

|   |     |  |             |                           |                                   |   |                 |
|---|-----|--|-------------|---------------------------|-----------------------------------|---|-----------------|
| <b>PROVIDER/DIRECTOR</b>  |     | <b>FACILITY NAME</b>   |             | <b>FACILITY TYPE:</b> CCC |                                   | <b>HOURS:</b><br>Mon: 06:30AM - 06:00PM<br>Tues: 06:30AM - 06:00PM<br>Wed: 06:30AM - 06:00PM<br>Thur: 06:30AM - 06:00PM<br>Fri: 06:30AM - 06:00PM |                 |
| Tracie Lowe   |     | Foundations Learning Academy   |             | <b>DATE</b> 02/19/2020    |                                   | <b>TIME</b> 11:00 AM  |                 |
| <b>STREET ADDRESS</b>   |     |  | <b>CITY</b> |                           | <b>TELEPHONE NUMBER</b>           |   | <b>CAPACITY</b> |
| 2110 Grasslands Pkwy  |     |  | Cheyenne    |                           | 307-426-4058                      |   | 243             |
| <b>ASST. DIRECTOR'S NAME /INFANT DIRECTOR</b>   |     |  |             |                           | <b>NUMBER OF INFANTS ENROLLED</b> |   |                 |
|   |     |  |             |                           | 8                                 |   |                 |
| <b>Reason for visit:</b> <input checked="" type="checkbox"/> Facility Inspection <input type="checkbox"/> Compliance Monitoring |     |  |             |                           |                                   |   |                 |
| <b>CODES:</b><br>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>  |     |  |             |                           |                                   |   |                 |
| 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.   |             |                           |                                   |   |                 |
| <b>HEALTH AND SAFETY</b>  |     |  |             |                           |                                   |   |                 |
| NA  | 19. | Commercial Constant Air Inflatable Devices have parental permission slips on file.   |             |                           |                                   |   |                 |
| C   | 20. | Unapproved areas of the facility are inaccessible to children.   |             |                           |                                   |   |                 |

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| <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>NA</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>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>C</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.   |

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| <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> 03/20/2019 <b>Expires:</b> 03/20/2020  |
| <b>C</b>   | 56. | Current Sanitation Report. <b>Completed:</b> 12/05/2019 <b>Expires:</b> 12/05/2020   |
| <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>C</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>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>Comments:</b>   |     |  |
| Need fire inspection prior to license renewal. Need updated weapon policy. Have suspension/expulsion policy. There are no weapons in the facility or on the premises. Weapons are not allowed to be brought to the facility or onto the premises unless it is a function of employment. i.e. law enforcement. Rcvd updated FA/CPR for Tracie. Rcvd renewal fee. This is a kind active stimulating environment that is age appropriate. |     |  |

**69. Child Records Notes**

Checked 10 child files all in compliance

**70. Staff/Volunteer Record Notes**

Checked new employees. All in order. All previous employees were updated. Staff training is in compliance. A couple are waiting to be documented.

**71. Staff Child Ratios and Supervision**

9 classrooms and all were within ratio. No concerns.

Licenser Signature:

Date: 02/19/2020

Director Signature:

Date: 02/19/2020