

<b>PROVIDER/DIRECTOR</b>	<b>FACILITY NAME</b>	<b>FACILITY TYPE:</b> CCC	<b>HOURS:</b> Mon: 08:00AM - 04:00PM Tue: 08:00AM - 04:00PM Wed: 08:00AM - 04:00PM Thu: 08:00AM - 04:00PM Fri: -
PAT FORBES	SARATOGA HEAD START, CARBON CO. CHILD DEVELOPMENT	<b>DATE</b> 03/02/2022	<b>TIME</b> 01:15 PM
<b>STREET ADDRESS</b>	<b>CITY</b>	<b>TELEPHONE NUMBER</b>	<b>CAPACITY</b>
1114 SARATOGA	Saratoga	307-326-5056	36
<b>ASST. DIRECTOR'S NAME /INFANT DIRECTOR</b>	<b>NUMBER OF INFANTS ENROLLED</b>		
	0		
<b>Reason for visit:</b>			
<input checked="" type="checkbox"/> <b>Facility Inspection</b> <input type="checkbox"/> <b>Compliance Monitoring</b>			
<b>CODES:</b> <b>C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable</b>			
<b>POSTING</b>			
<b>C</b>	1.	License visibly posted.	
<b>C</b>	2.	Zoning Approval: (once, annual, none, other)	
<b>C</b>	3.	Emergency numbers posted.	
<b>C</b>	4.	Evacuation floor plans and procedures posted by all exits.	
<b>MEDICATION AND FIRST AID</b>			
<b>C</b>	5.	All medications safely stored. Medications are administered according to licensing requirements. (diaper bags)	
<b>C</b>	6.	First Aid kit is complete and available. (Also includes travel kits.)	
<b>SUPERVISION/NAPPING</b>			
<b>NA</b>	7.	FCCH/FCCC: Awake infants and toddlers must be directly supervised by staff at all times.	
<b>NA</b>	8.	FCCH/FCCC: Children in Kindergarten or under 6 years old are directly supervised outside.	
<b>NA</b>	9.	FCCH/FCCC: Children 6 and over in adjacent fenced outdoor areas if direct access, staff can clearly hear what happens and is attentive, moving from one area to the other every couple of minutes.	

<b>NA</b>	10.	FCCH/FCCC: Napping Children: Not within sight, must be within easy hearing distance and be checked on every few minutes. Once awake all requirements are to be met.
<b>NA</b>	11.	FCCH/FCCC: All children on the same level of staff at all times.
<b>C</b>	12.	CCC: Children are directly supervised by staff in each approved area of the facility.
<b>C</b>	13.	CCC: Napping children: At least one staff directly supervising napping children. Staff numbers maintained within facility to meet overall staff:child ratios.
<b>NA</b>	14.	Infants are placed on a firm flat surface, on their back to sleep, without anything over their head or face, nothing placed in the crib, bassinet, or playpen, no swaddling without a written statement and instructions, a sleeper or sack available with instructions. Infants are actively supervised every 5 minutes to see the infant's face and observe color and breathing.
<b>C</b>	15.	Cots or pads are spaced at least 2 feet apart on all sides.
<b>NA</b>	16.	Cribs are spaced 3 feet apart on all sides and are compliant with CPSC standards.
<b>C</b>	17.	Storage/Separate bedding is available for rest time.
<b>C</b>	18.	Bedding is washed once a week or more often as needed.
<b>HEALTH AND SAFETY</b>		
<b>NA</b>	19.	Commercial Constant Air Inflatable Devices have parental permission slips on file.
<b>C</b>	20.	Unapproved areas of the facility are inaccessible to children.
<b>C</b>	21.	Play areas, equipment, and toys shall be maintained in a clean, uncluttered, safe condition and free of hazards.
<b>C</b>	22.	Toys shall be suitable for age and development.
<b>C</b>	23.	Porches, steps, stairs and walkways are in good repair and safe condition and free of clutter.
<b>C</b>	24.	Window wells are covered, but don't impede egress or allow for entrapment.
<b>C</b>	25.	Potentially dangerous items shall be inaccessible.
<b>C</b>	26.	Cords and ropes are inaccessible.
<b>C</b>	27.	Stairs, decks, and elevated porches shall have sturdy railings and child safety gates.
<b>C</b>	28.	Proper heating, ventilation, lighting.
<b>C</b>	29.	Unused electrical outlets shall be covered with safety caps or are tamper resistant.

<b>C</b>	30.	Receptacle(s) with tight fitting lids are available for garbage disposal.
<b>C</b>	31.	Hot appliances shall be inaccessible.
<b>C</b>	32.	Disinfectant/ test strips present and in use in food prep and dining area.
<b>C</b>	33.	Heating appliances and electric fans shall be screened or not used.
<b>NA</b>	34.	Swimming and Wading Pools have parental permission slips. Check other Water Hazards.
<b>NA</b>	35.	Hot Tubs, Spas and Full Sized Trampolines.
<b>NA</b>	36.	Storage of weapons, ammunition, gunpowder, and archery equipment.
<b>C</b>	37.	Tobacco, Drug, & Alcohol Policy.
<b>C</b>	38.	Operable telephone or cell phone is available.
<b>NA</b>	39.	Awake infants and toddlers are not confined to cribs, playpens, car seats, swings, high chair, and carriers or in one position for excessive periods of time.
<b>NA</b>	40.	Infants shall be provided with a designated and safe play area.
<b>NA</b>	41.	Overnight Care requirements shall be met if overnight care is provided.
<b>C</b>	42.	Floors, walls, and window coverings are kept clean.
<b>C</b>	43.	Wet or soiled clothing, including disposable undergarments are changed promptly and clean clothing for emergency is available.
<b>C</b>	44.	Diaper changing area is sanitary and within 12 feet of hand washing sink. Disinfectant is readably available.
<b>C</b>	45.	Children and staff wash their hands as required.
<b>C</b>	46.	Toys, phones, doorknobs, door casings, handles and railings must be cleaned and sanitized once a week or whenever visibly soiled. Food serving surfaces shall be sanitized before and after each use.
<b>C</b>	47.	Dirty laundry shall not be accessible to children.
<b>C</b>	48.	A sturdy stool, soap, and single service hand towels are available to children at hand-washing sink.
<b>C</b>	49.	Outdoor/Indoor play areas, equipment and surfacing are in safe condition.
<b>C</b>	50.	Outdoor/Indoor play areas, space used at least one (1) time per day for at least 30 minutes.

<b>NA</b>	51.	Vehicle used to transport children shall be maintained in safe condition and comply with all applicable motor vehicle laws.
<b>C</b>	52.	Media, including movies and internet sites that are rated higher than PG shall be inaccessible to children.
<b>C</b>	53.	Fire exits are clear and exit doors remain unlocked or have locks allowing all parties to safely exit.
<b>RECORD KEEPING</b>		
<b>C</b>	54.	Attendance records are maintained/verified by staff (sign in/sign out sheets available).
<b>C</b>	55.	Current Fire Inspection Report. <b>Completed:</b> 10/23/2020 <b>Expires:</b> 10/23/2021
<b>C</b>	56.	Current Sanitation Report. <b>Completed:</b> 02/09/2022 <b>Expires:</b> 02/09/2023
<b>NA</b>	57.	Current Well-water Test Results.
<b>N</b>	58.	Policy statements and Emergency Preparedness plan is on file and given to parents. If changes in policy, new copies are received.
<b>C</b>	59.	Injury/Illness/Incidents are reported and kept on file.
<b>C</b>	60.	Explain the role of your board of directors and has the chairperson changed.
<b>NA</b>	61.	Infant documentation for diapering and feeding is made available to parents.
<b>C</b>	62.	Menus are current and available for parental review.
<b>C</b>	63.	Name of food program provider belongs to: <b>CACFP</b>
<b>C</b>	64.	Written record(s) of emergency preparedness drills are complete and available.
<b>C</b>	65.	Confidentiality.
<b>C</b>	66.	Children's names, pictures and any other information shall have parental permission for use.
<b>C</b>	67.	All equipment and products used in child care facilities shall be used per manufacturer instructions. Manufacturer instructions/guidelines, including but not limited to Indoor/Outdoor equipment, Cribs, Sleepers/Sleep Sacks shall be on file.
<b>FOOD PREPARATION/CARE/SERVICE</b>		
<b>NA</b>	68.	Food prepared and served is of sound condition and approved source (no wild game)
<b>NA</b>	69.	No "home-canned" food
<b>NA</b>	70.	Pasteurized eggs, egg products and juice (children 9 and under)

<b>NA</b>	71.	Milk and milk products Pasteurized and Grade A Quality standards - including dry (½ or 1 gallon for serving and no reuse of milk, refrigerate after pour) No dry powdered milk for drinking
<b>NA</b>	72.	Sufficient cold and hot storage equipment present for potentially hazardous food
<b>NA</b>	73.	Refrigerator food contents held at or below 41 degrees
<b>NA</b>	74.	Freezer food maintained in frozen condition at or below 32 degrees
<b>NA</b>	75.	Are potentially hazardous prepared foods held at or above 135 degrees.
<b>NA</b>	76.	Food is cooked to the proper internal temperatures
<b>NA</b>	77.	Beef roast 140
<b>NA</b>	78.	Steak/ chops /fish 145
<b>NA</b>	79.	Ground beef and pork 155
<b>NA</b>	80.	Poultry and stuffed meats/ all leftovers 165
<b>NA</b>	81.	In refrigerator 41 degrees F or lower
<b>NA</b>	82.	Under potable water @ 70 degrees F or lower
<b>NA</b>	83.	Microwave
<b>NA</b>	84.	Food protected from contamination
<b>NA</b>	85.	No unwrapped leftovers
<b>NA</b>	86.	Food storage (clean, covered, labeled) at least 6" above the floor
<b>NA</b>	87.	Cross-contamination prevention: least possible manual contact with clean & sanitized surfaces and utensils.
<b>NA</b>	88.	Food preparation and service surfaces are constructed with safe materials and are in good repair (corrosion resistant, cleanable, durable)
<b>NA</b>	89.	Food preparation and service surfaces are cleaned and sanitized
<b>NA</b>	90.	Adequate lighting, vent covers, wall-mounted fans, and similar equipment in good repair
<b>NA</b>	91.	Hair control for food prep practiced

**EQUIPMENT STORAGE, CLEANING & SANITIZING**

<b>NA</b>	92.	All equipment and utensils for food preparation and service are cleaned & sanitized and stored 6" above floor level
<b>NA</b>	93.	Warewashing method: with a water temp reaching a minimum of 150 degrees.
<b>NA</b>	94.	3 compartment sink with sanitizing basin Air drying sanitizer strength:
<b>NA</b>	95.	Sanitizer is mixed at the proper strength (50-100ppm Chlorine/ 200ppm QuaternaryAmmonia/ or according to product label)
<b>NA</b>	96.	Single-service articles store 6" above floor level
<b>NA</b>	97.	No reuse of single-service articles
<b>NA</b>	98.	Toys are sanitized no less than weekly or more often if visibly soiled.

**PHYSICAL FACILITIES**

<b>NA</b>	99.	Floors, floor coverings, walls, wall coverings, and ceilings in good repair and not soiled
<b>NA</b>	100.	Sufficient ventilation in all rooms
<b>NA</b>	101.	Lead-based paint does not exceed dust levels

**RESTROOMS**

<b>NA</b>	102.	Soap and paper towels are available in the restroom.
<b>NA</b>	103.	Hot water at the handwashing sink does not exceed 120 degrees F (minimum temp 60 degrees F)
<b>NA</b>	104.	Handwashing sinks are 24-36" in height and located in or adjacent to restrooms
<b>NA</b>	105.	A covered garbage receptacle is available in the restroom
<b>NA</b>	106.	A ratio of 1:4 potty training chairs is utilized for children who are potty training.

**DIAPER CHANGING AREAS**

<b>NA</b>	107.	The diaper changing area is within 12 feet of the handwashing sink
<b>NA</b>	108.	Hand washing is done immediately before and after changing diapers
<b>NA</b>	109.	Changing pad good condition & clean
<b>NA</b>	110.	Sanitizer available in diaper changing area and used after every change (proper strength: 100-200 ppm Chlorine/ 200ppm quantaray ammonia/ or according to product label )
<b>NA</b>	111.	Proper disposal (covered garbage receptacle)

**LIQUID & SOLID WASTE DISPOSAL**

<b>NA</b>	112.	Public sewage system or DEQ approved system
<b>NA</b>	113.	Garbage storage covered, clean, lined, durable, cleanable and insect & rodent proof
<b>ANIMALS</b>		
<b>NA</b>	114.	Excluded from food prep, dishwashing and dining areas (including dishes and litter boxes, etc.)
<b>NA</b>	115.	Pet vaccination or psittacosis tests (for birds) current and available
<b>NA</b>	116.	Only allowed animals (domestic dog, cat, ferret, ungulate, pet rabbit, pet rodent, aquarium fish, non-psittacine cage and aviary birds). No wild, aggressive or potentially harmful animals. No contact with ferrets, baby chicks, baby ducks (children under 5). No bats, raccoons, skunks and wild carnivores (including dead animals).
<b>PEST CONTROL</b>		
<b>NA</b>	117.	Insect and rodent control measures in place
<b>NA</b>	118.	Approved methods: stick-um fly strips, electronic killing devices and other non-toxic methods or pesticides
<b>NA</b>	119.	Doors and windows effectively protect against all insects and rodents. Screen material less than 16 mesh to the inch
<b>HEALTH REQUIREMENTS</b>		
<b>NA</b>	120.	No person with communicable disease present
<b>NA</b>	121.	Exclusion of ill staff and children as per rules
<b>NA</b>	122.	Policy for notifying parents of ill children
<b>NA</b>	123.	Policy for notifying parents and staff of exposure to a communicable disease
<b>NA</b>	124.	Plan for separation and supervision of child seriously or suspiciously ill with a communicable disease
<b>NA</b>	125.	Plan for separation of staff seriously or suspiciously ill with a communicable disease
<b>NA</b>	126.	Report communicable diseases to the public health office
<b>Comments:</b>		
<p>Received a copy of the annual variance request needed for the facility for visiting therapists at the time of the visit. Delivered 2022 rule book and rule book tool to the provider at the time of the visit. Facility is all compliant at the time of the visit. The facility will be holding an all staff meeting soon when they will discuss the new child care licensing rules and timelines for any changes to be put into place with staff. They will also be signing new acknowledgment that each staff has received and read the 2022 child care licensing rules. Playground is all compliant and discussed checking the depth of resilient surfacing during summer.</p>		





**130. Child Records Notes**

There are a total of 15 children currently enrolled at the facility. Child records are updated and new enrollment forms are completed at the beginning of the school year and in the fall each year. Reviewed 2 child records for compliance at the time of the visit. Child records are all compliant at the time of the visit. Health records are with the nurse, enrollment forms are with Leah, and emergency medical/parent consent forms are in the binder at the front desk. Child records are all compliant at the time of the visit.

**131. Staff/Volunteer Record Notes**

Reviewed physical files on site for staff that have been hired within the past year. Staff records are all complete and compliant at the time of the visit. Training will be audited for all staff and communicated with provider if any staff training is required for renewal. Julie Creed has had out of state central registry submitted prior to being hired but since central registry is behind on out of state central registry the results have not been processed. The provider forwarded the information that has proof of out of state central registry being submitted. Attendance is all current at the time of the visit. Children are fully supervised at the time of the visit. Provider will be filling out a variance request to allow Julie Creed to keep working while awaiting results.

**132. Staff Child Ratios and Supervision**

There are a total of 15 children in attendance at the time of the visit with 3 staff members, Julie, Pat, and Lucie (5 - 3 years old, 10 - 4/5 years old).

Licensor  
Signature:



Date: 03/02/2022

Director  
Signature:



Date: 03/02/2022