

**SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES  
CHILD CARE LICENSING ORIGINAL & RENEWAL INSPECTION CHECKLIST**

Type of Inspection: ☐ Provisional Evaluation ☐ Full Evaluation ☒ Renewal

Center Name: Stateburg Head Start  
 ARL/APP ID #: 780 ☒ Licensed ☐ Registered  
 Address: 200 North King Highway, SUMTER, SC 29154  
 Telephone #: 803-494-2437  
 Center Director/Designee: Melinda Hudson  
 Change in Ownership or Director? ☐ Yes ☒ No If yes, Name: \_\_\_\_\_  
 Total Capacity: 40  
 Maximum number of infants: 0  
 Date of Inspection: 4/24/23 Time of Inspection: 10:30  
☒ Center ☐ Faith Based ☐ GCCH ☐ CDEP  
 Hours of Operation: 8 AM – 2:30 PM  
 Any changes in contact info (Phone/Email/Fax)? ☐ Yes ☒ No  
 Overnight Care? ☐ Yes ☒ No  
 Building 1: \_\_\_\_\_ Building 2: \_\_\_\_\_ Building 3: \_\_\_\_\_  
☐ 24 months ☒ 30 months ☐ I-4 facility Clear Fire Report ☐ Yes ☒ No ☐ NA Date cleared \_\_\_\_\_

| Physical Site  | CENTER          | FAITH BASED     | GCCH            | C                                   | N                        | N/A                                 |
|--|-----------------|-----------------|-----------------|-------------------------------------|--------------------------|-------------------------------------|
| The Approval/ License/ Registration is displayed in public view.                     | 114-503 A.1     | 114-523 A.1     | 114-513 A.1     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Daily menu dated and posted in conspicuous location in public view.                  | 114-508 A.1     | 114-528 A.1     | 114-518 A.1     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Building has proper ventilation to include kitchen and bathrooms.                    | 114-507 A.2     | 114-527 A.2     | 114-517 A.2     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Tobacco free facility  | 114-505 A.3     | 114-525 A.2     | 114-517 A.2     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Decals on all glass doors, placed at eye level of children.                          | 114-507 A.3     | 114-527 A.3     | 114-517 A.3     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Adequate lighting for rooms, hallway, bathrooms and fire escapes.                    | 114-507 A.4     | 114-527 A.4     | 114-517 A.4(a)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Ceiling, floors, windows, doors and rugs properly secured.                           | 114-507 A.5(d)  | 114-527 A.5(d)  | 114-517 A.5(d)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| No strangulation, choking or suffocation hazards.                                    | 114-507 A.5(g)  | 114-527 A.5(g)  | 114-517 A.5(h)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Electrical outlets securely covered and inaccessible to children.                    | 114-507 A.11(c) | 114-527 A.11(c) | 114-517 A.11(c) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Temperature in building between 68 and 80 degrees °F.                                | 114-507 A.7(a)  | 114-527 A.7     | 114-517 A.7(a)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Facility has hot and cold water.   | 114-507 A.6(b)  | 114-527 A.6(b)  | 114-517 A.6(b)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Trash in restroom and classroom kept in plastic lined container.                     | 114-507 A.8(f)  | 114-527 A.8(f)  | 114-517 A.8(f)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Facility free from pest problems (insects, rodents, etc.).                           | 114-507 A.8(b)  | 114-527 A.8(b)  | 114-517 A.8(b)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Furniture, toys & equipment are clean and free from hazards.                         | 114-507 C.1     | 114-527 C.1     | 114-517 C.1     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Furniture, toys & equipment meet standards of the CPSC.                              | 114-507 C.2     | 114-527 C.2     | 114-517 C.2     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Bathroom completely enclosed. Private toilet use by preschool & up.                  | 114-507 A.12    | 114-527 A.12    |                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Child size toilets & sinks (has seat adapter and sturdy steps).                      | 114-507 A.12(e) | 114-527 A.12(e) | 114-517 A.12(e) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Soap and disposable towels provided at each sink.                                    | 114-507 A.12(i) | 114-527 A.12(i) | 114-517 A.12(g) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Cots or mats labeled with child's name for use only by that child.                   | 114-507 D.2     | 114-527 D.2     | 114-517 D.2     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Cots and mats stored so that the side child lies on does not touch floor.            | 114-507 D.6     | 114-527 D.6     | 114-517 D.6     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Poisons/harmful agents locked, labeled and stored properly.                          | 114-507 E.1     | 114-527 E.1     | 114-517 E.1     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Only healthy pets/animals permitted. (Vaccination records up-to-date)                | 114-507 E.4     | 114-527 E.4     | 114-517 E.4     | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Ratio chart prominently posted in each classroom.                                    | 114-504 B.1     | 114-524 B.1     |                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Emergency phone numbers posted (police, fire and poison control).                    | 114-503 J.2     | 114-523 G.2     | 114-513 J.2     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Internal means of communication among staff.   | 114-503 J.3     |                 |                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Parents have free & full access.   | 114-503 F.1     |                 | 114-513 F.1     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| If overnight care is provided, requirements have been met.                           | 114-509 C       | 114-529 C       | 114-519 C       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Age appropriate radio, TV, VCR and DVD for children use.                             | 114-506 A.7     |                 | 114-516 A.7     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Staff files are in compliance to include required training hours.                    | 114-503 F(1-4)  | 114-523 H.(1-7) | 114-513 H(1-7)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| C= Compliant with Regulation, N = Noncompliant with Regulation, N/A = Not Applicable |                 |                 |                 |                                     |                          |                                     |
| No violations noted at time of visit. <input checked="" type="checkbox"/>            |                 |                 |                 |                                     |                          |                                     |

Signature of Director/Operator/Designee: Melinda M. Hudson Date 4/24/23 ☐ Refused to Sign  
 Signature of Child Care Licensing Specialist: [Signature] Date 4/24/23

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| Health, Sanitation & Safety  | CENTER           | FAITH BASED    | GCCH           | C                                   | N                        | N/A                                 |
|--|------------------|----------------|----------------|-------------------------------------|--------------------------|-------------------------------------|
| Medicine in original container, protective cap, with child's name. | 114-505 D.2(a)   | 114-525 D.2(a) | 114-515 D.2(a) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Medicine stored in separate locked container properly.             | 114-505 D.2(b)   | 114-525 D.2(b) | 114-515 D.2(b) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Expired medicine returned to parent or disposed of safely.         | 114-505 D.2(c)   | 114-525 D.2(c) | 114-515 D.2(c) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Written medication log reviewed.                                   | 114-505 D.3(a)   | 114-525 D.3(a) | 114-515 D.3(a) | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| First aid kit supplies available and inaccessible to children.     | 114-505 E.1      | 114-525 E.1    | 114-515 E.1    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Children's faces and hands are clean.                              | 114-505 B.1; G.4 | 114-525 B.1    | 114-515 B.1    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Proper handwashing practices were observed.                        | 114-505 G.4      | 114-525 G.4    | 114-515 G.4    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Toys/equipment that child place in mouth washed & sanitized.       | 114-505 B.2      | 114-525 B.2    | 114-515 B.2    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

| Transportation   | CENTER                | FAITH BASED           | GCCH                  | C                                   | N                        | N/A                      |
|--|-----------------------|-----------------------|-----------------------|-------------------------------------|--------------------------|--------------------------|
| If facility transports, written plans and consent by parents reviewed.   | 114-505 I.1(i)        | 114-525 I.1(i)        | 114-515 I.1(f)        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Type of vehicle: <input checked="" type="checkbox"/> Bus <input type="checkbox"/> 12 van or SUV passengers or less (15 passenger van prohibited – School Bus safety standards) | 56-5-195. Jacob's Law | 56-5-195. Jacob's Law | 56-5-195. Jacob's Law | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicle safe and in good condition.  | 114-505 I.1(c)        | 114-525 I.1(c)        | 114-515 I.1(b)        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Checklist on unloading/loading of children.  | 114-505 I.2(d)        | 114-525 I.2(d)        |                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| First Aid supplies and emergency information on children in vehicle.   | 114-505 I.1(g)        | 114-525 I.1(g)        |                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Driver's (valid) driver's licensed reviewed.   | 114-505 I.1(f)        | 114-525 I.1(f)        | 114-515 I.1(d)        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Kitchen & Meal Requirements  | CENTER         | FAITH BASED    | GCCH           | C                                   | N                        | N/A                                 |
|--|----------------|----------------|----------------|-------------------------------------|--------------------------|-------------------------------------|
| Method meals will be provided <input type="checkbox"/> Facility <input type="checkbox"/> Parents <input type="checkbox"/> Caterer <input type="checkbox"/> School <input checked="" type="checkbox"/> Other <u>Public</u> *Public school kitchens and some churches (where food is served to the public) are inspected by DHEC |                |                |                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Meal & snack meet USDA guidelines.   | 114-508 A.1(b) | 114-528 A.1(b) | 114-518 A.1(b) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Food & beverages available for children who did not bring a meal.  | 114-508 A.8    | 114-528 A.8    | 114-518 A.5    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Adequate lighting at food preparation, utensil and hand-washing area   | 114-507 A.4(b) | 114-527 A.4(b) | 114-517 A.4(b) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Food labeled and properly stored to protect from contamination.  | 114-508 D.1    | 114-528 D.1    | 114-518 D.1    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Refrigerator unit with thermometers placed in warmest area.  | 114-508 D.2-3  | 114-528 D.2-3  | 114-518 D.2-3  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Clean, wholesome, unspoiled properly labeled food.   | 114-508 A.4    | 114-528 A.4    | 114-518 A.4    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Proper hair restraint used and outer wear is clean.  | 114-508 B.5    | 114-528 B.5    | 114-518 B.5    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Trash in kitchen kept in closed, plastic lined receptacles.  | 114-507 A.8(e) | 114-527 A.8(e) | 114-517 A.8(e) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Manual dishwashing has 3 compartment sink & test strips for testing.   | 114-507 E.7-9  | 114-528 E.7-9  |                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Separate sink for handwashing only.  | 114-508 B.1    | 114-528 B.1    |                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Sanitary soap and disposable towels observed.  | 114-508 B.2    | 114-528 B.2    | 114-518 B.2    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| All cleaning and poisonous items stored away from food.  | 114-508 D.8    | 114-528 D.8    | 114-518 D.8    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Food preparation sink separated from mop/cleaning supplies.  | 114-507 A.5(e) | 114-527 A.5(e) | 114-517 A.5(e) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Easily breakable dinnerware are not used.  | 114-508 C.2    | 114-528 C.2    | 114-518 C.2    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Microwaves & other hazardous items inaccessible to children.   | 114-507 A.5(b) | 114-527 A.5(b) | 114-517 A.5(b) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Round foods (i.e. popcorn, meatballs) are served only to children 4yrs & older, unless properly cut.   | 114-508 A(3)   | 114-528 A.3    | 114-518 A.3    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

| Supervision   | CENTER         | FAITH BASED  | GCCH         | C                                   | N                        | N/A                      |
|---|----------------|--------------|--------------|-------------------------------------|--------------------------|--------------------------|
| Adequate supervision throughout facility.           | 114-504 A(1-2) | 114-524 A(1) | 114-514 A(1) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Facility following tracking of children procedures. | 114-504 A(3)   | 114-524 A(2) |              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ratio adequate in all classrooms and on playground. | 114-504 B(1)   | 114-524 B(2) | 114-514 A(2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Infant Care  | CENTER           | FAITH BASED      | GCCH           |
|--|------------------|------------------|----------------|
| Infants in designated rooms.   | 114-505 H.1      | 114-525 H.1      | 114-5          |
| Diaper changing area adjacent hand-washing sink.                           | 114-504 F.1      | 114-525 F.1      |                |
| Diaper changing area in clear view and not used for any other purpose.     | 114-504 F.2,9    | 114-525 F.2      |                |
| Diapering surface sanitized, seamless and waterproof.                      | 114-505 F.4-7    | 114-525 F.4-7    | 114-51.        |
| Diaper area trash container closed, hands free and lined.                  | 114-507 A.8(d)   | 114-527A.8(d)    | 114-517 A      |
| Proper diaper diapering practices were observed                            | 114-505 F.(1-16) | 114-525 F.(1-16) | 114-515 F.(    |
| Disposable items kept in labeled, closed, hands- free, plastic liner.      | 114-505 F.12     | 114-525 F.12     | 114-515        |
| Cribs meet standards labeled with child's name (certificate reviewed).     | 114-507 D.1      | 114-527 D.1      | 114-517 I      |
| Cribs 3 feet apart. Pre-installed clear barriers 2 feet apart.             | 114-509 A.5(c)   | 114-529 A.3(c)   |                |
| Age appropriate toys and materials available.                              | 114-507 C.3      | 114-527 C.3      | 114-517 C      |
| Information (i.e. diaper changing log, feeding log, activities) available. | 114-509 A.2(c)   |                  | 114-519 A.2(c) |
| Infants placed on their backs to sleep.                                    | 114-509 A.5(a)   | 114-529 A.3(a)   | 114-519 A.5(a) |
| Cups/bottles labeled and used only by that child.                          | 114-509 A.3(a)   | 114-529 A.1(a)   | 114-519 A.3(a) |
| Infants are held while feeding/drinking (No bottles propped or in crib).   | 114-509 A.3(c)   | 114-529 A.1(c)   | 114-519 A.3(c) |
| Bottle food ready to feed, identified and packaged for single use.         | 114-509 A.3(f)   | 114-529 A.1(f)   | 114-519 A.3(f) |
| Breast milk/formula dated, labeled (child's name) & refrigerated.          | 114-509 A.3(i)   | 114-529 A.1(i)   | 114-519 A.3(i) |
| Food for infants cut in pieces one-quarter inch or less.                   | 114-509 A.3(j)   | 114-529 A.1(j)   | 114-519 A.3(j) |
| Food for toddlers cut pieces one-half inch or less.                        | 114-509 A.3(k)   | 114-529 A.1(k)   | 114-519 A.3(k) |
| Feeding chairs are sturdy with T-shape straps, and in good repair.         | 114-509 A.4      | 114-529 A.2      | 114-519 A.4    |
| Placement of sleeping equipment easily accessible to staff.                | 114-507 D.4      | 114-527 D.4      | 114-517 D.4    |
| Children are periodically removed from crib, swing or feeding chair.       | 114-509 A.1(a)   | 114-529 A.2(d)   | 114-519 A.1(a) |
| Protective areas available for children to crawl and explore.              | 114-509 A.6(a)   | 114-529 A.4(b)   | 114-519 A.6(a) |

| Playground & Surrounding Site   | CENTER          | FAITH BASED    | GCCH           | C |
|---|-----------------|----------------|----------------|---|
| All ages daily schedule includes outside play, weather permitting.        | 114-506 A.8     |                | 114-516 A.8    | ✓ |
| Playground and walkway free from hazards (i.e. litter & leaves).          | 114-507 C.1-2   | 114-527 B.2-3  | 114-517 B.1-2  | ✓ |
| Restricted area fenced/safety barriers at least 4ft high in good repair.  | 114-507 B(4)    | 114-527 B.4    | 114-517 B.3    | ✓ |
| Stationary equipment firmly anchored with cushioning material.            | 114-507 B.7     | 114-527 C.6    | 114-517 B.7    | ✓ |
| Swings soft, flexible seats, free of pinch points and in a safe place.    | 114-507 B.8     | 114-527 C.7    | 114-517 C.8    | ✓ |
| Sandboxes securely covered when not in use and constructed drain.         | 114-507 C.7     | 114-527 C.13   | 114-517 C.14   | ✓ |
| Outdoor metal equipment located in the shade.                             | 114-507 B.11    | 114-527 C.10   | 114-517 C.11   | ✓ |
| Play equipment arranged to see children and size appropriate.             | 114-507 C.12-13 | 114-527 C.12   | 114-517 B.12   | ✓ |
| Trash receptacles outside facility are watertight with firm fitting lids. | 114-507 A.8(g)  | 114-527 A.8(g) | 114-517 A.8(g) | ✓ |
| Furniture, toys & equipment meets CPSC standards.                         | 114-507 C.2     | 114-527 C.2    | 114-517 C.2    | ✓ |
| Furniture, toys & equipment developmentally and size appropriate.         | 114-507 C.3     | 114-527 C.3    | 114-517 C.3    | ✓ |
| Children are taken to park or in shifts if outdoor space is inadequate.   | 114-507 B.1     | 114-527 B.1    |                | ✓ |
| Pesticides/other methods used to prevent insects/rodent.                  | 114-507 A.8(b)  | 114-527 A.8(b) | 114-517 A.8(b) | ✓ |
| Designated area for smoking away from facility.                           | 114-505 A.3     | 114-525 A.3    | 114-517 A.2    | ✓ |
| Written plan to account for children while outside.                       | 114-504 A.3     | 114-524 A.2    |                | ✓ |
| Playground equipment and toys must indicate commercial use only           |                 |                |                |   |