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

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

Center Name: Windsor Academy
Date of Inspection: 12-3-19 Time of Inspection: 10:30 AM
ARL/APP ID #: 16777 ☑ Licensed ☐ Registered ☑ Center ☐ Faith Based ☐ GCCH ☐ CDEP
Address: 952 Old Cherokee Road Lexington, SC 29072
Hours of Operation: M-F,6:30a-6:00p
Telephone #: (803) 808-3285 Any changes in contact info (Phone/Email/Fax)? ☐ Yes ☑ No Overnight Care? ☐ Yes ☑ No
Center Director/Designee: Jeannie Henry Locklear, Director
Change in Ownership or Director? ☐ Yes ☑ No If yes, Name: _____
Total Capacity: 142 Building 1: _____ Building 2: _____ Building 3: _____
Maximum number of infants: 65 ☐ 24 months ☑ 30 months ☐ I-4 facility Clear Fire Report ☑ Yes ☐ No ☐ NA Date cleared 10-4-19

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	☑	☐	☐
Daily menu dated and posted in conspicuous location in public view.	114-508 A.1	114-528 A.1	114-518 A.1	☑	☐	☐
Building has proper ventilation to include kitchen and bathrooms.	114-507 A.2	114-527 A.2	114-517 A.2	☐	☑	☐
Tobacco free facility	114-505 A.3	114-525 A.2	114-517 A.2	☑	☐	☐
Decals on all glass doors, placed at eye level of children.	114-507 A.3	114-527 A.3	114-517 A.3	☑	☐	☐
Adequate lighting for rooms, hallway, bathrooms and fire escapes.	114-507 A.4	114-527 A.4	114-517 A.4(a)	☑	☐	☐
Ceiling, floors, windows, doors and rugs properly secured.	114-507 A.5(d)	114-527 A.5(d)	114-517 A.5(d)	☑	☐	☐
No strangulation, choking or suffocation hazards.	114-507 A.5(g)	114-527 A.5(g)	114-517 A.5(h)	☑	☐	☐
Electrical outlets securely covered and inaccessible to children.	114-507 A.11(c)	114-527 A.11(c)	114-517 A.11(c)	☐	☑	☐
Temperature in building between 68 and 80 degrees °F.	114-507 A.7(a)	114-527 A.7	114-517 A. 7(a)	☑	☐	☐
Facility has hot and cold water.	114-507 A.6(b)	114-527 A.6(b)	114-517 A.6(b)	☑	☐	☐
Trash in restroom and classroom kept in plastic lined container.	114-507A.8(f)	114-527 A.8(f)	114-517 A.8(f)	☑	☐	☐
Facility free from pest problems (insects, rodents, etc.).	114-507 A.8(b)	114-527 A.8(b)	114-517 A.8(b)	☑	☐	☐
Furniture, toys & equipment are clean and free from hazards.	114-507 C.1	114-527 C.1	114-517 C.1	☑	☐	☐
Furniture, toys & equipment meet standards of the CPSC.	114-507 C.2	114-527 C.2	114-517 C.2	☐	☐	☐
Bathroom completely enclosed. Private toilet use by preschool & up.	114-507 A.12	114-527 A.12		☑	☐	☐
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)	☑	☐	☐
Soap and disposable towels provided at each sink.	114-507 A.12(i)	114-527 A.12(i)	114-517 A.12(g)	☑	☐	☐
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	☑	☐	☐
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	☑	☐	☐
Poisons/harmful agents locked, labeled and stored properly.	114-507 E.1	114-527 E.1	114-517 E.1	☑	☐	☐
Only healthy pets/animals permitted. (Vaccination records up-to-date)	114-507 E.4	114-527 E.4	114-517 E.4	☑	☐	☐
Ratio chart prominently posted in each classroom.	114-504 B.1	114-524 B.1		☑	☐	☐
Emergency phone numbers posted (police, fire and poison control).	114-503 J.2	114-523 G.2	114-513 J.2	☑	☐	☐
Internal means of communication among staff.	114-503 J.3			☑	☐	☐
Parents have free & full access.	114- 503 F.1		114-513 F.1	☑	☐	☐
If overnight care is provided, requirements have been met.	114-509 C	114-529 C	114-519 C	☐	☐	☑
Age appropriate radio, TV, VCR and DVD for children use.	114-506 A.7		114-516 A.7	☑	☐	☐
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)	☐	☑	☐

C= Compliant with Regulation, N = Noncompliant with Regulation, N/A = Not Applicable

No violations noted at time of visit. ☐

Signature of Director/Operator/Designee: Jeannie Locklear Date 12/3/19 ☐ Refused to Sign

Signature of Child Care Licensing Specialist: [illegible] Date 12-3-19

1/18/2019 rev.

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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)	☑	☐	☐
Medicine stored in separate locked container properly.	114-505 D.2(b)	114-525 D.2(b)	114-515 D.2(b)	☑	☐	☐
Expired medicine returned to parent or disposed of safely.	114-505 D.2(c)	114-525 D.2(c)	114-515 D.2(c)	☑	☐	☐
Written medication log reviewed.	114-505 D.3(a)	114-525 D.3(a)	114-515 D.3 (a)	☑	☐	☐
First aid kit supplies available and inaccessible to children.	114-505 E.1	114-525 E.1	114-515 E.1	☑	☐	☐
Children's faces and hands are clean.	114-505 B.1; G.4	114-525 B.1	114-515 B.1	☑	☐	☐
Proper handwashing practices were observed.	114-505 G.4	114-525 G.4	114-515 G.4	☐	☐	☑
Toys/equipment that child place in mouth washed & sanitized.	114-505 B.2	114-525 B.2	114-515 B.2	☑	☐	☐

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)	☑	☐	☐
Type of vehicle: ☑ Bus ☐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	☑	☐	☐
Vehicle safe and in good condition.	114-505 I.1(c)	114-525 I.1(c)	114-515 I.1(b)	☑	☐	☐
Checklist on unloading/loading of children.	114-505 I.2(d)	114-525 I.2(d)		☐	☑	☐
First Aid supplies and emergency information on children in vehicle.	114-505 I.1(g)	114-525 I.1(g)		☑	☐	☐
Driver's (valid) driver's licensed reviewed.	114-505 I.1(f)	114-525 I.1(f)	114-515 I.1(d)	☑	☐	☐

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

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)	☑	☐	☐
Facility following tracking of children procedures.	114-504 A(3)	114-524 A(2)		☑	☐	☐
Ratio adequate in all classrooms and on playground.	114-504 B(1)	114-524 B(2)	114-514 A(2)	☑	☐	☐

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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	☑	☐	☐
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	114-515 F.2	☑	☐	☐
Diaper area trash container closed, hands free and lined.	114-507 A.8(d)	114-527A.8(d)	114-517 A.8(d)	☑	☐	☐
Proper diaper diapering practices were observed	114-505 F.(1-16)	114-525 F.(1-16)	114-515 F.(1-7)	☑	☐	☐
Disposable items kept in labeled, closed, hands- free, plastic liner.	114-505 F.12	114-525 F.12	114-515 F.5	☑	☐	☐
Cribs meet standards labeled with child's name (certificate reviewed).	114-507 D.1	114-527 D.1	114-517 D.1	☑	☐	☐
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.3	☑	☐	☐
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(k)	☑	☐	☐
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	N	N/A
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.	11-507 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						