

Certification Representative:

## Certification Inspection Instrument

### Staff Child Ratios and Facility

**Key:** C = Compliant N = Non-compliant, add notes if applicable N/A = Not Applicable  
 EX = Exemption on file UA = Unable to assess due to weather

### Interview

C or N	Code	Description	Notes
	§ 3270.24.	Departmental access. As applicable	

- Introduce self and show ID
- Inform Legal Entity (LE /Director) of the reason for inspection
- Verify ID for Director/Responsible Staff Person

Information gathered during interview:

C or N	Code	Description	Notes
	§ 3270.17.	Program's services to children with special needs (a) reasonable accommodation (b) specialized services provided as specified in IEP, IFSP or behavioral plan (c) Staff persons and parents aware of community resources	
	§ 3270.19.	Child abuse reporting	
	§ 3270.20.	Reporting injury, death or fire	
	§ 3270.117.	Release of children	
	§ 3270.122.	Admission interview	
	§ 3270.22.	Communication with parents	
	§ 3270.23.	Parent access and participation	
	§ 3270.136.	Reporting diseases	
	§ 3270.137.	Children with symptoms of disease	
	§ 3270.138.	Discrimination based on illness	
	§ 3270.153.	Facility persons with symptoms of disease	
	§ 3270.154.	Facility persons with skin disorders	
	§ 3270.155.	Discrimination based on illness	
	§ 3270.183.	Confidentiality of records. (Child)	
	§ 3270.184.	Release of information	
	§ 3270.185.	Record retention	
	§ 3270.193.	Confidentiality of records. (Adult)	

### Exit Interview

✓ Review areas of non-compliance prior to leaving facility	✓ Address any provider questions
✓ Allow provider the opportunity to locate missing paperwork	✓ Obtain Plans of Correction if time permits
✓ Provide technical assistance as needed	

**Child Care Centers  
Certification Inspection Instrument  
(Renewal)**

PCID:

Date of  
Inspection:



**Posted Notices**

Certification Representative:

C or N	Code	Description	Notes
	§ 3270.25(a)	Certificate of Compliance (a-d)	
	§ 3270.25(a)	DHS Contact Information	
	§ 3270.25(a)	Regulations	
	§ 3270.27(d)	Emergency Plan (reviewed annually) (a-e)	
	§ 3270.171(c)	Pick up and Drop off Procedures	
	§ 3270.165	Menu (if applicable)	

**Required Paperwork on File**

C or N	Code	Description	Notes
	§ 3270.18(a)	Liability Insurance	
	§ 3270.94(b)	Fire Drill Log (a-g)	
	§ 3270.27. (f)	Emergency Plan Emergency plan and subsequent plan updates sent to the county emergency management agency.	
	§ 3270.20(e) § 3270.182(7)	Reporting injury, death or fire/ Reports of accidents/injuries/illnesses	
	§ 3270.121.	Application (a) operator reviews general daily schedule, hours, fees, meals, clothing, health policies, supervision policies, night care policies, dismissal policies, transportation and pick-up arrangements (b) parent shall receive in writing the information described in subsection (a)	
	§ 3270.132.	Emergency Medical Care	
	§ 3270.118.	Pets (a-c)	
	§ 3270.171.	Annual written notification to local traffic safety authorities of location of facility & program's use of pedestrian and vehicular routes around facility (a).	
	§ 3270.183.	Child records are confidential and stored in locked cabinet (a)	
	§ 3270.191.	An individual record is required for each facility person	

**Transportation / Vehicle Inspection (if applicable)**

C or N	Code	Description	Veh 1	Veh 2	Veh 3	Veh 4
	§ 3270.172.	Written parental consent to transport, N/A for transportation of school-age in vehicles owned or operated by the school district (a)				
	§ 3270.173.	Transportation ratios				
	§ 3270.174.	Age of driver				
	§ 3270.175.	Safety restraints (a –d)				
	§ 3270.176.	Vehicles (a-f)				
	§ 3270.177.	Children may not be unattended in a vehicle				
	§ 3270.178.	Transportation first-aid kit				

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**Certification Inspection Instrument  
Ratio & Supervision / Physical Site**

Child Age	Staff:Child	Max Grp Size	Nap ratio Adult:Child	Child Age	Staff:Child	Max Grp Size	Nap ratio Adult:Child
Infant - birth to 1yr	1:4	8	1:4	Pre-School - 3 to K	1:10	20	1:20
T - 1-2 yrs	1:5	10	1:10	S Age - k-4 <sup>th</sup>	1:12	24	
T - 2-3 yrs	1:6	12	1:12	S Age - 4 <sup>th</sup> to 15 yrs	1:15	30	

Certification Representative:

Regulation	Room # / Name	1		2		3		4	
	Capacity:								
§ 3270.51. Similar age level ratio § 3270.52. Mixed age level ratio §3270.53. Children of operator/staff §3270.54. Minimum number of facility persons	Time:	AM	PM	AM	PM	AM	PM	AM	PM
	Staff Name(s)/Position (s):								
	# of Children and Age Levels (I, YT, OT, PS, YSA, OSA) Present:								
	All children present, identified and supervised?	Y	N	Y	N	Y	N	Y	N
	Naptime Ratios §3270.55.								
§ 3270.113. Supervision of children	Room Name/#:	5		6		7		8	
	Capacity:								
	Time:	AM	PM	AM	PM	AM	PM	AM	PM
	Staff Name (s)/Position(s):								
	# of Children and Age Levels (I, YT, OT, PS, YSA, OSA) Present:								
All children present, identified and supervised?	Y	N	Y	N	Y	N	Y	N	
Naptime Ratios §3270.55.									

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C, N, NA, UA	Regulation	Room Number	1	2	3	4	5	6	7	8
	§ 3270.111	Daily activities (a-b-c)								
	§ 3270.124	Emergency Contact forms (c)								
		Transportation Plan posted (e)								
	§ 3270.74.	Emergency telephone numbers								
	§ 3270.75.	First-aid kit (a-d)								
	§ 3270.133.	Medication (i-viii)								
	§ 3270.94.	Fire drills/Evac. Routes (f)								
	§ 3270.61.	Measurement and use of indoor space								
	§ 3270.62.	Measurement and use of play space								
	§ 3270.65.	Protective outlet covers								
	§ 3270.66.	Toxics (a-e)								
	§ 3270.67.	Sanitation (a-d)								
	§ 3270.68.	Smoking								
	§ 3270.69.	Water								
	§ 3270.70.	Indoor Temperature								
	§ 3270.71.	Water pipes other sources of heat								
	§ 3270.72.	Ventilation (a-d)								
	§ 3270.73.	Telephone								

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C, N, NA, UA	Regulation	Room Number	1	2	3	4	5	6	7	8
	§ 3270.76.	Building surface								
	§ 3270.77.	Paint / Plaster (a-g)								
	§ 3270.78.	Lighting								
	§ 3270.80.	Stairs (a-d)								
	§ 3270.81.	Glass								
	§ 3270.91.	Exits (a-c)								
	§ 3270.92.	Space heaters (a-c)								
	§ 3270.93.	Fireplaces and stoves								
	§ 3270.101.	Type of play equipment (a-c)								
	§ 3270.102.	Condition of play equipment (a-g)								
	§ 3270.104.	Furniture (a-b)								
	§ 3270.106.	Rest equipment (a-j)								
	§ 3270.103.	Small toys, objects, plastic bags, Styrofoam not accessible to children who are still placing items in mouth								
	§ 3270.119.	Infant sleep position								
	§ 3270.135.	Diapering requirements (a-e)								
	§ 3270.112.	Infant and toddler stimulation								
	§ 3270.166.	Meals for infants (1-7)								
	§ 3270.105.	High chairs								
	§ 3270.82.	Toilet areas (a-j)								
	§ 3270.134.	Child hygiene (a-g)								
	§ 3270.152.	Adult hygiene/Handwashing								
	§ 3270.161.	Food / Kitchen (a-g)								
	§ 3270.162.	Meals (a-d)								
	§ 3270.163.	Food groups (a-b)								
	§ 3270.164.	Food servings								
	§ 3270.107.	Refrigerator (45° F or below)								
	§ 3270.108.	Utensils (a-c)								
	§ 3270.63.	Unsafe areas in outdoor space								
	§ 3270.64.	Outside Walkways								
	§ 3270.114.	Outdoor Activity								
	§ 3270.115.	Water activity/Pool Accessibility								
	§ 3270.116.	School-age children/homework								

	§ 3270.21.	Conditions at the facility may not pose a threat to the health or safety of the children	
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