

Facility Name:	PCID:
Certification Representative:	Inspection Date:

Key: ✓ = Compliant O = Non-compliant, notes if applicable N/A = Not Applicable EX = Exemption on file UA = Unable to assess

Entrance Interview

✓ or O	Code	Description	Notes
	§ 3290.21	Departmental access, as applicable	

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

✓ or O	Code	Description	Notes
	§ 3290.15(a-c)	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	
	§ 3290.16	Child abuse reporting	
	§ 3290.17	Reporting injury, death or fire	
	§ 3290.19	Communication with parents	
	§ 3290.20	Parent access and participation	
	§ 3290.22(b)	Regulations (access to parents)	
	§ 3290.23	Compliance with nondiscrimination statutes	
	§ 3290.116	Release of children	
	§ 3290.122	Admission interview	
	§ 3290.136	Reporting diseases	
	§ 3290.137	Children with symptoms of disease	
	§ 3290.138	Discrimination based on illness	
	§ 3290.153	Facility persons with symptoms of disease	
	§ 3290.154	Facility persons with skin disorders	
	§ 3290.155	Discrimination based on illness	
	§ 3290.165	Menu	
	§ 3290.183	Confidentiality of records (Child)	
	§ 3290.184	Release of information	
	§ 3290.193	Confidentiality of records (Adult)	
	§ 3290.95	Operator or designated staff person ensures fire detection requirements are met	

Exit Interview

✓ Review areas of non-compliance prior to leaving	✓ Address any provider questions
✓ Allow provider the opportunity to locate missing paperwork	✓ Obtain plans of correction if time permits
✓ Provide technical assistance as needed	✓ Review next steps in the process

Posted Notices

✓ or O	Code	Description	Notes
	§ 3290.22(a)	Certificate of Compliance	
		DHS contact information	
	§ 3290.22(c)	Outstanding Inspection Summary (if applicable)	
	§ 3290.24(e)	Emergency plan	
	§ 3290.72	Emergency telephone numbers	
	§ 3290.111(a-c)	Daily activities	
	§ 3290.124(d)	Emergency transportation plan	
	§ 3290.94(a)(5)	Evacuation routes on each floor	

Required Paperwork on File

✓ or O	Code	Description	Notes
	§ 3290.14(b)	Certificate of Occupancy <ul style="list-style-type: none"> - Ask about structural changes - Any noted restrictions - Check regional office file _____ or on site _____ 	
	§ 3290.18	Written policy to address the following: ___ Recognition of potential signs/symptoms of shaken baby syndrome and abusive head trauma ___ Strategies for coping with a crying, fussing, or distraught child ___ The prevention and identification of child maltreatment	
	§ 3290.94(a)(1-4)(9)	Fire drill log	
	§ 3290.95	___ Documentation of testing every 30 days OR ___ Documentation of annual testing from a fire safety professional (if unable to test) ___ Proof of purchase of interconnected fire detection system ___ Documentation of system approval by OSHA's NRTL Program	
	§ 3290.24(a)(f)	Emergency plan including:	facility's written plan
	(a)(1)	Shelter and lockdown	parent letter
	(a)(2)	Evacuation	
	(a)(3)	Method to contact parents	
	(a)(4)	Method to inform parents emergency has ended and instructions for how to safely be reunited with their children	
	(a)(5)	Accommodations for ___ infants, ___ toddlers, ___ children with disabilities, and ___ children with chronic medical conditions (if applicable)	
	(b)	Emergency plan reviewed annually	
	(d)	Annual emergency drill log *maximum 12 months between drills	
	(g)	Emergency plan and subsequent plan updates sent to the ___ local municipality and ___ county EMA	
	§ 3290.18	Emergency plan addresses continuity of operations and specifies the role of a volunteer, if applicable.	
	§ 3290.17(e)	Reporting injury, death or fire	
	§ 3290.182(7)	Reports of accidents/injuries/illnesses, including accident file	
	§ 3290.117	Pets	
	§3290.121(a)(b)	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 information described in subsection (a)	
	§ 3290.132	Emergency medical care	
	§ 3290.183	Child records are confidential; Facility person may not disclose child or family information	
	§ 3290.32(d)	One or more facility persons competent in pediatric first aid and CPR at the facility	
	§ 3290.191	An individual record is required for each staff person	

Fire Safety

✓ or O	Code	Description	Notes
	§ 3290.91(a-c)	Exits	
	§ 3290.92(a-c)	Space heaters	
	§ 3290.93	Fireplaces and stoves	
	§ 3290.94(a)(6-8)	Fire drills and evacuation plan	
	§ 3290.95(a)(b)	Operability of interconnected fire detection devices/systems, on each floor & basement, audible w/ intervening doors closed, fire extinguisher	

✓ or O	Code	Description	Notes
	§ 3290.18	Conditions at the facility may not pose a threat to the health or safety of the children.	

Transportation / Vehicle Inspection / Excursions (if applicable)

✓ or O	Code	Description	Vehicle 1	Vehicle 2
	§ 3290.124(c)	Emergency contact forms		
	§ 3290.124(d)	Written emergency transportation plan		
	§ 3290.171	Written parental consent for facility staff to transport		
	§ 3290.172	Age of driver; valid operator's license		
	§ 3290.173(a-c)	Safety restraints		
	§ 3290.174(a-f)	Vehicles		
	§ 3290.175	Children may not be left unattended in vehicle		
	§ 3290.176	Transportation first-aid kit		

Ratio Requirements	If # Infants:	Max # Toddlers:	Total Capacity:	# of Staff:
	0	5	6	1
	1	4	6	1
	2	3	6	1

Ratio & Supervision

Code	Child Care Space	Notes
§ 3290.51 Maximum number of children § 3290.52(1-3) Ratio requirements § 3290.113 Supervision of children	Time:	
	Staff Name(s)/Position(s):	
	# of children and age levels (I, YT, OT, PS, YSA, OSA) present:	
	All children present, identified and supervised?	
	§ 3290.113(f) Supervision via electronic monitor, camera, or mirror (preparing snacks/meals or using restroom) if applicable)	
	§ 3290.113(g) Max 16 hours in 24 hour period	
	§ 3290.18 Pre-service Training: Are staff being supervised appropriately?	

Physical Site

✓ or O	Code	Description	Notes
	§ 3290.73(a-d)	First-aid kit	
	§ 3290.133(1-7)	Medication	
	§ 3290.63	Protective electrical covers	
	§ 3290.64(a-d)	Toxics	
	§ 3290.65(a-d)	Sanitation	
	§ 3290.66	Smoking	
	§ 3290.67	Water	
	§ 3290.68	Indoor temperature	
	§ 3290.69	Water pipes, other sources of heat	
	§ 3290.70(a-d)	Ventilation	
	§ 3290.71	Telephone	
	§ 3290.74	Building surface	
	§ 3290.75(a-e)	Paint / Plaster	
	§ 3290.76	Firearms / Storage (if applicable)	
	§ 3290.77	Glass	
	§ 3290.78(a-c)	Toilet area	
	§ 3290.101(a-c)	Type of play equipment	
	§ 3290.102(a-f)	Condition of play equipment	
	§ 3290.103	Small toys, objects, plastic bags, Styrofoam not accessible to children who are still placing objects in mouth	
	§ 3290.105(a-j)	Rest equipment	
	§ 3290.112	Infant and toddler stimulation	
	§ 3290.118	Infant sleep position	
	§ 3290.135(a-e)	Diapering requirements	
	§ 3290.166(1-7)	Meals for infants	
	§ 3290.104	High chairs	
	§ 3290.106	Refrigerator (45° F or below)	
	§ 3290.107(a-c)	Utensils	
	§ 3290.134(a-f)	Child hygiene	
	§ 3290.152	Adult hygiene / Handwashing	
	§ 3290.161(a-f)	Food / Kitchen	
	§ 3290.162(a-d)	Meals	
	§ 3290.163(a-b)	Food groups	
	§ 3290.164	Food servings	
	§ 3290.61	Unsafe areas in outdoor space	
	§ 3290.62	Outside walkways	
	§ 3290.114	Outdoor activity	
	§ 3290.115	Water Activity / Pool accessibility	