

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

School Building Yes or No (If no, complete additional section on last page)

Interview

✓ or O	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

✓ or O	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	
	§ 3270.22	Communication with parents	
	§ 3270.23	Parent access and participation	
	§ 3270.25	Regulations (access to parents) (a)	
	§ 3270.26	Compliance with nondiscrimination statutes	
	§ 3270.122	Admission interview	
	§ 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	✓ Address any provider questions
✓ Allow provider opportunity to locate 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
	§ 3270.25(a)	Certificate of Compliance (a-d)	
	§ 3270.25(a)	DHS contact information	
	§ 3270.27(d)	Emergency plan	
	§3270.171(c)	Pick-up and drop-off procedures	
	§ 3270.165	Menu (if applicable)	
	§ 3270.94(5)	Evacuation routes on each floor	

Required Paperwork on File

✓ or O	Code	Description	Notes
	§ 3270.18(a)	Liability insurance	
	§ 3270.15(b)	Certificate of occupancy	
	§ 3270.94(1-4)(9)	Fire drill log	
	§ 3270.27(a)	Emergency plan including:	
	(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)	Emergency drill log	
	(f)	Emergency plan and subsequent plan updates sent to the local municipality and 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)	
	§ 3270.33(d)	One or more facility persons competent in pediatric first aid and CPR at the facility	
	§ 3270.191	An individual record is required for each facility person	

Transportation / Vehicle Inspection / Excursions (if applicable)

✓ or O	Code	Description	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
	§ 3270.124	Emergency contact forms (d)				
	§ 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; valid operator's license				
	§ 3270.175	Safety restraints (a-d)				
	§ 3270.176	Vehicles (a-f)				
	§ 3270.177	Children may not be left unattended in vehicle				
	§ 3270.178	Transportation first-aid kit				

Certification Inspection Instrument

Child Age	Staff:Child	Max Grp Size
Young School Age – K-4 th	1:12	24
Older School Age – 4 th to 15yrs	1:15	30

Ratio & Supervision

Regulation	Room # / Name	1	2	3	4
	Capacity:				
§3270.51 Similar age level ratio §3270.53 Children of operator/staff §3270.54 Minimum number of facility persons §3270.113 Supervision of children	Indicate time (AM or PM):				
	Staff Name(s)/Position(s):				
	# of children and age levels (YSA, OSA) present:				
	All children present, identified and supervised?	Y N	Y N	Y N	Y N

Physical Site

✓ or O	Regulation	Room Number	1	2	3	4
	§ 3270.111	Daily activities (a-c)				
	§ 3270.124	Emergency contact forms (c)				
		Transportation plan posted (e)				
	§ 3270.133	Medication				
	§ 3270.101	Type of play equipment (a-c)				
	§ 3270.102	Condition of play equipment(a-c, g)				
	§ 3270.104	Furniture (a-b)				
	§ 3270.134	Child hygiene (a)				
	§ 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)				
	§ 3270.115	Water activity / Pool accessibility				
	§ 3270.116	School-age children / Homework				

Fire Safety

✓ or ○	Code	Description	Notes
	§ 3270.91	Exits (a)	
	§ 3270.92	Space heaters (a-c)	
	§ 3270.93	Fireplaces and stoves	
	§ 3270.94	Fire drills and evacuation plan (6-8)	

✓ or ○	Code	Description	Notes
	§ 3270.21	Conditions at the facility may not pose a threat to the health or safety of the children.	

APPLICABLE ONLY TO SCHOOL-AGE PROGRAMS NOT LOCATED IN A SCHOOL BUILDING

✓ or ○	Regulation	Room Number	1	2	3	4
	§ 3270.74	Emergency telephone numbers				
	§ 3270.133	Medication (i-viii)				
	§ 3270.61	Measurement and use of indoor space				
	§ 3270.62	Measurement and use of play space				
	§ 3270.67	Sanitation (a-d)				
	§ 3270.69	Water				
	§ 3270.72	Ventilation (a)				
	§ 3270.73	Telephone				
	§ 3270.76	Building surface				
	§ 3270.78	Lighting				
	§ 3270.82	Toilet areas (a, b, h)				
	§ 3270.64	Outside Walkways				