

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

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

Center Name: St. Andrews Head Start
 ARL/APP ID #: CC002469 ☒ Licensed ☐ Registered
 Address: 1400 St Andrews Road, Columbia, SC 29210
 Telephone #: 803-750-0053
 Center Director/Designee: Legolia Lee-Elliott
 Change in Ownership or Director? ☐ Yes ☒ No If yes, Name: _____
 Total Capacity: 160
 Maximum number of infants: 160
 Date of Inspection: 5/17/23 Time of Inspection: 11 AM
☐ Center ☐ Faith Based ☐ GCCH ☐ CDEP
 Hours of Operation: _____
 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 3/28/23

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>						

Signature of Director/Operator/Designee: Legolia Lee-Elliott Date 5/17/23 ☐ Refused to Sign
 Signature of Child Care Licensing Specialist: Theron M. Wake Date 5/17/23

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written medication log reviewed.	114-505 D.3(a)	114-525 D.3(a)	114-515 D.3 (a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Type of vehicle: <input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle safe and in good condition.	114-505 I.1(c)	114-525 I.1(c)	114-515 I.1(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Checklist on unloading/loading of children.	114-505 I.2(d)	114-525 I.2(d)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
First Aid supplies and emergency information on children in vehicle.	114-505 I.1(g)	114-525 I.1(g)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Kitchen & Meal Requirements	CENTER	FAITH BASED	GCCH	C	N	N/A
Method meals will be provided <input checked="" type="checkbox"/> Facility <input type="checkbox"/> Parents <input type="checkbox"/> Caterer <input type="checkbox"/> School <input type="checkbox"/> Other _____ *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 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	C	N	N/A
Infants in designated rooms.	114-505 H.1	114-525 H.1	114-515 H.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diaper changing area adjacent hand-washing sink.	114-504 F.1	114-525 F.1		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diaper changing area in clear view and not used for any other purpose.	114-504 F.2,9	114-525 F.2		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diapering surface sanitized, seamless and waterproof.	114-505 F.4-7	114-525 F.4-7	114-515 F.2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diaper area trash container closed, hands free and lined.	114-507 A.8(d)	114-527 A.8(d)	114-517 A.8(d)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Proper diaper diapering practices were observed	114-505 F.(1-16)	114-525 F.(1-16)	114-515 F.(1-7)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disposable items kept in labeled, closed, hands- free, plastic liner.	114-505 F.12	114-525 F.12	114-515 F.5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cribs meet standards labeled with child's name (certificate reviewed).	114-507 D.1	114-527 D.1	114-517 D.1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cribs 3 feet apart. Pre-installed clear barriers 2 feet apart.	114-509 A.5(c)	114-529 A.3(c)		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Age appropriate toys and materials available.	114-507 C.3	114-527 C.3	114-517 C.3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Information (i.e. diaper changing log, feeding log, activities) available.	114-509 A.2(c)		114-519 A.2(c)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Infants placed on their backs to sleep.	114-509 A.5(a)	114-529 A.3(a)	114-519 A.5(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cups/bottles labeled and used only by that child.	114-509 A.3(a)	114-529 A.1(a)	114-519 A.3(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Breast milk/formula dated, labeled (child's name) & refrigerated.	114-509 A.3(i)	114-529 A.1(i)	114-519 A.3(i)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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(k)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Feeding chairs are sturdy with T-shape straps, and in good repair.	114-509 A.4	114-529 A.2	114-519 A.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Placement of sleeping equipment easily accessible to staff.	114-507 D.4	114-527 D.4	114-517 D.4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Protective areas available for children to crawl and explore.	114-509 A.6(a)	114-529 A.4(b)	114-519 A.6(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Playground & Surrounding Site	CENTER	FAITH BASED	GCCH	C	N	N/A
All ages daily schedule includes outside play, weather permitting.	114-506 A.8		114-516 A.8	<input checked="" type="checkbox"/>		
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restricted area fenced/safety barriers at least 4ft high in good repair.	114-507 B(4)	114-527 B.4	114-517 B.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stationary equipment firmly anchored with cushioning material.	114-507 B.7	114-527 C.6	114-517 B.7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandboxes securely covered when not in use and constructed drain.	114-507 C.7	114-527 C.13	114-517 C.14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor metal equipment located in the shade.	114-507 B.11	114-527 C.10	114-517 C.11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play equipment arranged to see children and size appropriate.	114-507 C.12-13	114-527 C.12	114-517 B.12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture, toys & equipment meets CPSC standards.	114-507 C.2	114-527 C.2	114-517 C.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture, toys & equipment developmentally and size appropriate.	11-507 C.3	114-527 C.3	114-517 C.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are taken to park or in shifts if outdoor space is inadequate.	114-507 B.1	114-527 B.1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pesticides/other methods used to prevent insects/rodent.	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"/>
Designated area for smoking away from facility.	114-505 A.3	114-525 A.3	114-517 A.2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written plan to account for children while outside.	114-504 A.3	114-524 A.2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Playground equipment and toys must indicate commercial use only

Division of Early Care and Education**Deficiency Correction**NAME OF PROVIDER/OPERATOR St. Andrews Head StartPERMIT # 460

Deficiency Cited	Corrective Action Needed	Expected Date of Correction
Staff missing central registry in file	All staff need completed central registry in file	Immediately
Staff missing TB results on DHEC 1420	TB results need to be on DHEC form 1420	Immediately
Staff missing SLED/FBI results in file	Current SLED/FBI results must be in staff files	Immediately

Providers/Operators are required by regulations and statutes to be in compliance at all time.

Licensing Specialist Hamon M. Brown Date 9/14/23