions of food suited to child's needs; second portions available | Observed | |
| 32 | Unbreakable or single-use cups or glasses or a drinking fountain provided for water | Observed | |
| 33 | Drinking water without added sweeteners or carbonation readily available throughout the day | Observed | |
| 34 | Food served on individual dishes or napkins, not directly on the table | Observed | |
| 35 | Children seated while eating | Observed | |
| 36 | No child forced or bribed to eat | Observed | |
| 37 | Children not allowed in the kitchen | Observed | |
| 38 | Children's hands washed before meals and snack and after toileting | Observed | |
| 39 | Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids | Observed | |
| 40 | Disposable gloves used for diapering | Observed | |

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| 41 | Individual paper towels for each washing and drying | Observed | |
| 42 | Catered meals and snacks meet requirements | Not applicable | |
| 43 | Discipline appropriate to age and developmental level of the children | Certified/Discussed | |
| 44 | No Corporal/physical punishment | Certified/Discussed | |
| 45 | No verbal abuse | Certified/Discussed | |
| 46 | No discipline associated with food, naps, or bathroom procedures | Certified/Discussed | |
| 47 | No physical restraint as punishment | Certified/Discussed | |
| 48 | No punishment administered by another child | Certified/Discussed | |
| 49 | Physical activity/outdoor time cannot be taken away as punishment | Certified/Discussed | |
| 50 | Discipline, behavior problems discussed with parent | Certified/Discussed | |
| 51 | Center open to visits from parents at any time | Observed | |
| 52 | Parents informed of their right to visit | Certified/Discussed | |
| 53 | Staff available for communication/ conferences | Certified/Discussed | |
| 54 | Parents notified of complaint procedures | Certified/Discussed | |
| 55 | Parents provided with information on influenza annually | Observed | |
| 56 | Parents provided information on child development and children’s health annually | Observed | |
| 57 | No ill child admitted | Certified/Discussed | |

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| 58 | If a child becomes ill or is injured, he/she is separated from group, but continuously supervised | Certified/Discussed | |
| 59 | Parent of ill/injured child notified immediately and required to come for child | Certified/Discussed | |
| 60 | If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained | Certified/Discussed | |
| 61 | Parents notified of exposure to contagious disease/condition | Certified/Discussed | |
| 62 | Parents urged to notify center if a child is exposed to a contagious disease outside the center | Certified/Discussed | |
| 63 | Center reports contagious disease/condition to health department as required | Certified/Discussed | |
| 64 | Children with food allergies should have a written plan with required components that is available and known by the child's teacher | Observed | |
| 65 | Does the center's staff give medication/medical procedures? | No | |
| 66 | Medication administered only with written authorization from parent and child's health professional | Certified/Discussed | |
| 67 | No blanket authorization forms for medication | Certified/Discussed | |
| 68 | Medication in original container, labeled | Certified/Discussed | |
| 69 | Medication not used beyond date of expiration | Certified/Discussed | |
| 70 | Measuring device provided | Certified/Discussed | |
| 71 | Medication administered by | Certified/Discusse | |

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

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

| S No. | Questions | Answer | Comments |
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| 1 | Current and complete | Observed | |

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| | emergency plans and procedures submitted to the Department | | |
| 2 | Fire | Observed | |
| 3 | Tornado | Observed | |
| 4 | Lockdown | Observed | |
| 5 | Relocation | Observed | |
| 6 | Available to all staff and employees | Observed | |
| 7 | Posted in a conspicuous place | Observed | |
| 8 | Copies provided to all parents/guardians | Observed | |

**Transportation (II.E)**

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | NOTE: The Department of Human Resources does not inspect activities away from the center, including swimming and wading activities. The licensee shall assume full authority and responsibility for away from the center activities | Not applicable | |
| 2 | Does the center's staff provide transportation? | No | |
| 3 | Transportation checklists used as required | Not applicable | |
| 4 | Designated staff complete and sign checklist | Not applicable | |
| 5 | Driver signs checklist, indicating he/she has checked each seat | Not applicable | |
| 6 | Checklist kept on file for the current year plus two additional years | Not applicable | |
| 7 | Center responsible for | Not applicable | |

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| | picking up child at designated location and delivering child to designated person | | |
| 8 | Staff-child ratio met for children younger than lawful school-age, driver not counted | Not applicable | |
| 9 | Children of lawful school age and older, fewer than 15 transported with only the driver | Not applicable | |
| 10 | For 15 or more children of lawful school age, one staff in addition to driver | Not applicable | |
| 11 | For 30 or more children of lawful school age, two staff in addition to driver | Not applicable | |
| 12 | No child left in a vehicle without adult supervision | Not applicable | |
| 13 | Staff accompany each child under 2 from vehicle to care of designated person | Not applicable | |
| 14 | Staff visually supervise each child 2 and older from vehicle to care of designated person | Not applicable | |
| 15 | Driver checks each seat at each location to verify no child is left on the vehicle | Not applicable | |
| 16 | Stationary seating for child, each child seated while vehicle is moving | Not applicable | |
| 17 | Doors locked when vehicle is moving | Not applicable | |
| 18 | Children not transported in front seat of vehicle with passenger side air bag | Not applicable | |
| 19 | Driver and all passengers secured when vehicle is moving | Not applicable | |
| 20 | Each child under 1 year or weighing less than 20 | Not applicable | |

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| | pounds secured in rear facing child restraint, installed according to manufacturer's instructions, maintained in good condition | | |
| 21 | Each child under 5 years or weighing less than 40 pounds secured in forward facing child restraint, installed according to manufacturer's instructions, maintained in good condition | Not applicable | |
| 22 | Each child under 6 years shall be properly secured in a booster seat which is properly anchored to the vehicle, installed according to manufacturer's instructions, maintained in good condition | Not applicable | |
| 23 | Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle | Not applicable | |
| 24 | Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center | Not applicable | |
| 25 | Each child accompanied into and out of center | Not applicable | |
| 26 | Each child signed in and signed out with a written signature or bio-metric ID | Not applicable | |
| 27 | Any child who arrives by walking or bus, signed in by staff | Not applicable | |
| 28 | Photo ID required when releasing child to unfamiliar, designated person | Not applicable | |

**Staff (II.F.)**

| S No. | Questions | Answer | Comments |
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| 1 | Center director meets qualifications | Observed | |
| 2 | Child care workers/teachers/subs meet qualification and have 12 hours of training within 30 days of employment | Observed | |
| 3 | Child care workers/teachers/subs meet requirements for Health & Safety training | Observed | |
| 4 | Aides/assistant teachers not counted in ratio | Certified/Discussed | |
| 5 | Service staff not counted in ratio unless they meet qualifications of staff for whom substituting | Observed | |
| 6 | Driver at least 19 years old with valid driver’s license | Not applicable | |
| 7 | Substitute staff meet qualifications of staff for whom substituting | Observed | |
| 8 | By August 1, 2022, director/all teachers/substitutes/all service staff must be enrolled in the Alabama Pathway’s Professional Development Registry | Observed | |
| 9 | By August 1, 2022, directors must complete orientation training on the department’s Quality rating and Improvement System | Not applicable | |
| 10 | Records on staff kept confidential | Observed | |
| 11 | Records on file at time of employment | Observed | |
| 12 | Records on staff maintained at least two years after person has left | Certified/Discussed | |
| 13 | Records filed alphabetically | Observed | |

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| 14 | Inactive files maintained separately | Observed | |
| 15 | Medical exam and TB test on file at time of employment | Certified/Discussed | |
| 16 | Staff with symptoms of contagious disease/condition not in center | 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) | 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 | Licensee assumes full authority and responsibility for meeting and maintaingng Standards | Certified/Discussed | |
| 2 | Licensee provides operating funds | Certified/Discussed | |
| 3 | Licensee designates director and delegates authority and responsibility for operation and management of center to director | Observed | |

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| 4 | Written operating policies established | Not applicable | |
| 5 | Copy of operating policies provided to parent at time of child's enrollment | Observed | |
| 6 | Copy of operating policies submitted to DHR | Observed | |
| 7 | Operating policies do not contradict Standards | Observed | |
| 8 | Changes in operating policies provided to parents and DHR | Certified/Discussed | |
| 9 | Change in ownership | Certified/Discussed | |
| 10 | Change in location | Certified/Discussed | |
| 11 | Change in director of center | Certified/Discussed | |
| 12 | Change in chief executive officer of corporation or members of the board | Certified/Discussed | |
| 13 | Alterations to center or grounds | Certified/Discussed | |
| 14 | Major change or extension of hours of program | Certified/Discussed | |
| 15 | Change in address or telephone number | Certified/Discussed | |
| 16 | Any illness/injury of child or staff requiring professional medical treatment | Certified/Discussed | |
| 17 | Any illness/injury of child or staff requiring emergency medical treatment | Certified/Discussed | |
| 18 | Any death occurring in the center or during away from the center activities | Certified/Discussed | |
| 19 | Major damage to facility | Certified/Discussed | |
| 20 | Interruption of the center's electrical, telephone or gas service | Certified/Discussed | |

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| 21 | Any litigation involving the center | Certified/Discussed | |
| 22 | Any traffic accident involving day care children using transportation provided by the center | Certified/Discussed | |
| 23 | Any arrest of licensee, staff, employee, volunteer | Certified/Discussed | |
| 24 | Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer | Certified/Discussed | |
| 25 | Any incident in which the health, welfare, or safety of a child is at risk | Certified/Discussed | |
| 26 | Any disastrous event | Certified/Discussed | |
| 27 | Child abuse/neglect reported as required by law | Certified/Discussed | |
| 28 | Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation | Certified/Discussed | |
| 29 | Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified | Observed | |
| 30 | Age range of children in care conforms to ages specified | Observed | |
| 31 | Requirements for drop-in care met | Not applicable | |
| 32 | Children’s records and information about children and their families kept confidential | Not applicable | |
| 33 | Individual records on each child on file on first day of attendance | Observed | |
| 34 | Children’s records | Certified/Discusse | |

| | | | |
|---|---|---|---|
| | maintained 2 years after child has left the center | d | |
| 35 | Records filed alphabetically | Observed | |
| 36 | Inactive files maintained separately | Observed | |
| 37 | Daily attendance records on all staff and children | Certified/Discussed | |
| 38 | Transportation checklists | Certified/Discussed | |
| 39 | Vehicle safety check | Certified/Discussed | |
| 40 | Sign in/sign out sheets | Certified/Discussed | |
| 41 | Most recent license, permit, or approval | Observed | |
| 42 | Public notice form | Observed | |
| 43 | Most recent licensing evaluation | Observed | |
| 44 | Most recent deficiency report | Observed | |
| 45 | Corrective/adverse action notices | Certified/Discussed | |
| 46 | Most recent fire inspection report within 5 years | Observed | |
| 47 | Most recent Health department inspection report and food permit or written permission for catering food | Observed | |
| 48 | Menu for meals and snacks/dated | Observed | |
| 49 | Fire department | Observed | |
| 50 | Law enforcement | Observed | |
| 51 | Medical assistance (ambulance or rescue) | Observed | |
| 52 | Poison control center | Observed | |
| 53 | Substitute help | Observed | |
| 54 | Emergency Preparedness and Response Plan | Observed | |

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|---|---|---|---|
| 55 | Name of director/staff in charge | Observed | |

## Nighttime Centers (II.I)

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| 1 | Does the center provide care after 7:00 p.m.? | No | |
| 2 | Does the center provide care after midnight? | No | |
| 3 | In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child | Not applicable | |
| 4 | In centers operating past midnight, there shall be at least one bathing facility for every 15 children | Not applicable | |
| 5 | 0 up to 18 months 1 to 5 | Not applicable | |
| 6 | 18 months up to 2 1 to 14 | Not applicable | |
| 7 | 2 up to 4 years 1 to 18 | Not applicable | |
| 8 | 4 years and older 1 to 25 | Not applicable | |
| 9 | Required ratios for daytime maintained while children are awake | Not applicable | |
| 10 | At least two staff, at least 18 years old meeting child care worker qualification, with CPR and first aid in center during hours of operation | Not applicable | |
| 11 | All children supervised at all times | Not applicable | |
| 12 | Each staff assigned responsibility for same children nightly | Not applicable | |
| 13 | At least one staff in each room of sleeping children | Not applicable | |

| | | | |
|---|---|---|---|
| 14 | Staff able to see all the children at all times | Not applicable | |
| 15 | All staff awake and alert to needs of children | Not applicable | |
| 16 | At least two staff in center whenever children are present/required ratios met | Not applicable | |
| 17 | Lighting maintained so children are visible while sleeping | Not applicable | |
| 18 | Nightly activity schedule posted | Not applicable | |
| 19 | Outdoor time available during daylight hours | Not applicable | |
| 20 | Staff assist each child as needed, in dressing and grooming | Not applicable | |
| 21 | Breakfast served to children going directly to school | Not applicable | |
| 22 | Evening meal served to children in attendance | Not applicable | |
| 23 | Clean water provided for each child | Not applicable | |
| 24 | Each child bathed separately | Not applicable | |
| 25 | Each child supervised while bathing | Not applicable | |
| 26 | Individual soap, towel and washcloth provided for each child | Not applicable | |

## 3. Classroom Checklist

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|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| | | | |
|---|---|---|---|
| S No. | Questions | Answer | Comments |
| | | | |

| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| | | | |
|---|---|---|---|
| S No. | Questions | Answer | Comments |
| | | | |

| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| | | | |
|---|---|---|---|
| S No. | Questions | Answer | Comments |
| | | | |

| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| | | | |

| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| S No. | Questions | Answer | Comments |
|---|---|---|---|
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|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| S No. | Questions | Answer | Comments |
|---|---|---|---|
| | | | |

| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| S No. | Questions | Answer | Comments |
|---|---|---|---|
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| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

| | | | |
|---|---|---|---|
| **S No.** | **Questions** | **Answer** | **Comments** |
| | | | |

| | |
|---|---|
| **Name of Teacher / Room #** | |
| **Age of Children** | |
| **Number of Children** | |
| **Number of Staff** | |

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|---|---|---|---|
| **S No.** | **Questions** | **Answer** | **Comments** |
| | | | |

## 4. Ad Hoc Deficiency

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|---|---|
| **S No.** | **Deficiency** |

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Provider's Signature