

Codes: C = Compliant NC = Non Compliant NA = Non Applicable			Date of Visit:			
Topic #	Regulation#	Reg Description	C	NC	NA	Description NC
1. Immunizations - Prevention/Control Infectious Disease 98.41(1)(i) & C	15.1.a.	Children's record on file or plan.				
2. Prevention Sudden Infant Death/Safe Sleeping Practices 98.41(1)(ii)	8.6.b.	Pre-Service Training all staff.				
	13.4.e.2.	Mattress mfg. in U.S., no more than .5" space between mattress and crib.				
	13.4.e.3.	Crib is sturdy, non-collapsible.				
	13.4.e.6.	Drop-side cribs and cribs manufactured prior to 6/28/2011 is prohibited unless has mfg. certificate of compliance.				
	13.4.i.5.	12 months of age and less - blanket tucked around mattress and only cover child as high as the chest.				
3. Administration of Medication, Consistent w/Standards for Parental Consent 98.41(1)(iii)	15.4.h.1.	Written permission from parent. Prescription or a written order from a licensed health care provider.				
	15.4.h.2.	Medication instructions signed by parent.				
	15.4.h.2.	Maintain medication log.				
	15.4.h.2.A.	Child's first/last name.				
	15.4.h.2.B.	Name of medication.				
	15.4.h.2.C.	Reason medication given.				
	15.4.h.2.D.	Directions for admin of medication: dosage, frequency or time to be given, route to be given, time of last dosage given by parent.				
	15.4.h.4.	Stored in locked cabinet.				
	15.4.h.5.	Administered by staff w/approved medication admin training.				
	15.4.h.12.	If medication error is made staff must:				
	15.4.h.12.A.	Inform center director and parent.				
	15.4.h.12.B.	Complete a serious occurrence report.				
Prevention/Respons	16.2.c.	Keep information about child's special dietary needs in				
	19.5.	Maintain emergency file accessible to all staff members,				
	19.6.	Emergency Disaster Plan that includes:				
	19.6.h.1.	Procedures to be followed.				
	19.6.h.2.	Location of first aid kit, other emergency supplies.				
	19.6.h.3.	Location of children's emergency information,				
	19.6.h.4.	Name, address, telephone number of health				
	19.6.h.5.	Name, address, telephone number, location of				
Physical Premises	20.2.a.	Premises, furnishings, equipment, supplies are in good				
	20.2.b.	Furnishings, equipment, supplies meet standards of				
	20.4.b.2.	Play area surface complies w/CPSC Public Playground				

	20.4.c.1.	Outdoor areas are well drained, free of debris.				
	20.4.c.3.	Protected from vehicular traffic.				
Shaken Baby	8.6.b.	Pre-Service Training all staff.				
	11.4.a.	Subjecting a child to physical punishment of any kind.				
	11.4.d.	Subjecting a child to psychological punishment of any				
Preparedness	19.6.	Develop, implement, maintain Emergency Disaster Plan				
	19.6.i.7.	Procedure for practicing with staff member/volunteers				
	19.6.i.8.	A procedure for practicing relocation with				
	19.6.i.9.	Procedure for maintaining a written record of dates/times				
	19.8.a.	Vehicle evacuation plan shall be posted in each vehicle				
	19.8.b.	Conducts evacuation drill at least two times a year.				
	19.8.c.	Maintain written record of dates/times when evacuation				
of Hazardous	20.3.b.1.	Products containing potentially hazardous chemicals				
	20.3.b.2.	Each product containing potentially hazardous				
Transporting	19.3.a.	Provides a passenger log kept by driver of vehicle,				
	22.1.	Vehicle used is currently licensed, inspected, insured,				
	22.2.	Any vehicle used for transportation that has a capacity				
	22.3.	Driver holds a current driver's license for type of vehicle				
	22.5.	Vehicle is equipped with emergency supplies, first-aid				
	22.6.	When center owns the vehicle, identifying information is				
	22.7.	When center owns vehicle, weekly safety check is				
Aid and	8.6.f.1.	All staff receive Pediatric CPR/First Aid within 3 months				
	8.7.e	All staff in positions not qualified staff positions have				
Reporting of Child	8.6.d.3.	Staff receive orientation training that includes				
	8.7.e	All staff in positions that are not qualified staff positions				
	11.6.	Center shall develop, implement, and maintain				
	11.6.a.	Include definition of child abuse and neglect.				
	11.6.b.	Requirement to report immediately any suspected				
	11.6.c.	A statement posted at center in clear public view stating				
	11.7.	Informing Staff about Behavior Management and Report				
	11.7.a.	Provide each staff member a copy of its policies on				
	11.7.b.	Obtain a signed/dated acknowledgement that staff				
	11.7.c.	Place signed acknowledgement statement in staff				
Background Checks	8.4.c.	WV CARES criminal background check				
	8.4.c.1.	Completed/signed WV CARES self-disclosure				
	8.4.c.2.	WV CARES waiver/variance documents [if applicable]				
	8.4.c.3.	WV CARES eligibility letter				
	8.4.c.4.	WV CARES updated every 5 years [if applicable]				
	8.4.c.5.	Interstate background check-if resided in another state				
	8.4.c.6.	Sex Offender Registry check each staff, volunteer				
	8.4.c.7.	Sex Offender Registry check in each state resided prev				
	8.4.d.	APS/CPS check WV & interstate [each state resided				
Child:Staff Ratios	10.5.b.1.	For each single-age group at a center, the center shall				
	10.5.b.2.	For each mixed age group at a center, the center shall				
Training/Professiona	8.7.c.	All qualified staff shall complete the approved training				
	8.7.d.	All qualified staff shall complete at least 15 hours of				
	8.7.e.	All staff in positions that are not qualified staff positions				
98.42(b)(2)(i)	4.4.b.5.	A positive inspection report from the State Fire Marshal				
	8.6.d.5	Policies and procedures for fire safety,				
	19.7.b.	A center shall conduct a fire drill at least two times a				
	19.7.c.	When a center offers evening or night time care, a				
	20.3.g.1.	All doors close properly, and fire doors are closed at all				