

<b>PROVIDER/DIRECTOR</b>	<b>FACILITY NAME</b>	<b>FACILITY TYPE:</b> FCCH	<b>HOURS:</b> Mon: 05:45AM - 17:15PM Tues: 05:45AM - 17:15PM Wed: 05:45AM - 17:15PM Thur: 05:45AM - 17:15PM Fri: 05:45AM - 17:15PM
PAMELA HILLING	WEE COTTAGE DAY CARE	<b>DATE</b> 01/21/2020	<b>TIME</b> 09:30 AM
<b>STREET ADDRESS</b>	<b>CITY</b>	<b>TELEPHONE NUMBER</b>	<b>CAPACITY</b>
441 Florence Ave	Sheridan	307-672-8282	10
<b>ASST. DIRECTOR'S NAME /INFANT DIRECTOR</b>		<b>NUMBER OF INFANTS ENROLLED</b>	
		1	
<b>Reason for visit:</b> <input checked="" type="checkbox"/> Facility Inspection <input type="checkbox"/> Compliance Monitoring			
<b>CODES:</b> C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable			
<b>POSTING</b>			
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.	
<b>MEDICATION AND FIRST AID</b>			
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.)	
<b>SUPERVISION/NAPPING</b>			
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.	
C	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.	
<b>HEALTH AND SAFETY</b>			
C	19.	Commercial Constant Air Inflatable Devices have parental permission slips on file.	
C	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>C</b>	34.	Swimming and Wading Pools have parental permission slips. Check other Water Hazards.
<b>C</b>	35.	Hot Tubs, Spas and Full Sized Trampolines.
<b>C</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>C</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>C</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> 01/15/2020 <b>Expires:</b> 01/15/2021
<b>C</b>	56.	Current Sanitation Report. <b>Completed:</b> 02/19/2019 <b>Expires:</b> 02/19/2020
<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>NA</b>	60.	Explain the role of your board of directors and has the chairperson changed.
<b>C</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>Wildwood</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>Comments:</b>		
Facility clean and organized at time of visit. Discussed suspension/expulsion policy update.		

**69. Child Records Notes**

Discussed updating records annually. Parents can review, initial, and date each year.

**70. Staff/Volunteer Record Notes**

Pam's records are up to date. No staff or household members.

**71. Staff Child Ratios and Supervision**

Ratios and supervision compliant at time of date.

Licenser Signature:



Date: 01/21/2020

Director Signature:



Date: 01/21/2020