

LETTER OF COMPLIANCE INSPECTION REPORT

INSPECTION DATE/TIME/DURATION:

PROVIDER ID:

LICENSE #:

JURISDICTION:

INSPECTION TYPE	
<input type="checkbox"/>	Initial Application
<input type="checkbox"/>	Conversion
<input type="checkbox"/>	Mandatory Review
<input type="checkbox"/>	Full
<input type="checkbox"/>	Complaint Investigation
<input type="checkbox"/>	Monitoring
<input type="checkbox"/>	Other

Approved Capacity: _____			
AGES	Approved for	# Enrolled	# Present
2's			
3's			
4's			
5's (pre-school)			
5-15 (school-age)			
TOTAL			
Head Start	XXXXXXX		XXXXXX

REGION: _____ COMPLAINT #: _____

EXCELS LEVEL: _____ NURSERY SCHOOL: Y N

ACCREDITED: Y N ACCREDITED BY: _____ EXP DATE: _____

WORKERS COMPENSATION INSURANCE COVERAGE: Y N EXP DATE: _____

OPERATOR NAME: _____

FACILITY NAME: _____

ADDRESS: _____

PERSON(S) INTERVIEWED: _____

TITLE(S): _____

TELEPHONE: _____ E-MAIL: _____

Verified N/A

PART 1 - MANDATORY REVIEW ITEMS

- INSTRUCTIONS: (1) Review each regulation that applies to the inspection being conducted.
(2) The compliance status of an item listed under Part 2 may be recorded when deemed necessary.
(3) Initial/Resumption/Conversion/Full Inspection - Complete both Part 1 and Part 2.

C = In Compliance, D = Discussed, N = Not in Compliance, X = Not Inspected, NA = Not Applicable

____.03.06A	Notifications	____.08.01A	Appropriate Supervision
____.04.01B	Capacity	____.08.03	Group Size and Staffing
____.05.01A	Building Safety	____.08.07	Playground Supervision
____.05.08A	Appropriate Facilities and Supplies	____.10.01A(4)	Emergency Escape Route Posted
____.05.11	General Cleanliness and Disposal of Refuse	____.10.01C	Emergency Contact Posted
____.05.12	Outdoor Activity Area	____.10.03	Safe Use of Materials and Equipment
____.07.02	Abuse and Neglect Reporting	____.10.04	Potentially Hazardous Items
____.07.06	Child Security	____.12.04A	Food Safety

PART 2 – GENERAL COMPLIANCE REVIEW

INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under Part 2.

C = In Compliance, D = Discussed, N = Not in Compliance, X = Not Inspected, NA = Not Applicable

CHAPTER 02 APPLICATION AND MAINTENANCE

____.03C Maintenance of a Continuing Letter of Compliance

CHAPTER 03 MANAGEMENT AND ADMINISTRATION

____.01 Multi-Site Facilities

____.02 Admission to Care

____.03 Program Records

____.04 Child Records

____.05 Staff Records

____.06 Notifications [exc. A]

____.07 Change of Operation

____.08 Variances

____.09 Advertisement

CHAPTER 04 OPERATIONAL REQUIREMENTS

____.02 Enrollment and Attendant

CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT

____.01 Building Safety [exc. A]

PART 2 – GENERAL COMPLIANCE REVIEW

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C = In Compliance, D = Discussed, N = Not in Compliance, X = Not Inspected, NA = Not Applicable

CHAPTER 05 PHYSICAL PLANT AND EQUIPMENT, CON'T

- ____.02 Accessibility
- ____.03 Indoor Space
- ____.04 Building Repair and Maintenance
- ____.05 Lead-Safe Environment
- ____.06 Ventilation and Temperature
- ____.07 Water Supply
- ____.08 Sanitary Facilities and Supplies [exc. A]
- ____.09 Lighting
- ____.10 Telephone and Communication
- ____.13 Swimming Facilities

CHAPTER 06 STAFF REQUIREMENTS

- ____.01 Minimum Staff Age
- ____.02 Staff Orientation
- ____.03 Suitability for Employment
- ____.04 Staff Health
- ____.05 Substitutes
- ____.06 Support Personnel
- ____.07 Volunteers

CHAPTER 07 CHILD PROTECTION

- ____.01 Prohibition of Abuse, Neglect, Injurious Treatment
- ____.03 Child Discipline
- ____.04 Parental Access
- ____.05 Authorized Release

CHAPTER 08 CHILD SUPERVISION

- ____.01 Individualized Attention and Care [exc. A]
- ____.02 Staff Available for Emergencies
- ____.04 Variations in Group Size
- ____.05 Supervision during Water Activities
- ____.06 Supervision during Transportation

CHAPTER 09 PROGRAM REQUIREMENTS

- ____.01 Materials and Equipment
- ____.02 Rest Furnishings
- ____.03 Storage

CHAPTER 10 SAFETY

- ____.01 Emergency Safety Requirements [exc. A(4), C]
- ____.02 First Aid and CPR
- ____.05 Transportation

PART 2 – GENERAL COMPLIANCE REVIEW

INSTRUCTIONS: The compliance status of an item listed under Part 1 is excepted (exc.) from recording under Part 2.

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CHAPTER 11 HEALTH

- ____.01 Exclusion for Acute Illness
- ____.02 Infectious and Communicable Diseases
- ____.03 Preventing Spread of Disease
- ____.04 Medication Administration and Storage
- ____.05 Smoking
- ____.06 Alcohol and Drugs

CHAPTER 12 NUTRITION

- ____.01 Food Service
- ____.02 Modified Diet
- ____.03 Food Sources

CHAPTER 12 NUTRITION, CON'T

- ____.04 Food Storage and Preparation [exc. A]
- ____.05 Food Preparation Area and Equipment

CHAPTER 13 ADOLESCENT FACILITIES

- ____.01 Approved Plan

CHAPTER 14 EDUCATIONAL PROGRAM

- ____.06 Personnel Qualifications
- ____.07 Educational Program
- ____.08 Child Records
- ____.09 Health, Fire Safety, Zoning

CHAPTER 15 INSPECTIONS, COMPLAINTS AND ENFORCEMENTS

- ____.02 Inspections

Signature of Provider

Signature of Agency Representative

Date