

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
	§ 3280.23	Departmental access, as applicable	

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

✓ or O	Code	Description	Notes
	§ 3280.16(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	
	§ 3280.18	Child abuse reporting	
	§ 3280.19	Reporting injury, death or fire	
	§ 3280.25	Compliance with nondiscrimination statutes	
	§ 3280.117	Release of children	
	§ 3280.122	Admission interview	
	§ 3280.21	Communication with parents	
	§ 3280.22	Parent access and participation	
	§ 3280.24(a)	Regulations (access to parents)	
	§ 3280.136	Reporting diseases	
	§ 3280.137	Children with symptoms of disease	
	§ 3280.138	Discrimination based on illness	
	§ 3280.153	Facility persons with symptoms of disease	
	§ 3280.154	Facility persons with skin disorders	
	§ 3280.155	Discrimination based on illness	
	§ 3280.165	Menu	
	§ 3280.183	Confidentiality of records (Child)	
	§ 3280.184	Release of information	
	§ 3280.185	Record retention	
	§ 3280.193	Confidentiality of records (Adult)	
	§ 3280.95 (b)	Primary staff 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 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
	§ 3280.24(a)(b)	Certificate of Compliance/ outstanding Inspection Summary (if applicable)	
	§ 3280.26(d)	Emergency plan	
	§ 3280.111(a-c)	Daily activities	
	§ 3280.171(c)	Pick-up and drop-off procedures	
	§ 3280.94(a)(5)	Evacuation routes on each floor	

Required Paperwork on File

✓ or O	Code	Description	Notes	
	§ 3280.15(b)	Certificate of Occupancy - Ask about structural changes - Any noted restrictions - Check regional office file ____ or on site ____		
	§ 3280.14/ 3280.20	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		
	§ 3280.17	Liability insurance		
	§ 3280.94(a)(1-4)(9)	Fire drill log		
	§ 3280.95(a)(b)	___ 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 system (if applicable)		
	§3280.26(a)(e)	Emergency plan including:	facility's written plan	Parent letter
	(a)(1)	Shelter and lockdown		
	(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)		
	(a)(6)	Annual emergency drill log *maximum 12 months between drills		
	(b)	Emergency plan reviewed annually		
	(f)	Emergency plan and subsequent plan updates sent to the ___ local municipality and ___ county EMA		
	§ 3280.14/ 3280.20	Emergency plan addresses continuity of operations and specifies the role of a volunteer, if applicable.		
	§ 3280.19(e) § 3280.182(7)	Reporting injury, death or fire/ Reports of accidents/injuries/illnesses, including accident file		
	§ 3280.121(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 the information described in subsection (a)	
	§ 3280.132	Emergency medical care	
	§ 3280.118(a-c)	Pets	
	§ 3280.171(a)	Written notification to local traffic safety authorities of location of facility & program's use of pedestrian and vehicular routes around facility	
	§ 3280.181	Individual child records	
	§ 3280.33(c)	One or more facility persons competent in pediatric first aid and CPR at the facility	
	§ 3280.191	An individual record is required for each facility person	

Fire Safety

✓ or O	Code	Description	Notes
	§ 3280.91(a-c)	Exits (a-c)	
	§ 3280.92(a-c)	Space heaters (a-c)	
	§ 3280.93	Fireplaces and stoves	
	§ 3280.94(a)(6-8)	Fire drills and evacuation plan	
	§ 3280.95(a)(b)	Act 62; operability of fire detection devices/systems, fire extinguisher (as applicable)	

✓ or O	Code	Description	Notes
	§ 3280.20	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
	§ 3280.124(d)	Emergency contact forms		
	§ 3280.124(e)	Written emergency transportation plan		
	§ 3280.172(a-c)	Written parental consent to transport, N/A for transportation of school-age children in vehicles owned or operated by the school district. Written parental instruction on treatment of problem or special need requiring special care during transportation		
	§ 3280.173	Transportation ratios		
	§ 3280.174	Age of driver; valid operator's license		
	§ 3280.175(a-d)	Safety restraints		
	§ 3280.176(a-f)	Vehicles		
	§ 3280.177	Children may not be left unattended in vehicle		
	§ 3280.178	Transportation first-aid kit		

Child Age	Staff:Child	Max Group Size	# of Staff	Child Age	Staff:Child	Max Group Size	# of Staff
Infant – birth to 1yr	1:4	12	3	Preschool – 3yrs to K	1:10	12	2
YT – 1-2yrs	1:5	12	3	School Age – K-4 th	1:12	12	1
OT – 2-3yrs	1:6	12	2	School Age – 4 th to 15yrs	1:15	15	1

Ratio & Supervision

Regulation	Room # / Name	1	2	3
		Capacity:		
<p>§ 3280.51 Maximum number of children</p> <p>§ 3280.52 Ratio requirements</p> <p>§ 3280.52(a)(1) A primary staff person shall be present in a facility when six or fewer children are in care, unless the staff:child ratio requires a second or third staff person.</p> <p>§ 3280.53 Children of operator/staff</p> <p>§ 3280.113 Supervision of children</p>	Indicate time (AM or 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
	Indicate time (AM or 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	
	§ 3280.14/ § 3280.20 Pre-service Training: Are staff being supervised appropriately?			

Physical Site

✓ or O	Code	Room # / Name	1	2	3
	§ 3280.124(c)(e)	Emergency contact forms (c)			
		Transportation plan posted (e)			
	§ 3280.74	Emergency telephone numbers			
	§ 3280.75(a-d)	First-aid kit			
	§ 3280.133(1-7)	Medication			
	§ 3280.61	Measurement and use of indoor space			
	§ 3280.62	Measurement and use of play space			
	§ 3280.65	Protective electrical covers			
	§ 3280.66(a-d)	Toxics			
	§ 3280.67(a-d)	Sanitation			
	§ 3280.68	Smoking			
	§ 3280.69	Water			
	§ 3280.70	Indoor Temperature			
	§ 3280.71	Water pipes, other sources of heat			

✓ or O	Code	Room # / Name	1	2	3
	§ 3280.72(a-d)	Ventilation			
	§ 3280.73	Telephone			
	§ 3280.76	Building surface			
	§ 3280.77(a-g)	Paint / Plaster			
	§ 3280.78	Lighting			
	§ 3280.79	Firearms / Storage (residence only)			
	§ 3280.80	Glass			
	§ 3280.101(a-c)	Type of play equipment			
	§ 3280.102(a-f)	Condition of play equipment			
	§ 3280.108(a)(b)	Furniture			
	§ 3280.105(a-j)	Rest equipment			
	§ 3280.103	Small toys, objects, plastic bags, Styrofoam not accessible to children who are still placing objects in mouth			
	§ 3280.119	Infant sleep position			
	§ 3280.135(a-e)	Diapering requirements			
	§ 3280.112	Infant and toddler stimulation			
	§ 3280.166(1-7)	Meals for infants			
	§ 3280.104	High chairs			
	§ 3280.81(a-c)	Toilet areas			
	§ 3280.134(a-f)	Child hygiene			
	§ 3280.152	Adult hygiene / Handwashing			
	§ 3280.161(a-f)	Food / Kitchen			
	§ 3280.162(a-d)	Meals			
	§ 3280.163(a)(b)	Food groups			
	§ 3280.164	Food servings			
	§ 3280.106	Refrigerator (45° F or below)			
	§ 3280.107(a-c)	Utensils			
	§ 3280.63	Unsafe areas in outdoor space			
	§ 3280.64	Outside walkways			
	§ 3280.114	Outdoor activity			
	§ 3280.115	Water activity / Pool accessibility			
	§ 3280.116	School-age children / Homework			