

PROVIDER/DIRECTOR		FACILITY NAME		FACILITY TYPE: CCC		HOURS: Mon: 6:00AM - 7:00PM Tues: 6:00AM - 7:00PM Wed: 6:00AM - 7:00PM Thur: 6:00AM - 7:00PM Fri: 6:00AM - 7:00PM	
Kendra West		Evanston Child Development Center and Preschool		DATE 08/24/2020		TIME 02:00 PM	
STREET ADDRESS			CITY		TELEPHONE NUMBER		CAPACITY
336 Summit			Evanston		307-789-7040		300
ASST. DIRECTOR'S NAME /INFANT DIRECTOR					NUMBER OF INFANTS ENROLLED		
					6		
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							
C	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.
C	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.
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: 10/30/2019 Expires: 10/30/2020
C	56.	Current Sanitation Report. Completed: 10/10/2019 Expires: 10/10/2020
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.
C	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.
C	63.	Name of food program provider belongs to: CACFP
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.
Comments:		
Rooms were compliant, supervised, and staffed as required. Outside play area in use and compliant.		

69. Child Records Notes


310 children are enrolled and 40 records checked and are compliant.

70. Staff/Volunteer Record Notes

5 new employees since last record check in Feb 2020, they are all compliant. 4 employees with new CPR/1st Aid cards are compliant. 1 new out-of-state central register with exempt letter for California.

71. Staff Child Ratios and Supervision

Bison 2 children with 1 staff, 3 years/ Bears 7 children with 1 staff, 4 & 5 years / Moose 8 children with 1 staff, years / Owls 10 children with 2 staff, 3 years/ Raccoons 9 children with 1 staff, 3 years/ Farm Friends 9 children with 2 staff, 24 months / Butterflies this room is only used in the mornings/ Monkeys 6 children with 2 staff, 24 to 36 months/ Cubs and Tigers 2 children with 1 staff, 0 to 12 months / Frogs 4 children with 1 staff, 14 to 17 months / Pups 6 children with 3 staff, 6 to 12 months / Second infant room is not being used currently/ Turtles 5 children with 1 staff 24 to 36 months/ After School has no children present.

Licensor Signature: 

Date: 08/24/2020

Director Signature: 

Date: 08/24/2020