Evaluation Form

1. Inspection Schedule Details

Inspection Type: Monitoring inspection

Facility Name: MS. D AFTERSCHOOL PROGRAM

Inspector/Investigator: Tavia.Woods@dhr.alabama.gov

Visit Type: Unannounced

Facility Address: 2800 BERKLEY AVE, MOBILE, AL, 36617, Mobile

Visit Date: 9/17/2026

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	Designated space for each grouping of children	Not applicable	
3	Bathrooms located on same level/under same roof	Observed	
4	Fixtures child size or adjusted for easy use	Not applicable	
5	One handwashing sink with warm running water, soap, paper towels in each room where children are diapered	Certified/Discussed	
6	Space for ill or injured child	Certified/Discussed	
7	Items used by ill child disinfected	Certified/Discussed	
8	Individual, Labeled storsge space	Not applicable	
9	For children 2 1/2 and older, storage at child's level	Not applicable	
10	Storage space for teacher's supplies	Not applicable	
11	Office space provided	Not applicable	
12	Heating/air conditioning provided	Observed	
13	Temperature between 68-82 degrees	Certified/Discussed	
14	Thermometer in each area used by children	Certified/Discussed	
15	Child safe thermometer	Certified/Discussed	
16	Outside windows that are open are screened	Not applicable	
17	Outside doors kept closed	Observed	
18	Lighting adequate for activities	Observed	

19	Lighting adequate at nap/rest time to allow children to be seen	Not applicable	
20	Operational telephone for center business only	Observed	
21	DHR notified if telephone is out of order or if the number changes	Certified/Discussed	
22	Center free of apparent hazards	Certified/Discussed	
23	Hazardous substances under lock and key or combination lock	Certified/Discussed	
24	Containers labeled	Certified/Discussed	
25	No firearms or ammunition kept or allowed in center except law enforcement	Certified/Discussed	
26	Stairways have hand-railings in child's reach	Not applicable	
27	Clear glass doors are marked at child level	Not applicable	
28	Medications and drugs kept under lock and key or combination lock, separate from harmful items	Certified/Discussed	
29	Barriers around heaters, radiators, fans	Not applicable	
30	Exposed electrical outlets have protective covers	Not applicable	
31	Consumption of alcohol or use of non-prescription narcotic or illegal substances prohibited	Certified/Discussed	
32	Smoking or use of tobacco prohibited on premises/center vehicles	Certified/Discussed	
33	Bio-contaminants shall be stored in a labeled container and disposed of properly	Not applicable	
34	Bio-contaminants stored outside shall be disposed of properly	Certified/Discussed	
35	Floors, bathrooms fixtures cleaned/disinfected	Certified/Discussed	
36	Carpets vacuumed daily	Not applicable	
37	Cleaning does not interfere with children's activities	Certified/Discussed	
38	Bodily fluids shall be cleaned up immediately, surfaces disinfected, and staff wash hands	Certified/Discussed	
39	Contaminated materials shall be disposed of properly in the bio-contaminant receptable	Certified/Discussed	
40	Mops used for cleaning bodily fluids disinfected appropriately	Certified/Discussed	
41	Contaminated rugs and carpets cleaned and sanitized appropriately	Not applicable	
42	Contaminated clothing items stored or washed properly	Not applicable	

Facilities - Outdoor area (II. C.5)

S No.	Questions	Answer	Comments
1	Outdoor area	Observed	
2	Off-street loading/unloading provided	Observed	
3	Separate areas for children younger than 2½ (may be achieved by scheduling)	Not applicable	
4	Outdoor area adjoins or is safely accessible	Observed	
5	Outdoor play area and equipment are free of apparent hazardous conditions	Not Met	The front gate latch is bent.
6	Outdoor play area enclosed by a fence or wall at least 4 feet in height	Observed	
7	Fence or wall free of sharp edges	Observed	
8	Gates secured	Certified/Discussed	
9	Shade and sun areas provided	Not applicable	
10	Outdoor play area free of apparent hazardous conditions:	Certified/Discussed	
11	Concrete/asphalt not used under equipment	Not applicable	
12	Area well-drained	Observed	
13	Equipment not designed to be portable, securely anchored	Not applicable	
14	Stairs/steps have handrails in child's reach	Not applicable	

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 2½ years of age	Not applicable	
6	One staff for every 4 children ages 2 ½ 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	Not applicable	

	child in the pool		
10	Persons counted in ratios meet child care worker qualifications/in the pool at all times	Not applicable	
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	

Facilities - 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.	Not applicable	

Child Care Program (II.D)

S No.	Questions	Answer	Comments
1	Required ratios maintained at all times	Not applicable	
2	0 up to 18 months 1 to 5	Not applicable	
3	18 up to 2½ years 1 to 7	Not applicable	
4	24 months to 36 months 1 to 8	Not applicable	
5	2 ½ years up to 4 years 1 to 11	Not applicable	

6	4 years up to school age 1 to 18	Not applicable	
7	School age up to 8 years 1 to 21	Observed	
8	8 years and older 1 to 22	Observed	
9	Children younger than 2 ½ grouped separately	Not applicable	
10	Exception for group 24-36 months	Not applicable	
11	Exception for individual children's needs	Not applicable	
12	Staff assigned responsibility for same infants/toddlers each day	Not applicable	
13	Staff counted in ratio only when giving full attention to the children	Observed	
14	All children supervised at all times	Observed	
15	Staff assigned responsibility for same infants/toddlers each day	Not applicable	
16	Substitute staff available	Not applicable	
17	Name of staff person in charge posted in a conspicuous place	Observed	
18	Staff in each room during napping/resting	Not applicable	
19	Staff able to see all children	Not applicable	
20	0 up to 18 months 1 to 5	Not applicable	
21	18 months up to 2½ years 1 to 14	Not applicable	
22	2½ and older 1 to 36	Not applicable	
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	Not applicable	
25	No staff on duty more than 8 continuous hours on a regular basis	Not applicable	
26	Staff free from other duties while working with the children	Observed	

Infant/Toddler Program (II.D.2)

S No.	Questions	Answer	Comments
1	Learning/growth activities	Not applicable	
2	Time outdoors daily when weather permits	Not applicable	
3	Infants 2 to 3 times daily	Not applicable	
4	Toddlers allowed 60 to 90 minutes daily	Not applicable	
5	Freedom of movement outside	Not applicable	

	cribs daily		
6	Placed on tummy part of time while awake and observed	Not applicable	
7	Infants not seated for more than 15 minutes	Not applicable	
8	Cries/signs of distress investigated immediately	Not applicable	
9	No screen time for children under 2 years of age	Not applicable	
10	60 Minutes of physical activity full day/ 30 minutes half-day	Not applicable	
11	Daily schedule posted that includes 60 minutes of physical activity (toddlers)	Not applicable	
12	Clean, dry diaper/clothing provided	Not applicable	
13	Wet/soiled diapers/clothing changed promptly	Not applicable	
14	Changing area cleaned and disinfected	Not applicable	
15	No child left unattended while being diapered	Not applicable	
16	No child diapered on the floor	Not applicable	
17	Each child's hands washed after diapering	Not applicable	
18	Staff use universal precautions when diapering	Not applicable	
19	Staff use clean disposable gloves for diapering each child/for each diaper change	Not applicable	
20	Wet/soiled diapers placed in covered, plastic-lined container and disposed of daily	Not applicable	
21	Individual, disposable wipes used at each diaper change, disposed of properly	Not applicable	
22	Potty chairs emptied, rinsed, disinfected after each use	Not applicable	
23	Diapering area separate from food service area	Not applicable	
24	Infants allowed to form own sleep patterns	Not applicable	
25	Infants placed on back to sleep unless physician's statement indicates otherwise	Not applicable	
26	Infants who can easily turn placed on back but allowed to adopt preferred position	Not applicable	
27	No positioning device used unless specified by physician	Not applicable	
28	Staff recognize differing needs of toddlers/allowed to follow their own sleep patterns	Not applicable	
29	Two feet between occupied cribs	Not applicable	
30	Cots positioned to allow space for access or emergency exit	Not applicable	

31	Cribs/cots cleaned and disinfected and sheets and covers washed before used by another child	Not applicable	
32	For infants, clean bottom sheets daily or more often if needed, sheets fit snugly	Not applicable	
33	Soft material prohibited in infant's sleeping environment, no pillows, quilts, comforters, etc.	Not applicable	
34	No infant put to sleep on sofa, soft mattress	Not applicable	
35	For toddlers, clean bottom sheets and top coverings weekly, more often if needed	Not applicable	
36	Formula, food for infants if provided by center, planned with parent or physician	Not applicable	
37	If formula provided by center, ready to feed, properly stored and handled	Not applicable	
38	Bottles/food served according to parental request (microwaves not used for bottles)	Not applicable	
39	Meals and snacks comply with requirements	Not applicable	
40	Expressed human milk sent in container labeled with infant's full name/date, and specific written instructions on how to prepare, store, and use	Not applicable	
41	Infant formula for a breastfed infant should only be used with parental consent	Not applicable	
42	Formula provided by parent, must be labeled, ready to feed, and refrigerated	Not applicable	
43	Small hard candies, nuts not served to children under 4 years old	Not applicable	
44	Foods that may cause choking prepared appropriately for the child	Not applicable	
45	Feeding schedule according to child's needs	Not applicable	
46	Infants held for bottle feeding	Not applicable	
47	No bottles propped	Not applicable	
48	When able, infants allowed to sit in feeding chair	Not applicable	
49	Toddlers seated while eating	Not applicable	
50	Child encouraged to experiment with self-feeding, utensils provided	Not applicable	
51	Disposable utensils used only with close supervision	Not applicable	
52	Foods eaten from a dish	Not applicable	
53	Dishes, bottles unbreakable	Not applicable	
54	Drinking water without added sweeteners or carbonation readily	Not applicable	

	available throughout the day		
55	Child not forced or bribed to eat	Not applicable	
56	Food not used as a reward or punishment	Not applicable	
57	Child's hands washed before and after snacks, after diapering, toileting	Not applicable	
58	Staff's hands washed before food preparation and service, after assisting with toileting, after diapering	Not applicable	
59	Individual paper towels for each washing and drying	Not applicable	

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

S No.	Questions	Answer	Comments
1	Schedule posted that includes 60 minutes of active play	Not applicable	
2	Variety of indoor/outdoor activities that includes 60 minutes of active physical activity full day/30 minutes half-day	Not applicable	
3	Time outdoors daily when weather permits for 60 to 90 minutes	Not applicable	
4	No child required to watch TV or videos	Not applicable	
5	Videos previewed by staff for appropriateness	Not applicable	
6	Sexually explicit, violent, frightening materials prohibited	Not applicable	
7	Screen time for 2 years old and older limited to 30 minutes for half day and 1 hour for full day	Not applicable	
8	Staff recognize differing needs of children	Not applicable	
9	Cots cleaned and clean bottom sheets and top sheet/covers provided before used by another child	Not applicable	
10	Clean sheet/covers provided weekly, more often if needed	Not applicable	
11	Cots positioned to allow space for access or emergency exit	Not applicable	
12	At least one staff present in each room	Not applicable	
13	Staff able to see all children	Not applicable	
14	According to each child's needs, each child's hands washed	Certified/Discussed	
15	Staff use Universal Precautions when diapering or handling bodily fluids	Certified/Discussed	

16	Children in attendance served breakfast or a.m. snack, lunch, p.m. snack	Not applicable	
17	Menu or food served on date of visit if observed		graham cracker and juice.
18	Meals and snacks comply with USDA guidelines	Not applicable	
19	Fluid milk served, no powdered milk for drinking	Not applicable	
20	No child deprived of meal or snack	Not applicable	
21	Special dietary needs in accordance with written instructions	Not applicable	
22	Meals and snacks provided by the center	Not applicable	
23	Vending machines prohibited in areas used by children	Not applicable	
24	Small hard candies, nuts not served to children under four	Not applicable	
25	Foods that may cause choking prepared appropriately for the child	Not applicable	
26	Portions of food suited to child's needs; second portions available	Not applicable	
27	Unbreakable or single-use cups or glasses or a drinking fountain provided for water	Not applicable	
28	Drinking water without added sweeteners or carbonation readily available throughout the day	Certified/Discussed	
29	Food served on individual dishes or napkins, not directly on the table	Not applicable	
30	Children seated while eating	Not applicable	
31	No child forced or bribed to eat	Not applicable	
32	Children not allowed in the kitchen	Not applicable	
33	Children's hands washed before meals and snack and after toileting	Certified/Discussed	
34	Staff hands washed before food preparation and service, and after assisting with toileting or contact with bodily fluids	Certified/Discussed	
35	Disposable gloves used for diapering	Not applicable	
36	Individual paper towels for each washing and drying	Certified/Discussed	
37	Catered meals and snacks meet requirements	Not applicable	
38	Discipline appropriate to age and developmental level of the children	Certified/Discussed	
39	No Corporal/physical punishment	Certified/Discussed	
40	No verbal abuse	Certified/Discussed	
41	No discipline associated with food, naps, or bathroom procedures	Certified/Discussed	
42	No physical restraint as punishment	Certified/Discussed	
43	No punishment administered by another child	Certified/Discussed	

44	Physical activity/outdoor time cannot be taken away as punishment	Certified/Discussed	
45	No ill child admitted	Certified/Discussed	
46	If a child becomes ill or is injured, he/she is separated from group, but continuously supervised	Certified/Discussed	
47	Parent of ill/injured child notified immediately and required to come for child	Certified/Discussed	
48	If parent cannot be reached or illness/injury severe, emergency medical attention shall be obtained	Certified/Discussed	
49	Parents notified of exposure to contagious disease/condition	Certified/Discussed	
50	Parents urged to notify center if a child is exposed to a contagious disease outside the center	Certified/Discussed	
51	Center reports contagious disease/condition to health department as required	Certified/Discussed	
52	Children with food allergies should have a written plan with required components that is available and known by the child's teacher	Certified/Discussed	
53	Medication/Medical Procedures Does the center's staff give medication/medical procedures?	No	
54	Medication administered only with written authorization from parent and child's health professional	Certified/Discussed	
55	No blanket authorization forms for medication	Certified/Discussed	
56	Medication in original container, labeled	Certified/Discussed	
57	Medication not used beyond date of expiration	Certified/Discussed	
58	Measuring device provided	Certified/Discussed	
59	Medication administered by designated staff	Certified/Discussed	
60	Locked storage provided for medication	Certified/Discussed	
61	Medication returned to parent or disposed of when no longer needed	Certified/Discussed	
62	Time and date medication is given is documented in writing, kept in child's file/copies available to parents upon request	Certified/Discussed	
63	Toilet articles labeled and stored separately	Not applicable	
64	Used paper towels, wipes, tissues are disposed of immediately following use	Not applicable	
65	Toilet paper provided for use by children and staff	Not applicable	

66	Extra children's clothing available	Not applicable	

Emergency Preparedness and Response Plan

S No.	Questions	Answer	Comments
1	Current and complete emergency plans and procedures submitted to the Department	Not applicable	
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	Not Met	The emergency plan id not posted.
8	Copies provided to all parents/guardians	Not applicable	

Transportation - Transportation provided by the center (II.E.1)

S No.	Questions	Answer	Comments
1	Does the center's staff provide transportation?	No	
2	Transportation checklists used as required	Certified/Discussed	
3	Designated staff complete and sign checklist	Certified/Discussed	
4	Driver signs checklist, indicating he/she has checked each seat	Certified/Discussed	
5	Checklist kept on file for the current year plus two additional years	Certified/Discussed	
6	Center responsible for picking up child at designated location and delivering child designated person	Certified/Discussed	
7	Staff-child ratio met for children younger than lawful school-age, driver not counted	Not applicable	
8	Children of lawful school age and older, fewer than 15 transported with only the driver	Certified/Discussed	
9	For 15 or more children of lawful school age, one staff in addition to driver	Certified/Discussed	
10	For 30 or more children of lawful school age, two staff in addition to driver	Certified/Discussed	

11	No child left in a vehicle without adult supervision	Certified/Discussed	
12	Staff accompany each child under 2½ from vehicle to care of designated person	Certified/Discussed	
13	Staff visually supervise each child 2½ and older from vehicle to care of designated person	Not applicable	
14	Driver checks each seat at each location to verify no child is left on the vehicle	Certified/Discussed	
15	Stationary seating for child, each child seated while vehicle is moving	Not applicable	
16	Doors locked when vehicle is moving	Certified/Discussed	
17	(3) Children not transported in front seat of vehicle with passenger side air bag	Certified/Discussed	
18	Driver and all passengers secured when vehicle is moving	Certified/Discussed	
19	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	
20	Each child under 5 years or weighing less than 40 pounds secured in forward facing child restraint, installed according to manufacturer's instructions, maintained in good condition	Certified/Discussed	
21	Each child under 6 years shall be properly secured in a booster seat which is properly anchored to the vehicle, installed according to manufacturer's instructions, maintained in good condition.	Certified/Discussed	
22	Each child 6 and older, the driver, and each adult passenger secured in an individual seat belt, properly anchored to the vehicle	Certified/Discussed	
23	Vehicle safety check done annually, signed by certified mechanic, dated, and filed in center	Certified/Discussed	

Transportation - Transportation provided by parent/guardian (II.E.2)

S No.	Questions	Answer	Comments
1	Each child accompanied into and out of center	Observed	
2	Each child signed in and signed out	Observed	

	with a written signature or bio-metric ID		
3	Any child who arrives by walking or bus, signed in by staff	Observed	
4	Photo ID required when releasing child to unfamiliar, designated person	Certified/Discussed	

Staff (II.F)

S No.	Questions	Answer	Comments
1	Service staff not counted in ratio unless they meet qualifications of staff for whom substituting	Not applicable	
2	Driver at least 19 years old with valid driver's license	Not applicable	
3	Substitute staff meet qualifications of staff for whom substituting	Not applicable	
4	Records on staff	Not applicable	
5	Records on staff kept confidential	Not applicable	
6	Records on file at time of employment	Not applicable	
7	Records on staff maintained at least two years after person has left	Not applicable	
8	Records filed alphabetically	Not applicable	
9	Inactive files maintained separately	Not applicable	
10	Medical exam and TB test on file at time of employment	Not applicable	
11	Staff with symptoms of contagious disease/condition not in center	Not applicable	

Character and Suitability (II.G)

S No.	Questions	Answer	Comments
1	Character and suitability review conducted on required person (every 5 years)	Certified/Discussed	

Administration (II.H)

S No.	Questions	Answer	Comments
1	Change in ownership	Certified/Discussed	
2	Change in location	Certified/Discussed	
3	Alterations to center or grounds	Certified/Discussed	

4	Major change or extension of hours of program	Certified/Discussed	
5	Change in address or telephone number	Certified/Discussed	
6	Any illness/injury of child or staff requiring professional medical treatment	Certified/Discussed	
7	Any illness/injury of child or staff requiring emergency medical treatment	Certified/Discussed	
8	Any death occurring in the center or during away from the center activities	Certified/Discussed	
9	Major damage to facility	Certified/Discussed	
10	Interruption of the center's electrical, telephone or gas service	Certified/Discussed	
11	Any litigation involving the center	Not applicable	
12	Any traffic accident involving day care children using transportation provided by the center	Certified/Discussed	
13	Any arrest of licensee, staff, employee, volunteer	Certified/Discussed	
14	Final disposition of any child abuse/neglect investigation involving licensee, staff, employee, volunteer	Certified/Discussed	
15	Any incident in which the health, welfare, or safety of a child is at risk	Certified/Discussed	
16	Any disastrous event	Certified/Discussed	
17	Child abuse/neglect reported as required by law	Certified/Discussed	
18	Licensee and all staff, employees, volunteers cooperate with DHR on any child abuse or neglect investigation	Certified/Discussed	
19	Total number of children in care, including children on the premises, children in transit, children on fieldtrips conforms to number specified	Not applicable	
20	Children's Records	Not applicable	
21	Children's records and information about children and their families kept confidential	Certified/Discussed	
22	Individual records on each child on file on first day of attendance	Not applicable	
23	Records filed alphabetically	Not applicable	
24	Inactive files maintained separately	Not applicable	
25	Daily attendance records on all staff and children	Not applicable	
26	Transportation checklists	Not applicable	
27	Vehicle safety check	Not applicable	
28	Sign in/sign out sheets	Not applicable	
29	Most recent evaluation	Not Met	The evaluation is not

			posted.
30	Most recent subsidy report	Not Met	The deficiency report is not posted.
31	Most recent fire inspection report within 5 years	Observed	
32	Most recent Health department inspection report and food permit or written permission for catering food	Observed	
33	Menu for meals and snacks/dated	Not applicable	
34	Fire department	Observed	
35	Law enforcement	Observed	
36	Medical assistance (ambulance or rescue)	Observed	
37	Poison control center	Observed	
38	Substitute help	Observed	
39	Emergency Preparedness and Response Plan	Certified/Discussed	
40	Name of staff person 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	Equipment and furnishings	Not applicable	
4	In centers operating past midnight, cribs or cots fitted with a waterproof mattress shall be provided for each child	Not applicable	
5	In centers operating past midnight, there shall be at least one bathing facility for every 15 children	Not applicable	
6	0 up to 18 months 1 to 5	Not applicable	
7	18 months up to 2½ 1 to 14	Not applicable	
8	2½ up to 4 years 1 to 18	Not applicable	
9	4 years and older 1 to 25	Not applicable	
10	Required ratios for daytime maintained while children are awake	Not applicable	
11	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	

12	All children supervised at all times	Not applicable	
13	Each staff assigned responsibility for same children nightly	Not applicable	
14	At least one staff in each room of sleeping children	Not applicable	
15	Staff able to see all the children at all times	Not applicable	
16	All staff awake and alert to needs of children	Not applicable	
17	At least two staff in center whenever children are present/required ratios met	Not applicable	
18	Lighting maintained so children are visible while sleeping	Not applicable	
19	Breakfast served to children going directly to school	Not applicable	

Evening meal served to children in attendance (II.I.2.b.2)

S No.	Questions	Answer	Comments
1	Clean water provided for each child	Not applicable	
2	Each child bathed separately	Not applicable	
3	Each child supervised while bathing	Not applicable	
4	Individual soap, towel and washcloth provided for each child	Not applicable	
5	Staff assist each child as needed, in dressing and grooming	Not applicable	

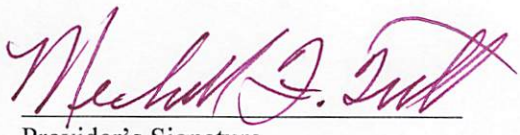
3. Classroom Checklist

Name of Teacher / Room #	
Age of Children	
Number of Children	
Number of Staff	

S No.	Questions	Answer	Comments

4. Ad Hoc Deficiency

S No.	Deficiency



Provider's Signature