

PROVIDER/DIRECTOR	FACILITY NAME	FACILITY TYPE: FCCH	HOURS: Mon: 06:00AM - 06:00PM Tues: 06:00AM - 06:00PM Wed: 06:00AM - 06:00PM Thur: 06:00AM - 06:00PM Fri: 06:00AM - 06:00PM
Anna Jensen	Helping Hands	DATE 07/29/2020	TIME 09:20 AM
STREET ADDRESS	CITY	TELEPHONE NUMBER	CAPACITY
742 Hirst St	Cheyenne	307-286-8349	10
ASST. DIRECTOR'S NAME /INFANT DIRECTOR		NUMBER OF INFANTS ENROLLED	
		0	
Reason for visit: <input checked="" type="checkbox"/> Facility Inspection <input type="checkbox"/> Compliance Monitoring			
CODES: C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable			
POSTING			
C	1.	License visibly posted.	
C	2.	Zoning Approval: (once, annual, none, other)	
C	3.	Emergency numbers posted.	
C	4.	Evacuation floor plans and procedures posted by all exits.	
MEDICATION AND FIRST AID			
C	5.	All medications safely stored. Medications are administered according to licensing requirements. (diaper bags)	
C	6.	First Aid kit is complete and available. (Also includes travel kits.)	
SUPERVISION/NAPPING			
C	7.	FCCH/FCCC: Awake infants and toddlers must be directly supervised by staff at all times.	
C	8.	FCCH/FCCC: Children in Kindergarten or under 6 years old are directly supervised outside.	
C	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.	
C	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.	
N	11.	FCCH/FCCC: All children on the same level of staff at all times.	
NA	12.	CCC: Children are directly supervised by staff in each approved area of the facility.	
NA	13.	CCC: Napping children: At least one staff directly supervising napping children. Staff numbers maintained within facility to meet overall staff:child ratios.	
C	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.	
C	15.	Cots or pads are spaced at least 2 feet apart on all sides.	
C	16.	Cribs are spaced 3 feet apart on all sides and are compliant with CPSC standards.	
C	17.	Storage/Separate bedding is available for rest time.	
C	18.	Bedding is washed once a week or more often as needed.	
HEALTH AND SAFETY			
NA	19.	Commercial Constant Air Inflatable Devices have parental permission slips on file.	
C	20.	Unapproved areas of the facility are inaccessible to children.	

C	21.	Play areas, equipment, and toys shall be maintained in a clean, uncluttered, safe condition and free of hazards.
C	22.	Toys shall be suitable for age and development.
C	23.	Porches, steps, stairs and walkways are in good repair and safe condition and free of clutter.
C	24.	Window wells are covered, but don't impede egress or allow for entrapment.
C	25.	Potentially dangerous items shall be inaccessible.
C	26.	Cords and ropes are inaccessible.
C	27.	Stairs, decks, and elevated porches shall have sturdy railings and child safety gates.
C	28.	Proper heating, ventilation, lighting.
N	29.	Unused electrical outlets shall be covered with safety caps or are tamper resistant.
C	30.	Receptacle(s) with tight fitting lids are available for garbage disposal.
C	31.	Hot appliances shall be inaccessible.
C	32.	Disinfectant/ test strips present and in use in food prep and dining area.
C	33.	Heating appliances and electric fans shall be screened or not used.
NA	34.	Swimming and Wading Pools have parental permission slips. Check other Water Hazards.
NA	35.	Hot Tubs, Spas and Full Sized Trampolines.
C	36.	Storage of weapons, ammunition, gunpowder, and archery equipment.
C	37.	Tobacco, Drug, & Alcohol Policy.
C	38.	Operable telephone or cell phone is available.
C	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.
C	40.	Infants shall be provided with a designated and safe play area.
NA	41.	Overnight Care requirements shall be met if overnight care is provided.
C	42.	Floors, walls, and window coverings are kept clean.
C	43.	Wet or soiled clothing, including disposable undergarments are changed promptly and clean clothing for emergency is available.
C	44.	Diaper changing area is sanitary and within 12 feet of hand washing sink. Disinfectant is readably available.
C	45.	Children and staff wash their hands as required.
C	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.
C	47.	Dirty laundry shall not be accessible to children.
C	48.	A sturdy stool, soap, and single service hand towels are available to children at hand-washing sink.
N	49.	Outdoor/Indoor play areas, equipment and surfacing are in safe condition.
C	50.	Outdoor/Indoor play areas, space used at least one (1) time per day for at least 30 minutes.
C	51.	Vehicle used to transport children shall be maintained in safe condition and comply with all applicable motor vehicle laws.
C	52.	Media, including movies and internet sites that are rated higher than PG shall be inaccessible to children.

C	53.	Fire exits are clear and exit doors remain unlocked or have locks allowing all parties to safely exit.
RECORD KEEPING		
C	54.	Attendance records are maintained/verified by staff (sign in/sign out sheets available).
C	55.	Current Fire Inspection Report. Completed: 07/16/2020 Expires: 07/16/2021
N	56.	Current Sanitation Report. Completed: 02/21/2019 Expires: 02/21/2020
NA	57.	Current Well-water Test Results.
N	58.	Policy statements and Emergency Preparedness plan is on file and given to parents. If changes in policy, new copies are received.
C	59.	Injury/Illness/Incidents are reported and kept on file.
NA	60.	Explain the role of your board of directors and has the chairperson changed.
NA	61.	Infant documentation for diapering and feeding is made available to parents.
C	62.	Menus are current and available for parental review.
C	63.	Name of food program provider belongs to: Wildwood
N	64.	Written record(s) of emergency preparedness drills are complete and available.
C	65.	Confidentiality.
N	66.	Children's names, pictures and any other information shall have parental permission for use.
C	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.

Comments:

Anna has had very few children in care since Covid started. She is looking forward to school starting again so there are more children. Compliance due by 8/12/20. Anna needs to print and provide all parents with her new policies. Covered two outlets in the dining room and living room during the visit. Fill the spaces at the ends of the back gate so the spaces are not more than 3.5". Fire drills are not documented for Feb. March or April 2020. Authorization for photographing children needs to be on file, even if they are related. Remember to keep manufacturer's information for any products or equipment you purchase. Send the Licensor copies on new TB assessment forms. Variance request for Multi-level use and Sanitation inspection needed for License issuance. Received Request for recertification form from Anna.

69. Child Records Notes

3 children currently enrolled. B.B. needs updated enrollment information and OTC form. N.W. needs a photo release authorization.

70. Staff/Volunteer Record Notes

TB Assessment forms for Jerry and Anna could not be located, new forms are needed.

71. Staff Child Ratios and Supervision

1 two year old child present with Anna.

Licenser Signature:



Date: 07/29/2020

Director Signature:



Date: 07/29/2020