PROVIDER/DIRECTOR	FACILITY NAME	FACILITY TYPE: CCC
Amanda Owens	Kiddie Cottage	DATE 08/27/2018
STREET ADDRESS	**CITY**	**TELEPHONE NUMBER**
2123 GARFIELD	Laramie	307-399-9274
ASST. DIRECTOR'S NAME /INFANT DIRECTOR		**NUMBER OF INFANTS ENROLLED**
		0

Reason for visit: ____ Facility Inspection __Compliance Monitoring

CODES:
C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable

POSTING		
	1.	License visibly posted.
	2.	Zoning Approval: (once, annual, none, other)
	3.	Emergency numbers posted.
	4.	Evacuation floor plans and procedures posted by all exits.
MEDICATION AND FIRST AID		
	5.	All medications safely stored. Medications are administered according to licensing requirements. (diape
	6.	First Aid kit is complete and available. (Also includes travel kits.)
SUPERVISION/NAPPING		
	7.	FCCH/FCCC: Awake infants and toddlers must be directly supervised by staff at all times.
	8.	FCCH/FCCC: Children in Kindergarten or under 6 years old are directly supervised outside.
	9.	FCCH/FCCC: Children 6 and over in adjacent fenced outdoor areas if direct access, staff can clearly hea happens and is attentive, moving from one area to the other every couple of minutes.
	10.	FCCH/FCCC: Napping Children: Not within sight, must be within easy hearing distance and be checked few minutes. Once awake all requirements are to be met.
	11.	FCCH/FCCC: All children on the same level of staff at all times.
	12.	CCC: Children are directly supervised by staff in each approved area of the facility.
	13.	CCC: Napping children: At least one staff directly supervising napping children. Staff numbers maintair facility to meet overall staff:child ratios.
	14.	Infants are placed on a firm flat surface, on their back to sleep, without anything over their head or fac nothing placed in the crib, bassinet, or playpen, no swaddling without a written statement and instructi sleeper or sack available with instructions. Infants are actively surpervised every 5 minutes to see the face and observe color and breathing.
	15.	Cots or pads are spaced at least 2 feet apart on all sides.
	16.	Cribs are spaced 3 feet apart on all sides and are compliant with CPSC standards.
	17.	Storage/Separate bedding is available for rest time.
	18.	Bedding is washed once a week or more often as needed.
HEALTH AND SAFETY		

HOURS:
Mon: 05:30 - 18:00
Tues: 05:30 - 18:00
Wed: 05:30 - 18:00
Thur: 05:30 - 18:00
Fri: 05:30 - 18:00

TIME 10:30 AM

CAPACITY

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	19.	Commercial Constant Air Inflatable Devices have parental permission slips on file.
	20.	Unapproved areas of the facility are inaccessible to children.
	21.	Play areas, equipment, and toys shall be maintained in a clean, uncluttered, safe condition and free of hazards.
	22.	Toys shall be suitable for age and development.
	23.	Porches, steps, stairs and walkways are in good repair and safe condition and free of clutter.
	24.	Window wells are covered, but don't impede egress or allow for entrapment.
	25.	Potentially dangerous items shall be inaccessible.
	26.	Cords and ropes are inaccessible.
	27.	Stairs, decks, and elevated porches shall have sturdy railings and child safety gates.
	28.	Proper heating, ventilation, lighting.
	29.	Unused electrical outlets shall be covered with safety caps or are tamper resistant.
	30.	Receptacle(s) with tight fitting lids are available for garbage disposal.
	31.	Hot appliances shall be inaccessible.
	32.	Disinfectant/ test strips present and in use in food prep and dining area.
	33.	Heating appliances and electric fans shall be screened or not used.
	34.	Swimming and Wading Pools have parental permission slips. Check other Water Hazards.
	35.	Hot Tubs, Spas and Full Sized Trampolines.
	36.	Storage of weapons, ammunition, gunpowder, and archery equipment.
	37.	Tobacco, Drug, & Alcohol Policy.
	38.	Operable telephone or cell phone is available.
	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.
	40.	Infants shall be provided with a designated and safe play area.
	41.	Overnight Care requirements shall be met if overnight care is provided.
	42.	Floors, walls, and window coverings are kept clean.
	43.	Wet or soiled clothing, including disposable undergarments are changed promptly and clean clothing for emergency is available.
	44.	Diaper changing area is sanitary and within 12 feet of hand washing sink. Disinfectant is readably available.
	45.	Children and staff wash their hands as required.
	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 sanitzed before and after each use.
	47.	Dirty laundry shall not be accessible to children.
	48.	A sturdy stool, soap, and single service hand towels are available to children at hand-washing sink.
	49.	Outdoor/Indoor play areas, equipment and surfacing are in safe condition.

	50.	Outdoor/Indoor play areas, space used at least one (1) time per day for at least 30 minutes.
	51.	Vehicle used to transport children shall be maintained in safe condition and comply with all applicable motor vehicle laws.
	52.	Media, including movies and internet sites that are rated higher than PG shall be inaccessible to children.
	53.	Fire exits are clear and exit doors remain unlocked or have locks allowing all parties to safely exit.
RECORD KEEPING		
	54.	Attendance records are maintained/verified by staff (sign in/sign out sheets available).
	55.	Current Fire Inspection Report.
	56.	Current Sanitation Report.
	57.	Current Well-water Test Results.
	58.	Policy statements and Emergency Preparedness plan is on file and given to parents. If changes in policy, new copies are received.
	59.	Required injury/Illness/Incidents are reported and kept on file.
	60.	Explain the role of your board of directors and has the chairperson changed.
	61.	Infant documentation for diapering and feeding is made available to parents.
	62.	Menus are current and available for parental review.
	63.	Name of food program provider belongs to:
	64.	Written record(s) of emergency preparedness drills are complete and available.
	65.	Confidentiality.
	66.	Children's names, pictures and any other information shall have parental permission for use.
	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.
FOOD PREPARATION/CARE/SERVICE		
	68.	Food prepared and served is of sound condition and approved source (no wild game)
	69.	No "home-canned" food
	70.	Pasteurized eggs, egg products and juice (children 9 and under)
	71.	Milk and milk products Pasteurized and Grade A Quality standards - including dry (½ or 1 gallon for serving and no reuse of milk, refrigerate after pour) No dry powdered milk for drinking
	72.	Sufficient cold and hot storage equipment present for potentially hazardous food
	73.	Refrigerator food contents held at or below 41 degrees
	74.	Freezer food maintained in frozen condition at or below 32 degrees
	75.	Are potentially hazardous prepared foods held at or above 135 degrees.
	76.	Food is cooked to the proper internal temperatures
	77.	Beef roast 140

	78.	Steak/ chops /fish 145
	79.	Ground beef and pork 155
	80.	Poultry and stuffed meats/ all leftovers 165
	81.	In refrigerator 41 degrees F or lower
	82.	Under potable water @ 70 degrees F or lower
	83.	Microwave
	84.	Food protected from contamination
	85.	No unwrapped leftovers
	86.	Food storage (clean, covered, labeled) at least 6” above the floor
	87.	Cross-contamination prevention: least possible manual contact with clean & sanitized surfaces and utensils.
	88.	Food preparation and service surfaces are constructed with safe materials and are in good repair (corrosion resistant, cleanable, durable)
	89.	Food preparation and service surfaces are cleaned and sanitized
	90.	Adequate lighting, vent covers, wall-mounted fans, and similar equipment in good repair
	91.	Hair control for food prep practiced
EQUIPMENT STORAGE, CLEANING & SANITIZING		
	92.	All equipment and utensils for food preparation and service are cleaned & sanitized and stored 6” above floor level
	93.	Warewashing method: with a water temp reaching a minimum of 150 degrees.
	94.	3 compartment sink with sanitizing basin Air drying sanitizer strength:
	95.	Sanitizer is mixed at the proper strength (50-100ppm Chlorine/ 200ppm QuaternaryAmmonia/ or according to product label)
	96.	Single-service articles store 6” above floor level
	97.	No reuse of single-service articles
	98.	Toys are sanitized no less than weekly or more often if visibly soiled.
PHYSICAL FACILITIES		
	99.	Floors, floor coverings, walls, wall coverings, and ceilings in good repair and not soiled
	100.	Sufficient ventilation in all rooms
	101.	Lead-based paint does not exceed dust levels
RESTROOMS		
	102.	Soap and single service towels are available in the restroom.
	103.	Hot water at the handwashing sink does not exceed 120 degrees F (minimum temp 60 degrees F)
	104.	Handwashing sinks are 24-36” in height and located in or adjacent to restrooms
	105.	A covered garbage receptacle is available in the restroom

	106.	A ratio of 1:4 potty training chairs is utilized for children who are potty training.
DIAPER CHANGING AREAS		
	107.	The diaper changing area is within 12 feet of the handwashing sink
	108.	Hand washing is done immediately before and after changing diapers
	109.	Changing pad good condition & clean
	110.	Sanitizer available in diaper changing area and used after every change (proper strength: 100-200 ppm Chlorine/ 200ppm quantaray ammonia/ or according to product label)
	111.	Proper disposal (covered garbage receptacle)
LIQUID & SOLID WASTE DISPOSAL		
	112.	Public sewage system or DEQ approved system
	113.	Garbage storage covered, clean, lined, durable, cleanable and insect & rodent proof
ANIMALS		
	114.	Excluded from food prep, dishwashing and dining areas (including dishes and litter boxes, etc.)
	115.	Pet vaccination or psittacosis tests (for birds) current and available
	116.	Only allowed animals (domestic dog, cat, ferret, ungulate, pet rabbit, pet rodent, aquarium fish, non-psittacine cage and aviary birds). No wild, aggressive or potentially harmful animals. No contact with ferrets, baby chicks, baby ducks (children under 5). No bats, raccoons, skunks and wild carnivores (including dead animals).
PEST CONTROL		
	117.	Insect and rodent control measures in place
	118.	Approved methods: stick-um fly strips, electronic killing devices and other non-toxic methods or pesticides
	119.	Doors and windows effectively protect against all insects and rodents. Screen material less than 16 mesh to the inch
HEALTH REQUIREMENTS		
	120.	No person with communicable disease present
	121.	Exclusion of ill staff and children as per rules
	122.	Policy for notifying parents of ill children
	123.	Policy for notifying parents and staff of exposure to a communicable disease
	124.	Plan for separation and supervision of child seriously or suspiciously ill with a communicable disease
	125.	Plan for separation of staff seriously or suspiciously ill with a communicable disease
	126.	Report communicable diseases to the public health office
Comments:		

69. Child Records Notes

70. Staff/Volunteer Record Notes

71. Staff Child Ratios and Supervision

Licensor Signature: _____ Date: _____

Director Signature: _____ Date: _____