

PROVIDER/DIRECTOR		FACILITY NAME		FACILITY TYPE: CCC		HOURS: Mon: 07:30AM - 03:30PM Tues: 07:30AM - 03:30PM Wed: 07:30AM - 03:30PM Thur: 07:30AM - 03:30PM Fri: -	
Amber Hutchinson		Laramie Child Development Corporation		DATE 10/25/2018		TIME 01:45 PM	
STREET ADDRESS		CITY		TELEPHONE NUMBER		CAPACITY	
365 W. Grand, Suite 108		Laramie		307-742-6792		76	
ASST. DIRECTOR'S NAME /INFANT DIRECTOR				NUMBER OF INFANTS ENROLLED			
				0			
Reason for visit: <input type="checkbox"/> Facility Inspection <input type="checkbox"/> Compliance Monitoring							
CODES: C - Compliant V - Violation N - Needed TA - Technical Assistance NA - Not Applicable D - Discussed							
POSTING							
	1.	License visibly posted.					
	1.	All staff are at least 16 years old and are actively supervising children. Supervision is maintained per Chapters 4 rule requirements.					
STAFF REQUIREMENTS							
	2.	All staff ages 18 and older must have the required background checks. The facility staff summary shall be reviewed, including National Criminal Fingerprint Based background check, State Criminal Registry check for Wyoming and all states lived in in the past 5 years, Central Registry Abuse and Neglect check, National and State sex offender checks for Wyoming and all states lived in in the past 5 years and Tb risk assessment.					
POSTING							
	2.	Zoning Approval: (once, annual, none, other)					
	3.	Emergency numbers posted.					
STAFF TRAINING							
	3.	All staff 16 years and older must have the required training (Pre-service/Orientation and Ongoing training) to include all federally required topics.					
RECOGNIZING AND REPORTING CHILD ABUSE AND NEGLECT							
	4.	All persons are required to report suspect abuse or neglect. All staff 16 years and older must have the required Recognizing and Reporting Child Abuse and Neglect training.					
POSTING							
	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. (diaper bags)					
STAFF:CHILD RATIOS							
	5.	Staff:Child ratios must be maintained during all hours of operation. Ratios are determined by Chapter 4, Section 2 of the Wy Licensing Rules.					
GUIDANCE AND DISCIPLINE							
	6.	Children are disciplined in accordance with the written policy and the Child Care Licensing Rules. Written policy shall be followed by all staff and shall not include any discipline that is in violation of applicable laws, outline methods of guidance that are age appropriate and explicitly describe positive guidance.					
MEDICATION AND FIRST AID							
	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.					
INFANT SAFE SLEEP							

	7.	Providers must place newborn infants to twelve (12) months in a safe sleep environment. Safe sleep practices include on their backs, with nothing in or over the sleep space.
PEDIATRIC AND ADULT CPR/PEDIATRIC AND ADULT FIRST AID		
	8.	At least one adult staff in each area where children are located who has current certification on file. All staff must have current certification within 90 days of start date and prior to providing unsupervised, direct care.
SUPERVISION/NAPPING		
	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 hear what happens and is attentive, moving from one area to the other every couple of minutes.
EXCLUSION OF SICK CHILDREN/STAFF		
	9.	Written procedures are available that outline what will be done if a child becomes ill in care. Staff and children with communicable diseases must not attend the facility while the illness is contagious.
IMMUNIZATION RECORDS		
	10.	Each child over the age of 18 months needs immunization records or approved exemption on file, in accordance with W.S. 14-4-116.
SUPERVISION/NAPPING		
	10.	FCCH/FCCC: Napping Children: Not within sight, must be within easy hearing distance and be checked on every few minutes. Once awake all requirements are to be met.
	11.	FCCH/FCCC: All children on the same level of staff at all times.
EMERGENCY PREPAREDNESS		
	11.	Written approved fire safety and evacuation plan are on file. Evacuation drills are conducted and recorded. An operable telephone is available at all times.
EMERGENCY EXITS, FIRE EXTINGUISHERS, SMOKE DETECTORS		
	12.	Current, approved fire inspection is available and on file. There is at least one fire extinguisher that is inspected annually. Smoke detectors are placed in appropriate areas. Only approved areas of the facility are in use.
SUPERVISION/NAPPING		
	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 maintained within facility to meet overall staff:child ratios.
EVACUATION PLAN/POSTING		
	13.	Evacuation plan is posted at all exit locations.
MEDICATION/HAZARDOUS SUBSTANCES		
	14.	Bio-contaminants must be handled and disposed of properly. All chemicals and medications are stored out of reach of children or in a locked location. All chemicals are stored away from food and utensils and are used in a way that does not pose a hazard to children.
SUPERVISION/NAPPING		
	14.	Infants are placed on a firm flat surface, on their back to sleep, without anything over their head or face, nothing placed in the crib, bassinet, or playpen, no swaddling without a written statement and instructions, a sleeper or sack available with instructions. Infants are actively supervised every 5 minutes to see the infant's face and observe color and breathing.
	15.	Cots or pads are spaced at least 2 feet apart on all sides.
HANDWASHING FACILITIES AND PRACTICES		
	15.	A handwashing sink is within 12 feet of the diaper changing area. The kitchen sink is not used for handwashing. There is hot and cold water, as well as soap and single service towels present.
DIAPER CHANGING FACILITIES AND PRACTICES		
	16.	Soiled diapers must be changed promptly on a smooth, non-absorbent surface. Dirty diapers and soiled clothing are stored appropriately. Staff wash hands before and after each diaper change.
SUPERVISION/NAPPING		

	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.
FIREARM STORAGE		
	17.	Firearms are stored in a locked container and are inaccessible to children. Ammunition is stored in a separate locked container.
WATER HAZARDS (I.E. POOLS, PONDS)		
	18.	Pools, hot tubs and other bodies of water are inaccessible to children. Wading and swimming pools are used according to the Licensing Rules and have written parent permission on file.
SUPERVISION/NAPPING		
	18.	Bedding is washed once a week or more often as needed.
HEALTH AND SAFETY		
	19.	Commercial Constant Air Inflatable Devices have parental permission slips on file.
SMOKING/ALCOHOL CONSUMPTION		
	19.	Use of alcohol is prohibited during operating hours. Tobacco products are not used in the facility or off premises when children are present and in care.
CLEANLINESS		
	20.	Sleeping cots, blankets and mats are kept clean and sanitized regularly. Keep play areas clean. Toys, tables, and chairs are washable and sanitized frequently. Sanitizer is mixed properly and test strips are available.
HEALTH AND SAFETY		
	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.
HEAT, LIGHT AND VENTILATION		
	21.	Adequate heat, light, and ventilation are required
OUTDOOR PLAY AREA		
	22.	Maintain areas free from hazards. Play equipment must be safe, in good condition and resilient surfacing is available and at appropriate depths in the required use zones for equipment over 24 inches.
HEALTH AND SAFETY		
	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.
GENERAL SAFETY		
	23.	Electric cords and outlets must be in good condition. Keep electric outlets covered/have tamper resistant outlets. Cords for blinds must be out of reach. Choking hazards may not be accessible to children. Building and physical premises must be safe, including protection from hazards that may cause bodily injury including but not limited to, electrical hazards and vehicular traffic.
FOOD AND ALLERGIC REACTIONS		
	24.	All children who have a food or other allergy shall have an emergency care plan in place. All persons who come into contact with the child shall be fully aware of the plan and the plan shall be followed.
HEALTH AND SAFETY		
	24.	Window wells are covered, but don't impede egress or allow for entrapment.
	25.	Potentially dangerous items shall be inaccessible.
TRANSPORTATION SAFETY		
	25.	Providers who transport children as part of their child care operations must operate safely, using child safety restraints and seat belts as required by state and local statute. Vehicle must be properly maintained and insured. Only adults may transport.
ANIMAL, PET HEALTH/VACCINATIONS		

	26.	Animals are in good health, vaccinated and do not have a history of biting.
HEALTH AND SAFETY		
	26.	Cords and ropes are inaccessible.
	27.	Stairs, decks, and elevated porches shall have sturdy railings and child safety gates.
FOOD SOURCES, FOOD THAWING		
	27.	Only pasteurized milk and juice is served. No home canned or processed foods/meats. Food is thawed safely.
FOOD HANDLING/PERSONAL HYGIENE		
	28.	Meat is cooked to proper temperatures. Proper handwashing and cross contamination control during food preparation.
HEALTH AND SAFETY		
	28.	Proper heating, ventilation, lighting.
	29.	Unused electrical outlets shall be covered with safety caps or are tamper resistant.
FOOD TEMPERATURES/THERMOMETERS		
	29.	Food storage temperatures are accurate. Thermometer is available.
FOOD STORAGE/CROSS CONTAMINATION		
	30.	Cooked foods are stored above raw foods. Food is not stored on the floor or near chemicals. Food is properly covered for storage.
HEALTH AND SAFETY		
	30.	Receptacle(s) with tight fitting lids are available for garbage disposal.
	31.	Hot appliances shall be inaccessible.
FOOD CONTACT SURFACES/SANITIZING		
	31.	Food contact surfaces must be kept clean (counters, tables, high chairs, cutting boards) and sanitized. Cutting boards, knives, counters, pots and pans, plates, cups, forks, and spoons must be clean and sanitized, in good repair, smooth, and easy to clean. Refrigerators, cabinet shelves, sinks, dish machines, utensil handles, must be clean, in good repair, smooth and easy to clean. Wiping cloths, dishcloths used for tables, counters, high chairs, etc. are rinsed in a correctly measured sanitizing solution before and after use.
DISHWASHING/SANITIZING		
	32.	Dishes, glasses/cups, utensils and silverware must be washed either in a dishwasher with a sanitizing cycle or by the 3 compartment sink method.
HEALTH AND SAFETY		
	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.
UTENSIL STORAGE		
	33.	Protect clean utensils, glasses, dishes, pots and pans, from contamination. Drawers holding sharp utensils are secured.
GARBAGE COVERED/REMOVED		
	34.	Food waste and disposable diapers are in covered containers or closed garbage bags. Garbage is removed regularly. Garbage is stored inaccessible to children.
HEALTH AND SAFETY		
	34.	Swimming and Wading Pools have parental permission slips. Check other Water Hazards.
	35.	Hot Tubs, Spas and Full Sized Trampolines.
PLUMBING/SEWAGE DISPOSAL		
	35.	Plumbing must be in good condition and comply with local plumbing code. Sewage must be properly disposed of with no overflows or surfacing that may cause contamination.
WATER SUPPLY/WELL SAMPLED		

	36.	The water must be free of contamination. Well water shall have a bacterial test every six months. If infants are present, well water shall be tested for nitrates every 3 years.
HEALTH AND SAFETY		
	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 sanitized 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. Completed: 06/14/2024 Expires: 06/14/2025
	56.	Current Sanitation Report. Completed: 10/02/2024 Expires: 10/02/2025
	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

Licenser Signature: _____

Date: _____

Director Signature: _____

Date: _____