

PROVIDER/DIRECTOR		FACILITY NAME	FACILITY TYPE: CCC	HOURS: Mon: 07:00AM - 06:30PM Tue: 07:00AM - 06:30PM Wed: 07:00AM - 06:30PM Thu: 07:00AM - 06:30PM Fri: 07:00AM - 06:30PM
Kaylee Hicks		Kids Works East	DATE 06/02/2021	TIME 01:00 PM
STREET ADDRESS		CITY	TELEPHONE NUMBER	CAPACITY
349 N.Walsh Dr.		Casper	307-337-1323	77
ASST. DIRECTOR'S NAME /INFANT DIRECTOR			NUMBER OF INFANTS ENROLLED	
			10	
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				
NA	7.	FCCH/FCCC: Awake infants and toddlers must be directly supervised by staff at all times.		
NA	8.	FCCH/FCCC: Children in Kindergarten or under 6 years old are directly supervised outside.		
NA	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.		
NA	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.		

NA	11.	FCCH/FCCC: All children on the same level of staff at all times.
C	12.	CCC: Children are directly supervised by staff in each approved area of the facility.
C	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.
C	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.
NA	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.
C	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.
NA	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: 08/27/2020 Expires: 08/27/2021
C	56.	Current Sanitation Report. Completed: 01/14/2021 Expires: 01/14/2022
NA	57.	Current Well-water Test Results.
C	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.
C	61.	Infant documentation for diapering and feeding is made available to parents.
C	62.	Menus are current and available for parental review.
NA	63.	Name of food program provider belongs to:
C	64.	Written record(s) of emergency preparedness drills are complete and available.
C	65.	Confidentiality.
C	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.
FOOD PREPARATION/CARE/SERVICE		
NA	68.	Food prepared and served is of sound condition and approved source (no wild game)
NA	69.	No "home-canned" food
NA	70.	Pasteurized eggs, egg products and juice (children 9 and under)
NA	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
NA	72.	Sufficient cold and hot storage equipment present for potentially hazardous food

NA	73.	Refrigerator food contents held at or below 41 degrees
NA	74.	Freezer food maintained in frozen condition at or below 32 degrees
NA	75.	Are potentially hazardous prepared foods held at or above 135 degrees.
NA	76.	Food is cooked to the proper internal temperatures
NA	77.	Beef roast 140
NA	78.	Steak/ chops /fish 145
NA	79.	Ground beef and pork 155
NA	80.	Poultry and stuffed meats/ all leftovers 165
NA	81.	In refrigerator 41 degrees F or lower
NA	82.	Under potable water @ 70 degrees F or lower
NA	83.	Microwave
NA	84.	Food protected from contamination
NA	85.	No unwrapped leftovers
NA	86.	Food storage (clean, covered, labeled) at least 6" above the floor
NA	87.	Cross-contamination prevention: least possible manual contact with clean & sanitized surfaces and utensils.
NA	88.	Food preparation and service surfaces are constructed with safe materials and are in good repair (corrosion resistant, cleanable, durable)
NA	89.	Food preparation and service surfaces are cleaned and sanitized
NA	90.	Adequate lighting, vent covers, wall-mounted fans, and similar equipment in good repair
NA	91.	Hair control for food prep practiced
EQUIPMENT STORAGE, CLEANING & SANITIZING		
NA	92.	All equipment and utensils for food preparation and service are cleaned & sanitized and stored 6" above floor level
NA	93.	Warewashing method: with a water temp reaching a minimum of 150 degrees.

NA	94.	3 compartment sink with sanitizing basin Air drying sanitizer strength:
NA	95.	Sanitizer is mixed at the proper strength (50-100ppm Chlorine/ 200ppm QuaternaryAmmonia/ or according to product label)
NA	96.	Single-service articles store 6" above floor level
NA	97.	No reuse of single-service articles
NA	98.	Toys are sanitized no less than weekly or more often if visibly soiled.

PHYSICAL FACILITIES

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

RESTROOMS

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

DIAPER CHANGING AREAS

NA	107.	The diaper changing area is within 12 feet of the handwashing sink
NA	108.	Hand washing is done immediately before and after changing diapers
NA	109.	Changing pad good condition & clean
NA	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)
NA	111.	Proper disposal (covered garbage receptacle)

LIQUID & SOLID WASTE DISPOSAL

NA	112.	Public sewage system or DEQ approved system
NA	113.	Garbage storage covered, clean, lined, durable, cleanable and insect & rodent proof

ANIMALS		
NA	114.	Excluded from food prep, dishwashing and dining areas (including dishes and litter boxes, etc.)
NA	115.	Pet vaccination or psittacosis tests (for birds) current and available
NA	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).
PEST CONTROL		
NA	117.	Insect and rodent control measures in place
NA	118.	Approved methods: stick-um fly strips, electronic killing devices and other non-toxic methods or pesticides
NA	119.	Doors and windows effectively protect against all insects and rodents. Screen material less than 16 mesh to the inch
HEALTH REQUIREMENTS		
NA	120.	No person with communicable disease present
NA	121.	Exclusion of ill staff and children as per rules
NA	122.	Policy for notifying parents of ill children
NA	123.	Policy for notifying parents and staff of exposure to a communicable disease
NA	124.	Plan for separation and supervision of child seriously or suspiciously ill with a communicable disease
NA	125.	Plan for separation of staff seriously or suspiciously ill with a communicable disease
NA	126.	Report communicable diseases to the public health office
Comments:		
<p>This is a change of director validation visit and delivery of reported concerns. Provided new anticipated director with information for child record requirements, staff qualifications, over the counter, and for the new food program qualifications. Discussed the way that the facility keeps attendance. Discussed the gate lock on the east side exit of the building. Licensing will discuss the gate lock with fire and sanitation and follow up with provider.</p>		

130. Child Records Notes

Reviewed what is required for child records in order to ensure compliance at the time of renewal but did not review child records at this visit since it was a change of director validation visit.

131. Staff/Volunteer Record Notes

Reviewed staff records at the time of visit to ensure compliance and all staff records are compliant at the time of the visit.

132. Staff Child Ratios and Supervision

There are 2 children in attendance with Miss Leah's room at the time of the visit with one staff person, Leah (1 - 2 years old, 1 - 5 years old). There are 8 children in attendance at the time of the visit in Miss Emma's room with one staff person, Emma (3 - 2 years old, 4 - 3 years old, 1 - 5 years old). There are 2 children in attendance in the infant room at the time of the visit with one staff person, Naomi (1 - infant, 1 - 1 year old). There are 4 children in attendance in the toddler room at the time of the visit with one staff person, Tierra (4 - 1 years old). There are 9 children in attendance upstairs in the preschool room at the time of the visit with one staff person, Shayla (2 - 3 years old, 7 - 4/5 years old). staff to child ratios and supervision are all compliant at the time of the visit.

Licensor Signature: _____

Date: _____

Director Signature: _____

Date: _____